



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall

10 William Street

Monday, September 27, 2021

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Regular Session of 09.13.21
2. Swearing in Boards and Commissions Members – Mayor Zackery Tyndall
3. Discussion re: Short-term Rentals – Planning Director David Engelhart
4. Discussion re: Downtown Tree Lighting – Electric Director Tim Lawrence
5. Motion 2021-24: Motion approving a Request for Proposals for repairs at 105 Washington Street – Water Resources Director Jamey Latchum
6. Town Administrator's Report
7. Departmental Reports
8. Comments from the Council
9. Comments from the Mayor
10. Comments from the Public
11. Comments from the Press
12. Adjournment

****Public Attendance at Meetings**

Per Mayor Zackery 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

Monday, September 13, 2021

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

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

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Water Resources Director Jamey Latchum, Economic and Community Development Director Ivy Wells, Public Works Superintendent Jimmy Charles, Town Attorney David Gaskill, Police Lieutenant Robert Fisher, and Administrative Manager Kelsey Jensen.

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

1. Approval of the Minutes for:

a. Executive Session of August 23, 2021:

On the motion of Councilmember Orris, second by Councilmember Knerr, the Executive Session minutes of 08/23/21 were approved by the following vote:

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

b. Statement of Closure for Executive Session of August 23, 2021:

Mayor Tyndall read the Statement of Closure.

c. Regular Session of August 23, 2021:

On the motion of Councilmember Orris, second by Vice-President Burrell, the Regular Session Minutes of 08/23/21 were approved by the following vote:

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

d. Executive Session of August 30, 2021:

On the motion of Councilmember Knerr, second by Councilmember Nichols, the Executive Session minutes of 08/30/21 were approved by the following vote:

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

e. Statement of Closure for Executive Session of August 30, 2021:

Mayor Tyndall read the Statement of Closure.

f. Executive Session of September 2, 2021:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Executive Session minutes of 09/02/21 were approved by the following vote:

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

There were technical issues with the livestream; Mayor Tyndall asked if it was okay to proceed without the live coverage operating properly; Town Attorney David Gaskill said it was fine because the meeting was open to the public.

g. Statement of Closure for Executive Session of September 2, 2021:

Mayor Tyndall read the Statement of Closure.

2. Honoring the Berlin Little League 2021 Junior Softball and Junior Baseball State Championship Teams

Mayor Tyndall presented awards to all of the Berlin Little League 2021 Junior Softball and Junior Baseball State Championship players, coaches, and team moms. A team representative then thanked the community and Mayor and Council for all of their support.

3. Hope 4 Recovery 5k Special Event Application: Saturday, December 4, 2021 from 9 AM – 12 PM

Patrice Ottey and Debbie Smullen were present and made their request. Councilmember Orris asked Chief Downing if he had any issues with the event and he said he did not.

On the motion of Councilmember Knerr, second by Vice-President Burrell, the special event application was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Troy Purnell	X				
Jack Orris	X				

Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

4. Boggs Disharoon American Legion Post 123: Application for Special Sunday Permit for November 28, 2021, December 5, 2021, and December 12, 2021

Town Administrator Jeffrey Fleetwood said this is an annual request by the Legion.

On the motion of Vice-President Burrell, second by Councilmember Orris, the special Sunday permit application was approved by the following vote:

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

5. Motion 2021-22: Motion approving the donation of disc golf course equipment by East Bound Disc Golf (EBDG) (in the course of discussion it was noted that the original motion indicated Eastern Shore Disc Golf, but it should have read East Bound Disc Golf)

Austin Widdowson, Josh Maxfield, and Shawn Johnson were present on behalf of EBDG. They said they would like to move forward with a second phase of their request and place 18 baskets that can be removed at any point at Stephen Decatur Park (SDP) for six months, from October to March, to give the council and community an opportunity to try them out and see if they would be a good fit for SDP. The Mayor and Council gave their feedback on the events they have held so far. Vice-President Burrell asked if they were a 501c3; Mr. Widdowson said not through the federal government yet, but that they are non-profit at the state level and are confident their 501c3 will be approved. Mr. Johnson said they are not a 501c3 as of yet, but are able to justify their application because they are putting out more value than they are collecting. Vice-President Burrell said he is not willing to give up such a large portion of SDP to an organization that is not a 501c3, he then asked Town Attorney David Gaskill if it was a requirement of them to be a 501c3 organization, Mr. Gaskill said not a requirement, but it has been our practice for the use of a park. Mayor Tyndall then stated he has seen several individuals and organizations make contributions/donations to the Town over the years that were not 501c3 organizations, so was unclear on why it would be an issue. Councilmember Nichols said her concern is with liability and repairs; Mayor Tyndall added that it must be considered on a case-by-case basis. Councilmember Knerr asked if there would be a fee for events; Town Administrator Jeffrey Fleetwood added that he wanted to know an approximate cost of the equipment. Mr. Widdowson said the equipment is worth approximately \$15,000.

Councilmember Knerr said he still sees issues in the pond area and next to Route 113, so would like them to remove holes in that area, he would also only like to see nine baskets donated at this time. Mr. Widdowson said a nine-hole course is not as appealing as an 18 hole course, and taking away the pond area makes it less of an attraction. Councilmember Nichols asked if the pond holes are removed are they no longer interested in pursuing a course at SDP; Mr. Widdowson said not completely, but they have a lot less interest. Audience member, Brian Dean, said they can do nine holes, but it would take more space with two tee boxes versus having 18 well placed holes; he hopes they will be allowed to demonstrate good stewardship of the land. Councilmember Knerr said he wants to see a map with pin placements. Vice-President Burrell said he is primarily

concerned with the benefit to taxpayers rather than visitors. Mr. Maxfield said it would be an asset to the community and help gain interest in the parks and the level of care they receive; but he felt 36 holes was not realistic in SDP, so he thinks 18 would be better suited. Councilmember Orris said there were three holes at the pond and even some of the participants agreed that one was poorly placed. Resident Tom Sholtis asked for clarification from Vice-President Burrell about his comment regarding not being worried about people coming to Town when it directly affects economic development in the Town; Vice-President Burrell said he did not say into town, he said into the parks, he did not agree with the comments that they do not get used. Vice-President Burrell also stated that he feels strongly that this discussion should not go any further until they are a 501c3 organization because he did not feel it was appropriate to give up a portion of a public park to an organization that would be charging for tournaments; he recalled someone mentioning \$10 per player, and donations come with expectations. Mr. Sholtis said they did not intend for regular tournament usage, it would be for the residents of the town to benefit from with regular usage.

Vice-President Burrell said he also feels that the Motion does not accurately depict what is being requested; Mayor Tyndall said he selected that wording to be more broad in the request to enable a discussion, but felt that maybe the Motion should have read to have a six-month trial period with donated baskets for phase two of the request. Councilmember Purnell said he thinks it is a great idea to give it a six-month period to determine if it is right for the Town and for staff to maintain it during that time; but thinks it is important to obtain a 501c3 for the ability to host events later down the road; he suggested tabling this until the next meeting and having them provide a map with hole placement. Councilmember Orris said he believed a Memorandum of Understanding (MOU) would be important to have in place as well. Vice-President Burrell said he still thinks they should have never been on the agenda to begin with and has an issue with them moving forward in any capacity without a 501c3 because of past practices and being consistent. Mayor Tyndall said that We Heart Berlin was on the agenda before receiving their 501c3 and they happened to get the final approval the night of the meeting. Ms. Bohlen clarified that We Heart Berlin had presented their request before receiving their 501c3, but they were not approved until it had been received.

Councilmember Purnell made a motion to table the item for two weeks; Mayor Tyndall asked if it can be for a period of four weeks to allow East Bound Disc Golf an opportunity to provide a map and a vetted MOU; Administrative Manager Kelsey Jensen stated that that meeting date would be Tuesday, October 12th. Vice-President Burrell said he is of the opinion that the group should not come back to the Council until they receive their 501c3 designation.

On the motion of Councilmember Purnell, second by Councilmember Nichols, a Motion to table the request of East Bound Disc Golf until the Tuesday, October 12th meeting while they provide a map of the basket layout and a vetted MOU was approved by the following vote:

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

6. Police Department Axon Enterprises Agreement in the amount of \$25,120

Police Lieutenant Robert Fisher explained that they allocated \$20,000 for the replacement of 10 tasers, but the cost has increased based on the model they selected. They are seeking guidance on how to pay for the units since it is over the budgeted amount. Mayor Tyndall asked if there was a cost savings with the units being purchased all at once; Lieutenant Fisher said there is a \$3,000 savings to purchase the units as a group versus a-la-carte. Councilmember Knerr asked how long the extended warranty was for; Lieutenant Fisher said five years.

On the motion of Councilmember Purnell, second by Councilmember Orris, a Motion to pay the \$20,000 now and the remainder next year was approved by the following vote:

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

7. FY 2021 Financial Highlights

Finance Director Natalie Saleh presented the rough numbers for the FY 2021 budget. Councilmember Orris asked why grants in stormwater have gone down so much; Ms. Saleh said it depends on the projects that may be needed in that year, Mayor Tyndall added that we have no funds to leverage at this time. Town Administrator Jeffrey Fleetwood said that \$600,000 is needed in special connection fees to cover the debt, and the Town will be at a point very soon where they are at capacity and then they have a need to upgrade the facility which will be expensive. Councilmember Knerr asked if they are charging enough for Equivalent Dwelling Units; Councilmember Purnell said yes, they are higher here than most other places. Vice-President Burrell asked Ms. Saleh to send him the presentation electronically. The Council then thanked Ms. Saleh for putting the presentation together.

8. Discussion regarding acquisition of real property

- a. Motion 2021-23: Motion approving a fiscal year 2022 budget amendment increasing expense and revenue accounts associated with real property acquisition in the general fund. Transfer \$45,000 from reserves. Details of the budget amendment are attached to the Motion in Exhibit A

Mayor Tyndall explained that the parcel being discussed was very significant to the history of Berlin and was once home to the Flower Street School.

On the motion of Vice-President Burrell, second by Councilmember Nichols, Motion 2021-23 was approved by the following vote:

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

9. Approval of Appointments for Ethics Commission

Mayor Tyndall presented the appointment recommendations and stated that Mr. Humphress has asked to not be recommended as an alternate on the committee. Mayor Tyndall also noted that

his assistant Ms. Unger would be working with the Town Administrator to schedule Ethics Training for the new members and for applicable Town Staff.

On the motion of Councilmember Orris, second by Vice-President Burrell, Marie Velong's nomination to the Ethics Commission, was approved by the following vote:

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

On the motion of Councilmember Knerr, second by Councilmember Nichols, Brian Robertson's nomination to the Ethics Commission, was approved by the following vote:

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

On the motion of Councilmember Orris, second by Councilmember Purnell, Tom Sholtis's nomination to the Ethics Commission, was approved by the following vote:

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

10. Review of Goals and Objectives of Berlin Beautification Committee

Mayor Tyndall went over the goals and objectives of the Berlin Beautification Committee recommendations. Councilmember Orris asked Public Works Superintendent Jimmy Charles how he sees the relationship between Town Staff and the Committee Members; Mr. Charles responded that he hopes to have a lot of community involvement and is thinking employees will serve in a capacity of overseeing and helping with things like trash and mulching, he is hoping the Town can come behind the committee and help where it's needed. Vice-President Burrell said he thinks it is important to advise and offer assistance to the committee because they are volunteers and the Town is ultimately responsible for the output at the end of the day.

On the motion of Councilmember Purnell, second by Councilmember Orris, the Goals and Objectives of Berlin Beautification Committee were approved by the following vote:

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

Troy Purnell	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

11. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood said they have received a gold star award from Maryland Coastal Bays for their work with the gravel wetland project; he thanked a number of people who helped make it possible and addressed the benefits it provides to the environment; Mayor Tyndall said he would like to explore the idea of the pedestrian walking path that was once discussed with this project. He then mentioned that Jean Holloway would be at a Council Meeting soon to go over the observations and conclusions of her findings with the Council. Lastly, there will be a ribbon cutting on Schoolfield Street for the Solar Array project on Thursday this week.

12. Departmental Reports:

a. Economic and Community Development Director – Ivy Wells

Ms. Wells indicated that Berlin was a stop on the Poker Run for Bike Week.

b. Electric Utility Director – Tim Lawrence

Mr. Lawrence said on October 3rd from 10am-12pm they will host the Berlin Touch-A-Truck event; he also presented information on Berlin's Electric rates versus others in the area, which they usually hand out at the event. Mayor Tyndall asked Finance Director Natalie Saleh if that comparison can be made available as a bill stuffer; she said it can be. Vice-President Burrell complimented Mr. Lawrence and said the Electric Department has flourished since his time with the Town; Mr. Lawrence said being a member of American Municipal Power (AMP) has made a huge difference and gave instances in how they have helped the Town.

c. Police Chief – Arnold Downing

Chief Downing thanked Town Administrator Jeffrey Fleetwood and Finance Director Natalie Saleh for their help in securing the USDA Grant for the Police vehicles. He said the Small Town Throw Down event went really well and he thanked the staff for helping facilitate the event. He then discussed that he was at the Maryland Municipal League Board of Directors Meeting last week and they discussed Highway User Revenue Funds, Police Reform, and several other issues, and he wanted to inform the Council that as an organization there is a need to voice concerns and opinions, being silent is very loud, if the municipalities do not speak up about issues then they will lose the ability to weigh in in the future.

d. Town Attorney – David Gaskill

Mr. Gaskill said he will be on vacation from September 15th through September 28th and will have access to his computer and phone if needed.

e. Finance Director – Natalie Saleh

Ms. Saleh said the PKS audit began today and their requests for document is all random. She also wanted to pass along that there are still funds available through Shore Up, and that Town Staff can direct residents on how to obtain help with water bills and rental assistance, just call customer service. Mayor Tyndall asked that that information be shared on Social Media; Ms. Saleh said she will work with the Deputy Town Administrator to make that happen.

f. Water Resources Director – Jamey Latchum

Mr. Latchum said they replaced a fire hydrant last week and will do another this week which does cause temporary shut-offs, but the residents who will be affected have been informed.

g. Public Works Superintendent – Jimmy Charles

Mr. Charles said he has been checking in on the Henry Park basketball courts to see how he can assist and has been monitoring the progress. He also said they set up for and deconstructed Small Town Throw Down.

h. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen said she has been working with the Worcester County Health Department on Just Walk events and said on October 6th there will be a scavenger hunt involving several parks in Worcester County and in early November there will be a glow walk in Berlin, more information to follow.

i. Administrative Manager – Kelsey Jensen

Ms. Jensen reported that Chris Carroll with OneDigital will be on-site in October to do a presentation on Social Security and Medicare. Nationwide's Rich DeNardi will be on-site on October 8th from 9am to 1pm to discuss 457 plans with employees. On September 29th from 11am-12pm Rite Aid will be onsite to administer several types of vaccines and you must register with her ahead of time. Lastly, there have been two recent resignations, one in the Police Department, and one in Water Resources. The Police Department position has been posted and applications can be found on berlinmdpd.org, do not apply through the Town's site or social media.

13. Comments from the Council:

Vice-President Burrell mentioned that he has nothing to do with the mailings that were sent out to his district with his return address, he has been informed it was sent out from the Coastal Association of Realtors, he appreciates the opinions from his district, but he has not determined his own opinion on the matter at this time. He also mentioned that he thinks consistency is very important when we deal with public matters as a Council.

Councilmember Purnell said he wants to know where we stand with the parcels at Heron Park because he has received a lot of interest from individuals who want an opportunity to have their voice heard. Mayor Tyndall said he is working with staff to draft a request for proposals (RFP), he was unsure if that was something that should be done in a closed session or open session; Town Attorney David Gaskill said an open session would be appropriate. Mayor Tyndall said maybe it is something that can be ready for discussion in one of the upcoming meetings, they are trying to structure it appropriately.

Councilmember Knerr asked what the decision was on the tree lighting, up lights versus string lights. The councilmembers expressed their opinions on the lighting. Electric Director Tim Lawrence said the string lights look nice, but they are not meant for year-round use and he has seen a lot of deterioration and the need to be spliced regularly; Mayor Tyndall said they were not safe and required a lot of town attention, he was also interested in a cost difference between the two types of lights. Mr. Lawrence said whatever the outcome is, he wants to see the area of West and Main included as well.

On the motion of Councilmember Knerr, second by Councilmember Purnell, a Motion to proceed with string lights in the trees, 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>	3	2			

Vice-President Burrell asked for pricing and ideas on how they will be connected to electric at the next meeting.

Councilmember Orris echoed what Vice-President Burrell had to say about the literature that was mailed out, it was not something he sent.

Councilmember Nichols thanked the departments for the opportunity to come on-site and visit, she is hoping to visit the Police Department this fall. Lastly, she mentioned that this month is Emergency Preparedness Month, and residents should take this time to prepare.

14. Comments from the Mayor:

Mayor Tyndall said he has been out to Henry Park several times to observe the basketball painting project and is very pleased with the progress; Vice-President Burrell agreed.

15. Comments from the Public:

Resident Betty Tustin read a prepared document expressing her concerns about the manner in which Ms. Judy Ashton's services were terminated and believed the Council should publicly acknowledge the time she put into the gardens in town.

16. Comments from the Press:

Bayside Gazette reporter Greg Ellison asked Mayor Tyndall about a cancelled meeting with State Officials regarding Heron Park. Mayor Tyndall stated that he works another job and needed to reschedule due to a scheduling conflict. Mayor Tyndall said it was scheduled for Friday, September 10th and has not been rescheduled at this time.

17. Adjournment:

On the motion of Vice-President Burrell, second by Councilmember Purnell, the Mayor and Council meeting was adjourned at approximately 10:16 PM.

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

Respectfully Submitted,



Kelsey Jensen
Administrative Manager

Swearing in Boards and Commission Members
– Mayor Zackery Tyndall

Board of Appeals (Three Year Term)

Robert Palladino: Reappointment

Historic District Commission (Three Year Term)

Mary Moore: Reappointment

Planning & Zoning Commission (Five Year Term)

Newt Chandler: Reappointment

Ethics Commission (Three Year Term)

Marie Velong: New appointment

Brian Robertson: New appointment

Tom Sholtis: New appointment

Summary and Considerations from Short Term Rental Ordinance Work Session of the Mayor and Council

Meeting date: June 28, 2021

Public input was received with concerns for parking restrictions, noise violations, minimum room size for occupancy, display of any license, and the restriction for properties to be the permanent dwelling of owners per the State Department of Assessment and Taxation's guidance.

Mayor and Council's concerns included discussion of the Noise Ordinance, applicable room taxes, occupancy limits, appeals process for denial or suspension of licenses, and other pertinent portions of the existing Town Code which could apply to enforcement or violations.

Changes, additions, corrections to the Draft Ordinance 2020-03 could include:

- Draft item (2) "License" should have the additional requirement of posting the license inside AND outside the unit.
- Draft item (3) "Occupancy" should mirror the language of Town Code Section 6-121, "Floor Space and Occupancy", item (2), and read "every room occupied for sleeping purposes shall contain at least 70 square feet of floor space for one occupant or 40 square feet of floor space for each occupant if more than one."
- Draft item (4) could be changed to "one additional off-street parking space shall be provided for each bedroom rented totaling three or more bedrooms". This allows for the requirement in Town Code that each dwelling unit have a minimum two off-street parking spaces, without putting undue burden on the property owner. For example, a 4 bedroom house is required to have 2 parking spaces, and if all 4 bedrooms are rented, four spaces would be required, not 6, as the previous Draft would require.
- Draft item (8)(e) "Violations", should have language added to enable appeals of violations or suspension of licenses before the Berlin Board of Housing Review pursuant to existing Town Code.

Other Considerations:

- The current Room Occupancy Tax rate collected by Worcester County on short term rentals and other overnight lodging is set at 5%, of which the County would retain 1%, and the Town of Berlin would receive 4%.
- Attached are the Draft Ordinance 2020-3, minutes of the 6/28/2021 Work Session, and applicable Town Code sections.

ORDINANCE 2020-03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, ESTABLISHING REGULATIONS GOVERNING SHORT TERM RENTALS OF RESIDENTIAL DWELLINGS LOCATED WITHIN THE TOWN OF BERLIN.

BE IT ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT A NEW SECTION, CHAPTER 8, ARTICLE II, SECTION 8-30 BE ENACTED TO READ AS FOLLOWS:

§8-30. Short Term Rental Licensing.

- (a) **Generally.** It is the intent of this section and the regulations stated herein to maintain the character of residential neighborhoods in the town of Berlin and to protect the health, safety and general welfare of the permanent residents while allowing short term rentals to exist under certain conditions and circumstances.
- (b) **Definitions.** (1) Short Term Residential Rental means the use of all or any part of a dwelling unit to provide accommodations, not to exceed 28 consecutive days, to transient guests for sleeping or lodging purposes in exchange for a monetary remuneration, including accommodations facilitated by an internet hosting platform. A Bed and Breakfast is not included in this definition.
- (2) Permanent Residence means a dwelling unit, located within the Town of Berlin, in which the owner resides for an aggregate of at least 180 days annually and the dwelling unit carries the official designation as the owner's principle residence in accordance with the criteria governing the State of Maryland Department of Assessment and Taxation Homestead Tax Credit Program.
- (c) **Eligible Zone.** (1) Short Term Residential rentals are permitted in the R-1 and R-2 single family residential zoning districts only in a property owner's Permanent Residence as defined in paragraph (b)(2), and subject to the licensing requirements and regulations contained herein.
- (2) Short Term Residential rentals are permitted in the R-3 and R-4 Apartment Districts, and in the B-1, B-2, and B-3 Districts where dwelling units are permitted, subject to the licensing requirements and regulations contained herein.
- (d) **Requirements.** (1) Any dwelling unit or portion thereof that is offered as a short term rental shall conform to the provisions of this Section.

(2) **License.** Prior to offering a dwelling unit or portion thereof as a short term rental, the property owner shall file an application for a short term residential rental license on forms provided by the Town. The application must be accompanied by an application fee in the amount of \$150.00 and the property owner must agree to make the dwelling unit available for inspection in order to verify that the dwelling unit is in compliance with all applicable building code provisions, including those of the Worcester County Fire Marshal's office. Upon passing said inspection, the property owner will be issued an annual short term residential rental license upon the payment of an annual license fee of \$200.00. The license must be renewed annually and the Town of Berlin reserves the right to inspect subject properties at any time and before annual renewal. Each property owner shall provide 24 hour emergency contact information for the owner or the owner's responsible agent. The license must be posted in a prominent location inside of the dwelling unit, and all advertising, whether by print, electronic, audible, or in any other forms or substance designed or used to inform as to the availability of any property for rent which is the subject of the license, shall contain the valid rental license number issued to the property owner. A short term residential rental license is not transferable.

(3) **Occupancy.** Every bedroom occupied for sleeping accommodations shall contain not less than 70 square feet of floor area unobstructed other than by furniture for each occupant. The number of occupants shall not exceed the sum total of all occupants permitted in each bedroom of the structure as per Chapter 6, Article V, "Housing Standards," Section 6-121, "Floor Space and Occupancy," of this Code.

(4) One additional off-street parking space per each bedroom rented shall be required in addition to the parking required in the zoning district where the structure is located.

(5) The property owner shall maintain a record of the names of all lodging guests who stay at the property, including their address, phone number, email address and the amount of monetary remuneration received. Such records shall be provided upon request to Town officials and to Worcester County Treasurer's Office officials.

(6) On premise signage shall not be permitted on licensed property.

(7) The hosting of functions and events, including but not limited to wedding ceremonies, wedding receptions, family reunions, birthday and anniversary celebrations, corporate and employee parties, and other similar gatherings of persons other than the authorized lodging guests, shall be prohibited in association with any short term rentals,

regardless of whether or not any form of compensation or barter has been paid or received by any individual or firm for the event.

(8) The Mayor and Council by Resolution may establish additional standards or require additional information as deemed necessary to enforce the provisions of this Section.

- (e) **Violations.** A violation of any of the requirements of this Section will result in a Civil Violation of \$100.00, and repeat or continuing violations will result in a fine of \$200.00. Any violation may result in revocation of the Short Term Residential Rental License for up to three (3) years. A decision by the Planning Director to revoke a license may be appealed to the Mayor and Council.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2021, and thereafter a statement of the substance of the Ordinance having been published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this ____ day of _____, 2021, by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of _____ in favor, to _____ opposed, with _____ abstaining.

Dean Burrell, Sr., Vice-President

Approved on this _____ day of _____, 2021 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the ____ day of _____, 2021.

Zackery Tyndall, Mayor

ATTEST: Jeffrey Fleetwood, Town Administrator

system affording adequate ventilation and maintained in good working condition at all times.

(d) *Piped hot and cold running water.*

- (1) Every kitchen sink, lavatory basin and bathtub or shower required under this article shall be connected and supplied with hot and cold running water.
- (2) Within one year after the effective date of this article, every dwelling shall have supplied water-heating facilities which are properly installed and connected to waterlines maintained in safe and good working condition and of a sufficient capacity to supply an adequate amount of water at every required kitchen sink, lavatory basin, bathtub or shower at a temperature of not less than 120 degrees Fahrenheit.

(Code 1977, § 60-4; Ord. No. 82-2, 5-17-1982)

Sec. 6-120. Light, ventilation and heating.

(a) *Window area and ventilation.*

- (1) Every habitable room shall have at least one window which can be easily opened facing directly to outdoor open space. The minimum total window area, measured between stops, for every habitable room shall be ten percent of the floor area of such room unobstructed by any portion of structure or wall less than five feet from the outside of such window.
- (2) The total openable window area for each habitable room shall be equal to at least 45 percent of the required window area.

(b) *Screening.*

- (1) Every outer door, openable window or other outside opening of a dwelling shall be supplied with screen doors with self-closing devices or with screens for pro-

tection against flies, mosquitoes or other insects when required by the housing inspector.

- (2) Every basement or cellar window used for ventilation and every other opening to a basement or cellar which might afford an entry for rodents shall be barred with strong screen of at least one-quarter-inch mesh or such other device as will prevent such entry, when required by the housing inspector.

(c) *Electrical outlets.* Every habitable room shall contain at least one wall-type electric convenience outlet and one ceiling electric lighting fixture or two electric convenience outlets, and every water closet compartment, bathroom or hall, furnace room or laundry room shall contain at least one wall- or ceiling-type electric light fixture. Every electrical outlet and fixture shall be properly installed and maintained in good and safe working condition and connected to an approved source of electric power in a safe, approved manner.

(d) *Public hall lighting.* Every public hall and stairway in every multiple dwelling shall be lighted to at least one footcandle on the floor and stairs at all times.

(e) *Heating facilities.* Every dwelling shall have heating facilities which are properly installed and vented and maintained in safe operating condition and are capable of heating all habitable rooms, bathrooms and water closet compartments in each dwelling unit therein to a temperature of at least 68 degrees Fahrenheit. (36 degrees Celsius.) at a distance of three feet above floor level when the outside temperature is 0 degrees Fahrenheit (minus 32 degrees Celsius).

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

Sec. 6-121. Floor space and occupancy.

(a) *Floor space.*

- (1) Every dwelling unit shall contain at least 100 square feet of floor space for the

first occupant thereof and at least 75 additional square feet of floor space for every additional occupant, in addition to the floor area included in water closet compartments, bathrooms, halls and passageways.

- (2) Every room occupied for sleeping purposes shall contain at least 70 square feet of floor space for one occupant or 40 square feet of floor space for each occupant if more than one.

(b) *Access to sleeping rooms.* No dwelling unit shall be so located or arranged that access thereto requires passage through a habitable room of another dwelling unit.

(c) *Ceiling height of habitable rooms.* At least one-half of the floor area of every habitable room shall have a ceiling height of not less than 7½ feet. The floor area of any part of a room where the ceiling height is less than five feet shall not be considered as part of the required floor area.

(d) *Basement or cellar occupancy.* No basement space shall be used as a habitable room or dwelling unit unless:

- (1) The floor and walls are impervious to leakage of underground and surface runoff water and are well drained and protected against dampness.
- (2) The total window area in each room is not less than 15 percent of the floor area of the room, as measured between stops, and is entirely above the ground of the ground adjoining each window area.
- (3) The total openable window area of each habitable room is 45 percent of the required window area.
- (4) All heating equipment or other equally hazardous equipment is separated from the dwelling unit by a standard partition.

- (5) Access can be gained to the unit without passage through a furnace room. No cellar space shall be used as a habitable room of a dwelling unit.

(Code 1977, § 60-6; Ord. No. 82-2, 5-17-1982)

Sec. 6-122. Maintenance of dwelling and dwelling units.

(a) *Structural soundness.*

- (1) *Members.* Every foundation, door, outer wall, ceiling and roof shall be weathertight, watertight and rodentproof, shall be capable of affording privacy and shall be kept in good repair.
- (2) *Openings.* Every window, exterior door and basement hatchway or stairway shall be weathertight, watertight and rodentproof and shall be kept in good working condition and repair.
- (3) *Stairs and porches.* Every inside and outside stair and handrail and every porch and porch rail shall be so constructed as to safely support the maximum load that normal use may require and shall be kept in safe condition and good repair at all times. The housing inspector may require a handrail for each stair if deemed necessary.

(b) *Mechanical soundness of plumbing.* All plumbing shall be properly installed and maintained in sanitary condition, free from defects, leaks and obstructions.

(c) *Safe egress for dwellings.* Every dwelling shall have at least one unobstructed means of ingress and egress leading to safe open space at ground level and to a public street or alley. Where there is more than one dwelling unit on a second story or where there are more than two stories, a minimum of two approved exitways shall be provided for every occupied story above or below the first story; except, however, that a second story may be served by a single stairway if such stairway is enclosed by one-hour-fire-resistant materials where such second story

ARTICLE III. - NOISE*Footnotes:*

--- (1) ---

Charter reference— *Authority to regulate or prohibit unreasonable noise, § C5-1B(39).***State Law reference**— *Disturbing the peace, Md. Criminal Law Code Ann. § 10-201.*

Sec. 14-42. - Certain noise prohibited.

It shall be unlawful for any person to make, continue or cause to be made or continued any loud, unnecessary, unnatural or unusual noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others within the corporate limits of the town.

(Code 1977, § 69-1; Ord. No. 122, 8-10-1971)

Sec. 14-43. - Specific acts declared loud, disturbing noises.

The following acts, among others, are hereby declared to be loud, disturbing and unnecessary noises in violation of this article, but said enumeration shall not be deemed to be exclusive:

- (1) The sounding of any horn or signaling device on any automobile, motorcycle or other vehicle on any street, way, avenue or alley or other public place of the town, except as a danger warning; the creation, by means of any such signaling device, of any unreasonably loud or harsh sound; and the sounding of any such device for an unreasonably or unnecessary length of time; the use of any horn, whistle or other device operated by engine exhaust; and the use of any such signaling device when traffic is for any reason held up.
- (2) The using or operating of or the permitting to be played, used or operated any radio receiving set, musical instrument, phonograph or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing for the person or persons who are in the room, vehicle or chamber in which such machine or device is operated and who are voluntary listeners thereto. The operation of any such set, instrument, phonograph, machine or device between the hours of 12:00 midnight and 7:00 a.m. in such a

manner as to be plainly audible at a distance of 50 feet from the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this chapter.

(3) Yelling, shouting, hooting, whistling and singing:

- a. Yelling, shouting, hooting, whistling or singing on the public streets or from private property at any time or place so as to annoy or disturb the quiet, comfort or repose of persons in any dwelling, hotel or other type of residence or any persons in the vicinity.
- b. Yelling, shouting, hooting, whistling or singing on the public streets or private property at any time or place in such a manner as to be plainly audible at a distance of 50 feet from the area, structure or vehicle from which the noise emanates.

- (4) Construction noise. The operation of powered mechanical tools or hand-operated tools used in the construction, repair, alteration, renovation or demolition of any structure and all related practices, including drilling, dredging and maintenance, is permitted only between 7:00 a.m. and 9:00 p.m., Monday through Friday; between 7:00 a.m. and 9:00 p.m., Saturday; and between 9:00 a.m. and 5:00 p.m. on Sunday. The operation of any such tools at any other time shall be prima facie evidence of a violation of this chapter.

(Code 1977, § 69-2; Ord. No. 122, 8-10-1971; Ord. No. 90-7, 8-13-1990; Ord. No. 2005-3, 4-25-2005)

Sec. 14-44. - Permitting prohibited acts unlawful.

It shall be unlawful for any person to knowingly permit the making, creation or maintenance of loud, unnecessary, unnatural or unusual noises upon any premises owned or possessed by him or under his control.

(Code 1977, § 69-3; Ord. No. 122, 8-10-1971)

Sec. 14-45. - Violations and penalties.

Any violation of the provisions of this chapter shall be punishable, upon conviction, as a misdemeanor as provided in Article I of Ch. 1, General Provisions.

(Code 1977, § 69-4; Ord. No. 122, 8-10-1971; Ord. of 3-20-1978)



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Work Session
Monday, June 28, 2021

**Immediately Following the Regular Session: Work Session – Berlin Town Hall Council Chambers
Began at approximately 7:30 PM**

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

Staff Present: Town Administrator Jeff Fleetwood, Planning Director Dave Engelhart, Police Chief Arnold Downing, Town Attorney David Gaskill, and Administrative Manager Kelsey Jensen.

This meeting began at approximately 7:30 PM and was broadcast live via Facebook.

Mayor Tyndall said the purpose of this work session was to discuss Short Term Rentals (STR). Planning Director Dave Engelhart said he originally drafted this STR ordinance for review in February of 2020 and it was recommended by Town Attorney David Gaskill that it be a stand-alone ordinance. The ordinance was then placed on hold to be brought before the Mayor and Council after the pandemic State of Emergency was lifted and there could be public attendance at the meeting.

Mr. Engelhart then went over some specifics from the draft ordinance. Discussion ensued regarding costs, regulations, limitations, enforcement, estimated number of rentals, and zoning.

Colin Zimmerman with Coastal Association of Realtors had several questions, and ultimately said he felt that the ordinance essentially banned STR in Town. Mayor Tyndall asked Mr. Zimmerman to please send him his thoughts as well as any policies he has seen that work for STR.

Mayor Tyndall said currently if anyone has issues that go against a Town law or ordinance then they should be reported to the Police Department so it can be addressed. He also said they will continue to look into all options when it comes to STR, tonight was to gauge the Council's thoughts on it so Mr. Engelhart would know where to go from here.

Todd Mertinek said he has several ideas that could make the STR process more beneficial to the Town and the property owners. He said he manages several properties in Town that operate as a STR, and he has never received complaints or had any issues with them. He said he has no issues with regulations in place but feels that there are many things that could be done to make the ordinance more beneficial for all.

Jim Hoppa then addressed the Council regarding pre-existing deed covenants; Mr. Engelhart said if someone is in a Homeowners Association (HOA), then they would also be subject to the HOA guidelines in their community.

Vice-President Burrell said he thinks it is important to hear from the public on this matter, not someone with vested interest. He does not want to see any disturbances in Town, but also does not have a strong opinion on the matter until he hears more from the public.

Councilmember Purnell agrees that hearing from the public is important, and he specifically told individuals who had interest in speaking that it was only a work session so there was not to be any public comment, or they would have been present. Mayor Tyndall said there is not usually, but he felt that time allowed for the individuals in attendance to address the Council, but this matter will require a public hearing.

Councilmember Nichols agreed that she too wanted to hear from more residents. She said she was currently receiving messages about it from residents who are not in support of STR in Town.

Councilmember Knerr read a comment from a resident that said Berlin was not built for Air B&B style homes, it was made for families.

Councilmember Orris agreed that public comment is key.

Mayor Tyndall then said he wants the Council and the public to send over information, input, suggestions, and best practices. He said this is the first of many discussions on the matter.

On the Motion of Vice-President Burrell, second by Councilmember Purnell, the work session was adjourned at approximately 8:52 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kelsey Jensen", written in a cursive style.

Kelsey Jensen
Administrative Manager



4870 Sadler Rd. Suite 300 Glen Allen VA 23060

Phone: 804-380-2705

Fax: 804-270-2850

Price Quote

Proposal / Contract

Customer: Tim Lawrence
Town of Berlin
113 Schoolfield Rd.
Berlin, MD 21811

Date: 9/15/21
F.O.B.: Bill Customer
Shipping Date: ASAP
Via: Best Way
PO: 201501135

Ship To: same as above

Sales Tax Exemption # _____

Quantity	Size	Description	Price	Unit	Amount
2	1000'	SPT-1 Wire with Sockets 6" OC (green)	\$495		\$990
4600	C7	Cool White replacement LED	\$0.83		\$3,818
20	SPT-1	Quick Connect Male	\$1.25		\$25
20	SPT-1	Quick Connect Female	\$1.40		\$28

Freight charges billed upon shipment

Total Merchandise \$ 4,861
Applicable Sales Tax \$ n/a
Installation \$ n/a
Balance Due \$ 4,861

Joel Mosca
Mosca Design Representative

Purchaser

Date

Date

By signing above purchaser agrees to the terms of the price quote and authorizes Mosca Design, Inc. to place order accordingly. Quote good for 90 days and while supplies last.
or mail price quote to Mosca Design, Inc.

Kelsey Jensen

From: Tim Lawrence
Sent: Wednesday, September 22, 2021 10:19 AM
To: Kelsey Jensen
Subject: C7-Christmas Bulbs

The Downtown Christmas Tree Lights will be completed under the \$10,000 budgeted for the project.

Light description listed below:

- Lifespan = 60,000 hours
- Each bulb contains 2 LED's inside
- Working temp -20C/-4F to 45C/113F
- Max amperage: 6MA
- Max wattage: 0.58W
- IP65 rating
- Works great in stationary or animated displays
- Faceted design for full light and color projection
- Reduces power needs by up to 90%
- Bulb bases are nickel plated to prevent corrosion and improve contact
- Very durable for outdoor use and even indoor use
- Cool to the touch while on



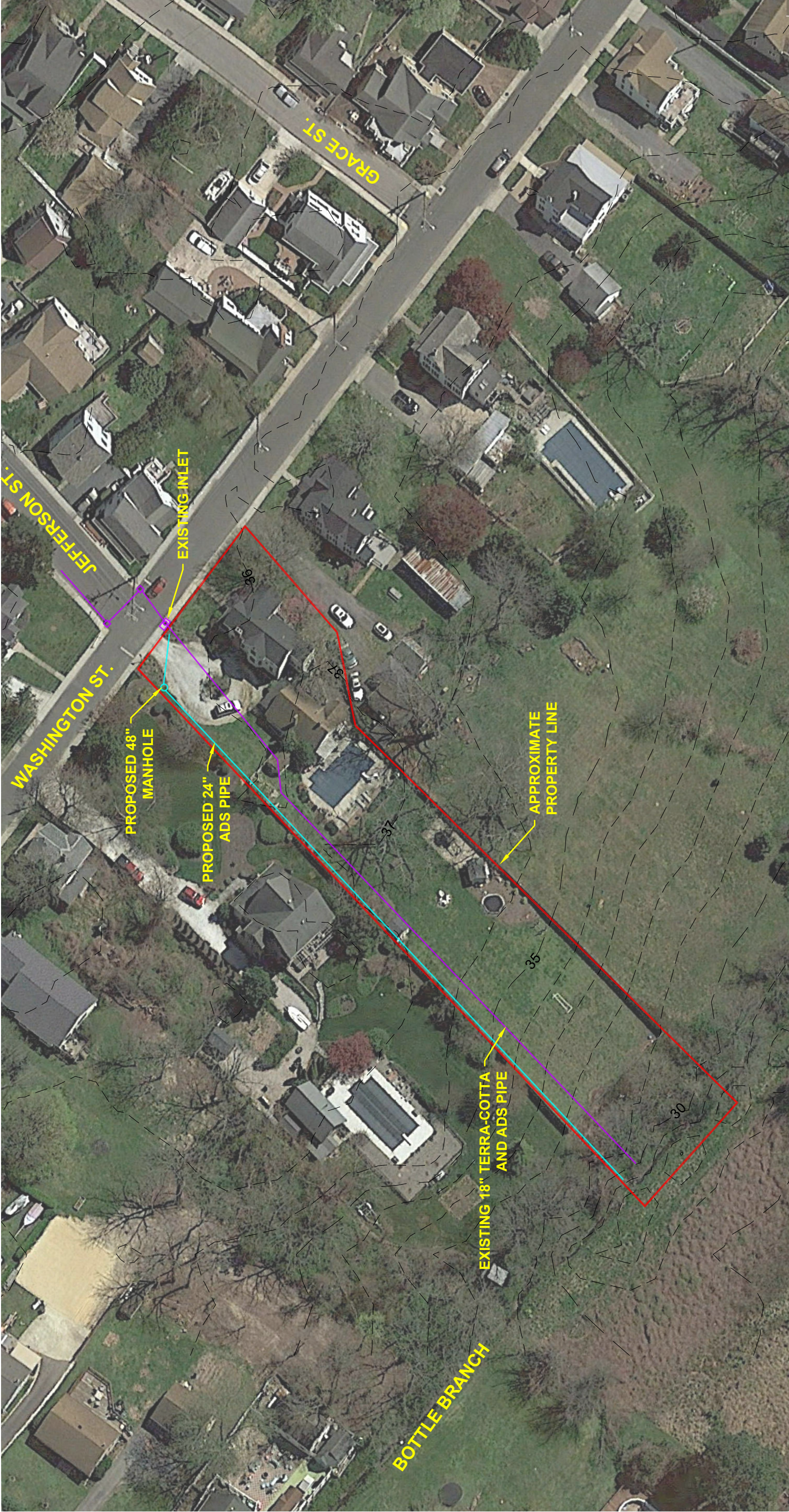
Tim Lawrence - Electric Utility Director
Town of Berlin

10 William Street, Berlin, MD 21811

Office: 410-629-1713 | Fax: 410-641-4853
tlawrence@berlinmd.gov | berlinmd.gov

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Town of Berlin ENGINEERS PRELIMINARY COST ESTIMATE SWM UPGRADES - 105 WASHINGTON STREET AUGUST 2021					
A	Description of Work Item	Quantity	Units	Unit Price	Total Cost
1	Mobilization and Demobilization (~5%)	1	LS	\$ 3,000.00	\$ 4,000
2	Survey	1	LS	\$ 1,200.00	\$ 1,200
3	JPA and MDE Permitting	1	LS	\$ 3,500.00	\$ 3,500
4	Construction Document Preparation	1	LS	\$ 15,000.00	\$ 15,000
5	Bonds (~5%)	1	LS	\$ 3,500.00	\$ 3,500
6	Erosion and Sediment Control	1	LS	\$ 1,000.00	\$ 1,000
7	Driveway Restoration	1	EA	\$ 2,000.00	\$ 2,000
8	Precast Single WR Inlet	1	EA	\$ 5,000.00	\$ 5,000
9	Precast Manhole	1	EA	\$ 4,000.00	\$ 4,000
10	Domolition/Abandonment	1	EA	\$ 4,500.00	\$ 4,500
11	Curb and Gutter	30	LF	\$ 26.00	\$ 800
12	Sidewalk Repair	13	SY	\$ 63.00	\$ 800
13	ADS 24" - Pipe Material Only	500	LF	\$ 29.00	\$ 14,500
14	ADS 24" - Pipe Material Install	500	LF	\$ 45.00	\$ 22,500
	Subtotal				\$ 82,300
	Contingency (20%)				\$ 16,500
	TOTAL A				\$ 98,800

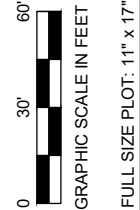


NOTE:

1. AERIAL IMAGE OBTAINED FROM MERLIN - MARYLAND'S ENVIRONMENTAL RESOURCE'S AND LAND INFORMATION NETWORK SEPTEMBER 21, 2021..
2. CONTOUR DATA OBTAINED FROM NOAA GIS INFORMATION SYSTEM ON JULY 7, 2021.



**EA Engineering, Science,
and Technology, Inc., PBC**
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com



**105 WASHINGTON STREET
STORMDRAIN REPLACEMENT PROJECT**
TOWN OF BERLIN, MARYLAND

**CONCEPT FIGURE
SEPTEMBER 2021**

skilled labor that would minimize disruptions, such as those associated with labor disputes or workplace injuries.

To provide public transparency on whether projects are using practices that promote on-time and on-budget delivery, Treasury will seek information from recipients on their workforce plans and practices related to water, sewer, and broadband projects undertaken with Fiscal Recovery Funds. Treasury will provide additional guidance and instructions on the reporting requirements at a later date.

1. Water and Sewer Infrastructure

The ARPA provides funds to State, local, and Tribal governments to make necessary investments in water and sewer infrastructure.¹²⁵ By permitting funds to be used for water and sewer infrastructure needs, Congress recognized the critical role that clean drinking water and services for the collection and treatment of wastewater and stormwater play in protecting public health. Understanding that State, local, and Tribal governments have a broad range of water and sewer infrastructure needs, the Interim Final Rule provides these governments with wide latitude to identify investments in water and sewer infrastructure that are of the highest priority for their own communities, which may include projects on privately-owned infrastructure. The Interim Final Rule does this by aligning eligible uses of the Fiscal Recovery Funds with the wide range of types or categories of projects that would be eligible to receive financial assistance through the Environmental Protection Agency's (EPA) Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF).¹²⁶

¹²⁵ §§ 602(c)(1)(D), 603(c)(1)(D) of the Act.

¹²⁶ Environmental Protection Agency, Drinking Water State Revolving fund, <https://www.epa.gov/dwsrf> (last visited Apr. 30, 2021); Environmental Protection Agency, Clean Water State Revolving Fund, <https://www.epa.gov/cwsrf> (last visited Apr. 30, 2021).

the benefit of providing vulnerable populations with safe drinking water that is critical to their health and, thus, their ability to work and learn.¹³⁸

Recipients may use Fiscal Recovery Funds to invest in a broad range of projects that improve drinking water infrastructure, such as building or upgrading facilities and transmission, distribution, and storage systems, including replacement of lead service lines. Given the lifelong impacts of lead exposure for children, and the widespread nature of lead service lines, Treasury encourages recipients to consider projects to replace lead service lines.

Fiscal Recovery Funds may also be used to support the consolidation or establishment of drinking water systems. With respect to wastewater infrastructure, recipients may use Fiscal Recovery Funds to construct publicly owned treatment infrastructure, manage and treat stormwater or subsurface drainage water, facilitate water reuse, and secure publicly owned treatment works, among other uses. Finally, consistent with the CWSRF and DWSRF, Fiscal Recovery Funds may be used for cybersecurity needs to protect water or sewer infrastructure, such as developing effective cybersecurity practices and measures at drinking water systems and publicly owned treatment works.

Many of the types of projects eligible under either the CWSRF or DWSRF also support efforts to address climate change. For example, by taking steps to manage potential sources of pollution and preventing these sources from reaching sources of drinking water, projects eligible under the DWSRF and the ARPA may reduce energy required to treat drinking water. Similarly,

¹³⁸ Environmental Protection Agency, Drinking Water State Revolving Fund (Nov. 2019), https://www.epa.gov/sites/production/files/2019-11/documents/fact_sheet_-_dwsrf_overview_final_0.pdf; Environmental Protection Agency, National Benefits Analysis for Drinking Water Regulations, <https://www.epa.gov/sdwa/national-benefits-analysis-drinking-water-regulations> (last visited Apr. 30, 2020).

Check Run Report for:

09/10/21

09/16/21

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



Town of Berlin, MD

9/10/21

Check Register

Packet: APPKT02140 - 20210910SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000073	ADP, INC	09/10/2021	Regular	0.00	950.95	20812
0002406	AE MOORE JANITORIAL INC	09/10/2021	Regular	0.00	71.87	20813
0000196	AQUA-AEROBIC SYSTEMS INCORP	09/10/2021	Regular	0.00	501.75	20814
0003365	AVONTE PURNELL	09/10/2021	Regular	0.00	25.00	20815
0000306	BELAIR ROAD SUPPLY	09/10/2021	Regular	0.00	732.89	20816
0000394	BOOTH & ASSOCIATES INC	09/10/2021	Regular	0.00	16,554.63	20817
0000405	BRASURE'S PEST CONTROL INC	09/10/2021	Regular	0.00	220.00	20818
0000480	CATO OIL CO., INC.	09/10/2021	Regular	0.00	11,277.14	20819
0000529	CINTAS FIRST AID & SAFETY	09/10/2021	Regular	0.00	56.49	20820
0003361	CITY OF PAINESVILLE	09/10/2021	Regular	0.00	195.54	20821
0002984	COHEN LAW GROUP	09/10/2021	Regular	0.00	80.00	20822
0002687	ELECTROMARK	09/10/2021	Regular	0.00	210.43	20823
0000847	ENVIROCORP, INC.	09/10/2021	Regular	0.00	314.00	20824
0003294	EVERETT A SPELLS	09/10/2021	Regular	0.00	150.00	20825
0003294	EVERETT A SPELLS	09/10/2021	Regular	0.00	150.00	20826
0000884	FARMERS AND PLANTERS CO INC	09/10/2021	Regular	0.00	195.98	20827
0000907	FLAG PUBLICATIONS INC	09/10/2021	Regular	0.00	99.00	20828
0003167	FLUHART DAVID	09/10/2021	Regular	0.00	223.00	20829
0000977	GREAT AMERICA FINANCIAL	09/10/2021	Regular	0.00	137.04	20830
0001068	INTERCOASTAL TRADING INC.	09/10/2021	Regular	0.00	2,375.85	20831
0003308	JACK SHAW	09/10/2021	Regular	0.00	400.00	20832
0003366	KWANZA BRIDDELL	09/10/2021	Regular	0.00	25.00	20833
0001400	MARYLAND MAYORS ASSOCIATION	09/10/2021	Regular	0.00	60.00	20834
0001495	MIDDLE DEPARTMENT INSPECTION	09/10/2021	Regular	0.00	1,203.04	20835
0001676	PENINSULA AUTO & TRUCK PARTS, I	09/10/2021	Regular	0.00	103.62	20836
0001677	PENINSULA DRY CLEANERS, INC	09/10/2021	Regular	0.00	49.00	20837
0003127	QUADIENT FINANCE USA, INC	09/10/2021	Regular	0.00	500.00	20838
0001757	RACETRACK AUTO CENTER	09/10/2021	Regular	0.00	354.29	20839
0002795	SANDPIPER ENERGY INC	09/10/2021	Regular	0.00	6,303.60	20840
0001997	STAPLES BUSINESS CREDIT	09/10/2021	Regular	0.00	633.77	20841
0001998	STAPLES CREDIT PLAN	09/10/2021	Regular	0.00	791.95	20842
0002169	TRACTOR SUPPLY CO	09/10/2021	Regular	0.00	39.10	20843
0002252	VERIZON WIRELESS-720117503-000	09/10/2021	Regular	0.00	527.65	20844
0002363	WORCESTER COUNTY LANDFILL	09/10/2021	Regular	0.00	12,665.35	20845

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	38	34	0.00	58,177.93
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
	38	34	0.00	58,177.93



Town of Berlin, MD

Payment Register

APPKT02140 - 20210910SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000073	ADP, INC					950.95
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/10/2021	950.95	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
587688251	ADP QUARTERLY PAYROLL PAYMENT	09/09/2021	09/09/2021	0.00	950.95	
Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					71.87
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/10/2021	71.87	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
402721	BROWN PAPER TOWELS	09/10/2021	09/10/2021	0.00	71.87	
Vendor Number	Vendor Name					Total Vendor Amount
0000196	AQUA-AEROBIC SYSTEMS INCORP					501.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/10/2021	501.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1029858	SEALS FOR DIGESTER MOTOR	09/10/2021	09/10/2021	0.00	501.75	
Vendor Number	Vendor Name					Total Vendor Amount
0003365	AVONTE PURNELL					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/10/2021	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	09/09/2021	09/09/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000306	BELAIR ROAD SUPPLY					732.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/10/2021	732.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
404443,404317	NORTH DIGESTER DECANT HOSE	09/10/2021	09/10/2021	0.00	732.89	
Vendor Number	Vendor Name					Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC					16,554.63
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/10/2021	16,554.63	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
51193	ELECTRIC RATE SERVICES THROUGH 8/31/2021	09/10/2021	09/10/2021	0.00	15,570.49	
51194	PROFESSIONAL SERVICES THROUGH 8/31/2021	09/10/2021	09/10/2021	0.00	984.14	
Vendor Number	Vendor Name					Total Vendor Amount
0000405	BRASURE'S PEST CONTROL INC					220.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/10/2021	220.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
695890	113 SCHOOLFIELD ST - PEST CONTROL	09/09/2021	09/09/2021	0.00	55.00	
695891,695892,695893	PEST SPRAYING	09/09/2021	09/09/2021	0.00	165.00	

Payment Register
APPKT02140 - 20210910SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0000480</u>	CATO OIL CO., INC.					11,277.14
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/10/2021	11,277.14			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>21214301</u>	TOWN VEHICLE GAS	09/08/2021	09/08/2021	0.00	11,277.14	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000529</u>	CINTAS FIRST AID & SAFETY					56.49
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/10/2021	56.49			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>8405300118</u>	FIRST AID CABINET	09/10/2021	09/10/2021	0.00	56.49	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003361</u>	CITY OF PAINESVILLE					195.54
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/10/2021	195.54			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>1222295</u>	SHIPPING CHARGES FOR 1/O TERMINATION KITS	09/08/2021	09/08/2021	0.00	195.54	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002984</u>	COHEN LAW GROUP					80.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/10/2021	80.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>11</u>	CABLE FRANCHISE PROFESSIONAL SERVICES	09/08/2021	09/08/2021	0.00	80.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002687</u>	ELECTROMARK					210.43
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/10/2021	210.43			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>9347502870</u>	PRIMARY ID TAGS	09/09/2021	09/09/2021	0.00	210.43	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000847</u>	ENVIROCORP, INC.					314.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/10/2021	314.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>IN2100334</u>	WEEKLY MONITORING DISCHARGE SAMPLES	09/10/2021	09/10/2021	0.00	314.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003294</u>	EVERETT A SPELLS					300.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/10/2021	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>#15</u>	FARMERS MARKET LIVE MUSIC 9/12	09/10/2021	09/10/2021	0.00	150.00	
Check		09/10/2021	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>#16</u>	FARMERS MARKET LIVE MUSIC 9/19	09/10/2021	09/10/2021	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000884</u>	FARMERS AND PLANTERS CO INC					195.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/10/2021	195.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>1162296</u>	SUPPLIES	09/10/2021	09/10/2021	0.00	195.98	

Payment Register
APPKT02140 - 20210910SW

Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000907</u>	FLAG PUBLICATIONS INC	99.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	99.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>340197</u>	BERLIN AD FOR JELLYFISH FEST	09/10/2021	09/10/2021	0.00	99.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0003167</u>	FLUHART DAVID	223.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	223.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>08312021</u>	LINEMAN TRAINING LTAP #4 PALMYRA VA	09/09/2021	09/09/2021	0.00	223.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000977</u>	GREAT AMERICA FINANCIAL	137.04			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	137.04		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>30033856</u>	MONTHLY LEASING - OFFICE EQUIPMENT	09/09/2021	09/09/2021	0.00	137.04
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001068</u>	INTERCOASTAL TRADING INC.	2,375.85			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	2,375.85		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>212119,213268</u>	BLEACH	09/10/2021	09/10/2021	0.00	2,375.85
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0003308</u>	JACK SHAW	400.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	400.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>09032021</u>	WAGES WEEK 8/2-8/23	09/08/2021	09/08/2021	0.00	400.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0003366</u>	KWANZA BRIDDELL	25.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	25.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>REFUND</u>	PARK RESERVATION DEPOSIT	09/09/2021	09/09/2021	0.00	25.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001400</u>	MARYLAND MAYORS ASSOCIATION	60.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	60.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>JUL/2021 - JUN 2022</u>	ANNUAL MEMBERSHIP DUES	09/09/2021	09/09/2021	0.00	60.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001495</u>	MIDDLE DEPARTMENT INSPECTION AGENCY	1,203.04			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	1,203.04		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>143522,143562,143565,143</u>	INSPECTION SERVICES	09/09/2021	09/09/2021	0.00	1,203.04

Payment Register
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Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001676</u>	PENINSULA AUTO & TRUCK PARTS, INC	103.62			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	103.62		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>192471,192390,191819</u>	TRUCK EQUIPMENT AND PARTS	09/10/2021	09/10/2021	0.00	103.62
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		09/10/2021	49.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>20-3366</u>	MONTHLY DRY CLEANING SERVICE	09/09/2021	09/09/2021	0.00	49.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0003127</u>	QUADIENT FINANCE USA, INC	500.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	500.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>BERLIN31223262</u>	POSTAGE FOR POSTAGE MACHINE	09/09/2021	09/09/2021	0.00	500.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001757</u>	RACETRACK AUTO CENTER	354.29			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	354.29		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>136383</u>	OIL & OIL FILTER	09/10/2021	09/10/2021	0.00	69.80
<u>136414</u>	OIL,OIL FILTER,BATTERY,AIR FILTER	09/10/2021	09/10/2021	0.00	284.49
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002795</u>	SANDPIPER ENERGY INC	6,303.60			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	6,303.60		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>06-605972-74395-1 SEPT FY</u>	NATURAL GAS FOR CAT ENGINE	09/09/2021	09/09/2021	0.00	6,303.60
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001997</u>	STAPLES BUSINESS CREDIT	633.77			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	633.77		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>1637459461</u>	OFFICE SUPPLIES	09/08/2021	09/08/2021	0.00	633.77
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001998</u>	STAPLES CREDIT PLAN	791.95			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	791.95		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>AUGUST FY 22</u>	STAPLES OFFICE SUPPLIES	09/08/2021	09/08/2021	0.00	791.95
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002169</u>	TRACTOR SUPPLY CO	39.10			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	39.10		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>100332402</u>	TRACTOR SUPPLY CREDIT CARD	09/10/2021	09/10/2021	0.00	28.97
<u>100335994,200266108</u>	REPAIR PARTS AND OTHER SUPPLIES	09/10/2021	09/10/2021	0.00	10.13

Payment Register**APPKT02140 - 20210910SW**

Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002252</u>	VERIZON WIRELESS-720117503-00001	527.65			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	527.65		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>9886962010</u>	MDT CARD FEE	09/09/2021	09/09/2021	0.00	527.65

Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002363</u>	WORCESTER COUNTY LANDFILL	12,665.35			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/10/2021	12,665.35		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>124AUG FY 22</u>	REFUSE, RECYCLE AND CAN PULLS	09/09/2021	09/09/2021	0.00	12,665.35

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	38	34	0.00	58,177.93
Packet Totals:		38	34	0.00	58,177.93



Town of Berlin, MD

UBPKT07647 - 20210915MC

Refund Check Register

Refund Check Detail

9/14/21

m775 9/16/21

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	9/15/2021	20847	50.00			50.00	Deposit
66-0492511-09	JONES, SHANNON	9/15/2021	20848	50.00			50.00	Deposit
Total Refunds: 2				Total Refunded Amount:	100.00			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	100.00
Revenue Total:	100.00

General Ledger Distribution

Posting Date: 09/16/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-100.00	Yes
10-2010-2074	UNAPPLIED CREDITS	100.00	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-100.00	
98-2498-2200	DUE TO OTHER FUNDS	100.00	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

UBPKT07507 - Refunds 1 UBPKT07505 Single Billing

9/16/21

9/16/21

Refund Check Register

Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0452411-08	HILLIARD, DOMINICK	9/16/2021	20846	227.08			227.08	Generated From Billing
Total Refunds: 1				227.08				

Total Refunded Amount:

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	227.08
Revenue Total:	227.08

General Ledger Distribution

Posting Date: 07/30/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-227.08	Yes
10-2010-2074	UNAPPLIED CREDITS	227.08	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-227.08	
98-2498-2200	DUE TO OTHER FUNDS	227.08	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

Handwritten: 9/16/21 7m 2B 9/16/21

Check Register

Packet: APPKT02143 - 20210916SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0002406	AE MOORE JANITORIAL INC	09/16/2021	Regular	0.00	195.52	20849
0000166	ANIXTER POWER SOLUTIONS, LLC	09/16/2021	Regular	0.00	894.75	20850
0002056	AXON ENTERPRISES INC	09/16/2021	Regular	0.00	1,913.98	20851
0000312	BENEFITMALL	09/16/2021	Regular	0.00	73,252.88	20852
0000323	BERLIN AUTOMOTIVE	09/16/2021	Regular	0.00	731.46	20853
0000405	BRASURE'S PEST CONTROL INC	09/16/2021	Regular	0.00	105.00	20854
0000455	CARD'S TECHNOLOGY	09/16/2021	Regular	0.00	16,572.47	20855
0000511	CHOPTANK ELECTRIC COOPERATIVE	09/16/2021	Regular	0.00	759.50	20856
0002647	CINTAS RUGS	09/16/2021	Regular	0.00	436.55	20857
0000534	CJIS-CR	09/16/2021	Regular	0.00	647.75	20858
0000572	COMCAST	09/16/2021	Regular	0.00	23.79	20859
0000581	COMPTROLLER OF MARYLAND	09/16/2021	Regular	0.00	608.29	20860
0000584	COMPTROLLER OF MARYLAND	09/16/2021	Regular	0.00	2,383.18	20861
0000586	COMPTROLLER OF MD COMPLIANCI	09/16/2021	Regular	0.00	73.98	20862
0003170	EASTERN LIFT TRUCK CO, INC	09/16/2021	Regular	0.00	261.53	20863
0000847	ENVIROCORP, INC.	09/16/2021	Regular	0.00	1,695.00	20864
0000899	FIRE PROTECTIVE SERVICE	09/16/2021	Regular	0.00	102.56	20865
0001025	HERTRICH FLEET SERVIICES INC	09/16/2021	Regular	0.00	37,411.00	20866
0001286	LEGAL SHIELD	09/16/2021	Regular	0.00	31.90	20867
0001565	NATIONWIDE RETIREMENT SOLUTIC	09/16/2021	Regular	0.00	4,179.96	20868
0002789	QUADIENT LEASING USA, INC	09/16/2021	Regular	0.00	481.65	20869
0001757	RACETRACK AUTO CENTER	09/16/2021	Regular	0.00	1,109.17	20870
0003171	RICKY JARMON	09/16/2021	Regular	0.00	866.71	20871
0001904	SELBYVILLE TRACTOR & EQUIPMEN	09/16/2021	Regular	0.00	36.28	20872
0002022	STUART C IRBY CO	09/16/2021	Regular	0.00	528.00	20873
0002026	SUN SIGNS	09/16/2021	Regular	0.00	110.00	20874
0002092	THE DEPT OF PUBLIC SAFETY & COR	09/16/2021	Regular	0.00	91.00	20875
0002163	TOWN OF BERLIN	09/16/2021	Regular	0.00	26,049.22	20876
0002928	UNIFIRST CORPORATION	09/16/2021	Regular	0.00	228.16	20877
0003207	UNITED ENERGY TRADING LLC	09/16/2021	Regular	0.00	1,174.44	20878
0002205	UNITED WAY OF THE EASTERN SHO	09/16/2021	Regular	0.00	38.00	20879
0002220	USA BLUEBOOK	09/16/2021	Regular	0.00	1,091.08	20880
0002348	WOR WIC COMMUNITY COLLEGE	09/16/2021	Regular	0.00	120.00	20881
0002363	WORCESTER COUNTY LANDFILL	09/16/2021	Regular	0.00	1,238.40	20882

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	39	34	0.00	175,443.16
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
	39	34	0.00	175,443.16



Town of Berlin, MD

Payment Register

APPKT02143 - 20210916SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number 0002406	Vendor Name AE MOORE JANITORIAL INC					Total Vendor Amount 195.52	
Payment Type Check	Payment Number			Payment Date 09/16/2021	Payment Amount 195.52		
Payable Number 404013	Description PAPER PRODUCTS RESTROOMS	Payable Date 09/15/2021	Due Date 09/15/2021	Discount Amount 0.00	Payable Amount 195.52		

Vendor Number 0000166	Vendor Name ANIXTER POWER SOLUTIONS, LLC					Total Vendor Amount 894.75	
Payment Type Check	Payment Number			Payment Date 09/16/2021	Payment Amount 894.75		
Payable Number 5003388-01, 5003388-00	Description HOMAC RRK-4/0 ALUM. COMPRESSION SPLICE KITS	Payable Date 09/15/2021	Due Date 09/15/2021	Discount Amount 0.00	Payable Amount 894.75		

Vendor Number 0002056	Vendor Name AXON ENTERPRISES INC					Total Vendor Amount 1,913.98	
Payment Type Check	Payment Number			Payment Date 09/16/2021	Payment Amount 1,913.98		
Payable Number INUS011270	Description BODY CAMS	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 1,913.98		

Vendor Number 0000312	Vendor Name BENEFITMALL					Total Vendor Amount 73,252.88	
Payment Type Check	Payment Number			Payment Date 09/16/2021	Payment Amount 73,252.88		
Payable Number OCT FY 22	Description BENEFITMALL OCTOBER BILLING	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 73,252.88		

Vendor Number 0000323	Vendor Name BERLIN AUTOMOTIVE					Total Vendor Amount 731.46	
Payment Type Check	Payment Number			Payment Date 09/16/2021	Payment Amount 731.46		
Payable Number --VARIOUS INVS	Description TRUCK EQUIPMENT AND PARTS	Payable Date 09/15/2021	Due Date 09/15/2021	Discount Amount 0.00	Payable Amount 731.46		

Vendor Number 0000405	Vendor Name BRASURE'S PEST CONTROL INC					Total Vendor Amount 105.00	
Payment Type Check	Payment Number			Payment Date 09/16/2021	Payment Amount 105.00		
Payable Number 696893	Description QRTL GENERAL PEST CONTROL	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 105.00		

Vendor Number 0000455	Vendor Name CARD'S TECHNOLOGY					Total Vendor Amount 16,572.47	
Payment Type Check	Payment Number			Payment Date 09/16/2021	Payment Amount 16,572.47		
Payable Number 48030	Description FY 22 PLANNING COMPUTER	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 2,533.15		
Payable Number -48030	Description FY 2022 PUBLIC WORKS COMPUTER	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 2,533.15		
Payable Number 48030	Description FY 2022 COMPUTERS - ELECTED OFFICIALS	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 1,302.24		
Payable Number 48030-	Description FY 2022 WATER RESOURCES COMPUTERS	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 2,604.48		
Payable Number -48030	Description FY 2022 ADMIN COMPUTERS	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 7,599.45		

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Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					759.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	759.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
RE/TX RSC	4/0 URD UNDERGROUND ELECTRIC CABLE	09/15/2021	09/15/2021	0.00	759.50	
Vendor Number	Vendor Name					Total Vendor Amount
0002647	CINTAS RUGS					436.55
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	436.55			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AUGUST FY 22	POWER PLANT RAGS AND RUGS	09/15/2021	09/15/2021	0.00	436.55	
Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					647.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	647.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APP-8K-022	FINGER PRINTING	09/14/2021	09/14/2021	0.00	647.75	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					23.79
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	23.79			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0053157 SEPT FY 22	TELEVISION SERVICE - POLICE DEPARTMENT	09/15/2021	09/15/2021	0.00	23.79	
Vendor Number	Vendor Name					Total Vendor Amount
0000581	COMPTROLLER OF MARYLAND					608.29
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	608.29			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AUGUST FY 22	ENVIRONMENTAL TRUST FUND REPORT	09/15/2021	09/15/2021	0.00	608.29	
Vendor Number	Vendor Name					Total Vendor Amount
0000584	COMPTROLLER OF MARYLAND					2,383.18
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	2,383.18			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AUGUST FY 22	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	09/15/2021	09/15/2021	0.00	2,383.18	
Vendor Number	Vendor Name					Total Vendor Amount
0000586	COMPTROLLER OF MD COMPLIANCE DIVISION					73.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	73.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
09152021	UNCLAIMED PROPERTY	09/15/2021	09/15/2021	0.00	73.98	
Vendor Number	Vendor Name					Total Vendor Amount
0003170	EASTERN LIFT TRUCK CO, INC					261.53
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	261.53			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
760770	ANNUAL MAINTENANCE SERVICE ON HYSTER FOOK LIFT	09/14/2021	09/14/2021	0.00	261.53	

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Vendor Number <u>0000847</u>	Vendor Name ENVIROCORP, INC.					Total Vendor Amount 1,695.00
Payment Type Check	Payment Number		Payment Date 09/16/2021	Payment Amount 1,695.00		
Payable Number <u>IN2100392</u>	Description MONITORING WELL SAMPLES	Payable Date 09/15/2021	Due Date 09/15/2021	Discount Amount 0.00	Payable Amount 1,695.00	
Vendor Number <u>0000899</u>	Vendor Name FIRE PROTECTIVE SERVICE					Total Vendor Amount 102.56
Payment Type Check	Payment Number		Payment Date 09/16/2021	Payment Amount 102.56		
Payable Number <u>99409</u>	Description FIRE PROTECTIVE SERVICES - TOWN HALL FIRE EXT INSP	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 102.56	
Vendor Number <u>0001025</u>	Vendor Name HERTRICH FLEET SERVIICES INC					Total Vendor Amount 37,411.00
Payment Type Check	Payment Number		Payment Date 09/16/2021	Payment Amount 37,411.00		
Payable Number <u>41824</u>	Description NEW VEHICLE	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 37,411.00	
Vendor Number <u>0001286</u>	Vendor Name LEGAL SHIELD					Total Vendor Amount 31.90
Payment Type Check	Payment Number		Payment Date 09/16/2021	Payment Amount 31.90		
Payable Number <u>139007 SEPT FY 22</u>	Description LEGAL SHIELD EMPLOYEE FUNDED CONTRIBUTION	Payable Date 09/15/2021	Due Date 09/15/2021	Discount Amount 0.00	Payable Amount 31.90	
Vendor Number <u>0001565</u>	Vendor Name NATIONWIDE RETIREMENT SOLUTIONS					Total Vendor Amount 4,179.96
Payment Type Check	Payment Number		Payment Date 09/16/2021	Payment Amount 4,179.96		
Payable Number <u>PPE 09/12/2021</u>	Description EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 4,179.96	
Vendor Number <u>0002789</u>	Vendor Name QUADIENT LEASING USA, INC					Total Vendor Amount 481.65
Payment Type Check	Payment Number		Payment Date 09/16/2021	Payment Amount 481.65		
Payable Number <u>N9022804</u>	Description QUARTERLY LEASE PAYMENT FOR POSTAGE MACHINE	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 481.65	
Vendor Number <u>0001757</u>	Vendor Name RACETRACK AUTO CENTER					Total Vendor Amount 1,109.17
Payment Type Check	Payment Number		Payment Date 09/16/2021	Payment Amount 1,109.17		
Payable Number <u>136470</u>	Description PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	Payable Date 09/15/2021	Due Date 09/15/2021	Discount Amount 0.00	Payable Amount 1,109.17	
Vendor Number <u>0003171</u>	Vendor Name RICKY JARMON					Total Vendor Amount 866.71
Payment Type Check	Payment Number		Payment Date 09/16/2021	Payment Amount 866.71		
Payable Number <u>AUGUST</u>	Description MONTHLY CLEANING SERVICE - POLICE DEPT	Payable Date 09/14/2021	Due Date 09/14/2021	Discount Amount 0.00	Payable Amount 866.71	

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Vendor Number	Vendor Name					Total Vendor Amount
0001904	SELBYVILLE TRACTOR & EQUIPMENT INC					36.28
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	36.28			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
56265	TRACTOR ANTIFREEZE	09/15/2021	09/15/2021	0.00	36.28	
Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					528.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	528.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5012591913.002	SINGLE PHASE VERTICAL PIN BRACKETS	09/14/2021	09/14/2021	0.00	528.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002026	SUN SIGNS					110.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	110.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
151	REVISE DATE ON STREET BANNERS TOUCH A TRUCK DAY	09/14/2021	09/14/2021	0.00	110.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002092	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					91.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	91.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AB1-08-423	METER LOG ON FEE	09/14/2021	09/14/2021	0.00	91.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002163	TOWN OF BERLIN					26,049.22
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	26,049.22			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SEPT FY 22	TOWN UTILITY BILLINGS	09/15/2021	09/15/2021	0.00	26,049.22	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					228.16
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	228.16			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
092 1856464	UNIFORMS AND CLEANING SERVICES	09/15/2021	09/15/2021	0.00	114.08	
092 1857595	UNIFORMS AND CLEANING SERVICES	09/15/2021	09/15/2021	0.00	114.08	
Vendor Number	Vendor Name					Total Vendor Amount
0003207	UNITED ENERGY TRADING LLC					1,174.44
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	1,174.44			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
206535	NATURAL GAS TRANSPORT	09/15/2021	09/15/2021	0.00	1,174.44	
Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					38.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	38.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 09/12/2021	UNITED WAY EMPLOYEE CONTRIBUTION	09/14/2021	09/14/2021	0.00	38.00	

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Vendor Number	Vendor Name					Total Vendor Amount
<u>0002220</u>	USA BLUEBOOK					1,091.08
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	1,091.08			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>704428</u>	LAB SUPPLIES	09/15/2021	09/15/2021	0.00	1,091.08	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002348</u>	WOR WIC COMMUNITY COLLEGE					120.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	120.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>12423</u>	EMPLOYEE & K-9 TRAINING	09/14/2021	09/14/2021	0.00	120.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002363</u>	WORCESTER COUNTY LANDFILL					1,238.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/16/2021	1,238.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>309 AUGUST FY 22</u>	SLUDGE	09/15/2021	09/15/2021	0.00	1,238.40	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	39	34	0.00	175,443.16
Packet Totals:		39	34	0.00	175,443.16