



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall
10 William Street
Monday, October 25, 2021

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for the Regular Session of Tuesday, October 12, 2021
2. Presentation of Awards – Mayor Zack Tyndall
 - a. American Municipal Power Awards for the Berlin Electric Department
 - b. Maryland Coastal Bays Program Award for Berlin Water Resources
3. Proclamations – Mayor Zack Tyndall
 - a. Proclamation 2021-36: Proclaiming November as Family Court Awareness Month
 - b. Proclamation 2021-37: Proclaiming November as Municipal Government Works Month
4. Approval of Heron Park Request for Proposals – Mayor Zack Tyndall
5. Discussion re: paving Stevenson, Graham (east), Decatur, and the Stephan Decatur Park walking path – Town Administrator Jeff Fleetwood
6. Discussion re: The Branch Street Well #3 Project – Town Administrator Jeff Fleetwood
7. Berlin Fire Company and Berlin Emergency Medical Services Quarterly Presentation – President David Fitzgerald
8. Town Administrator's Report
9. Departmental Reports
10. Comments from the Council
11. Comments from the Mayor
12. Comments from the Public
13. Comments from the Press
14. Adjournment

****Public Attendance at Meetings**

Per Mayor Zack Tyndall: EFFECTIVE JUNE 7, 2021, Mayor and Council Meetings will be held in-person with masks required 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, 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, 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.



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Tuesday, October 12, 2021

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

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

Absent: Councilmember Jack Orris.

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, 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. Regular Session of September 27, 2021:

On the motion of Councilmember Knerr, second by Councilmember Nichols, the Regular Session Minutes of September 27, 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>	4				1

2. RFP Discussion for Heron Park

Mayor Zack Tyndall explained the purpose of the Request for Proposal (RFP) for Heron Park. He thanked the City of Salisbury for sending many examples to pull from. He then went through the draft RFP line by line with the Council to determine changes that should be made, the Council made several recommendations. The Council did state that depending on the proposed project they would be open to rezoning the parcels; they do not want the zoning to define the proposals. Mayor Tyndall asked that one recommendation made by Planning Director Dave Engelhart be added to the minutes verbatim. Mr. Engelhart suggested that they add in that "nothing in this agreement shall encumber the Town of Berlin to accept any dedication of town infrastructural roadways, etc..., without approval of the Mayor and Council".

Resident Marie Velong asked how individuals would access Parcel 410; Mayor Tyndall said that is a public right-of-way.

Mr. Engelhart said it would be important to add in a bonding requirement. Mayor Tyndall said he would like to work with Davis, Bowen & Friedel, Inc., in coming up with appropriate bonding amounts.

Town Administrator Jeffrey Fleetwood asked if it is possible for a group to only make a proposal on one parcel; Mayor Tyndall said they are not inclusive, individuals can bid on one or both. Councilmember Nichols said she would like references that they could reach out to about past projects.

3. Motions to Approve:

a. Motion 2021-25: Motion approving the 2022 Event Schedule as submitted

Economic and Community Development Director Ivy Wells was not present, so Town Administrator Jeffrey Fleetwood presented the events schedule and said there would be a change to Reggae Play Day, which would run from 1pm – 4pm.

On the motion of Councilmember Nichols, second by Councilmember Purnell, Motion 2021-25 with the change indicated, 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>	4				1

b. Motion 2021-26: Motion approving the Holiday Schedule for 2022

Deputy Town Administrator Mary Bohlen stated that this holiday schedule is the same as years past, but now includes Juneteenth on Monday, June 20th.

On the motion of Vice-President Burrell, second by Councilmember Knerr, Motion 2021-26, 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>	4				1

c. Motion 2021-27: Motion approving a fiscal year 2022 budget amendment increasing expense and revenue accounts associated with capital improvements in the stormwater fund. Allocation \$110,000 from ARPA grant. Details of the budget amendment are attached to the Motion in Exhibit A

Finance Director Natalie Saleh explained that this Motion was generated based on their approval of using the ARPA funding for the infrastructure damage at 205 Washington Street.

On the motion of Councilmember Knerr, second by Vice-President Burrell, Motion 2021-27, 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				

Voting Tally	4				1
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4. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood said Electric has been hanging the string lights and trimming the tress. He met with State Highway Administration (SHA) and the 113/376 project was awarded to Bramble and should begin in the evening within the next 30 days. The roofing project for Henry Park, Stephen Decatur Park, and Planning building should begin tomorrow and they are scheduled to have Henry Park completed by Friday for Love Day. Saturday is Oktoberfest. SHA is going to be doing some concrete work around Town and asked if the Town can identify sidewalks that need repaired. The Town was recertified for Sustainable Maryland today, Berlin was the first to be certified and first to be recertified. Henry Park's flagpole now has a new solar light installed and they will be planting a new dogwood tree for Wendell Purnell's memorial before Love Day on Sunday, which will take place in the afternoon to unveil the new basketball courts. Mayor Tyndall said he would like to see a road closure take place for Love Day like National Night Out. Mayor Tyndall also mentioned that Mr. Doug Parks had given him a list of sidewalks in Town that required repairs which he will pass along to Mr. Fleetwood.

5. Departmental Reports:

a. Electric Utility Director – Tim Lawrence

Mr. Lawrence said touch a truck was a huge success and thanked everyone for their assistance. He also mentioned that they are trimming the trees for the new string lights. Mayor Tyndall said he saw a press release go out today for a safety award through American Municipal Power and congratulated him on that; Administrative Manager Kelsey Jensen added that the presentation of that award will take place at the next Council Meeting.

b. Public Works Superintendent – Jimmy Charles

Mr. Charles said they will install the basketball equipment on Thursday.

c. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen said she is still looking for volunteers to assist with the glow walk in Berlin on November 5th.

6. Comments from the Council:

Councilmember Purnell asked about Ms. Holloway's presentation and was told that she will be at a work session on November 1st at 6 pm in the Council Chambers. He then asked what was going on with the Branch Street Well; Mr. Fleetwood said it is currently offline and he is working with DBF and the Mayor to determine the next step, but in the meantime, the other two wells in Town are fully capable of carrying the load. Councilmember Knerr said that seems like something we should consider for Capital Projects.

Councilmember Knerr reminded everyone that Oktoberfest will be on Saturday from 11 am – 4pm and it should be a great event.

Councilmember Nichols said it is breast cancer awareness month and reminded everyone that it is getting cold out, so prepare all of your heat sources and smoke and carbon monoxide detectors. Mayor Tyndall added that it is Fire Prevention month and if you need a new smoke detector contact the Berlin Fire Company. Ms. Nichols also added that she is very excited for Love Day and would like to see this become an annual event.

7. Comments from the Mayor:

Mayor Tyndall said Ms. Holloway's presentation will take place at a work session on November 1st in the chambers at 6 pm. He will be reaching out to Delegation District 38 before they go into session if you have any topics you would like him to address. Stephen Decatur High School's Homecoming is coming up and they have lent flags to the Town for businesses to hang from the 18th to the 24th, if you are interested in using one, please contact the Mayor's Office, Mr. Fleetwood added that there will be two hung at Town Hall. Larnet St. Amant will be hanging blue and white ribbons on the light poles. Mayor Tyndall also added that he has not received all of the requests for Capital Plans yet. He went to the Maryland Municipal League Conference, he is the Vice-President of the Maryland Mayor's Association, and they had several discussions about the ARPA funding and possibilities with grants and leveraging. Lastly, Love Day is Sunday, and it should be a nice event.

8. Comments from the Public:

Resident Marie Velong said she does not feel that the word industry or industrial should be removed from the RFP because it is limiting; Mayor Tyndall said they struck the word, but they are not precluding it in any way.

9. Comments from the Press – none.

10. Adjournment:

On the motion of Vice-President Burrell, second by Councilmember Purnell, the Mayor and Council meeting was adjourned at approximately 8:20PM.

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>	4				1

Respectfully Submitted,

Kelsey Jensen
Administrative Manager



Mayor & Council of Berlin, Maryland

OCTOBER 25, 2021

PROCLAMATION 2021-36

FAMILY COURT AWARENESS MONTH - NOVEMBER, 2021

WHEREAS, the mission of the Family Court Awareness Month Committee, (FCAMC) is to increase awareness on the importance of a family court system that prioritizes child safety and acts in the best interest of children, and;

WHEREAS, the mission of FCAMC is to increase awareness on the importance of education and training on domestic violence, childhood trauma, and past separation abuse and for all professionals working within the family court system, and;

WHEREAS, the mission of FCAMC is fueled by the desire for awareness and change in the family court system while honoring the children who have been murdered by separating or divorcing parents, and;

NOW THEREFORE, be it proclaimed that the Mayor and Council of the Town of Berlin hereby declare November as FAMILY COURT AWARENESS MONTH, and does commend this observance to all of our citizens.

WITNESS MY HAND AND SEAL, THIS 25TH DAY OF OCTOBER 2021

ZACK TYNDALL, MAYOR



Mayor & Council of Berlin, Maryland

OCTOBER 25, 2021

PROCLAMATION 2021-37

MUNICIPAL GOVERNMENT WORKS MONTH

***WHEREAS**, the Town of Berlin was incorporated in 1868, and Maryland is home to 157 municipalities, and*

***WHEREAS**, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and*

***WHEREAS**, in an effort to educate citizens about municipal government and the importance of their participation, the Town of Berlin is proud to promote municipal government awareness; and*

***WHEREAS**, municipalities have enhanced the quality of life for their respective residents, maintaining natural and historic sites and structures, helping to make Maryland a great place to work, play, and explore, and*

***NOW THEREFORE, BE IT PROCLAIMED**, that the Mayor and Council of the Town of Berlin, Maryland hereby joins the Maryland Municipal League in declaring November to be Municipal Government Works Month in The Town of Berlin.*

WITNESS MY HAND AND SEAL THIS 25TH DAY OF OCTOBER, 2021

ZACK TYNDALL, MAYOR



Town of Berlin

Request for Proposal (RFP) # (inserted after approval)

Disposition and Development of Parcel 57 and Parcel 410 at Heron Park

Proposal Posted: Monday, November 1, 2021

Pre-Proposal Meeting: Monday, November 15, 2021 at 10:00 AM

Town Hall – Council Chambers
10 William Street
Berlin, MD 21811

Site Tour:

Immediately Following the Pre-Proposal Meeting on Monday, November 15, 2021
Heron Park
10009 Old Ocean City Blvd.
Berlin, MD 21811

Last Day for Questions: Wednesday, December 15, 2021 at 4:30 PM

Proposal Opening: Tuesday, February 15, 2022 at 10:00 AM

Town Hall
10 William Street
Berlin, MD 21811

Advertisement

Notice is hereby given that the Town of Berlin ("Town") is accepting sealed proposals for **Request for Proposals RPF (insert number) Disposition and Development of Parcel 57 and Parcel 410 at Heron Park.** The submission deadline is **Monday, February 14, 2022 at 4:00 PM.** Solicitation documents including instructions to respondents and all addenda may be obtained from the Town of Berlin at 10 William Street, Berlin, MD 21811. All proposals must be received prior to the date and time shown above. Late, faxed, or emailed bids will not be accepted. The Town reserves the right to reject any or all proposals received, to waive any informalities or technicalities of the bid or to reject any non-responsive and/or non-responsible proposal in the best interest of the town of Berlin.

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Section 1: Project Overview

1.1 General Intent

- a. The Town of Berlin (also referred to as the “Town” hereafter), through this RFP, seeks a highly qualified entity to lease or purchase and transform Parcel 57 and/or Parcel 410 at Heron Park in Berlin in accordance with applicable regulations. It is therefore the intent of the Town of Berlin to receive proposals that would lead to economic development in the Town of Berlin, while maintaining and enhancing safety, livability and recreation.
- b. All Development Proposals submitted must conform to the Proposal Requirements listed in Section 2.
- c. Entities that submit a proposal for award of this contract are referred to as “proposers” in this document. The firm or individual that is awarded the contract is herein referred to as the “Firm” or “Developer.” The words Bidder, Offeror, Consultant, Proposer, Developer, and Contractor may be used interchangeably.

1.2 Background Information – Town of Berlin

- a. The Town of Berlin, Maryland, incorporated in 1868, is a community of approximately 5,000 people (2020 census www.census.gov) and is located in Worcester County on Maryland’s Eastern Shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community’s residents: police, public works, parks, water, wastewater, stormwater, electric, economic and community development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1st through June 30th.
- b. Berlin is located 7 miles from two renowned beaches: Ocean City and Assateague Island. Berlin is located at the junction of east-west U.S. Route 50 and north-south U.S. Route 113, which meet at a cloverleaf interchange to the northeast of the town. US 50 bypasses the town to the north on the Ocean Gateway and heads west to Salisbury and east to Ocean City. Berlin was awarded Budget Travel's 'Coolest Small Town in America' in 2014 and since has been honored with multiple other accolades for it's hospitality, sustainability, schools, safety and more.

1.3 Site Description and Zoning

- a. The subject property is currently Zoned R-1 (see section 1.6(f) in reference to rezoning) and located within walking distance to the Town of Berlin’s Historic Main Street Shopping District and within the corporate limits of the Town of Berlin.
 - i. Parcel 57, located at 10009 Old Ocean City Blvd., Berlin, MD 21811, consists of 9.35 acres with a 66,954 sq/ft industrial processing building on-site (see building condition assessment in Section 9 for building condition and details). The Town of Berlin has applied for grant funds associated with a full or partial demolition of the processing building through the Maryland Department of Housing and Community Development Strategic Demolition Fund Statewide (SDF Statewide) program with a potential award date of December 2021.

- ii. Parcel 410, located at 9943 Old Ocean City Blvd., Berlin, MD, consists of 9.38 acres. This parcel is mostly cleared with small outbuildings remaining from the industrial processing facility that are currently utilized for storage of Town equipment.

1.4 Summary of Parcel(s) Data

Name: Parcel 57
Tax I.D.: 014800
Ownership: Mayor & Council of Berlin, MD
Location: 10009 Old Ocean City Blvd., Berlin, MD 21811
Current Use: Exempt Commercial
Zoning: R-1 Residence District 1
Gross Acreage: 9.35 Acres
Appraised Value:
Tax Assessment Value: \$965,100
Special Considerations:

Name: Parcel 410
Tax I.D.: 014819
Ownership: Mayor & Council of Berlin, MD
Location: 9943 Old Ocean City Blvd., Berlin, MD
Current Use: Exempt Commercial
Zoning: R-1 Residence District 1
Gross Acreage: 9.38 Acres
Appraised Value:
Tax Assessment Value: \$831,900
Special Considerations:

1.5 Development Objectives

- a. The Town is interested in receiving proposals that would lead to economic development, in the incorporated limits of Berlin with proximity to its Historic Main Street Shopping District and complement the existing business community, recreational activities, and nearby neighborhoods. Developers should strive to ensure that the completed use is coordinated and balanced, that the development sustains walkability, and utilizes a combination of civic and environmental design considerations that includes, but is not limited to:
 - i. Highly aesthetic, creatively designed, quality project which is harmonious with the objectives of the Town of Berlin's goals for housing, jobs, business, eateries, etc. Proposals containing the following aspects will be weighted the most favorably (numbering is for formatting purposes only and NOT priority of consideration).

2. Multiuse

- 3. Commercial/Business
- 4. Residential
- 5. Recreational
- ii. Increase property tax base and develops a lasting revenue stream;
- iii. Compactness – creating a critical mass of activities within walking distance;
- iv. Foster intensity of development – efficient use of land, good density and promoting vibrancy along existing and new streets;
- v. Ensure a balance of activates – day, evening and weekend vitality;
- vi. Build a complementary identity – organize, build and sustain the image of the historic downtown area as attractive, interesting, and vibrant;
- vii. Restore and maintain environmental quality – reduce the amount of runoff pollution, increase the amount of green space, plant trees, utilization of sustainable materials and incorporation of water and energy efficient site design /construction;

1.6 Scope of Work

- a. Consult with the Town and other agencies/groups as required to refine detailed project goals and scope of work, establish project time schedule, communication network and contact persons.
- b. Inventory and conduct an evaluation of the existing land uses and structures adjacent to the site(s) and identify urban design issues in conjunction with the vision of the Town of Berlin Historic Main Street Shopping District.
- c. Assess and mitigate public infrastructure to accommodate development/redevelopment strategies (i.e. parking, traffic circulation, water and sewer capacity, storm water management, flood control, sidewalks, etc.).
- d. Prepare detailed project cost estimates, breaking out each component of the plan.
- e. Prepare a final design and all necessary plans as required by the Town of Berlin, incorporating the required components as specified herein and in conjunction with input from the Town.
- f. Obtain all required approvals from the Town of Berlin, including Public Hearings of the Berlin Planning Commission and Mayor and Council for rezoning which may be required for proposed development on the parcels. Site Plan Approval from the Planning Commission and stormwater management, utilities and infrastructure plans will have to be submitted to the Berlin Planning Department for approval. Approval of the site and development plan would also be required from the Worcester County Department of Environmental Programs for Forest Conservation and Erosion and Sediment Control. The Maryland Department of Transportation's State Highway Administration would have to approve vehicle ingress and egress and access to the site from MD 346 (Old Ocean City Blvd.). The Worcester County Fire Marshall's Office would review and approve the site plan and any proposed development to be constructed. The subject properties have the advantage of falling within the Enterprise Zone and Priority Funding Area, all of which maximize the potential for economic stimulation and improving the quality of life in and around downtown Berlin.

- i. Cost for such approvals, including but not limited to licenses, permits, zoning appeals, inspection fees, engineering and environmental studies, appraisals, surveys and legal descriptions are borne solely by the proposer.
- g. Commence construction of the approved plan within 18 months of closing. The Town expects completion of all construction and full operational ability within 2 years after commencement of construction, subject to extension or modification as mutually agreed upon with the Town of Berlin.

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End of Section

Section 2: Proposal Requirements

2.1 General Submittal Information

- a. Proposers, before submitting a proposal, will become fully informed as to the extent and character of the proposal document and are expected to completely familiarize themselves with the requirements of this solicitation and any and all specifications. Failure to do so will not relieve the Proposer of the responsibility to fully perform in accordance therewith. No consideration will be granted for alleged misunderstanding of the material to be furnished or the work to be performed, it being understood that the submission of a proposal is an agreement with all of the items and condition referred to herein.
- b. All offers and any other documents required as noted in this RFP and any addenda must be submitted to Jeffrey Fleetwood, Town Administrator, 10 William Street, Berlin, MD 21811, by Monday, February 14, 2022, at 4:00 PM. Under no circumstances will offers delivered after the date and time specified be considered. The Town of Berlin will not be responsible for any offer delayed in the postal or other delivery service nor late offer, amendment, or request for withdrawal of offer, received after the RFP date. Offers received after the date and time for receipt will be returned unopened.
- c. All submitted documents should be prepared in a professional manner and must provide a clear and concise demonstration of the Proposers capability to satisfy the requirements and objective of this RFP.
- d. The Town of Berlin will not be limited solely to the information provided by the Proposer, but may utilize other sources of information useful in evaluating the capabilities of the Proposer. Special or unique capabilities or advantages of the Proposer should be clearly stated in the Developer's Development Proposal Document.
- e. All copies of the Proposal submittal and any other documents required to be submitted with the Proposal will be enclosed in a sealed envelope. The envelope will be addressed to the Town Administrator and will be identified with the project name, project number and the Proposer's name and address. If the proposal is sent by mail, the sealed envelope will be enclosed in a separate mailing envelope with the notation "**SEALED PROPOSAL ENCLOSED**" on the face thereof.
- f. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the Proposer's own risk.
- g. Proposals will be valid for a minimum of 180 days from the date of proposal opening.

2.2 RFP – Specific Submission Requirements

Each submission of proposal documents will be required to provide the following exhibits or materials as part of the proposal package. In order to issue a uniform review process and to obtain the maximum degree of comparability, it is required that the submittal be organized in the manner specified, tabbed, and with a table of contents.

- a. Title Page: Show the name of the development firm, address, telephone number, name of the contact person, date, and subject: "RFP [redacted]"
- b. Table of Contents: Include a clear identification of the material by section and by page number.
- c. Comprehensive Plan for use of the Site: This should include but not be limited to:
 - Plans for renovation or demolition
 - Use planned when renovation or demolition has been completed;
 - Anticipated neighborhood impact. If applicable address:
 - Traffic
 - Parking
 - Pedestrian traffic
 - Noise
 - Construction
 - Environmental impact
 - Impact on existing Town services
 - Discuss how your proposed use is compatible with the surrounding neighborhood
 - Anticipated date of project/redevelopment completion.
- d. Letter of Interest: Brief history of firm, a statement of the respondent's interest in the proposed properties, and describes the firm's strengths that enhance their ability to purchase the properties and carry out any proposed improvements to the properties.
- e. Financial Capacity to Complete Proposed Improvements: In order for proposals to be considered, Proposers must submit with their proposal, a letter from a lending institution evidencing the Proposer possesses the ability to obtain the necessary funds to purchase this property. Evidence will include all information necessary to certify that the Proposer: maintains a permanent place of business; has available the organization and qualified manpower to do the proposed improvements; has adequate financial status to meet the financial obligations incidental to the proposed improvements; has not had just or proper claims pending against them or their company. **Failure to submit this letter with your proposal will result in a rejection of your proposal.**
- f. Examples of previous work completed: You are invited to include a maximum of two pages of information not included above which you feel may be useful and applicable to this project.
- g. Professional References: You are invited to include a maximum of two pages of information not included above which you feel may be useful and applicable to this project.
- h. Additional Background: You are invited to include a maximum of five pages of information not included above which you feel may be useful and applicable to this project.
- i. Town Forms: Submit the following completed forms provided in the RFP (found in Sections 5, 6, 7, and 8):
 - i. Section 5: Form of Proposal RFP [redacted]
 - ii. Section 6: Developers Affidavit of Qualification to Proposal

- iii. Section 7: Ownership Disclosure Form
- iv. Section 8: Non-Collusive Affidavit

2.3 Completion of Proposal Documents

- i. Use only forms supplied by the Town.
- ii. Submit one (1) original and three (3) copies of completed Proposal Documents. Each copy of the proposal will be bound in a single volume. All documents submitted with the proposal will be bound in that single volume.
- iii. All blanks on the form will be filled by typewriter or manually in ink.
- iv. Where so indicated by the make-up of the proposal form, sums will be expressed in both words and figures, and in the case of a discrepancy between the two, the amount written in words will govern. In event there is a discrepancy between the unit price and the extended totals, the unit price will govern.
- v. Any interlineation, alteration, or erasure MUST be initialed by the signer of the Proposal.
- vi. Each copy of the proposal will be signed by the person or persons legally authorized to bind the Proposer to a contract, using the legal name of the signer. A proposal submitted by an agent will have a current Power of Attorney attached certifying the agent's authority to bind the Proposer.
- vii. Proposer will supply all information and submittals required by the documents to constitute a proper and responsible proposal.
- viii. Any ambiguity in a proposal as a result of omission, error, lack of clarity or noncompliance by the Proposer with specifications, instructions, and/or all conditions of proposal will be constructed in the light most favorable to the Town of Berlin.

2.4 Deposit

- a. Each Development Proposal Document will be accompanied by a deposit in an amount not less than ten percent (10%) of the base bid. Certified or cashier's checks are acceptable, made payable to the Town.
- b. Return of Proposal Security
 - i. At award of a contract, all unsuccessful Proposers' proposals securities will be returned.
 - ii. The proposal security will be returned to the successful Proposer upon the execution of the Land Disposition Contract or applied to the sale/lease as decided upon in the ENP.

End of Section

Section 3: Evaluation and Selection Process

3.1 Opening of Proposals

- a. Proposals received on time will be opened publicly and only participant's names will be read aloud for the record.
- b. The contract will be awarded or all proposals will be rejected within 180 days from the date of proposal opening

3.2 Acceptance or Rejection of Proposals

- a. Unless otherwise specified, the contract will be awarded to the most **RESPONSIBLE** and **RESPONSIVE** Proposer complying with the provisions of the proposal documents, provided the proposal price is reasonable and it is in the best interest of the Town to accept it. The Town reserves the right to reject the proposal of any Proposer who has previously failed to perform properly in any way or complete on time contracts of a similar nature; of a proposal from a Proposer who, investigation shows, is not in a position to perform the contract; or a proposal from any person, firm, or corporation which is in arrears or in default to the Town of Berlin for any debt or contract.
- b. In determining a Proposer's **RESPONSIBILITY**, the Town may consider the following qualifications, in addition to price:
 - ix. Ability, capacity, and skill to provide the commodities or services required within the specified time, including future maintenance and service, and including current financial statement or other evidence of pecuniary resources and necessary facilities;
 - ii. Character, integrity, reputation, experience and efficiency;
 - iii. Quality of past performance on previous or existing contracts, including a list of current or past contracts and other evidence of performance ability;
 - iv. Previous and existing compliance with laws and ordinances relating to contracts with the Town and to the Proposer's employment practices;
 - v. Evidence of adequate insurance to comply with contract terms and conditions;
 - vi. Statement of current work load and capacity;
 - vii. Explanation of methods to be used in fulfilling the contract.
- c. In determining a Proposer's **RESPONSIVENESS**, the Town will consider whether the proposal conforms in all material respects to the proposal documents. The Town reserves the right to waive any informalities or irregularities that may be in the best interest to do so. Additionally, failure to submit the proposal documents in the manners outlined above will result in the proposal document being rejected as unresponsive. The Town may consider the following qualifications as well:
 - i. Submittal of Proposal Documents that clearly meet or exceed the program objectives as defined in the Town of Berlin Comprehensive Plan and/or the ____.
- d. The Town will have the right to reject any and all proposals, where applicable to accept in whole or in part, to add or quantities, to reject the proposal not accompanied by required proposal security or other data required by the proposal documents, and to

accept or reject any proposal which deviates from specifications when in the best interest of the Town. Irrespective of any of the foregoing, the Town will have the right to award the Contract in its own best interests.

3.3 Award Procedures

- a. The Town will issue an Exclusive Negotiating Privilege (ENP) to the selected Proposer setting out specific requirements and deadline for fulfilling the requirements of the project (including but not limited to the statements and ideas expressed herein). If negotiations have not been completed within 180 days after selection of a Developer, then the ENP will expire. The Town may extend that time period if both parties find that negotiations are proceeding satisfactorily. Should the parties fail to agree upon the contract within a reasonable time, the Town, at its sole discretion, may cancel negotiations with the first selected Developer and proceed with the next acceptable Development Proposal Document, re-solicit for new proposals, or abandon the Proposal Document.
- b. After successful completion of the ENP period, the Town will then enter into a Land Disposition Contract (LDC) setting forth the terms and conditions of the lease or sale of the subject property (properties). Approval of the LDC is by action of the Town Council.

3.4 Land Disposition Contract

- a. In addition to the regulations set forth in the Town building code, zoning code, and other applicable codes and ordinances, the following controls will be implemented by provisions in a LDC as are considered appropriate by the Town Council;
 - i. The purchaser will agree, for itself and its successors and assigns and every successor in interest to the property or any part thereof, and the deed will contain covenants that the purchaser and any such successors and assigns will devote the property to and in accordance with the uses specified in the development plan;
 - ii. The purchaser will agree, for itself, and its successors and assigns and every successor in interest to the property or any part thereof, and the deed will contain covenants that the purchaser and any such successors and assigns will promptly begin and diligently move to complete the development of the property through the construction of the improvements thereon, and that such construction will in any event be begun and completed within the period specified in the LDC;
 - iii. The deed conveying the property will expressly provide that the agreements and covenants provided for in the development plan will be covenants running with the land and will be binding on the land for the benefit and in favor of the Town;
 - iv. The purchaser will represent and agree that its purchase of the property and its other agreements pursuant to the development plan and the LDC are and will be used for the purpose of development of the property and not for speculation in land holding;
 - v. None of the provisions of this chapter or the LDC are intended to or will be merged by reason of any deed transferring title to the property to the purchaser or to any successor in interest;

- vi. The purchaser will agree to retain the interest it acquires in such property until construction of the required development is completed and will agree not to sell, lease or otherwise transfer the interest acquired or any part thereof without the prior written consent of the Town, until the Town will have certified, in writing, that the purchaser has completed construction. In the absence of any such written agreement no such transfer will be effective and will not relieve the purchaser of its obligations under the LDC;
- vii. The purchaser will agree that prior to completion of the development, it may not mortgage or encumber the property except for the purpose of obtaining funds to purchase the property and funds only to the extent necessary for making the improvements. The Town will agree that no mortgagee will be required to construct or complete the improvements. The purchaser will agree that in the event of default in the purchaser's mortgage, the Town will have the option of paying to the holder the amount of the mortgage debt and securing an assignment of the mortgage and the debt secured thereby;
- viii. The purchaser will agree that prior to conveyance of the property if the purchaser, in violation of the LDC, assigns or attempts to assign the LDC or does not submit a final development plan with the time as required by the LDC or does not pay the purchase price and take title to the property upon tender of conveyance by the Town pursuant to the LDC, then, in such event, the LDC, at the option of the Town, will be terminated, and the deposit will be retained by the Town as liquidating damages;
- ix. The purchaser will agree that in the event that subsequent to the conveyance of the property to the purchaser, the purchaser will default in or violate the LDC, prior to the completion of the development as certified by the Town, including but not limited to failing to construct improvements, or will abandon or substantially suspend construction work by failing to begin or complete the project in the period specified in the LDC or by failing to pay real estate taxes or suffer any levy or attachment or any unauthorized change in ownership and such violation is not cured after sixty (60) days' written demand by the Town, then the Town will have the right to reenter and take possession of the property and to terminate (and revert to the Town) the estate conveyed by deed to the purchaser and declare a termination of the LDC and revert the property to the Town, and the Town will have, in such event, the power to execute and file for record in the land records a declaration of termination of all right, title and interest of the purchaser, provided that this provision will be limited by and will not defeat or limit the lien of any mortgage authorized by the LDC and will not apply to any parts or parties upon which the improvements have been completed in accordance with the LDC and for which a certificate of completion has been issued.
 - 1. The purchaser will not be in default for failure to complete the project if such failure is caused by an enforced delay due to unforeseen causes beyond its control and without its fault or negligence, provided that the purchaser, within ten (10) days of

the start of any such enforced delay, has notified the Town, in writing, and requested an extension for the period of the enforced delay.

2. Upon reverting of title in the Town, the Town will use its best efforts to resell the properties or part thereof as soon as is feasible and consistent with the Town's objectives to a qualified party (as determined by the Town) who will assume the obligation of completing the improvements or such other improvements in their stead as will be satisfactory to the Town.
3. Upon resale of the property, the proceeds thereof will be applied:
 - a. First to reimburse the Town for all costs and expenses incurred by the Town, including employees' salaries in connection with the recapture, management and resale of the property or part thereof; all taxes, assessments and water and sewer charges with respect to the property or part thereof; any payments made to discharge any encumbrances or liens on the property or portion thereof; any expenditure or obligations incurred with respect to making or completing the improvements any other amounts owed or due to the Town by the purchaser and their successors or transferees, and;
 - b. Second, to reimburse the purchaser, its successor or transferee up to the amount equal to the sum of the purchase price paid by purchaser for the property (or allocable to the part thereof) and the cash equally invested by the purchaser in the making of the improvements on the property or part thereof, less any gains or income withdrawn or made by the purchaser from the development plan or from the property;
 - c. Any balance remaining after such reimbursements will be retained by the Town as its property.
- ii. Easements for installation and maintenance of utilities will be reserved to the Town as required.
- iii. Promptly after completion of the improvements in accordance with the provisions of the LDC relating to the obligation of the purchasers to construct the improvements the Town will furnish the purchaser with an appropriate instrument in recordable form so certifying. Such certification by the Town will be (and it will be so provided in the deed and in the certification itself) a conclusive determination of satisfaction and termination of the development plan and covenants therein and in the deed with respect to the obligations of the purchaser and its successors and assigns to construct the improvements and the dates for the beginning and completion thereof. With respect to such individual parts or sections, the purchaser may convey such portions as the improvements

constructed therein are completed, and the Town will make such certification as it is related to the portion completed;

- iv. Any required control or covenant set forth herein may be modified or waived by the Town Council.
- b. Amendments. The LDC for the sale of the subject property (properties) may be modified, including provisions pertaining to land use, building and site modification, before or after the transfer of property with written approval of the Town Council by resolution.

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End Of Section

Section 4: General Information

4.1 Economy of Proposal

- a. Proposals should be prepared simply and economically, providing straight forward and concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required or desired.

4.2 Proprietary Information or Trade Secrets

- a. The Proposer may invoke proprietary information or trade secret protection for submission of any data/material by (1) identifying the data/material in a written description, (2) clearly marking the data/material as proprietary, and (3) providing a written statement detailing the reason why protection is necessary. The Town reserves the right to ask for additional clarification prior to establishing protection.

4.3 Ownership of Materials

- a. Ownership of all material and documentation originating and prepared pursuant to the RFP will belong exclusively to the Town and is subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted by a Firm in connection with a procurement transaction will not be subject to disclosure under the Freedom of Information Act. However, the Firm must invoke the protections of this section prior to or upon submission of the data or other material.

4.4 Audit

- a. The Firm agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited. The Town, its authorized agents, and/or State auditors will have full access to and the right to examine any of said materials during said period.

4.5 Contract Award

- a. A Land Disposition Contract will result from award of this RFP. If the accepted Proposer will fail or refuse to sign and deliver this contract and the required surety bonds and insurance documentation, the Town of Berlin will retain, as partial damages for such failure or refuse, the Proposal Security of such defaulting Proposer. If the accepted Proposer defaults in its performance under the agreement and does not cure the default within 30 days after written notice of default, the Town of Berlin may terminate the agreement, in whole or in part, upon written notice without penalty to the Town of Berlin. Contract will be executed by the successful Proposer within fifteen (15) days of receipt of Contract as time is of the essence.
- b. Proposals and contracts issued by the Town of Berlin will bind the Firm to applicable conditions and requirements herein set forth, unless otherwise specified in the proposal documents, and are subject to all federal, state, and municipal laws, rules, regulations,

and limitations. This contract will be construed and interpreted in accordance with the laws of the State of Maryland and all questions of performance hereunder will be determined in accordance with such laws.

- c. Town of Berlin personal property taxes must be on a current basis; if any such taxes are delinquent, they must be paid before award of contract. Failure to pay will result in the award of proposal to another firm.
- d. The Town of Berlin reserves the right to engage in individual discussions and interviews with those Proposers deemed fully qualified, responsible, suitable, and professionally competent to provide the required services should the project size warrant it. Proposers will be encouraged to elaborate on their qualifications, performance data, and staff expertise. Proprietary information from competing Proposers will not be disclosed to the public or to competitors.

4.6 Modification or Withdrawal of Proposal

- a. A proposal may not be modified, withdrawn, or cancelled by the Proposer during the stipulated time period following the time and date designated for the receipt of proposals, and each Proposer so agrees in submitting a proposal.

4.7 Default

- a. The contract may be cancelled or annulled by the Town in whole or in part by written notice of default to the Firm upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, any violation of state or local laws, or the making of an assignment for the benefit of creditors. An award may then be made to the next low Proposer, or when time is of the essence, similar commodities and/or service may be purchased on the open market. In either event, the defaulting Firm (or their surety) will be liable to the town for cost to the Town in excess of the defaulted contract price.

4.8 Collusion/Financial Benefit

- a. The Proposer certifies that his/her proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same project; without prior knowledge of competitive prices; and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
- b. Upon signing the proposal, Proposer certifies that no member of the governing body of the Town of Berlin, or members of his/her family, including spouse, parents or children, or any other officer or employee of the Town, or any member or employee of a Commission, Board, or Corporation controlled or appointed by the Mayor or Council has received or has been promised, directly or indirectly, and financial benefit, related to this contract.

4.9 Indemnity

- a. The successful Firm agrees to indemnify, defend, and hold harmless the Town of Berlin and its officers, employees, and agents from any and all liability, loss, cost, damage, and

expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury, including death, or property damage rising out of or resulting from the Firm's operations under this Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

- b. Firm further agrees to furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, due to Firm's own work or to the work of other contractors for which he or his workers are responsible.

4.10 Suspension or Termination for Convenience

- a. The Town will have the right, at any time by written notice, for its convenience, to suspend the work for such time as may be determined by the Town to be necessary or desirable up to ninety (90) days, unless a longer time is agreed upon in writing by both parties; and thereafter, to require resumption of the whole or any part of the work without invalidating the provisions of this contract.
- b. The Town will have the right, at anytime by written notice, for its convenience, to terminate the work in whole or in part.
- c. Any notice issued pursuant to sections A and/or B above will state the extent and effective date of such notice, except as otherwise directed, the Firm will stop work on the date of receipt of the Notice of Termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities, except as necessary for the completion of such portion of the work not terminated.
- d. In the event of termination, pursuant to section B above, the Town will pay the Firm's expenses verified by final invoice as set forth in section D for the following:
 - i. Completed and acceptable work executed in coordinates with the Contract documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit for such work;
 - ii. Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by Contract Documents in connection with uncompleted work, plus fair and reasonable sums for overhead and profit.
- e. The Firm will not be paid on account of loss of anticipated profits or revenues or for work not completed prior to the date of termination of the Contract.

4.11 Contract Changes

- a. **NO CLAIMS** may be made by anyone at the scope of the project or that the Firm's services have been changed UNLESS such changes or adjustments have been made by an approved **WRITTEN AMENDMENT (Change Order)** to the Contract signed by the Mayor (with Town Council approval, if required), prior to extra work being initiated. Changes performed without prior, approved, written authority will be considered as unauthorized and at the expense of the Firm. Payment will not be made by the Town of Berlin (Owner) for said changes not approved as aforementioned.

- b. **NO ORAL** conversations, agreements, discussions, or suggestions, which involves changes to the scope of the contract, made by anyone including any Town of Berlin employee, will be honored or valid. No written agreements or changes to the scope of the Contract made by anyone other than the Mayor (with Town Council approval, if required) will be honored or valid.
- c. If any change ordered in the work results in a reduction in the work, the Firm will neither have, nor assert any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on work that is eliminated.
- d. No inspection, or any failure to inspect, at any time or place, will relieve the Firm from their obligation to perform all the work strictly in accordance with the requirements of the specifications. The Firm's Project Representatives are NOT authorized to revoke, alter, and large, relax, or release any requirement of these specifications, or to approve or accept any portion of the Contract, or to issue instructions contrary to the drawings and specifications of the Contract.

4.12 Addendum

- a. **No oral statements of any person will modify or otherwise affect or interpret** the meaning of the Contract specifications, or the terms, conditions, or other portions of the Contract. All modifications and every request for any interpretation must be addressed to the Town Administrator, Town of Berlin, 10 William Street, Berlin, Maryland 21811, and to be given consideration, must be received at the above address at least ten (10) days prior to the date fixed for the opening of proposals.
- b. Any and all interpretations, corrections, revisions, and amendments will be issued by the Town Administrator to all holders of proposal documents in the form of written addenda. Proposals are cautioned that any oral statements made by any Entity's employee then materially change any portion of the proposal documents will not be relied upon unless subsequently ratified by a formal written amendment to the proposal document. All addenda will be issued so as to be received at least five (5) days prior to the time set for receipt of proposals, and will become part of the Contract Documents and will be acknowledged in the proposal form. Failure of any Proposer to receive any such addenda will not relieve said Proposer from any obligation under his Proposal as submitted.
- c. Proposals are cautioned to refrain from including in their proposal any substitutions which are not confirmed by written addenda. To find out whether the town of Berlin intends to issue an amendment reflecting an oral statement made by any employee, contact Jeffrey Fleetwood, Town Administrator, at (410) 641-4002 during normal business hours.
- d. The Town of Berlin, at the direction of the Mayor and Council, reserves the right to postpone the proposal opening for any major changes occurring in the 5-day interim which would otherwise necessitate an Addendum.

4.13 Insurance Requirements

- a. **ON ALL LIABILITY INSURANCE POLICIES, TOWN OF BERLIN, ITS EMPLOYEES, AND OFFICERS MUST BE NAMED AS ADDITIONAL INSURED, AND INSURANCE CERTIFICATES FURNISHED TO THE TOWN WILL INDICATE SUCH COVERAGE.**
- b. Unless otherwise required by Special Conditions for this Invitation to Proposal, if a contract is awarded, the firm will be required to purchase and maintain during the life of the contract the following types and amounts of insurance (at minimum).
- c. Comprehensive General Commercial Liability: \$1,000,000 (One million dollars) combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit will apply separately to the project/location or the general aggregate will be twice the required occurrence limit.
- d. Comprehensive Automobile Liability: \$1,000,000 (One million dollars) combined single limit per accident for bodily injury and property damage.
- e. Workers Compensation and Employer's Liability: Workers Compensation as required by the Code of the State of Maryland and Employer's Liability with limits of \$1,000,000 (One million dollars) per accident.
- f. The Proposers will provide the Town with certificates of insurance evidencing the coverage required above. Such certificates will provide that the Town be given at least thirty (30) days prior written notice of cancellation of, intention to not renew, or material change in such coverage. Proposer must provide certificates of insurance before commencing work in conjunction with the contract.
- g. **THE PROVIDING OF ANY INSURANCE REQUIRED HEREIN DOES NOT RELIEVE THE FIRM OF ANY OF THE RESPONSIBILITIES OR OBLIGATIONS ASSUMED BY THE FIRM IN THE CONTRACT AWARDED, OR FOR WHICH THE FIRM MAY BE LIABLE BY LAW OR OTHERWISE.**
- h. Failure to provide and continue in force such insurance as required above, will be deemed a material breach of the Contract, will cause the Firm to be in DEFAULT, and will operate as an immediate termination thereof. The Town reserves the right to require higher limits on any contract. A 30-day notice in writing of cancellation or non-renewal will be furnished by certified mail to the Town Administrator at the address listed in solicitation. The Firm/Vendor agrees to be responsible for, indemnify, defend and hold harmless the Town, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in damage that may happen in connection with and during the performance of the contract including, but not limited to, claims under the Worker's Compensation Act.

4.14 Cancellation of the Proposal Document/Rejection of All Proposals

- a. The Town may, added sole discretion, cancel this Proposal Document, in whole or in part, or reject all Proposal Documents submitted when this action is determined to be in the best interest of the Town.

4.15 Evaluation Criteria

- a. The following table shows evaluation criteria:

Maximum Possible Points	Criterion
50	The monetary value offered for the Property (properties)
30	Use and redevelopment of Property or Properties as defined by the proposer in the proposal documents.
15	Balance sheet provides evidence that entity's liquidity is above industry standards and the Income Statement provides evidence of suitable cash flows and ability to meet the Town's bonding requirements outlined below. Project Cash Flows = Cash Flow for the project provides evidence the project is fundable and sustainable
5	Such other and further factors as the Advisory Committee may wish to consider.

Each Developer's final score will be the sum of each criterion's total points.

The Town of Berlin requires all Firms be capable of obtaining a Performance Bond for their Proposal and demonstrate the financial capabilities needed to achieve this bonding level. Bonds will remain in effect for the minimum specified period for each bond. Bonds may be released following the minimum timeframe after a written request by the Firm has been sent to the Town and that request has been approved by the Mayor and Council. Additional requirements may be included as part of a Public Works Agreement between the Town and the developer.

A **Performance Bond** is defined as 150% of the total project cost and remain in effect for a minimum of one-year.

A **Guarantee Bond** is defined as 10% of the cost for infrastructure to be turned over to the Town and 100% for the cost of a pump station (if applicable) and remain in effect for a minimum of two-years.

End Of Section

Section 5: Required Forms – Form of Proposal RFP (insert number)

Date: _____

To Whom It May Concern:

We hereby submit our proposal for Town owned property, described as Parcel 57 and/or Parcel 410 at Heron Park as indicated in the Proposal Documents.

Having carefully examined the Proposal Document and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our firm for award of the referenced contract.

Proposal Amount for Parcel 57 at Heron Park. \$ _____

Proposal Amount for Parcel 410 at Heron Park \$ _____

Total Proposal Amount \$ _____

Firm Name: _____

Firm Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Signature Printed Name

Section 6: Required Forms – Developer’s Affidavit Of Qualification to Propose (pg. 1 of 2)

I hereby affirm that:

I, _____ and the _____
(Printed Name) (Title) and

The duly authorized representative of the Developer of:

(Name of Firm) whose address is:

(Street)

(City/State/Zip)

And that I possess the legal authority to make this affidavit on behalf of myself and the Developer for which I am acting.

Except as described below, neither I nor the above Developer, not to the best of my knowledge and of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo-contendere to a charge of, or have during the course of any official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government (conduct prior to July 1, 1977 is not required to be reported).

(State “none” or, as appropriate, list any conviction, plea or admission described in the paragraph above, with the date, court, official or administrative body, the individuals involved and their position with the Developer, and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the Town, I acknowledge that, if the representation set forth in this affidavit are not true and correct, the Town may terminate any Contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Signature

Printed Name

Section 7: Required Forms – Ownership Disclosure From

Company Name: _____

Type of Company (circle one):

Address: _____

*Sole Proprietorship

*Partnership

*Corporation

FEIN#: _____

*Limited Liability Corporation

Instructions: Provide below the names, offices held and any ownership interest of all officers of the firm. If additional space is necessary, provide on an attached sheet.

Name	Office Held	Ownership Interest (Shares Owned or % of Partnership)
------	-------------	--

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Instructions: provide below the names, offices held and the ownership interest of all individuals not listed above, and any partnerships, corporations and any other owner having a 10% or greater interest in the firm named above. If a listed owner is a corporation or partnership, provide below the same information for the holders of 10% or more interest in that corporation or partnership. If additional space is necessary, provide that information on an attached sheet.

If there are no owners with 10% or more interest in your firm, enter "None" below.

Name	Office Held	Ownership Interest (Shares Owned or % of Partnership)
------	-------------	--

Ownership Disclosure Form - cont'd

Complete All Questions Below

1. Within the past five years, has another company or corporation had a 10% or greater interest in the firm identified above? (If yes, complete and attach a separate disclosure form reflecting previous ownership interests.) **Circle one: YES or NO**
2. Has any person or entity listed in this form or its attachments ever been arrested, charged, indicted or convicted in a criminal or disorderly persons matter within the State of Maryland, any other state or the U.S. Government? (If yes, attach a detailed explanation for each instance.) **Circle one: YES or NO**
3. Has any person or entity listed in this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any agency of government from proposing or contracting to provide services, labor, material or supplies? (If yes, attach a detailed explanation for each instance.) **Circle one: YES or NO**
4. Are there now any criminal matters or debarment proceedings pending in which the firm and/or its officers and or managers are involved? (If yes, attach a detailed explanation for each instance.) **Circle one: YES or NO**
5. Has any federal, state or local license, permit or other similar authorization, necessary to perform the work applied for herein and held or applied for by any person or entity listed in this form, been suspended or revoked, or been the subject of any pending proceedings specifically seeking or litigating the issue of suspension or revocation? (If yes to any part of this question, attach a detailed explanation for each instance.) **Circle one: YES or NO**

Certification: I, being duly authorized, hereby represent and state that the information supplied above, including all attached pages, is complete and correct to the best of my knowledge. I acknowledge that the Town of Berlin is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification

through the completion of any contracts with the Town of Berlin to notify the Town in writing of any changes to the answers or information contained herein. I acknowledge that I am aware it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement with the Town of Berlin and the Town at its option, may declare any contract(s) resulting from this certification void and unenforceable.

Affix Corporate Seal Here

Printed Name: _____
Signature: _____
Date: _____
Witness: _____

Section 8: Required Forms – Non-Collusive Affidavit

_____ being first duly sworn, deposes
and says that:

1. He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____, the Developer that has submitted the attached Proposal Document;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal Document and of all pertinent circumstances respecting such Proposal Documents;
3. Such Proposal Document is genuine and is not a collusive or sham Proposal Document;
4. Neither the said Developer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Developer, firm, or person to submit a collusive or sham Proposal Document in connection with the Services for which the attached Proposal Document has been submitted; or to refrain from proposing in connection with such Services; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Developer, firm, or person to fix the price or prices in the attached Proposal Document or of any other Developer, or to fix any overhead, profit, or cost elements on the Proposal Document price or the Proposal Document price of any other Developer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any disadvantage against (Recipient), or any person interested in the Services;
5. The price or prices quoted in the attached Proposal Document are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Developer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

6. Signed, sealed, and delivered in the presence of:

_____	By: _____
Witness	Signature
_____	_____
Witness	Printed Name

	Title

Section 9: Resources

9.1 Links to Additional Resources

- a. Building Condition Assessment
 - a. <https://berlinmd.gov/wp-content/uploads/2019/03/BerlinFallsParkBuildingConditionAssessment.pdf>
- b. Interpretive Plan for Passive Use Park
 - a. <https://berlinmd.gov/wp-content/uploads/2019/03/BerlinFallsParkInterpretivePlan.pdf>
- c. Original Park Concept Plan
 - a. <https://edsaplan.sharefile.com/share/view/s896634c2c6244598>
- d. Heron Park Map with Parcel 57, Parcel 410, and Right Of Way
 - a. Exhibit 1
- e. State Department of Assessment and Taxation Information
 - a. Exhibit 2

Exhibit 1

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Heron Park



Exhibit 2

RFP (Insert Number) Disposition and Development of Parcel 57 and Parcel 410 at Heron Park

Real Property Data Search

Search Result for WORCESTER COUNTY

View Map		View GroundRent Redemption		View GroundRent Registration	
Special Tax Recapture: None					
Account Identifier:		District - 03 Account Number - 014800			
Owner Information					
Owner Name:		MAYOR & COUNCIL OF BERLIN		Use:	EXEMPT COMMERCIAL NO
Mailing Address:		10 WILLIAM ST BERLIN MD 21811-		Principal Residence:	/06717/ 00453
Location & Structure Information					
Premises Address:		10009 OLD OCEAN CITY BLVD BERLIN 21811-0000		Legal Description:	9.35 ACS NORTH SIDE R-346 SUBDIV LDS BERLIN PROPERTIES
Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:
0025	0009	0057	30081.24	0000	
			Block:	Lot:	Assessment Year:
					2020
					Plat No:
					226/70
					Plat Ref:
Town: BERLIN					
Primary Structure Built		Above Grade Living Area		Finished Basement Area	Property Land Area
1950		79,547 SF			9.3500 AC
County Use					
Stories	Basement	Type	Exterior	Quality	Full/Half Bath
		LIGHT MANUFACTURING	/	C3	
Garage	Last Notice of Major Improvements				
Value Information					
	Base Value		Value As of 01/01/2020		Phase-In Assessments As of 07/01/2021 As of 07/01/2022
Land:	710,200		610,200		
Improvements	302,000		354,900		
Total:	1,012,200		965,100		965,100
Preferential Land:	0		0		
Transfer Information					
Seller: BERLIN PROPERTIES NORTH LLC			Date: 02/17/2016		Price: \$2,500,000
Type: ARMS LENGTH MULTIPLE			Deed1: /06717/ 00453		Deed2:
Seller: HUDSON FOODS INC			Date: 12/29/2005		Price: \$0
Type: ARMS LENGTH MULTIPLE			Deed1: SVH /04611/ 00722		Deed2:
Seller: CORBETT ENTERPRISES INC			Date: 06/14/1989		Price: \$0
Type: NON-ARMS LENGTH OTHER			Deed1: RHO /01482/ 00214		Deed2:
Exemption Information					
Partial Exempt Assessments:	Class		07/01/2021		07/01/2022
County:	420		965,100.00		965,100.00
State:	420		965,100.00		965,100.00
Municipal:	420		965,100.00		965,100.00
Special Tax Recapture: None					
Homestead Application Information					

<https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

10/5/2021

Real Property Data Search

Search Result for WORCESTER COUNTY

View Map	View GroundRent Redemption	View GroundRent Registration					
Special Tax Recapture: None							
Account Identifier: District - 03 Account Number - 014819							
Owner Information							
Owner Name:	MAYOR & COUNCIL OF BERLIN	Use: EXEMPT COMMERCIAL NO					
Mailing Address:	10 WILLIAM STREET BERLIN MD 21811-	Deed Reference: /06717/ 00453					
Location & Structure Information							
Premises Address:	9943 OLD OCEAN CITY BLVD BERLIN 0-0000	Legal Description: 9.38 ACS NORTH SIDE R-346 N OF BERLIN					
Map: Grid:	Parcel:	Neighborhood: Subdivision: Section: Block: Lot: Assessment Year: Plat No: Plat Ref:					
0025 0009	0410	30081.24 0000 2020 226/70					
Town: BERLIN							
Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use			
1979	5,796 SF		9.3800 AC				
Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
		SERVICE GARAGE	/	C3			
Value Information							
		Base Value	Value	Phase-in Assessments			
			As of 01/01/2020	As of 07/01/2021	As of 07/01/2022		
Land:		710,700	845,700				
Improvements		28,800	32,400				
Total:		739,500	878,100	831,900	878,100		
Preferential Land:		0	0				
Transfer Information							
Seller: BERLIN PROPERTIES NORTH LLC		Date: 02/17/2016		Price: \$2,500,000			
Type: ARMS LENGTH MULTIPLE		Deed1: /06717/ 00453		Deed2:			
Seller: HUDSON FOODS INC		Date: 12/29/2005		Price: \$4,000,000			
Type: ARMS LENGTH MULTIPLE		Deed1: SVH /04611/ 00722		Deed2:			
Seller: CORBETT ENTERPRISES INC		Date: 06/14/1989		Price: \$0			
Type: NON-ARMS LENGTH OTHER		Deed1: RHO /01482/ 00214		Deed2:			
Exemption Information							
Partial Exempt Assessments:	Class	07/01/2021			07/01/2022		
County:	650	831,900.00			878,100.00		
State:	650	831,900.00			878,100.00		
Municipal:	650	831,900.00			878,100.00		
Special Tax Recapture: None							
Homestead Application Information							
Homestead Application Status: No Application							

<https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

10/5/2021



Larry Hogan
Governor
Boyd K. Rutherford
Lt. Governor
Gregory Slater
Secretary
Tim Smith, P.E.
Administrator

September 27, 2021

OCT 4 '21 AM 11:48

Mr. Jeff Fleetwood
Town Administrator
Town of Berlin
10 Williams Street
Berlin, MD 21811

RE: Highway User Revenue Revised Estimates - Fiscal Years 2022 and 2023

Dear Mr. Fleetwood:

The Maryland Department of Transportation has revised the estimated Highway User Revenues (HUR) for Fiscal Year 2022 and Fiscal Year 2023. This revision was based on an updated revenue forecast.

The revised HUR estimates for Town of Berlin for Fiscal Years 2022 and 2023 are \$227,221.36 and \$233,293.94, respectively. Please note that these estimates are based on the most recent registration and mileage data on file. If a change to this data is anticipated for Fiscal Year 2023, you may want to adjust your internal HUR estimate accordingly.

Please note that legislation enacted during the 2018 Session of the Maryland General Assembly altered the manner in which the State provides highway user revenues to localities. Beginning in FY 2020, these funds will be provided through capital transportation grants instead of providing a portion of the Gasoline Motor Vehicle Revenue Account (GMVRA) revenues. The distribution methodology based on registrations and lane miles remains the same.

If you have any questions or require further assistance, please feel free to contact Jerin Scott at (410) 545-5535 or me at (410) 545-5510.

Sincerely,

Okey I. Odinammadu

Okey I. Odinammadu, Chief
Accounting Operations Division
Office of Finance

Cc: Kina Johnson-Malcolm, MDOT TSO
Dan Ruth, MDOT SHA
Jerin Scott, MDOT SHA



STAFF REPORT

TO: Mayor and Council

FROM: Town Administrator

DATE: October 15, 2021

SUBJECT: Well #3-Branch Street

SUMMARY

The Town of Berlin has 3 well sites. They are located at Powellton Ave, Franklin Ave and Branch St. All wells have a required maintenance schedule, and all wells are monitored daily. On September 29, 2021 the Water Resources Department was performing routine maintenance on Well #3. During this maintenance it was discovered that the pump was pulling a lot of sand and stone. Following this discovery the Water Resources Department contacted a vendor, AC Schultes, to further investigate why this well was discharging the amount of sand and stone. On October 12 the vendor informed the Town and DBf that they had scoped the well and it was determined that the bottom of the well where the screening is located had collapsed. Once this discovery was made it has been determined to not use this well. Town staff immediately contacted Josh Taylor with DBf Engineering to apprise them of our situation. DBf and AC Schultes has provided the Town with a couple recommendations: rehabilitate the existing well or move forward with a new well. The idea of rehabilitating is not the recommended solution because with rehabbing the old well we would lose approximately 50% production. The Town can operate with two existing wells but it puts us in a situation where we have lost the redundancy of 3 wells, and in a situation where losing the Powellton well could be disastrous.

It is recommended that we proceed immediately to install a new well at the Branch Street location. We are in need of completing a survey of the property on Branch Street to make sure there is enough space to drill the new well. We need to start the permit process with MDE and then we need to get a RFP out ASAP.

We have explored a number of options to pay for the installation of a new well. One option is to seek grant funding from MDE/USDA/CDBG however this will seriously prolong the much needed installation as seeking this grant funding will take 12-18 months. Staff recommends that this very much needed piece of infrastructure be paid for through ARPA funds

ADDITIONAL INFORMATION

The well located on Branch Street was installed in 1948. The other two wells were installed on dates very close to the Branch Street well.

The preliminary estimate to install this needed new well is \$350,00 and this estimate is based on a similar sized and overall scope project.

We have explored the possibility of having a fourth well installed to allow the Town to keep up with growth and future growth. If we were to pursue this fourth well we would seek grant funding for this as there is time to pursue grant funding for a fourth well. A fourth well will be needed for the growth in the North corridor, Rt 50/818.

STAFF RECOMMENDATION

It is the recommendation of Town staff and DBf that we proceed immediately with the process to install a new well on Branch Street. It is also staff's recommendation that this project be paid for through ARPA monies.

Berlin Fire Company

Quarterly Update

July 1 to September 30, 2021

Fire-Rescue

July 1 – September 30, 2021

In-Town Fire/Rescue Call Responses

58

40.6% of calls

(Out Town—85-59.4%)

Fire-Rescue July 1 – Sept 30, 2021

Busiest Day

Tuesday and Friday

Followed by Monday

Busiest Times of Day

4 pm to 5 pm

Followed by 5 pm to 6 pm

Fire-Rescue July 1 – Sept 30, 2021

Response Time

3.47 minutes

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

Fire-Rescue July 1 – Sept 30, 2021

- Revenue Budget Highlights

- Fund Raisers—

- Event Parking-\$500

- Future Friday Night Dinners-simple events

- Annual Fund Drive Letter Mailed

Fire-Rescue July 1 – Sept 30, 2021

- Expense Budget Highlights

Further updates next quarter

SCBA Repairs—age of units-availability of parts
not completed

Annual Services/DOT Inspections in progress

2--Gas Meter Replacements

Requests from Surplus/ARPA Funds

- Breathing Apparatus--\$225,000
- Apparatus--\$500,000 +
- Rear Parking Lot--?? (Davis, Bowen, Friedel estimate)

Berlin Fire Company Emergency Medical Services

Quarterly Update
July 1 to September 30, 2021

EMS July 1 – Sept 30, 2021

In-Town EMS Call Responses

337

51.9% of calls

(312 Out of Town-48.1%)

EMS July 1 – Sept 30, 2021

In-Town

TRANSPORTS	216
------------	-----

64.1 %

NON-TRANSPORTS	121
----------------	-----

(Out Town-164 trans—148 non)

EMS July 1 – Sept 30, 2021

Busiest Days

Monday followed by Friday

Busiest Times of Day

4 pm to 5 pm

Followed by 3 pm to 4 pm

EMS- July 1 – Sept 30, 2021

Response Times

.97 minute average

(This includes second run night time and third run calls that may be full volunteer response from home)

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

EMS July 1 – Sept 30, 2021

- Revenue Budget Highlights

No Significant Variations

OC Paramedic Foundation solicitation

County Provided an additional \$115,000 for supplemental personnel

Added an Emergency Medical Technician/Firefighter

7 am to 7 pm—Daily

(dropped response time from last quarter 1.27 to .97 minutes—30 seconds)

EMS July 1 – Sept 30, 2021

- Expense Budget Highlights
 - No significant variations

EMS Capital Funds Summary

No Capital Funds for Ambulance Replacements

Replacements Due--2025-2027-2029

All County Funds Received for per ambulance allocation are being used to pay ambulance

Loan Payment—No Town Funds provided

Cardiac Monitors are at end of life—

\$80,000

EMS has NO contingency funds for emergencies

Request from Surplus or ARPA Funds

- Cardiac Monitors--\$40,000
- Event Response Vehicle--\$40,000
- Ambulance Replacements--\$470,000,000
- Additional EMT Night Staffing--\$80,000

Check Run Report for:

10/08/21

10/15/21

10/19/21

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



Town of Berlin, MD

Check Register

Packet: APPKT02163 - 20211008SW

10/15/21
MTB

10/15/21

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000031	A.C. SCHULTES OF DELAWARE INC	10/08/2021	Regular	0.00	2,400.00	21028
0002406	AE MOORE JANITORIAL INC	10/08/2021	Regular	0.00	97.76	21029
0000088	AFFORDABLE BUSINESS SYSTEMS	10/08/2021	Regular	0.00	1,111.73	21030
0000166	ANIXTER POWER SOLUTIONS, LLC	10/08/2021	Regular	0.00	126.40	21031
0000209	ARMSTRONG PLUMBING & HEATING	10/08/2021	Regular	0.00	571.60	21032
0000453	CAPITAL ELECTRIC SUPPLY COMPANY	10/08/2021	Regular	0.00	515.04	21033
0003317	CARTER MACHINERY COMPANY INC	10/08/2021	Regular	0.00	2,620.26	21034
0000480	CATO OIL CO., INC.	10/08/2021	Regular	0.00	10,437.81	21035
0000529	CINTAS FIRST AID & SAFETY	10/08/2021	Regular	0.00	255.12	21036
0000572	COMCAST	10/08/2021	Regular	0.00	153.78	21037
0000949	COYNE CHEMICAL	10/08/2021	Regular	0.00	3,752.08	21038
0003373	DANIELLE SMITH	10/08/2021	Regular	0.00	25.00	21039
0000794	EASTERN SHORE COFFEE	10/08/2021	Regular	0.00	23.52	21040
0000897	FERGUSON ENTERPRISES	10/08/2021	Regular	0.00	2,415.75	21041
0000968	GOODY HILL GROUND WORK INC	10/08/2021	Regular	0.00	1,554.22	21042
0000970	GOVERNMENT FINANCE OFFICERS ASSOCIATION	10/08/2021	Regular	0.00	65.00	21043
0000977	GREAT AMERICA FINANCIAL	10/08/2021	Regular	0.00	137.04	21044
0002578	IAN JANES	10/08/2021	Regular	0.00	600.00	21045
0001068	INTERCOASTAL TRADING INC.	10/08/2021	Regular	0.00	1,264.90	21046
0001080	IRIE RADIO INC	10/08/2021	Regular	0.00	450.00	21047
0001495	MIDDLE DEPARTMENT INSPECTION	10/08/2021	Regular	0.00	1,487.04	21048
0001520	MOSCA DESIGN	10/08/2021	Regular	0.00	5,060.84	21049
0001885	SATCHELL SR EARLEST M	10/08/2021	Regular	0.00	204.00	21050
0001997	STAPLES BUSINESS CREDIT	10/08/2021	Regular	0.00	211.98	21051
0001998	STAPLES CREDIT PLAN	10/08/2021	Regular	0.00	574.31	21052
0002022	STUART C IRBY CO	10/08/2021	Regular	0.00	260.00	21053
0003149	TRANSAMERCIA	10/08/2021	Regular	0.00	271.98	21054
0002185	TYLER TECHNOLOGIES INC	10/08/2021	Regular	0.00	2,896.00	21055
0002928	UNIFIRST CORPORATION	10/08/2021	Regular	0.00	111.98	21056
0002220	USA BLUEBOOK	10/08/2021	Regular	0.00	1,627.12	21057
0002252	VERIZON WIRELESS-720117503-000	10/08/2021	Regular	0.00	527.59	21058
0002363	WORCESTER COUNTY LANDFILL	10/08/2021	Regular	0.00	14,855.75	21059

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	41	32	0.00	56,665.60
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
	41	32	0.00	56,665.60



Town of Berlin, MD

Payment Register

APPKT02163 - 20211008SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000031	A.C. SCHULTES OF DELAWARE INC					2,400.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/08/2021	2,400.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11837	WELL INSPECTIONS	10/07/2021	10/07/2021	0.00	2,400.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					97.76
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/08/2021	97.76	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
405219	PAPER PRODUCTS FOR RESTROOMS	10/07/2021	10/07/2021	0.00	97.76	
Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					1,111.73
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/08/2021	1,111.73	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN174647,648,649,650	TOWN LEASED PRINTERS/COPIERS MAINT. CONT. OCT-SE	10/05/2021	10/05/2021	0.00	1,111.73	
Vendor Number	Vendor Name					Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC					126.40
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/08/2021	126.40	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4962832-01	PIN POLE TOP 24" NYLON ALLOY 1" THREAD	10/07/2021	10/07/2021	0.00	126.40	
Vendor Number	Vendor Name					Total Vendor Amount
0000209	ARMSTRONG PLUMBING & HEATING					571.60
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/08/2021	571.60	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
09302021	EMERGENCY PLUMMING REPAIR TO PUBLIC RESTROOM	10/05/2021	10/05/2021	0.00	571.60	
Vendor Number	Vendor Name					Total Vendor Amount
0000453	CAPITAL ELECTRIC SUPPLY COMPANY					515.04
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/08/2021	515.04	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S045677101.001	80 FT. 3' SCHEDULED 40 PVC CONDUIT.	10/04/2021	10/04/2021	0.00	515.04	
Vendor Number	Vendor Name					Total Vendor Amount
0003317	CARTER MACHINERY COMPANY INC					2,620.26
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/08/2021	2,620.26	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
00107568	REPAIRS TO GENERATOR	10/08/2021	10/08/2021	0.00	40.42	
00108969	REPAIRS TO GENERATOR	10/08/2021	10/08/2021	0.00	40.42	
00110318	REPAIRS TO GENERATOR	10/08/2021	10/08/2021	0.00	40.42	
00249310	REPAIRS TO GENERATOR	10/08/2021	10/08/2021	0.00	2,469.00	
0876016	REPAIRS TO GENERATOR	10/08/2021	10/08/2021	0.00	30.00	

Payment Register
APPKT02163 - 20211008SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0000480</u>	CATO OIL CO., INC.					10,437.81
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	10,437.81			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>21217301</u>	TOWN VEHICLES GAS	10/05/2021	10/05/2021	0.00	10,437.81	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000529</u>	CINTAS FIRST AID & SAFETY					255.12
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	255.12			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>8405072836</u>	FIRST AID CABINET	10/07/2021	10/07/2021	0.00	151.44	
<u>8405348831</u>	FIRST AID CABINET	10/07/2021	10/07/2021	0.00	103.68	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000572</u>	COMCAST					153.78
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	153.78			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>41 016 0149930 OCT FY 22</u>	COMCAST INTERNET & DIGITAL SVC	10/04/2021	10/04/2021	0.00	153.78	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000949</u>	COYNE CHEMICAL					3,752.08
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	3,752.08			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>367663</u>	POLYMER	10/07/2021	10/07/2021	0.00	3,752.08	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003373</u>	DANIELLE SMITH					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>REFUND</u>	PARK RESERVATION DEPOSIT	10/05/2021	10/05/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000794</u>	EASTERN SHORE COFFEE					23.52
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	23.52			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>207341</u>	DISTILLED WATER	10/07/2021	10/07/2021	0.00	23.52	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000897</u>	FERGUSON ENTERPRISES					2,415.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	2,415.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>0557037</u>	FRANKLIN WELL CHECK VALVE	10/07/2021	10/07/2021	0.00	2,121.00	
<u>WY002251-5</u>	CTS LW BALL CURB ST	10/07/2021	10/07/2021	0.00	294.75	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000968</u>	GOODY HILL GROUND WORK INC					1,554.22
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	1,554.22			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>10120</u>	STONE	10/07/2021	10/07/2021	0.00	1,554.22	

Payment Register
APPKT02163 - 20211008SW

Vendor Number 0000970	Vendor Name GOVERNMENT FINANCE OFFICERS ASSOCIATION	Total Vendor Amount 65.00			
Payment Type Check	Payment Number	Payment Date 10/08/2021	Payment Amount 65.00		
Payable Number 2100087	Description GFOA GAAFR MEMBERSHIP	Payable Date 10/05/2021	Due Date 10/05/2021	Discount Amount 0.00	Payable Amount 65.00
Vendor Number 0000977	Vendor Name GREAT AMERICA FINANCIAL	Total Vendor Amount 137.04			
Payment Type Check	Payment Number	Payment Date 10/08/2021	Payment Amount 137.04		
Payable Number 30226864	Description MONTHLY LEASING - OFFICE EQUIPMENT	Payable Date 10/07/2021	Due Date 10/07/2021	Discount Amount 0.00	Payable Amount 137.04
Vendor Number 0002578	Vendor Name IAN JANES	Total Vendor Amount 600.00			
Payment Type Check	Payment Number	Payment Date 10/08/2021	Payment Amount 600.00		
Payable Number 536525-	Description OKTOBERFEST MUSIC	Payable Date 10/05/2021	Due Date 10/05/2021	Discount Amount 0.00	Payable Amount 600.00
Vendor Number 0001068	Vendor Name INTERCOASTAL TRADING INC.	Total Vendor Amount 1,264.90			
Payment Type Check	Payment Number	Payment Date 10/08/2021	Payment Amount 1,264.90		
Payable Number 213450	Description BLEACH	Payable Date 10/07/2021	Due Date 10/07/2021	Discount Amount 0.00	Payable Amount 1,264.90
Vendor Number 0001080	Vendor Name IRIE RADIO INC	Total Vendor Amount 450.00			
Payment Type Check	Payment Number	Payment Date 10/08/2021	Payment Amount 450.00		
Payable Number 643-00023-0007	Description MONTHLY RADIO ADVERTISING	Payable Date 10/05/2021	Due Date 10/05/2021	Discount Amount 0.00	Payable Amount 450.00
Vendor Number 0001495	Vendor Name MIDDLE DEPARTMENT INSPECTION AGENCY	Total Vendor Amount 1,487.04			
Payment Type Check	Payment Number	Payment Date 10/08/2021	Payment Amount 1,487.04		
Payable Number 141880,881,882	Description INSPECTION SERVICES	Payable Date 06/22/2021	Due Date 06/22/2021	Discount Amount 0.00	Payable Amount 504.00
Payable Number 144142, 144143	Description INSPECTION SERVICES	Payable Date 10/05/2021	Due Date 10/05/2021	Discount Amount 0.00	Payable Amount 983.04
Vendor Number 0001520	Vendor Name MOSCA DESIGN	Total Vendor Amount 5,060.84			
Payment Type Check	Payment Number	Payment Date 10/08/2021	Payment Amount 5,060.84		
Payable Number 33326	Description LED STRING LIGHTS AND BULBS	Payable Date 10/04/2021	Due Date 10/04/2021	Discount Amount 0.00	Payable Amount 5,060.84
Vendor Number 0001885	Vendor Name SACHELL SR EARLEST M	Total Vendor Amount 204.00			
Payment Type Check	Payment Number	Payment Date 10/08/2021	Payment Amount 204.00		
Payable Number REFUND	Description SAFETY GLASSES REIMBURSEMENT	Payable Date 10/04/2021	Due Date 10/04/2021	Discount Amount 0.00	Payable Amount 204.00

Payment Register
APPKT02163 - 20211008SW

Vendor Number	Vendor Name					Total Vendor Amount
0001997	STAPLES BUSINESS CREDIT					211.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	211.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1637984002	OFFICE SUPPLIES	10/07/2021	10/07/2021	0.00	211.98	
Vendor Number	Vendor Name					Total Vendor Amount
0001998	STAPLES CREDIT PLAN					574.31
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	574.31			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SEPT FY 22	STAPLES OFFICE SUPPLIES	10/07/2021	10/07/2021	0.00	574.31	
Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					260.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	260.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S012532968.001	BLACKBURN CF1010-1 CU. COMPRESSION CRIMPS	10/04/2021	10/04/2021	0.00	260.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003149	TRANSAMERICA					271.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	271.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2504350381	TRANSAMERICA SUPPLEMENTAL LIFE INSURANCE	10/05/2021	10/05/2021	0.00	271.98	
Vendor Number	Vendor Name					Total Vendor Amount
0002185	TYLER TECHNOLOGIES INC					2,896.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	2,896.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
025-351826	TYLER SOFTWARE SUPPORT	10/07/2021	10/07/2021	0.00	2,896.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					111.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	111.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
092 1860945	UNIFORMS AND CLEANING SERVICES	10/05/2021	10/05/2021	0.00	111.98	
Vendor Number	Vendor Name					Total Vendor Amount
0002220	USA BLUEBOOK					1,627.12
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	1,627.12			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
713433	HYDRANT DIFFUSER	10/07/2021	10/07/2021	0.00	1,578.59	
729755	CONDUCTIVITY STANDARD	10/07/2021	10/07/2021	0.00	48.53	
Vendor Number	Vendor Name					Total Vendor Amount
0002252	VERIZON WIRELESS-720117503-00001					527.59
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/08/2021	527.59			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9889141479	MDT CARD FEE	10/05/2021	10/05/2021	0.00	527.59	

Payment Register

APPKT02163 - 20211008SW

Vendor Number		Vendor Name		Total Vendor Amount	
0002363		WORCESTER COUNTY LANDFILL		14,855.75	
Payment Type		Payment Number		Payment Date	Payment Amount
Check				10/08/2021	14,855.75
Payable Number		Description		Payable Date	Due Date
124 SEPT FY 22		REFUSE, RECYCLE AND CAN PULLS		10/05/2021	10/05/2021
302 SEPT FY 22		SLUDGE		10/07/2021	10/07/2021
				Discount Amount	Payable Amount
				0.00	12,935.75
				0.00	1,920.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	41	32	0.00	56,665.60
Packet Totals:		41	32	0.00	56,665.60



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT07689 - Refunds 1 UBPKT07688 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0451501-15	SHOWELL, ANGELA	10/15/2021	21061	209.06			209.06	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	209.06			

[Handwritten signature] 10/15/21 *[Handwritten initials]* 10/15/21

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	209.06
Revenue Total:	209.06

General Ledger Distribution

Posting Date: 10/05/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-209.06	Yes
10-2010-2074	UNAPPLIED CREDITS	209.06	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-209.06	
98-2498-2200	DUE TO OTHER FUNDS	209.06	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

UBPKT07694 - Refunds 1 UBPKT07693 Single Billing

10/15/21

m74 10/15/21

Refund Check Register

Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	10/15/2021	21062	1,355.50			1355.50	Deposit
Total Refunds: 1				Total Refunded Amount:	1,355.50			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1355.50
Revenue Total:	1355.50

General Ledger Distribution

Posting Date: 10/05/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-1,355.50	Yes
10-2010-2074	UNAPPLIED CREDITS	1,355.50	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-1,355.50	
98-2498-2200	DUE TO OTHER FUNDS	1,355.50	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Packet: ARPKT03359 - PPT REFUND GREATAMERICAN FINANCIAL

J 10/15/21 *MTB*
10/15/21

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
06353726	GREATAMERICA FINANCIAL SERVICES CORPORATION	10/15/2021	21060	216.75
Total Refund Amount:				216.75

Revenue Totals

Revenue Code	Total Distribution
UAC - Unapplied Credits	216.75
Revenue Totals:	216.75

General Ledger Distribution

Posting Date: 10/15/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 01 - GENERAL FUND			
01-1101-1098	CLAIM ON CASH-FUND 01	-216.75	Yes
01-2001-2074	UNAPPLIED CREDITS	216.75	
01 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-216.75	
98-2498-2200	DUE TO OTHER FUNDS	216.75	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

10/15/21

Check Register

Packet: APPKT02167 - 20211015SW

mmf 10/15/21

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000031	A.C. SCHULTES OF DELAWARE INC	10/15/2021	Regular	0.00	3,500.00	21063 -
0002406	AE MOORE JANITORIAL INC	10/15/2021	Regular	0.00	143.12	21064
0000166	ANIXTER POWER SOLUTIONS, LLC	10/15/2021	Regular	0.00	1,407.96	21065
0000249	ATLANTIC TRACTOR	10/15/2021	Regular	0.00	1,507.43	21066
0002056	AXON ENTERPRISES INC	10/15/2021	Regular	0.00	19,999.93	21067
0000312	BENEFITMALL	10/15/2021	Regular	0.00	73,255.51	21068
0000323	BERLIN AUTOMOTIVE	10/15/2021	Regular	0.00	790.70	21069 ✓
0000364	BETTS & HOLT LLP	10/15/2021	Regular	0.00	1,400.00	21070
0000405	BRASURE'S PEST CONTROL INC	10/15/2021	Regular	0.00	111.90	21071
0003089	BRIAN ROBERTSON DESIGNS	10/15/2021	Regular	0.00	1,360.00	21072
0000455	CARD'S TECHNOLOGY	10/15/2021	Regular	0.00	7,683.15	21073
0000534	CJIS-CR	10/15/2021	Regular	0.00	241.50	21074
0002984	COHEN LAW GROUP	10/15/2021	Regular	0.00	425.00	21075 -
0000583	COMPTROLLER OF MARYLAND	10/15/2021	Regular	0.00	35,494.21	21076
0000581	COMPTROLLER OF MARYLAND	10/15/2021	Regular	0.00	636.58	21077
0000584	COMPTROLLER OF MARYLAND	10/15/2021	Regular	0.00	2,396.28	21078
0000622	CROPPERS INC	10/15/2021	Regular	0.00	237.44	21079
0000678	DAVIS, BOWEN & FRIEDEL	10/15/2021	Regular	0.00	15,833.40	21080
0000746	DISTRICT COURT OF MARYLAND	10/15/2021	Regular	0.00	28.00	21081
0000867	ETSI	10/15/2021	Regular	0.00	10,200.00	21082
0003376	EVETTE GEDDINS	10/15/2021	Regular	0.00	25.00	21083
0000977	GREAT AMERICA FINANCIAL	10/15/2021	Regular	0.00	75.60	21084
0002955	I G BURTON OF BERLIN INC	10/15/2021	Regular	0.00	565.95	21085
0001286	LEGAL SHIELD	10/15/2021	Regular	0.00	31.90	21086 ~
0001495	MIDDLE DEPARTMENT INSPECTION	10/15/2021	Regular	0.00	534.68	21087
0001565	NATIONWIDE RETIREMENT SOLUTIC	10/15/2021	Regular	0.00	4,204.96	21088
0001676	PENINSULA AUTO & TRUCK PARTS, I	10/15/2021	Regular	0.00	580.73	21089
0001677	PENINSULA DRY CLEANERS, INC	10/15/2021	Regular	0.00	49.00	21090
0001682	PEP-UP, INC.	10/15/2021	Regular	0.00	19,214.07	21091
0003297	PHYLLIS G KIMMEL LAW OFFICE PLL	10/15/2021	Regular	0.00	320.00	21092
0001697	PIGG, KRAHL, STERN & CO., P.A.	10/15/2021	Regular	0.00	7,500.00	21093
0001707	PITTSVILLE MOTORS	10/15/2021	Regular	0.00	27.74	21094 ✓
0003007	PRAGMATIC BUSINESS SERVICES U.S	10/15/2021	Regular	0.00	3.20	21095
0003222	SFS TOOLS AND SAFETY LLC	10/15/2021	Regular	0.00	371.69	21096
0003350	TECTA AMERICA EAST LLC	10/15/2021	Regular	0.00	91,441.25	21097
0002092	THE DEPT OF PUBLIC SAFETY & COR	10/15/2021	Regular	0.00	91.00	21098
0002184	TTI INC	10/15/2021	Regular	0.00	57.37	21099
0002993	TUCKAHOE UNDERGROUND LLC	10/15/2021	Regular	0.00	2,500.00	21100
0002205	UNITED WAY OF THE EASTERN SHO	10/15/2021	Regular	0.00	38.00	21101
0002220	USA BLUEBOOK	10/15/2021	Regular	0.00	572.25	21102
0002233	VALERIE J MANN	10/15/2021	Regular	0.00	192.50	21103

Check Register

Packet: APPKT02167-20211015SW

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0002304	WEST OCEAN CITY ILLNESS & INJUR	10/15/2021	Regular	0.00	80.00	21104

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	54	42	0.00	305,129.00
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
	54	42	0.00	305,129.00



Town of Berlin, MD

Payment Register

APPKT02167 - 20211015SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000031	A.C. SCHULTES OF DELAWARE INC					3,500.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/15/2021	3,500.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11845	TV INSPECT WELL #3	10/15/2021	10/15/2021	0.00	3,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					143.12
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/15/2021	143.12
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
405798	PAPER PRODUCTS FOR RESTROOMS	10/15/2021	10/15/2021	0.00	143.12	
Vendor Number	Vendor Name					Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC					1,407.96
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/15/2021	1,407.96
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4908418-00	LOAD BREAK CUT-OUTS	10/15/2021	10/15/2021	0.00	1,407.96	
Vendor Number	Vendor Name					Total Vendor Amount
0000249	ATLANTIC TRACTOR					1,507.43
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/15/2021	1,507.43
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P19136	PARTS FOR ZERO TURN MOWER	10/15/2021	10/15/2021	0.00	971.92	
P19463, P18633	BELTS FOR SPRAY SITE MOWER	10/15/2021	10/15/2021	0.00	535.51	
Vendor Number	Vendor Name					Total Vendor Amount
0002056	AXON ENTERPRISES INC					19,999.93
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/15/2021	19,999.93
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INUS019664	TASER 7	10/13/2021	10/13/2021	0.00	19,999.93	
Vendor Number	Vendor Name					Total Vendor Amount
0000312	BENEFITMALL					73,255.51
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/15/2021	73,255.51
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
NOV FY 22	NOVEMBER 2021 BILLING- HEALTH, DENTAL, VISION, LIF	10/15/2021	10/15/2021	0.00	73,255.51	
Vendor Number	Vendor Name					Total Vendor Amount
0000323	BERLIN AUTOMOTIVE					790.70
Payment Type	Payment Number				Payment Date	Payment Amount
Check					10/15/2021	790.70
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
371005,371824,372253,374	TOOLS,PARTS AND OTHER SUPPLIES	10/15/2021	10/15/2021	0.00	790.70	

Payment Register
APPKT02167 - 20211015SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0000364</u>	BETTS & HOLT LLP					1,400.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/15/2021	1,400.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>4621</u>	ELECTRIC UTILITY MATTERS	10/13/2021	10/13/2021	0.00	1,400.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000405</u>	BRASURE'S PEST CONTROL INC					111.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/15/2021	111.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>143900</u>	QUARTERLY PEST CONTROL	10/13/2021	10/13/2021	0.00	111.90	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003089</u>	BRIAN ROBERTSON DESIGNS					1,360.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/15/2021	1,360.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>0102</u>	REPLACE CK # 20770 - MAP BROCHURE	10/15/2021	10/15/2021	0.00	1,360.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000455</u>	CARD'S TECHNOLOGY					7,683.15
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/15/2021	7,683.15	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>48162</u>	MICROSOFT OFFICE 365 FY 2022	10/14/2021	10/14/2021	0.00	1,177.50	
<u>-48162</u>	MICROSOFT OFFICE 365 FY 2022	10/14/2021	10/14/2021	0.00	1,177.50	
<u>48248</u>	MICROSOFT 365 SECURITY PROJECT	10/14/2021	10/14/2021	0.00	2,630.00	
<u>48288</u>	FY 22 ELECTRIC COMPUTER	10/14/2021	10/14/2021	0.00	2,698.15	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000534</u>	CJIS-CR					241.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/15/2021	241.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>APP-9K-023</u>	FINGERPRINTING	10/14/2021	10/14/2021	0.00	241.50	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002984</u>	COHEN LAW GROUP					425.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/15/2021	425.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>12</u>	COMCAST CABLE FRANCHISE RENEWAL	10/13/2021	10/13/2021	0.00	425.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000581</u>	COMPTROLLER OF MARYLAND					636.58
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/15/2021	636.58	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>SEPT FY 22</u>	ENVIRONMENTAL TRUST FUND REPORT	10/15/2021	10/15/2021	0.00	636.58	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000583</u>	COMPTROLLER OF MARYLAND					35,494.21
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/15/2021	35,494.21	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>BRF-1 3RD QRT FY22</u>	BAY RESTORATION FEE	10/15/2021	10/15/2021	0.00	35,494.21	

Payment Register
APPKT02167 - 20211015SW

Vendor Number	Vendor Name					Total Vendor Amount
0000584	COMPTROLLER OF MARYLAND					2,396.28
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	2,396.28			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SEPT FY 22	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	10/15/2021	10/15/2021	0.00	2,396.28	
Vendor Number	Vendor Name					Total Vendor Amount
0000622	CROPPERS INC					237.44
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	237.44			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9404	TIRE	10/15/2021	10/15/2021	0.00	237.44	
Vendor Number	Vendor Name					Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL					15,833.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	15,833.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
159529	PROJ 0050A002.001 MEET,CORRESPOND & COORDINATI	10/14/2021	10/14/2021	0.00	927.50	
159530	PROJ 0050A002.023 TOWN STANDARDS UPDATED	10/14/2021	10/14/2021	0.00	375.00	
159531	PROJ 0050A002.050 HOME AT BERLIN	10/14/2021	10/14/2021	0.00	500.00	
159532	PROJ MD RT 376 SHA	10/14/2021	10/14/2021	0.00	12,990.90	
159533	PROJ 0050A002.059 WILLOW AT BERLIN	10/14/2021	10/14/2021	0.00	40.00	
159534	PROJ 0050A002.062 BERLIN AUTOZONE	10/14/2021	10/14/2021	0.00	300.00	
159536	PROJ 0050A114.A01 PUMP ST REHAB WM ST	10/14/2021	10/14/2021	0.00	700.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000746	DISTRICT COURT OF MARYLAND					28.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	28.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10049	CIVIL CITATION BOOKS	10/13/2021	10/13/2021	0.00	28.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000867	ETSI					10,200.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	10,200.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4902	POWER PLANT ODC FILTER - #1 ENGINE	10/13/2021	10/13/2021	0.00	10,200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003376	EVETTE GEDDINS					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION REFUND	10/14/2021	10/14/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					75.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	75.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
30226863	EQUIP. LEASE FOR TOWN HALL, FINANCE, AND PLANNING	10/15/2021	10/15/2021	0.00	75.60	
Vendor Number	Vendor Name					Total Vendor Amount
0002955	I G BURTON OF BERLIN INC					565.95
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	565.95			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
CTCS38997	VEHICLE REPAIR 6741	10/13/2021	10/13/2021	0.00	565.95	

Payment Register

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Vendor Number	Vendor Name					Total Vendor Amount
<u>0001286</u>	LEGAL SHIELD					31.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	31.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>139007 OCT FY 22</u>	LEGAL SHIELD EMPLOYEE FUNDED CONTRIBUTION	10/14/2021	10/14/2021	0.00	31.90	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001495</u>	MIDDLE DEPARTMENT INSPECTION AGENCY					534.68
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	534.68			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>144368,144281</u>	INSPECTION SERVICES	10/14/2021	10/14/2021	0.00	534.68	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001565</u>	NATIONWIDE RETIREMENT SOLUTIONS					4,204.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	4,204.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>PPE 10/10/2021</u>	EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	10/13/2021	10/13/2021	0.00	4,204.96	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001676</u>	PENINSULA AUTO & TRUCK PARTS, INC					580.73
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	580.73			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>193748, 192767</u>	EQUIPMENT & PARTS FOR VEHICLE REPAIRS	10/13/2021	10/13/2021	0.00	279.19	
<u>193769, 193143</u>	EQUIPMENT AND PARTS FOR VEHICLE REPAIR	10/13/2021	10/13/2021	0.00	301.54	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001677</u>	PENINSULA DRY CLEANERS, INC					49.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	49.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>20-3407</u>	MONTHLY DRY CLEANING SERVICE	10/14/2021	10/14/2021	0.00	49.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001682</u>	PEP-UP, INC.					19,214.07
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	19,214.07			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>2461104</u>	GENERATION FUEL	10/14/2021	10/14/2021	0.00	19,214.07	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003297</u>	PHYLLIS G KIMMEL LAW OFFICE PLLC					320.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	320.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>147 9/1/2021-9/30/2021</u>	ELECTRIC MATTERS	10/14/2021	10/14/2021	0.00	320.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001697</u>	PIGG, KRAHL, STERN & CO., P.A.					7,500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	7,500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>234706</u>	PKS ANNUAL AUDIT	10/13/2021	10/13/2021	0.00	7,500.00	

Payment Register
APPKT02167 - 20211015SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0001707</u>	PITTSVILLE MOTORS					27.74
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	27.74			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>50332</u>	SHIFT LEVER	10/14/2021	10/14/2021	0.00	27.74	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003007</u>	PRAGMATIC BUSINESS SERVICES U.S. CORPORATION					3.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	3.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>800000093021</u>	CONFERENCE CALLS UNLIMITED	10/13/2021	10/13/2021	0.00	3.20	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003222</u>	SFS TOOLS AND SAFETY LLC					371.69
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	371.69			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>392517</u>	RUBBER GLOVE PROTECTORS	10/13/2021	10/13/2021	0.00	371.69	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003350</u>	TECTA AMERICA EAST LLC					91,441.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	91,441.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>SI-55637</u>	RPL FACIAL BOARD & ALUM SIDINGbNE CORNER POWER	10/14/2021	10/14/2021	0.00	1,450.00	
<u>SI-55757</u>	SILICONE ROOF MEMBRANCE FLASHING & REPLACEMEN	10/14/2021	10/14/2021	0.00	89,991.25	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002092</u>	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					91.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	91.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>AB1-09-422</u>	METER LOG ON FEE	10/14/2021	10/14/2021	0.00	91.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002184</u>	TTI INC					57.37
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	57.37			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>112575</u>	HYDRAULIC FITTINGS	10/13/2021	10/13/2021	0.00	57.37	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002993</u>	TUCKAHOE UNDERGROUND LLC					2,500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	2,500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>22361</u>	8915 BETHEL RD 2" BORE SHOT	10/13/2021	10/13/2021	0.00	2,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002205</u>	UNITED WAY OF THE EASTERN SHORE					38.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	38.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>PPE 10/10/2021</u>	UNITED WAY EMPLOYEE CONTRIBUTION	10/13/2021	10/13/2021	0.00	38.00	

Payment Register

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Vendor Number	Vendor Name					Total Vendor Amount
<u>0002220</u>	USA BLUEBOOK					572.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	572.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>750161,750087</u>	SCOPE	10/14/2021	10/14/2021	0.00	572.25	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002233</u>	VALERIE J MANN					192.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	192.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>10102021</u>	PREPARATION OF GRANT APPLICATION	10/14/2021	10/14/2021	0.00	192.50	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002304</u>	WEST OCEAN CITY ILLNESS & INJURY CENTER					80.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/15/2021	80.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>16617418</u>	DOT PHYSICAL SATCHELL	10/15/2021	10/15/2021	0.00	80.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	54	42	0.00	305,129.00
Packet Totals:		54	42	0.00	305,129.00



Town of Berlin, MD

Check Register

Packet: APPKT02170 - 20211019SW

10/19/21
mrb *10/19/21*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0003109	JAMES BRADFORD FARM TRUST	10/19/2021	Regular	0.00	2,022.50	21105
0003110	JESSE JONES FARM TRUST	10/19/2021	Regular	0.00	2,022.50	21106

Bank Code BOC AP Summary

Payment Type	Payable	Payment	Discount	Payment
	Count	Count		
Regular Checks	2	2	0.00	4,045.00
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
	2	2	0.00	4,045.00



Town of Berlin, MD

Payment Register

APPKT02170 - 20211019SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0003109	JAMES BRADFORD FARM TRUST					2,022.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/19/2021	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BOUNDS BOND PAYMENT O	BOUNDS SPRAY SITE BOND	10/19/2021	10/19/2021	0.00	2,022.50	

Vendor Number	Vendor Name					Total Vendor Amount
0003110	JESSE JONES FARM TRUST					2,022.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/19/2021	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BOUNDS BOND PAYMENT O	BOUNDS SPRAY SITE BOND	10/19/2021	10/19/2021	0.00	2,022.50	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	4,045.00
Packet Totals:		2	2	0.00	4,045.00