



## **BERLIN MAYOR AND COUNCIL**

### **Meeting Agenda**

**Berlin Town Hall  
10 William Street  
Monday, July 12, 2021**

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

1. Approval of the Minutes for:
  - a. Executive Session of 06.28.21
  - b. Statement of Closure for Executive Session of 06.28.21
  - c. Regular Session of 06.28.21
  - d. Work Session of 06.28.21
2. Motion 2021-13: Stephen Decatur Park Disc Golf – Austin Widdowson, Eastbound Disc Golf
3. Parks Commission Motions:
  - a. Motion 2021-14: FY2023 Annual Parks Program for Development
  - b. Motion 2021-15: Berlin Parks Commission Commemorative Program  
- Deputy Town Administrator Mary Bohlen
4. Flower Street Arts Festival for Saturday, August 14, 2021, from 10 AM – 5 PM at Henry Park – Economic and Community Development Director Ivy Wells
5. PKS Audit – three years engagement approval – Finance Director Natalie Saleh
6. National Night Out, August 3, 2021 – Police Chief Arnold Downing
7. Town Administrator's Report
8. Departmental Reports
9. Comments from the Council
10. Comments from the Mayor
11. Comments from the Public
12. Comments from the Press
13. Adjournment

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

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

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

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

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

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

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

CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, June 28, 2021

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

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

**Others present:** None

On Monday, June 28, 2021, at approximately 6:30 PM in the Mayor and Council Chambers, Mayor Tyndall reviewed several protocols for the open meeting portion of the session. He noted that the purpose of the Closed Session was to discuss the draft Fiscal Year 22 Agreements with the Berlin Fire Company (BFC) and Berlin Fire Company Emergency Medical Service (BFCEMS) and was being closed pursuant to Maryland Code; General Provisions Article; Sec 3-305(b)(14): Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

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

Councilmember Purnell joined the meeting at approximately 6:33 PM.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
--

With the discussion concluded, Mayor Tyndall asked for a motion to adjourn the Closed Session at approximately 6:52 PM. Councilmember Purnell so moved, Councilmember Orris seconded, and approval was unanimous.

Respectfully Submitted,



Kelsey Jensen  
Administrative Manager



**Closed Session Summary**

To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: June 28, 2021 at 6:30 PM
- b. Place (location) of closed session: Vote to Close (live on Facebook): Mayor and Council Chambers; Meeting: Conference Room
- c. Purpose of the closed session: To discuss Berlin Fire Co. and EMS FY22 draft agreements.
- d. Date and time that we will return to public meeting: June 14, 2021 at 7:00 PM

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

- a. Motion to close meeting made by: J. Knerr
- b. Seconded by: J. Orris
- c. Members voting in favor: D. Burrell and S. Nichols
- d. Members opposed: none
- e. Members abstaining: none
- f. Members absent: T. Purnell (later arrived at 6:33 PM)

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

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

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

Topic description	Persons present for discussion	Action taken/each recorded vote
Draft FY22 Agreements: Berlin Fire Co. and EMS	Mayor Z. Tyndall, V-P D. Burrell, Councilmembers J. Knerr, S. Nichols, J. Orris, T. Purnell Town Admin. J. Fleetwood, Town Attorney D. Gaskill, Admin. Manager K. Jensen	Discussion re: agreements. Motion by J. Orris, second by T. Purnell to approve the FY 2022 agreements, vote was unanimous

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

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



**BERLIN MAYOR AND COUNCIL****Meeting Minutes****Monday, June 28, 2021****7:00 PM REGULAR SESSION**

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

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

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

## 1. Approval of the Minutes for:

## a. Executive Session of 06.14.2021:

On the motion of Councilmember Orris, second by Councilmember Knerr, the Executive Session Minutes of June 14, 2021, were approved by the following vote:

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

## b. Statement of Closure:

Mayor Tyndall read the Statement of Closure for Monday, June 14, 2021.

## c. Regular Session of 06.14.2021:

Councilmember Orris made an amendment to page two paragraph one, "lead" should read "led".

On the motion of Councilmember Orris, second by Vice-President Burrell, the Regular Session Minutes of June 14, 2021 with the correction noted, were approved by the following vote:

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

## 2. Motion 2021-12: Authorizing an attached list of contracts for vendors for Fiscal Year 2022

Town Administrator Jeff Fleetwood presented the list of annually entered into contracts and asked for Council approval. He did note that they are no longer asking for the approval of the PKS contract because they will be meeting with PKS as a group on Wednesday to discuss options with he renewal. Mayor Tyndall said he is evaluating a bidding schedule for all contracts for future years.

On the motion of Councilmember Knerr, second by Vice-President Burrell, the approval of Motion 2021-12 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				

### 3. Town Administrator's Report:

Town Administrator Jeffery Fleetwood thanked Mike Marvel with State Highway Administration for everything he has done for the Town. He mentioned that Fireworks will take place at Heron Park on July 3<sup>rd</sup> at dusk with no rain date. The Town will be celebrating the Juneteenth Holiday on July 2<sup>nd</sup> and Independence Day on July 5<sup>th</sup>. The Sustainable Maryland Application was submitted.

### 4. Departmental Reports:

#### a. Electric Utility Director – Tim Lawrence

Mr. Lawrence discussed the new solar array and thanked Carter Cat for their work on the project, inspections should be completed soon and then they will have a ribbon cutting. He said peak shaving and meter reading will be taking place this week. Lastly, he mentioned that a house is being built in town that is supposed to have new solar shingles, a first of its kind for Berlin.

#### b. Police Chief – Arnold Downing

Chief Downing discussed viewing options and road closures for the Fireworks on July 3<sup>rd</sup>.

#### c. Public Works Superintendent – Jimmy Charles

Mr. Charles said the Sanitation crew has seen an increase in trash and recycling and has been working very hard to keep up with it all. He thanked everyone for their help with cleaning the streets for Governor Hogan's visit. They will be working on getting Heron Park cleaned up next. There is new mulch at both Stephen Decatur Park and Henry Park. Lastly, they came to an agreement on purchasing the new Street Sweeper and it will arrive the last week of July. Mayor Tyndall and Town Administrator Jeffrey Fleetwood thanked everyone for their efforts this morning preparing for Governor Hogan's arrival. Mr. Fleetwood also apologized for breaking the noise ordinance by 30 minutes while preparing.

#### i. Administrative Manager – Kelsey Jensen

Ms. Jensen said they held interviews for Public Works and based on those interviews they hired two individuals, one for Public Works and one for a vacancy in Stormwater as a General Laborer. They also hired a part-time seasonal employee who will work on Fridays in Town Hall. She then mentioned that the Town partnered with the County for a Jolly Rogers day on Sunday, August 15<sup>th</sup> where Town staff and their friends and family are being offered to purchase tickets to Jolly Rogers at a discounted rate of \$20.

### 5. Comments from the Council:

Councilmember Knerr said it was great to have the Governor here this morning and he had a great conversation with Secretary Brinkly about the demolition grant they applied for for Heron Park.

Councilmember Nichols said the new blue curbs for handicap spots look great. She also thanked the Police for safely blocking roads this morning.

Councilmember Orris said that Mayor Tyndall, Councilmember Nichols, and himself are all attending the Maryland Municipal League's Summer Conferernce in Ocean City and are really enjoying it, it is very educational. He then thanked Administrative Manager Kelsey Jensen for registering them and providing information about the conference. Lastly, he wished everyone a Happy 4<sup>th</sup> of July. Mayor Tyndall said he always likes hearing what other municipalities are doing during workshops. Councilmember Nichols said she was flattered when Berwyn Heights Mayor said they like to mirror Berlin in many ways.

6. Comments from the Mayor:

Mayor Tyndall thanked staff for Governor Hogans visit going so smoothly. He then reminded residents that single-stream recycling will be going away this weekend, he asked that information regarding recycling be shared to Facebook.

7. Comments from the Public – none.

8. Comments from the Press – none.

9. Adjournment:

On the motion of Vice-President Burrell, second by Councilmember Purnell, the Mayor and Council meeting was adjourned at approximately 7:25 PM.

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

Respectfully Submitted,



Kelsey Jensen

Administrative Manager





**BERLIN MAYOR AND COUNCIL**  
**Meeting 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,



Kelsey Jensen

Administrative Manager



**MOTION TO APPROVE No. 2021-13**  
**Stephen Decatur Park Disc Golf**

A motion of the Mayor and Council of the Town of Berlin approving the Stephen Decatur Park Disc Golf project contingent upon those conditions as may be required before final execution of a Memorandum of Understanding/Agreement.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zack Tyndall, Mayor

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





# STAFF REPORT

**TO:** Mayor and Council

**FROM:** Deputy Town Administrator Mary Bohlen *MB*

**CC:** Berlin Parks Commission

**MEETING DATE:** July 12, 2021

**SUBJECT:** Proposal for Disc Golf in Stephen Decatur Park

---

## SUMMARY

Austin Widdowson and Shawn Johnson with Eastbound Disc Golf appeared before the Parks Commission at their meeting on Tuesday, May 4, 2021 to seek support for a disc golf course at Stephen Decatur Park. Mr. Widdowson explained he was working with Eastbound Disc Golf to fully donate a Disc Golf course to be installed at Decatur Park; the materials would be paid for through grants and donations, with no cost to the Town.

The Parks Commission and Mr. Widdowson and Mr. Johnson discussed, at length, the actual game and some of the concerns that the Parks Commission had, particularly regarding future maintenance of the course and equipment and potential safety issues for non-players utilizing other park amenities. Mr. Widdowson indicated that future maintenance would be the responsibility of the project sponsor and that signage would be placed to warn other park users. The need for a formal agreement between the sponsoring organization and the Town was also discussed.

Parks Commission Chair Mike Wiley noted that he had walked the park with Mr. Widdowson and pointed out a number of areas that would likely not be suitable because of their tendency to be very wet. There were also areas marked on the aerial course graphic that appeared to cross private property lines and it was noted that appropriate certified professionals, such as a property surveyor, would need to be utilized at some point in project development. Mr. Widdowson indicated that the course as pictured could be adjusted.

Mr. Widdowson and Mr. Johnson also noted the locations of other courses in the region including one at Schumaker Pond in Salisbury, which was an Eastbound Disc Golf project.

Mr. Widdowson was informed that the Parks Commission could not approve or deny the project itself, but moved to support the project concept for presentation to the Mayor and Council.

## **ADDITIONAL INFORMATION**

Mr. Widdowson has provided the following information. Included in your packet are items 1, 2, and 3 as listed below. The remaining documents are on file.

1. The aerial graphic of Stephen Decatur Park showing a proposed course
2. Price quotes
3. A sample agreement from Anne Arundel County
4. Signage Examples
5. Corporate information for Eastbound Disc Golf including Employer Identification Number (EIN), By-Laws, Articles of Incorporation, and a Statement of Incorporator

Eastbound Disc Golf has not been verified to be a 501(c)(3) organization as of the writing of this report.

## **PARKS COMMISSION RECOMMENDATION**

The Parks Commission was favorable of the concept and voted to support Mr. Widdowson seeking approval from the Mayor and Council but expressed concerns regarding the overall project including:

- a. Future Maintenance
- b. Non-Player Safety
- c. Course path crossing onto private property/proximity to private property

The Commission also strongly recommends requiring professional guidance as appropriate, including a property surveyor and possibly an engineer, as well as a binding agreement between Eastbound Disc Golf and the Town addressing the particular concerns as expressed.




*Eastbound*  
**DISC GOLF INC.**

**DECATUR PARK**  
*disc golf course*  
**36 HOLE LAYOUT**

*designed by  
austin widdowson  
& shawn johnson*

Stephen  
Decatur Park

-  TEE PADS
-  LONG PIN
-  SHORT PIN
-  LANDSCAPE



# DYNAMIC DISCS

Dynamic Distribution  
3601 W 6th Ave.  
Emporia, Kansas 66801  
620-208-6263

Prepared by: BJ McKay - bj@dynamicdiscs.com

DATE: 6/2/21

CUSTOMER: Paul Whitney

SHIPPING LOCATION: 966 Johnson Road, Salisbury, MD 21804

PHONE NUMBER:

EMAIL: wbdgaclub@gmail.com

**\*\*Shipping Subject to Change\*\***

Product Description	Quantity	Price	Extended Cost
Dynamic Discs Veteran Basket Permanent-	36	\$325	\$11700
- includes a ground sleeve, locking collar, and padlock			
Estimated Shipping (Residential, Limited Access, Liftgate Service) YRC			\$1600

QUOTE TOTAL:	\$13300
--------------	---------

**\*\*quotes are valid for 30 days, shipping is subject to change\*\***

## ADDITIONAL COURSE DEVELOPMENT PRODUCTS

Next Tee Box Arrow - \$10 ea.

--Hot-dip galvanized/Perfect fit clips on to Veteran basket

White Basket Flag - \$20 ea.

--Fits in top of Veteran pole for permanent installation

Additional Permanent Ground Sleeve - \$15 ea.

--19.25" Long/Hot-dip galvanized

Disc Golf Rules Sign with Frame - \$40 ea.

--12"x 18" sign/Built to stand up to any elements

PDGA Code of Conduct Sign with Frame - \$40 ea.

--12"x 18" sign/Built to stand up to any elements

Caution - Flying Discs Sign with Frame - \$30 ea.

--10.875" x 8.125"

Mando Sign with Frame - \$40

--12"x 18" sign/Built to stand up to any elements

Ace Club Sign with Frame - \$40

--12"x 18" sign/Built to stand up to any elements

Course Kiosk Sign with Frame - \$400

--Frame out of ground - 4'W x 7'H

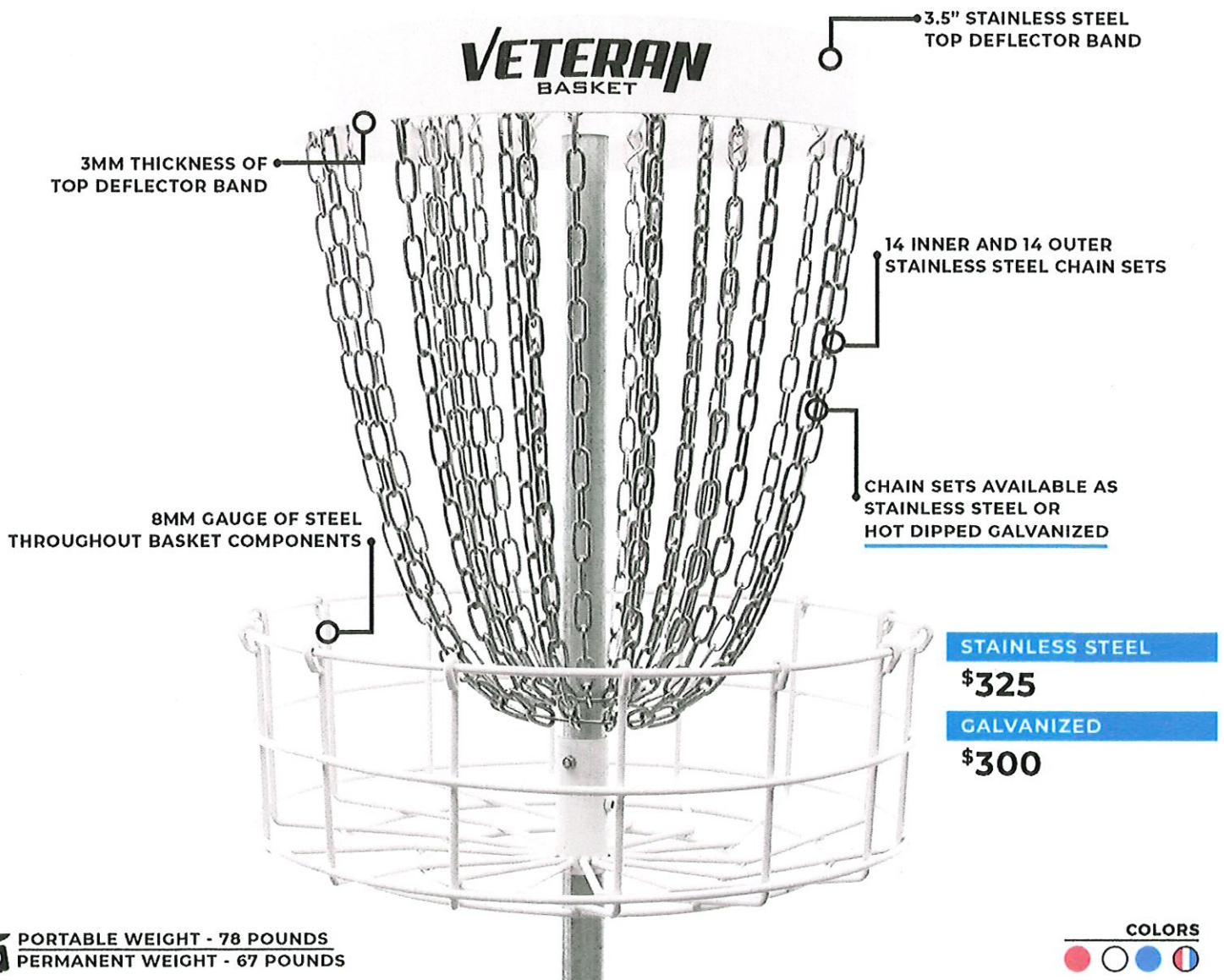
--Course Kiosk Sign - 42"W x 30"H

--Course Kiosk Sign available without frame: \$200

# VETERAN

## BASKET

AS A PDGA APPROVED CHAMPIONSHIP LEVEL DISC GOLF TARGET, THE VETERAN BASKET IS A GREAT SOLUTION FOR YOUR MOST DURABLE BASKET DEMANDS. STARTING WITH GALVANIZED METAL COMPONENTS FOLLOWED BY A POWDER COATING APPLICATION ENSURES THAT THE ELEMENTS WILL NOT COMPROMISE THE FUNCTIONALITY OR AESTHETICS OF YOUR NEW BASKET. EQUIPPED WITH AN INDUSTRY FIRST STAINLESS STEEL TOP AND 18-8 STAINLESS STEEL CHAIN ASSEMBLY, THIS BASKET WILL LOOK AND SOUND GREAT FOR YEARS TO COME A PROVEN NAME WITH A GREAT PRODUCT AT A GREAT PRICE. ENLIST THE VETERAN



 **PORTABLE WEIGHT - 78 POUNDS**  
**PERMANENT WEIGHT - 67 POUNDS**

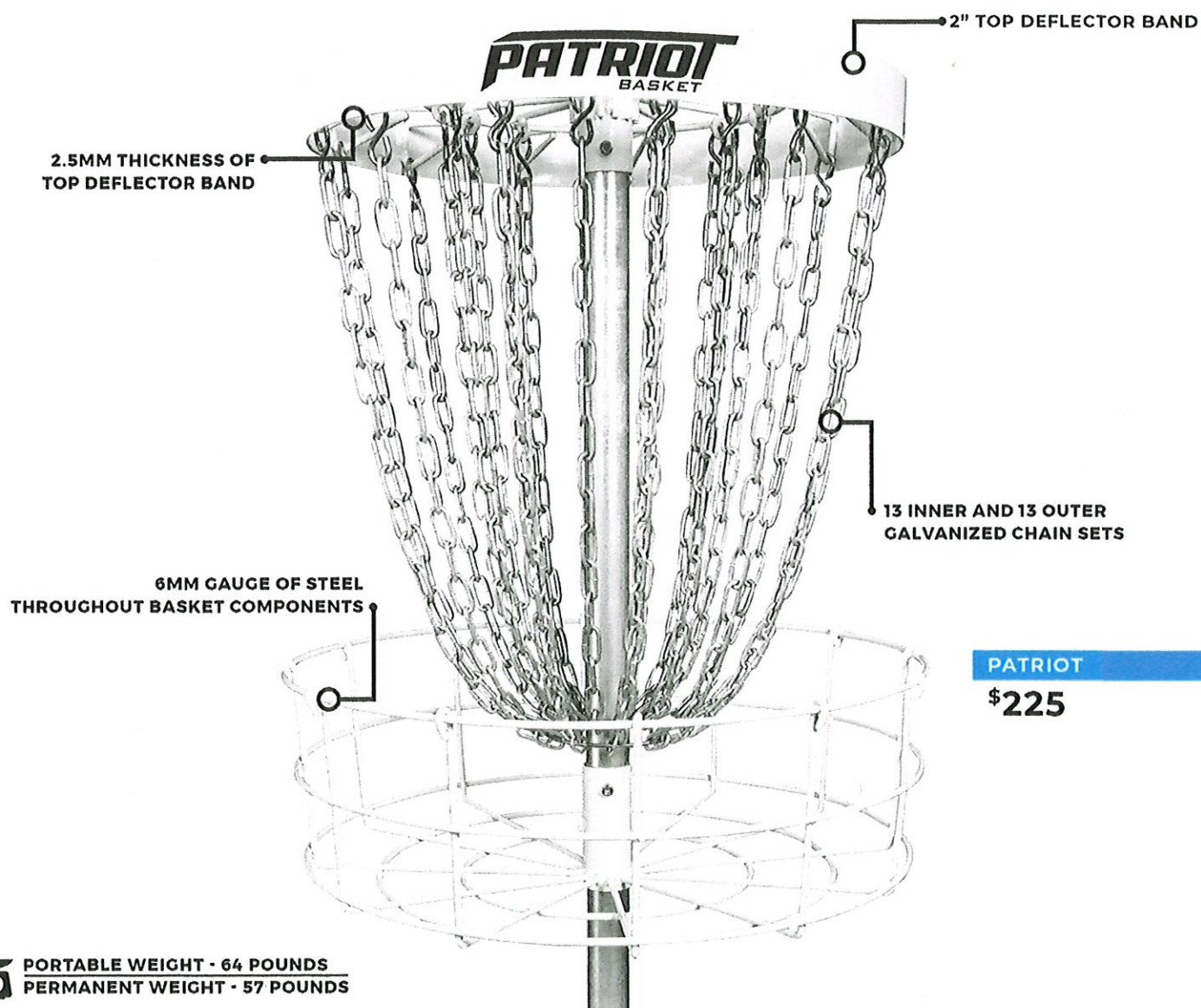
**COLORS**  
   



# **PATRIOT**

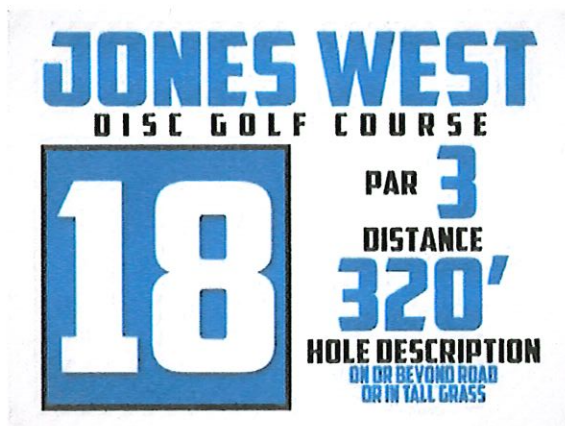
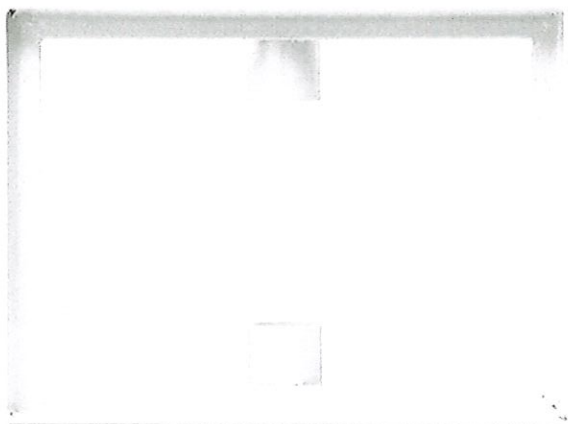
## **BASKET**

A TRUE PATRIOT IS PASSIONATE ABOUT THE MOST FUNDAMENTAL OF THINGS. THE PATRIOT FROM DYNAMIC DISCS IS THE BEST CHAMPIONSHIP LEVEL APPROVED BASKET ON THE MARKET AT COMPARABLE PRICE POINTS. THIS WILL DELIVER A FANTASTIC BASKET FOR AN EXCELLENT PRICE, FEATURING THE SAME HIGH QUALITY AS OUR VETERAN BASKET. BOASTING 26 GALVANIZED CHAIN STRANDS AND THE SUPERIOR WORKMANSHIP THAT DYNAMIC DISCS CONSISTENTLY PRODUCES, THE PATRIOT WILL GRAB YOUR PUTTS AND SERVE YOUR COURSE FOR YEARS TO COME.





## BASIC TEE SIGN (SMALL)

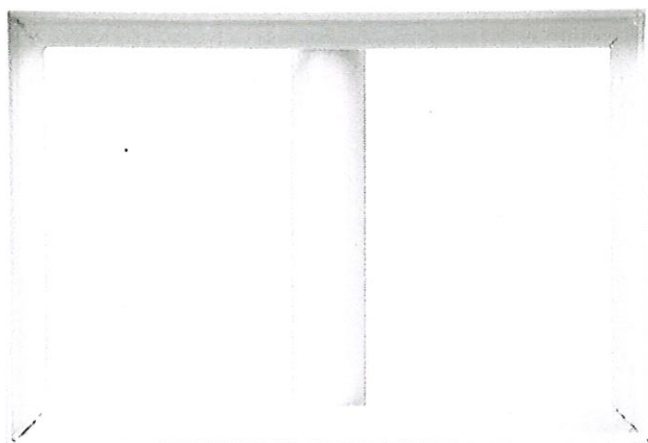


- 10.875" x 8.125"
- Hole number, distance, par, OB description, and course name
- Inside Diameter of Pole Hole – 35mm/1.38 inches
- Outside Diameter of Pole Hole – 38.5mm/1.52 inches
- Frame is white powder-coated finish to add visibility
- Vibrant UV resistant vinyl on durable .080" aluminum
- Tee sign pole and hardware NOT included

**BASIC TEE SIGN**

**\$40**

## DELUXE TEE SIGN (LARGE)



- 12" x 18"
- Custom Full-Color custom layout
- Inside Diameter of Pole Hole – 52.5mm/2.07 inches
- Outside Diameter of Pole Hole – 56.5mm/2.22 inches
- Frame is white powder-coated finish to add visibility
- Vibrant UV resistant vinyl on durable .080" aluminum
- Tee sign pole and hardware NOT included

**DELUXE TEE SIGN**

**\$110**



## IMPORTANCE OF GOOD DESIGN

There is a lot that goes into a good, quality design. It is very important that the design is well thought out and every potential mishap is considered. A good design will provide a challenging but fair layout with safety being the number one priority. A great design is more than just a collection of fun or picturesque holes, it should emphasize the character and flow of the land. The more imagination that goes into the overall course, the more successful it will be. Each course has unique geography and flora which a great design will utilize to enhance the aesthetic of your park while challenging players of all skill levels.

## WHY HIRE A PROFESSIONAL?

One of the most important aspects of design is ensuring safety is top priority. Hiring a professional to design your course will not only warrant safety but assure the best use of your property. Course design is an art that not everyone has an eye for. It will make or break the popularity of the course. Experience, knowledge, and credibility are all reasons to hire a professional.



My name is Eric McCabe and I am not only a Professional Disc Golf World Champion, but I'm also a World Class Course Designer. I've designed multiple courses across the United States, some of which have been utilized in the 2013 PDGA Amateur World Championships and the 2016 PDGA Professional World Championships.



DYNAMIC DISCS

# WARRANTY

## Limited 25 Year Warranty

Dynamic Discs Patriot and Veteran baskets are covered under warranty against failure due to rust, corrosion, and manufacturing defects. Should your Patriot or Veteran basket be determined by Dynamic Discs to be covered by this warranty, it will be repaired or replaced at Dynamic Discs sole option. You must have proof of purchase.

Your limited warranty does not cover costs for labor, removal, or the installation of warranty parts. Your warranty does not cover Patriot or Veteran baskets which have been damaged due to misuse, abuse, or accident such as:

- vandalism
- improper or unauthorized repair
- fire, flood, "acts of God," or other contingencies beyond the control of Dynamic Discs
- powder coated finishes are not covered from chipping, scratches, or fading.

If you are in need of warranty service contact Dynamic Discs and we will be happy to review your warranty request.

It is our goal to do everything we can to make sure you are happy with your Dynamic Discs equipment purchases. Please contact us if you have any questions by email at [warranty@dynamicdiscs.com](mailto:warranty@dynamicdiscs.com).

**Jeremy Rusco**



President







## Your Course Deserves the Best

Powder coated steel target top for visibility and protection from the elements

Park-grade outdoor construction – Galvanized steel, galvanized chains, powder coated steel target top, and stainless steel hardware

Powder coated target top available in four bold colors - improves visibility in all conditions

28 chains configured in three tiers for superior catching action

Catches fast and slow putts - large sweet spot

14 spoke catching basket design eliminates squeeze throughs (PDGA requirement)

Deep basket with in line nubs (wire bends) to minimize adverse action for low putts

Anti theft measures include locking collar, one way screws, and databased serial numbers

Includes installation sleeve, locking collar, stainless steel hardware, and vinyl hole numbers

PDGA approved for championship level play

Available in yellow, red, white, blue and also in custom colors to your specs

### The "EXTRAS" are Included!

- ★ Installation Tubes, Locking Collars and Hole Number Decals
- ★ Disc Golf Attention Signs
- ★ 20 Year Warranty

### Four stock DISCatcher top colors



### DISCatcher Pro Tech Specs

Part	Specifications
Target Top	Powder coated steel
Chains	28 strands, galvanized
Catching Basket	3/8" rod, hot-dip galvanized
Pole	74" galvanized, 1/8" walls
Locking Collar	Hot-dip galvanized
Installation Tube	24" long, hot-dip galvanized

# DISCATCHER® PRO DISC GOLF TARGET



### Pricing

#### Individual DISCatcher

Permanent Install \$425.00

Portable Target \$425.00

Course Sales \$325.00

#### Options to consider:

Custom Color \$60

Extra Installation Tube \$25

Flag set (ea) \$25

Basic Tee Sign (ea) \$50

Tee marker set (pair) \$30

Attention Sign \$25

Rules Sign (Basic) \$50

Rules Sign (Deluxe) \$125

Official Target  
of the United  
States Disc Golf  
Championship







Plan • Design • Build • Play

Innova Disc Golf  
2850 Commerce Dr.  
Rock Hill, SC 29730  
800-476-3968

# Target Quote

PREPARED FOR

Paul Whitney  
Salisbury MD

PREPARED DATE

6-2-21  
EXP. DATE  
9-2-21

ITEM	QTY	PRICE	TOTAL
DISCatcher Pro 28 (Stock Color)	36	\$325	\$11700
Sales Tax (Can be omitted if you can provide your resale license)		6%	\$702
Freight			\$750

**Total: \$13,152**

\*freight rates are subject to change due to market fluctuations and fuel prices

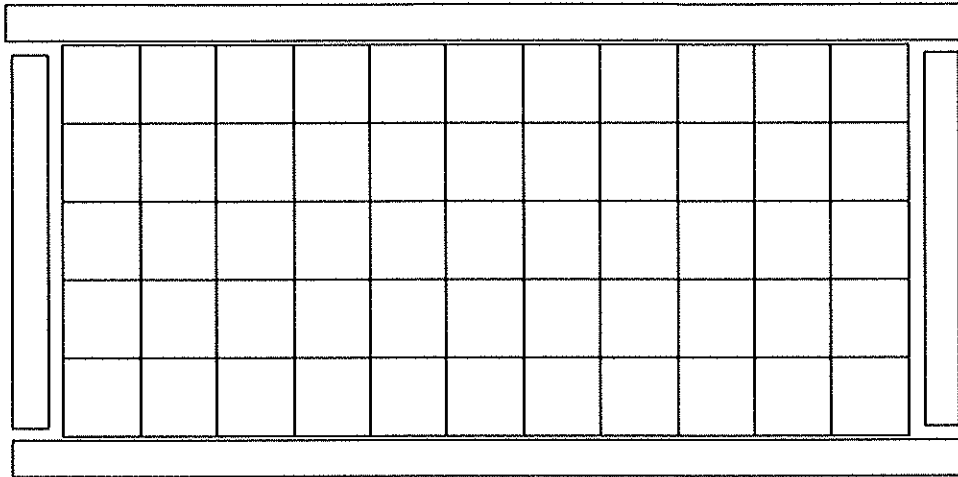
## Additional course equipment options to consider

- Additional installation sleeves \$25 per sleeve
- Flag sets for target tops \$25 per flag
- Basic tee signs \$50 per sign
- Tee marker set \$30 per set
- Course design services Ask for price!

Please feel free to give me a call toll free at 800-476-3968 if you have any questions.

Take care,

Josh Day  
Innova Disc Golf



**Specifications:**

11'8" X 5'8" Total width of Tee Pad including pavers and border

4" depth for entire Tee Pad from ground level

Roughly 66 Square Feet of area

**Materials Per Tee Pad:**

3 each 4x4x12ft treated lumber = \$80.94

55 each 12x12x2in patio stone = \$103.40

1/2-ton crusher run stone = \$25.00

10 each 2ft sections of 3/8in rebar = \$25.80

**Total = \$235.14**

**Basket:**

Dynamic Disc Veteran Basket = \$325 each

Innova DiscCatcher Pro 28 chain = \$325 each

**Total = \$650 per hole**



Tee signs:

\$110 each for deluxe custom tee signs that include an overview of the hole with mandatories, out of bounds areas marked, distance, and preferred route. (Will have to negotiate since there are 2 layouts)

1 each 1x5/8 diameter 6ft 16-guage galvanized steel pipe = \$18.98

Total = \$128.98 if 1 tee sign per hole

\$257.96 if 2 tee signs per hole



Grand Total = \$1014.12 (1 Tee Pad, 2 baskets, 1 Tee Sign)

= \$1143.10 (1 Tee Pad, 2 baskets, 2 Tee Signs)

Disclosure – This is with \$0 cost for labor, shipping, and taxes.

### **LICENSE AGREEMENT**

THIS LICENSE AGREEMENT made this \_\_\_ day of \_\_\_\_\_, 2019, by and between ANNE ARUNDEL COUNTY, MARYLAND (hereafter "the County"), Licensor, and Kinder Farm Disc Golf Co. (hereafter "KFDGC"), Licensee.

WITNESSETH:

WHEREAS, Anne Arundel County is the owner of certain property located at 1001 Kinder Farm Park Road, Millersville, Maryland known as Kinder Farm Park (hereafter "the Property"); and WHEREAS, the County has determined that the Property is useful to the citizens of Anne Arundel County as a site for the Disc Golf course;

NOW THEREFORE, the County and the KFDGC hereby agree as follows:

#### **GENERAL**

1. KFDGC shall be permitted to use the Property for a disc golf course in the section of the park designated for such use. KFDGC shall make no other use of the Property. This license shall be subject to the terms and conditions set forth herein.
2. KFDGC shall remain a non-profit organization during the term of this License Agreement.
3. KFDGC will provide the Department of Recreation and Parks a copy of the organization's IRS qualification letter and organization's Articles of Incorporation and By-laws.
4. KFDGC shall abide by all County and Park rules and regulations while using the park.

#### **RECORDS AND REPORTS**

1. All regulations and conditions governing use of the facilities shall be submitted to the Department of Recreation & Parks for approval prior to their implementation.
2. KFDGC shall annually submit a budget, a work plan, and a yearly schedule of events to the Department of Recreation and Parks. The submission will be due on or before January of each calendar year. The budget shall show in detail all revenue and expenses for the previous year and those projected for the current year. The work plan shall show all renovation of construction projects planned for the year. The budget and work plan are subject to the approval by the Department of Recreation and Parks.

#### **HOURS AND OPERATION**

1. Except during approved official club event/competition functions, the course shall be open to the public during normal park hours.
2. The entire facility shall be open for use by the entire public without regard to race, color, creed, sex, or religion.
3. KFDGC may request to the Department of Recreation and Parks their special event/competition dates up to one (1) year in advance of the date of events.

#### **FACILITIES**

1. The practice area shall be open to all members of the public without any requirements of membership with KFDGC.
2. The location and layout of the Disc golf equipment shall only be altered with approval from the Department of Recreation and Parks.

### **MAINTENANCE AND IMPROVEMENTS**

1. All expenditures required for routine operation and maintenance of the disc golf course shall be borne solely by the KFDGC.
2. KFDGC will provide routine maintenance for all disc golf course areas, in such a manner as to keep them in a high state of repair and well-being in accordance with standards set by the Department of Recreation and Parks.
3. The Department of Recreation and Parks will provide major maintenance as it may relate to erosion, road surface repair, tree removal or other items exceeding the scope of the routine maintenance as stated above.
4. The Licensee may make improvements to the Property, including construction of structures, provided that such improvements meet the standards required by appropriate County and State agencies. All improvements require prior approval by the Department of Recreation and Parks and shall remain the property of the County upon the termination of this agreement.

### **TERMS AND TERMINATION**

1. The term of this license commences on August 1, 2019, and expires on December 31, 2029.
2. The County, on expiration of this License Agreement, reserves the right to renew or terminate this agreement. Upon termination the county requires the Property to be restored to the same condition as that existing at the time that the KFDGC initially entered the Property. Damages by the elements or by the circumstances under which KFDGC has no control are hereby accepted. The County shall give notice to KFDGC ninety (90) days before the termination of the License if the County requires restoration prior to re-entry by the County.
3. Violation of any of the covenants or any of the conditions contained in this Agreement and failure to correct the same within thirty (30) days after written notice from the County to correct such fault, shall render this Agreement null and void, and the County shall have the right to re-enter the Property.
4. The County and KFDGC shall have the option to review this Agreement upon all terms, covenants, and conditions contained therein; provided however, that either party hereto may terminate this Agreement at any time and for any reason upon written notification given no less than ninety (90) days in advance of said termination. In the event of termination under this paragraph the County shall not be liable for any expenses incurred by the Licensee.

### **MISCELLANEOUS**

1. This Agreement may not be assigned or sublet by KFDGC.
2. This Agreement contains the entire understanding of the parties and no changes or amendments will be permitted unless made in writing and signed by both parties.



3. This Agreement shall be construed in accordance with the laws of the State of Maryland and any cause of action arising under this Agreement shall be adjudicated in the courts of the State of Maryland.

WITNESS the hands and seals of the parties hereto.

WITNESS: KINDER FARM GOLF DISC, CO.

7768 MOONFALL COURT PASADENA, MD 21122-2571

\_\_\_\_\_ BY: \_\_\_\_\_

Date

Title: \_\_\_\_\_ Name: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_ Rick Anthony Date

Director of Recreation & Parks

ANNE ARUNDEL COUNTY, MARYLAND

BY: \_\_\_\_\_

Ben Birge, Chief Administrator Officer Date

APPROVED FOR FORM AND LEGAL SUFFICIENCY:

\_\_\_\_\_ Office of Law Date



# MEMO

DATE: July 12, 2021  
TO: Mayor and Council  
FROM: Mary Bohlen, Deputy Town Administrator *MB*  
SUBJECT: Program Open Space Development Programs for FY23

---

Attached, please find the following relative to this evening's discussion:

- Motion 2021-14 approving the FY23 Annual Program for Development
- FY23 Program Open Space Annual Program for Development
- Attachment A-1: July 6, 2021 Memo to the Parks Commission regarding the FY23 Program
- Attachment A-2: Strikethrough copy of the FY2020 Program as discussed by the Parks Commission

## Summary

Briefly, the Maryland Department of Natural Resources (DNR) provides grant funding for parks to counties through Program Open Space (POS) and to municipalities through the Community Parks and Playgrounds Program (CPP). Before the creation of the CPP program, Worcester County would typically re-allocate a portion of POS funds to the municipalities and Berlin successfully completed many projects with those funds.

In years past, Worcester County has requested annual submission of the Program Open Space Annual Program for Development, (commonly referred to as our "Wishlist") which is used as a guide to prioritize projects for funding application. The last plan submitted to Worcester County was for FY2020 (the county has not requested Development Plans in subsequent years, including for FY23).

Although the County has not requested it, the Program for Development remains useful for our use for planning. The "Wishlist" is NOT a grant application; rather it is more like a capital improvements plan for our parks.

The Community Parks and Playgrounds grant application is typically submitted in late summer, with awards being made in early to mid-summer of the following year. For instance, the current



application under review – for the Stephen Decatur Park restrooms – was submitted in August 2020 and notification of whether or not it is approved is expected at any time.

At their meeting on Tuesday, July 6, 2021, the Parks Commission reviewed the 2020 list and discussed what projects should be included for as attached.

Because the Henry Park basketball courts lighting project has been a priority project for several years, the Parks Commission recommends keeping it as item #1 with the intent to apply for FY2023 (applications due August 26, 2021).

The other projects are based on recent discussions in the community.

It is the Parks Commission's intent to submit application for the Basketball Courts Lighting Project in August.



## MOTION TO APPROVE No. 2021-14

A motion of the Mayor and Council of the Town of Berlin approving the FY2023 ANNUAL PARKS PROGRAM FOR DEVELOPMENT.

Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of \_\_\_\_ to \_\_\_\_ opposed, with \_\_\_\_ abstaining.

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

Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zack Tyndall, Mayor

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







# MEMO

DATE: July 6, 2021

TO: Parks Commission

FROM: Mary Bohlen, Deputy Town Administrator

SUBJECT: Program Open Space Development Programs for FY23

---

In years past, Worcester County has requested annual submission of the Program Open Space Annual Program for Development, which is commonly referred to as our "Wishlist" and is used as a guide to prioritize projects for funding application. The attached is the POS Development Plan for FY2020, which was the last plan submitted to Worcester County (the county has not requested Development Plans for FY21, FY22, or (to date) FY23).

Although the County has not requested it, the Program for Development remains a useful tool for planning and project prioritization.

On the attached:

- I have struck Item #2: Stephen Decatur Park Prefabricated restrooms. We applied for Community Parks and Playgrounds grant funds for FY22 and it appears to be on track for approval in the State's FY22 budget; we should have final word at any time.
- Item #3 is recommended to hold until further action, if any, is determined by the Mayor and Council regarding the sale of certain parcels of Heron Park.

Because the Henry Park basketball courts lighting project has been a priority project for several years, it is my recommendation to leave it as item #1 with the intent to apply for FY2023 (applications due August 26, 2021). The Burbage Park project could also remain on the Development list pending further communication from We "Heart" Berlin's fundraising efforts toward a Ping-Pong Park.

Any other projects to be considered for inclusion on the list should be discussed and added at this time. Once the Parks Commission approves a complete list, it will be submitted to the Mayor and Council for final approval, then can be submitted to Worcester County should they request it.

A.H. A-2

# **PROGRAM OPEN SPACE ANNUAL PROGRAM FOR DEVELOPMENT** **FISCAL YEAR 2020**

Source of Funds (for Annual Program Only)

<u>Sponsor</u>	<u>Project Name, Project Description</u>	<u>Acreage Project</u>	<u>Total</u>	<u>Local</u>	<u>State/POS Local Funds</u>	<u>Federal</u>
BERLIN						
1	Dr. William Henry Park:  Purchase and Installation of Lighting for Basketball Courts (application pending with Community Parks and Playgrounds)	Map 307	Parcel 0692			
* 2	Stephen Decatur Park:  Purchase and Installation of Pre- fabricated Permanent Restroom	Map 302	Parcel 873			
**3	Berlin Falls Park  Purchase of amenities (benches, picnic tables, waste receptacles, etc.)	Map 25	Parcels 52; 410; 57			
4	John Howard Burbage  Development of complete specs for improvements  Development of area into neighborhood park	Map 300	Parcel 1629			
<b>TOTALS</b>						

\* TENTATIVELY Approved for FY22

\*\* Suggest Holding off until Mayor and Council makes decision regarding potential sale of parcels



**MOTION TO APPROVE No. 2021-15**

A motion of the Mayor and Council of the Town of Berlin approving the BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_opposed, with \_\_\_\_\_abstaining.

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

Approved this \_\_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zack Tyndall, Mayor

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





## BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

The Berlin Parks Commission Commemorative Program is designed to provide individuals, families or organizations with an opportunity to honor the memory of loved ones or to memorialize a significant event through the dedication of park amenities or living tributes. While this agreement provides the minimum program information, it is the intent of the Parks Commission to allow reasonable flexibility and personalization of any commemorations under this program. The Mayor and Council of the Town of Berlin have final authority over this program and any items placed in Town parks.

In addition to a lasting acknowledgement, amenities - such as benches or picnic tables - provide enjoyment to park visitors, and living tributes - such as trees - provide shade, clean the air, provide wildlife habitat, and beautify the park for generations to come.

The information that follows is intended to indicate minimum standards and requirements. Donors with requests outside the program outlined below are welcome and encouraged to discuss their desires with the Berlin Parks Commission. Full consideration will be given to ideas "outside the box".

### PARKS AMENITIES –

**Price:** Prices indicated below are intended for information purposes only and represent the minimum donation. The final cost will be based on the actual cost of item (including any applicable shipping, installation or other charges) plus a \$200 maintenance fee. Because of varying designs, sizes and materials, actual cost to donor at the time of purchase will be determined and agreed upon prior to ordering. Items must be purchased through the Town of Berlin from a vendor acceptable to the Town and the item(s) must meet minimum standards as determined by the Town. Plaque or engraving is separate and is not included in item cost.

#### Benches:

Recycled Materials, 6-foot: (minimum) \$1,000

Recycled Materials, Small Childs Bench, 4-foot: (minimum) \$800

#### Picnic Tables:

Recycled Materials, 6-foot: (minimum) \$1,500

Recycled Materials, 4-foot Childs Table, 4-foot: (minimum) \$1,200

Game Tables: TBD

Bike Rack or Bike Repair Station: (minimum) \$900

Other, not listed above: \_\_\_\_\_

For items not listed above, complete specifications must be attached to this application when submitted. Approval of such items is at the sole discretion of the Berlin Parks Commission and final approval will be granted in consultation with the Town of Berlin Public Works or other Department. See "CONDITIONS" for additional information.



## BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

### **LIVING TRIBUTES – Only native species will be permitted.**

#### **TREES.**

**New Planting:** Minimum tree size is 6-foot. Price: Cost of tree plus \$150 care fee. Donor may purchase the tree through the Town of Berlin or directly from a source of their choosing.

Tree Species Suggested:

Flowering: Crab Apple, Dogwood, Eastern Redbud, Fringe Tree, Serviceberry

Shade: American White Ash, American White Elm, American Beech, Hackberry, Honey Locust, Pin Oak, Red Maple, Red Oak, River Birch, Shagbark Hickory, Sugar Maple, White Oak, Willow Oak

Evergreen: American Holly, Loblolly Pine, Red Cedar, White Pine

Other native species not listed above will be considered, subject to approval by the Berlin Parks Commission.

#### **Transplanted Tree: \$150 care fee.**

You may choose to transplant a living tree from another location to one of Berlin's Parks.

Transplant must be coordinated with the Town of Berlin, and the Berlin Parks Commission has final approval of species and size of tree. You will be responsible for all monetary and other considerations in securing all necessary permissions and making all arrangements for the uprooting and transportation of the tree from its existing location, then for all digging and transplant of the tree in a location as approved by the Town of Berlin.

**FLOWERS.** \$150.00 one-time donation will be used for the purchase and planting of flowers during the following Clean-Up Day which is held annually on a Saturday during Take Pride in Berlin Week (typically on or about Earth Day, April 22<sup>nd</sup>).

**MONETARY DONATION.** A monetary donation in the amount of your choosing will help provide overall maintenance for Town of Berlin Parks.

### **ACKNOWLEDGEMENT OF COMMEMORATION**

1. **Plaques OR engravings:** Plaques or engravings will be purchased by the Town of Berlin.
  - a. Size of and number of characters included on engraved area or plaque may vary, but will feature consistency in look, cost, type and mounting.
  - b. Text will be submitted to the Town of Berlin for approval.
  - c. Proof will be submitted to donor for final approval.
  - d. Donor will be responsible for payment to the Town of Berlin for the cost of the plaque or engraving, to include any surcharges, shipping, etc. plus installation as applicable (installation of a simple plaque will be done by Town of Berlin personnel for a minimum of \$10)
2. **Parks Amenities**
  - a. Amenities will be engraved or have affixed an engraved plaque.
3. **Living Tributes:**
  - a. **Trees.**
    - i. A plaque will be placed at or near the base of the tree.
  - b. **Flowers or monetary donations:**
    - i. In each park a Board will be erected upon which acknowledgement plaques will be affixed on an annual basis acknowledging flower or monetary donations.





## BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

### CONDITIONS:

**Donor/Signer understands and agrees to the following in addition to any specific conditions indicated above:**

1. Payment is due prior to placement/purchase of any items included in this program.
2. Initial purchase and placement of commemorative item must be done through and/or coordinated with the Town of Berlin Parks Commission.
  - a. Future relocation of any commemorative item shall be at the discretion of the Town of Berlin. Every effort will be made to contact the donor to inform them of the relocation.
    - i. Commemorative plaques or engravings shall be relocated with the item being moved.
3. No guarantee of maintenance for the commemorative item is implied; items will receive the same standard of care and maintenance as similar items placed within the parks through other programs including routine purchases.
  - a. Parks Amenities: Items that are vandalized or damaged/worn through ordinary use, to the point of no longer being considered safe or aesthetically pleasing, may be removed or repaired at the discretion of the Town of Berlin.
  - b. Living Tributes: Trees or flowers that are damaged, dead or diseased may be removed at the discretion of the Town of Berlin or receive appropriate physical or chemical treatment.
4. Should the commemorative item be permanently removed for any reason within five (5) years of placement, the Town of Berlin shall make a reasonable effort to contact the donor to inform him/her of such and provide an opportunity to replace the item at cost. It is the responsibility of the donor to inform the Town of any changes in contact information.
5. Placement of amenities and planting of trees/flowers will be done at an appropriate time of year – typically in the spring or fall. The donor may make arrangements with the Town to be present at placement/planting during regular business hours.
6. The placement of memorabilia – such as flags, wreaths, plastic flower or other adornments is not permitted without prior express authorization, and the donor/signer acknowledges that the Town of Berlin shall remove such items at any time and without notice.
7. No statements contained herein, nor made by any person or agent of the Berlin Parks Commission nor the Town of Berlin are to be construed as tax advice or information. Donors should seek professional advice prior to attempting to claim any tax advantage based on this donation.

### SIGNATURES

**I, the undersigned, acknowledge my understanding of the conditions expressed above and agree to adhere to same.**

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

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

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

**Contact information:**





## BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DETAILED DONATION INFORMATION:**  
Vendor/Supplier quote to be attached.

Vendor: \_\_\_\_\_

Item Description: \_\_\_\_\_

Item Purchase Price to include delivery and installation as applicable:	\$ _____
Maintenance/Care Fee: \$200/amenity; \$150/living tribute	\$ _____
Plaque/Engraving Charge:	\$ _____
Installation of Plaque/Engraving: TBD or \$10	\$ _____
Other: (please describe) _____ _____	\$ _____ _____
Total to be paid:	\$ _____

I, the undersigned, agree to pay the amount indicated above. I further acknowledge that the Town of Berlin will not proceed with any further arrangements for the completion of my request until the agreed upon payment has been made in full.

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

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

Payment: 

Date: _____	Clerk: _____
-------------	--------------

Plaque/Engraving to read: Character count/spacing will be dependent on several factors. Final wording/proof to be presented to and approved by donor prior to order.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

Date of Installation: \_\_\_\_\_

PARK: \_\_\_\_\_

Location: \_\_\_\_\_

Attach photo following installation.



## BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

### AMENITY EXAMPLES:



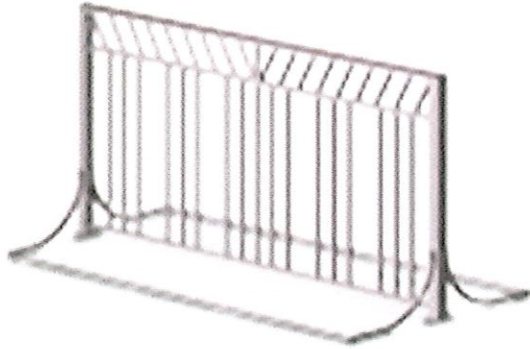




---

## BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

---





# TOWN OF BERLIN PARK PAVILION RESERVATION FORM



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

TODAY'S DATE: 6/7/2021EVENT/ACTIVITY DATE: 8/14/2021 TIME FROM: 10am TO: 5pmNAME: Flower Street Arts FestivalAnticipated # of attendees 500-800  
ADDRESS: Henry ParkPHONE: 410-629-1722EMAIL: iwells@berlinmd.govORGANIZATION: Tpwn of Berlin  
(IF APPLICABLE)WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR SERVICES? ☐ YES ☒ NO

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

**PARK REQUESTED**☐ Stephen Decatur Park, Tripoli Street☒ Dr. William Edward Henry Park, Flower Street

Use this form for:

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

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

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

Fees: \$50.00 per day plus \$10 for electric (if applicable). \$25.00 will be refunded when facility is left in good condition. Failure to adhere to the parks rules and/or leave the facility in good condition may result in the forfeit of that \$25.00 and/or refusal by the Town of Berlin to permit the user to reserve the park in the future.

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

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

Signature: *Ivy Wells*Date: 6/7/2021Office Use: Clerk: \_\_\_\_\_ Fee Pd: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Refund: ☐ YES ☐ NO Date: \_\_\_\_\_

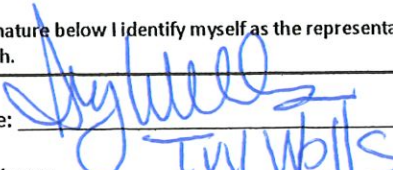




**SPECIAL EVENT  
APPLICATION**



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

Today's Date: <b>June 7, 2021</b>		<u>Event</u> Start time: <b>11am</b>  End time: <b>4pm</b>	<u>Road Closure</u> Start: <b>NA</b>  End: <b>NA</b>
Requested Date(s) of the event: <b>Sat 8/14/202</b>			
Name of Event: <b>Flower Street Arts Festival</b>		*Location of Event: <b>Henry Park</b> *If activity is in a Town park, a Parks Reservation form must be complete.	
Estimated number of attendees: <b>500-800</b>			
Applicant Name: <b>Berlin Arts &amp; Entertainment Commission</b>		Applicant Cell Phone: <b>410-707-4441</b>	
Sponsoring Organization or Business Name: <b>Town of Berlin</b>		Email: <b>iwells@berlinmd.gov &amp; snichols@berlinmd.gov</b>	
Person(s) to Contact Day of Event:	Name: <b>Ivy Wells</b> , Cell # <b>410-707-4441</b> Name: <b>Shaneka Nichols</b> , Cell # <b>410-726-3017</b>		
Description of event: <b>A celebration of all things art including a mural project by Buckingham Elementary, music, art exhibits, childrens activities, food vendors.</b>  If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): <b>Approx 20-30 vendors: Artitsts, Kids Crafts, Food</b>			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following: <u>Marketing/Advertising:</u> Social media, newspapers, tv, radio <u>Parking/Shuttle:</u> Parking in field across from Henry Park <u>Inclement weather:</u> Raindade Sunday, August 15			
<p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none"><li>1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.</li><li>2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.</li><li>3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.</li><li>4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.</li><li>5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.</li></ol> <p>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.</p>			
Signature:  Printed Name: <b>Ivy Wells</b>		Date: <b>6/7/2021</b>	



**DETAILS OF EVENT:**

Shaded areas for office use only

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

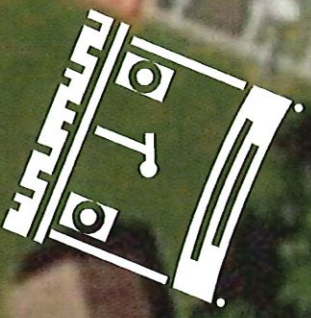
<b>Electric</b>		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each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

<b>Other Items/Services:</b>		If applicable, items listed are in addition to those normally in place.				
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>5</u>	Trash cans to be placed: <u>Henry Park</u> Time/date <u>8/13</u>			
Picnic Tables	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>5</u> Maximum: 5	To be placed: <u>Henry Park</u> Time/date <u>8/13</u>			
Stage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Stage to be placed: <u>8/13</u> Time/date _____ Extensions needed: <u>No</u> <input type="checkbox"/>			
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date _____ <input type="checkbox"/>			
Porta-potties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date _____			
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>			
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>				
Additional Forms Required:		Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure						
Park Reservation Application and Permit						
Request for Electric Service						
Request for Banner Placement						
Sign Permit						
Vendor's Application and Certification for Peddling and Soliciting						
Business Use of Park Application						
Proof of Insurance						
Other:						

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

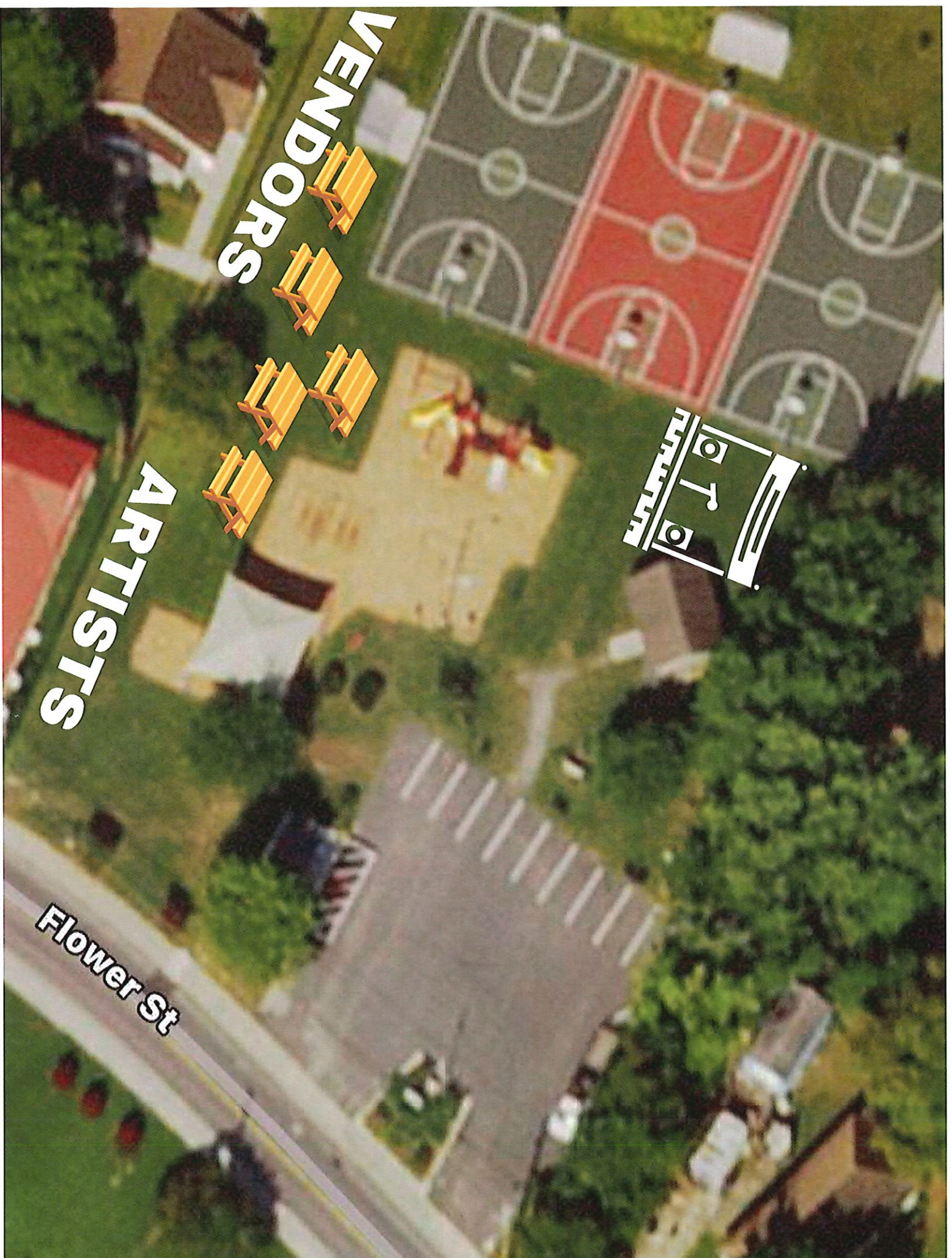


**VENDORS**



**ARTISTS**

**Flower St**







ANDREW M. HAYNIE, CPA  
 SUSAN P. KEEN, CPA  
 MICHAEL C. KLEGER, CPA  
 JAMES D. MAYBURY, CPA  
 E. LEE MCCABE, CPA  
 JEFFREY A. MICHALIK, CPA  
 ROBERT L. MOORE, CPA  
 DANIEL M. O'CONNELL II, CPA  
 ASHLEY M. STERN, CPA  
 JOHN M. STERN, JR., CPA

PKScpa.com

Salisbury  
 1801 SWEETBAY DRIVE  
 P.O. Box 72  
 SALISBURY, MD 21803  
 TEL: 410.546.5600  
 FAX: 410.548.9576

Ocean City  
 12216 OCEAN GATEWAY  
 SUITE 800  
 OCEAN CITY, MD 21842  
 TEL: 410.213.7185  
 FAX: 410.213.7638

Lewes  
 1143 SAVANNAH ROAD  
 SUITE 1  
 P.O. Box 192  
 LEWES, DE 19958  
 TEL: 302.645.5757  
 FAX: 302.645.1757

MEMBERS OF:

AMERICAN INSTITUTE OF  
 CERTIFIED PUBLIC ACCOUNTANTS

MARYLAND ASSOCIATION OF  
 CERTIFIED PUBLIC ACCOUNTANTS

DELAWARE SOCIETY OF  
 CERTIFIED PUBLIC ACCOUNTANTS

ALLINIAL GLOBAL

May 12, 2021

Mayor and Council and Town Administrator  
 Town of Berlin, Maryland  
 10 Williams Street  
 Berlin, MD 21811

To the Mayor and Council and Town Administrator,

We are pleased to confirm our understanding of the services we are to provide the Town of Berlin, Maryland for the year ended June 30, 2021.

You have requested that we audit the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Berlin, Maryland, as of June 30, 2021, and for the year ended and the related notes to the financial statements, which collectively comprise the Town of Berlin, Maryland's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, U.S. GAAP, as promulgated by the Governmental Accounting Standards Board (GASB) require that the required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:



- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule – general fund
- 3) MSRPS – Schedule of Town's proportionate share of the net pension liability
- 4) MSRPS – Schedule of Town's contributions.

Supplementary information other than RSI that will accompany the Town's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- 1) Schedule of revenues and expenditures – budget and actual – general fund
- 2) Schedule of revenues and expenditures – special revenue fund
- 3) Schedule of revenues and expenses – electric fund
- 4) Schedule of revenues and expenses – water fund
- 5) Schedule of revenues and expenses – sewer fund
- 6) Schedule of revenues and expenses – stormwater fund.

### **Auditor Responsibilities**

We will conduct our audit in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness

of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Town of Berlin, Maryland's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
3. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
4. For including the auditor's report in any document containing financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
6. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole;
7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;

8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
9. For informing us of any known or suspected fraud affecting the Town involving management, employees with significant roles in internal control and others where fraud could have a material effect on the financials; and
10. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

#### **Other Services**

We will assist in preparing the financial statements and related notes and the depreciation schedules of the Town in conformity with U.S. generally accepted accounting principles based on information provided by you. In addition, we will prepare the Maryland Uniform Financial Report for the year ended June 30, 2021.

We will not assume management responsibilities on behalf of the Town. However, we will provide advice and recommendations to assist management of the Town in performing its responsibilities.

The Town of Berlin, Maryland's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including accounting principles generally accepted in the United States of America.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.



*Government Auditing Standards* require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

## **Reporting**

We will issue a written report upon completion of our audit of the Town of Berlin, Maryland's basic financial statements. Our report will be addressed to the governing body of the Town of Berlin, Maryland. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

We also will issue a written report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and refer to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

## **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communications in those mediums contains a risk of misdirected or intercepted communications.

Michael C. Kleger, CPA is the engagement partner for the audit services specified in this letter. His responsibilities include supervising PKS & Company, P.A.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services will be \$35,000 as agreed to in our proposal dated May 12, 2021 for the year ended June 30, 2021. The fee for preparation of the Maryland Uniform Financial Report for the year ended June 30, 2021 will be \$2,500. Our fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Billings will be rendered as substantial portions of the work are completed. In accordance with our firm policies, work may be suspended if your account balance becomes 60 days or more overdue and will not be resumed until your account is paid in full. Invoices unpaid over thirty days will be charged interest at 1% per month. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

#### **Additional Billings**

The above fees do not include an audit in accordance with the provisions of the Uniform Guidance. These additional audit procedures and reports are required if the Town spends more than \$750,000 in Federal money in a single fiscal year. Should this situation arise, an additional fee of ranging between \$2,000 to \$4,000 depending on the number and type of grant programs will be added to the cost of the audit.

On occasion, circumstances may arise that will require us to do more work than originally anticipated and may result in additional fees. Some of the more common circumstances include changing auditing, accounting, and reporting requirements from professional and regulatory bodies; incorrect accounting applications or errors in Town records; failure to furnish accurate and complete information to us on a timely basis; and unforeseen events. This additional work will be billed at our regular per diem rates. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

1. Our view about the qualitative aspects of the entity's significant accounting practices;
2. Significant difficulties, if any, encountered during the audit;
3. Uncorrected misstatements, other than those we believe are trivial, if any;
4. Disagreements with management, if any;
5. Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
6. Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
7. Representations we requested from management;
8. Management's consultations with other accountants, if any; and
9. Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of PKS & Company, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to federal agencies providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of PKS & Company, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

It is our policy to keep records related to this engagement for seven years. However, PKS & Company, P.A. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period PKS & Company, P.A. shall be free to destroy our records related to this engagement.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the Town or its officers subsequent to this engagement, which results in the subpoena of documents from PKS & Company, P.A. and/or requires additional assistance from us to provide information, depositions, or testimony, the Town hereby agrees to compensate PKS & Company, P.A. (at our standard hourly rates) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent PKS & Company, P.A.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for



Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

We appreciate the opportunity to be of service to the Town of Berlin, Maryland and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

*PKS & Company, P.A.*

**CERTIFIED PUBLIC ACCOUNTANTS**

**RESPONSE:**

This letter correctly sets forth the understanding of the Town of Berlin, Maryland.

By: \_\_\_\_\_

Title: \_\_\_\_\_



**PKS** & Company, P.A.

**Certified Public Accountants  
& Advisors to Business**

ANDREW M. HAYNIE, CPA

SUSAN P. KEEN, CPA

MICHAEL C. KLEGER, CPA

JAMES D. MAYBURY, CPA

E. LEE McCABE, CPA

JEFFREY A. MICHALIK, CPA

ROBERT L. MOORE, CPA

DANIEL M. O'CONNELL II, CPA

ASHLEY M. STERN, CPA

JOHN M. STERN, JR., CPA

PKScpa.com

Salisbury

1801 SWEETBAY DRIVE

P.O. Box 72

SALISBURY, MD 21803

TEL: 410.546.5600

FAX: 410.548.9576

Ocean City

12216 OCEAN GATEWAY

SUITE 800

OCEAN CITY, MD 21842

TEL: 410.213.7185

FAX: 410.213.7638

Lewes

1143 SAVANNAH ROAD

SUITE 1

P.O. Box 192

LEWES, DE 19958

TEL: 302.645.5757

FAX: 302.645.1757

MEMBERS OF:

AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MARYLAND ASSOCIATION OF  
CERTIFIED PUBLIC ACCOUNTANTS

DELAWARE SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS

ALLIANCE GLOBAL

May 12, 2021

Mr. Jeff Fleetwood, Town Administrator  
Ms. Natalie Saleh, Finance Director  
Town of Berlin, Maryland  
10 William Street  
Berlin, MD 21811

Dear Jeff and Natalie,

Our contract for audit services was completed through June 30, 2019. We at PKS & Company, P.A. value the Town of Berlin as a prestigious client and are very interested in continuing our association. We have enjoyed the opportunity to provide services to the Town and work with your staff and the Mayor and Council.

We hope this proposal demonstrates a sincere interest in, and more importantly, our capability to serve the Town of Berlin, Maryland as your independent auditors. We believe that PKS & Company, P.A. is in the best position to serve the Town of Berlin, Maryland for the following reasons:

- We have professionally and diligently served the needs of the Town for many years. We value our clients and strive to provide the best service for them. We prioritize our client's needs and deadlines. To us, each client is a lasting relationship, not just a job.
- Partner and manager involvement in the audit have remained both extensive and consistent. In addition, PKS has provided consistent personnel from year to year. Because of our audit team experience, it will not be necessary to train our people on your time.
- Over the years, PKS has been highly responsive to the Town's needs for special projects and assistance with questions from Town personnel.
- We understand the Town's operations and financial issues and, therefore, can focus our efforts on those areas with the most significant financial impact.
- Changes in auditors requires significant additional time by Town personnel in completing the audit and can be costly and impact audit quality.
- Our highly skilled engagement team members are here to help – and we are confident that our expertise will continue to benefit the Town of Berlin.

Following is our proposal for audit services for the three years ending June 30, 2021, 2022, and 2023. We have held our price for the first year to the same price as last year. The second and third years include a 2% cost of living increase.

June 30, 2021	\$35,000
June 30, 2022	\$35,700
June 30, 2023	\$36,400

In addition, we will prepare the Uniform Financial Report required by the State of Maryland. Our fee for the preparation of this report will be \$2,500 each year.

The above fees do not include an audit in accordance with the Single Audit Act of 1996 and the provisions of the Uniform Guidance (formerly OMB Circular A-133). These additional audit procedures and reports are required if the Town spends more than \$750,000 in Federal money in a single fiscal year. Should this situation arise, an additional fee of \$2,000 to \$4,000 depending on the type and number of grant programs will be added to the cost of the audit in each year that the additional requirements of the Uniform Guidance apply.

If the terms outlined above are acceptable to you, please sign and date this letter and return one copy to us. In addition, please sign the attached engagement letter for the year ended June 30, 2021.

If you have any questions on the above, please call me or Mike Kleger. We look forward to continuing a mutually rewarding and long-lasting relationship with the Town.

Very truly yours,

PKS & Company, P.A.

*Leslie A. Michalik*

Leslie A. Michalik CPA CFE

Agreed to and accepted:

By: \_\_\_\_\_

Title: \_\_\_\_\_

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





**SPECIAL EVENT  
APPLICATION**



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

Today's Date:		Event Start time: 4 p.m.	Road Closure Start: 3:30 p.m.
Requested Date(s) of the event:		End time: 7 p.m.	End: 7 p.m.
Name of Event: NATIONAL NIGHT OUT		*Location of Event: HENRY PARK	
Estimated number of attendees: 500		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: Retired Ofc. CLAUDE HOLLAND		Applicant Cell Phone: 443 783-6053	
Sponsoring Organization or Business Name: BERLIN POLICE DEPT.		Email: cholland@berlinmdpd.org	
Person(s) to Contact Day of Event: Ofc. HOLLAND		Name: CLAUDE H, Cell # 443 783-6053	
Chief Downing		Name: Chief Downing, Cell #	
Description of event: NATIONAL NIGHT OUT 2021			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music Top 40, Contemporary			
What is your plan for the following: Marketing/Advertising:			
Parking/Shuttle: VACANT LOT ACROSS FROM 113 FLOWER ST.			
Inclement weather: NO RAIN DATE, EVENT HELD RAIN OR SHINE			
<p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none"> <li>1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.</li> <li>2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.</li> <li>3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.</li> <li>4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.</li> <li>5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.</li> </ol> <p>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.</p>			
Signature: C. Holland		Date: 6-28-2021	
Printed Name: C. Holland			

**DETAILS OF EVENT:**

Shaded areas for office use only

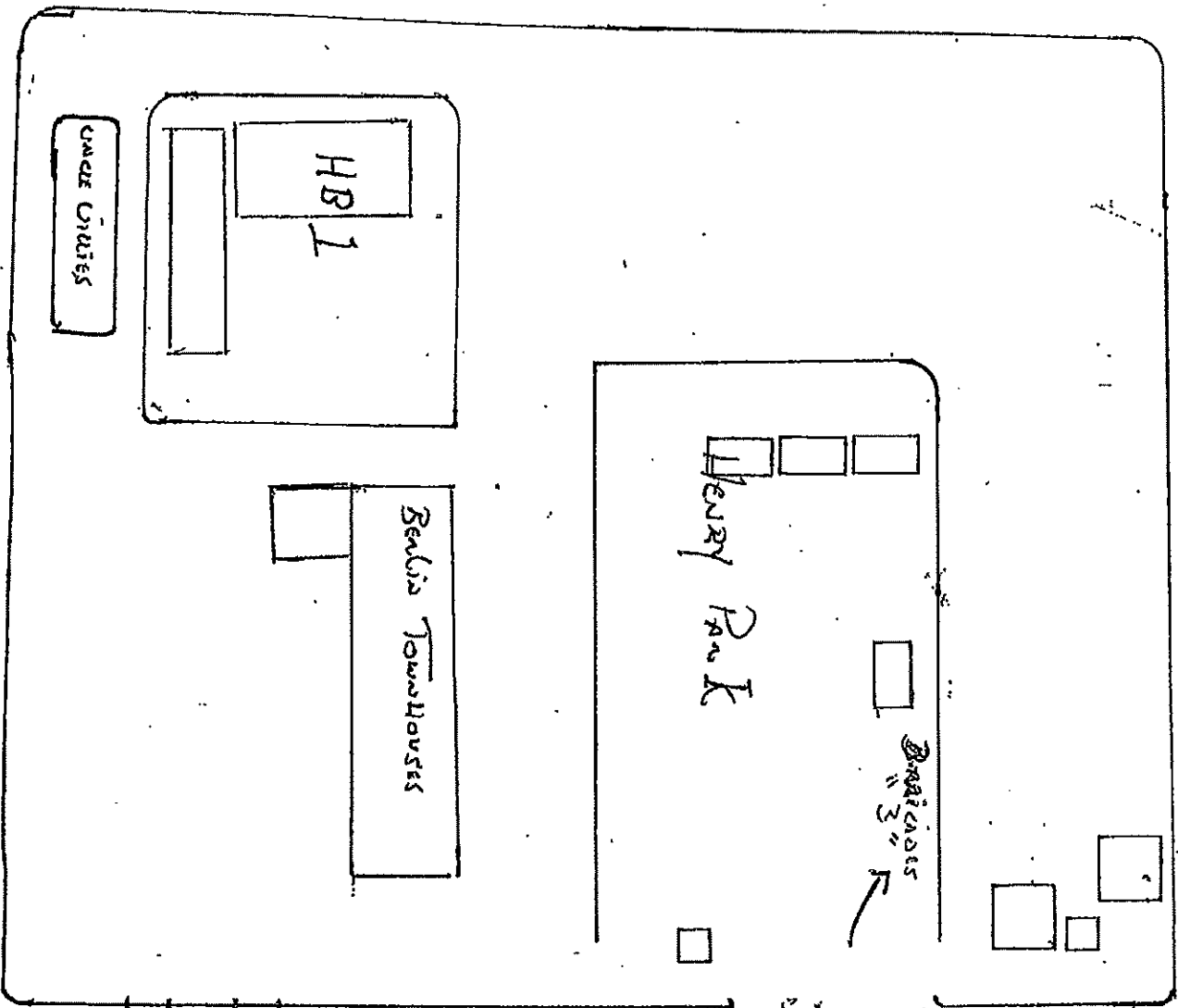
<b>Street Closure</b>	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: 3:30	End: 7 p.m.	State Highway Form submitted if applicable? <input checked="" type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades: 10 Barricades to be dropped off: 4 p.m. 8/3/21	No Parking signs to be placed: _____ Time/date: _____ Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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

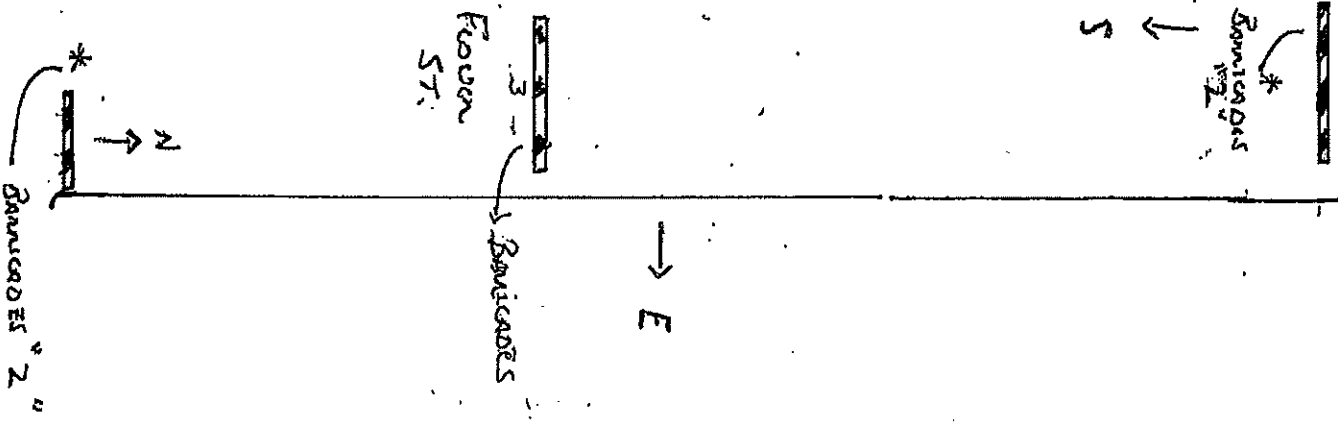
<b>Other Items/Services:</b>		If applicable, items listed are in addition to those normally in place.				
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required: 20	Trash cans to be placed: 8/3/21 Time/date: 1 p.m.			
Picnic Tables	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required: 10 Maximum: 5	To be placed: 4/4 p.m. Time/date: 8/3/21			
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date: _____ Extension needed? <input checked="" type="checkbox"/>			
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date: _____ <input checked="" type="checkbox"/>			
Porta-potties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard: 2 # Accessible: 1	Porta-potties will be placed in the alley on Pitts Street. Time/date: _____			
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review. Date: _____ Sign Permit needed/submitted? <input checked="" type="checkbox"/>			
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Selling will be required for EACH vendor participating in the event. If event/activity is in a municipal park, Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Selling. Vendor's Permit(s) needed/submitted? <input checked="" type="checkbox"/>				
Additional Forms Required:		Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure						
Park Reservation Application and Permit						
Request for Electric Service						
Request for Banner Placement						
Sign Permit						
Vendor's Application and Certification for Peddling and Selling						
Business Use of Park Application						
Proof of Insurance						
Other:						

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

RT  
113  
N  
↑



Bay ST. E →







# TOWN OF BERLIN SPECIAL USE OF PARK FORM



Note: This form is to be completed by/with Town staff. It will be the determination of Town staff if additional services are required for the event/activity. Based on that determination additional forms and meetings with Town staff may be required to insure a successful event.

TODAY'S DATE: \_\_\_\_\_

EVENT/ACTIVITY DATE: Aug 3, 21 TIME FROM: 4pm TO: 7pm

NAME: C. Holland

Anticipated # of attendees 500  
ADDRESS: \_\_\_\_\_

129 Decatur St Berlin

PHONE: 443 783-6053

EMAIL: cholland@berlinmdpd.org

ORGANIZATION: Berlin Police  
(IF APPLICABLE)

WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR SERVICES? ☐ YES ☒ NO

DESCRIPTION OF EVENT/ACTIVITY: NATIONAL NIGHT OUT 2021

## PARK REQUESTED

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

PLEASE CHECK ALL THAT APPLY BELOW:

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

Fees: \$50.00 per day per amenity, plus \$10 for electric (if applicable). \$25.00 will be refunded when facility is left in good condition. Failure to adhere to the parks rules and/or leave the facility in good condition may result in the forfeit of that \$25.00 and/or refusal by the Town of Berlin to permit the user to reserve the park in the future.

Office Use Only:

Fee calculation:

\$50.00 X \_\_\_\_\_ (number of facilities requested) = \$ \_\_\_\_\_ X \_\_\_\_\_ (number of days) = (a) \$ \_\_\_\_\_  
 \$10.00 for electric X \_\_\_\_\_ (number of days) = (b) \$ \_\_\_\_\_

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

Does activity require any additional Town services?

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

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

I, the undersigned acknowledge and agree to the following:

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

Signature: C. [Signature]

Date: 6-28-2021

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



SPECIAL EVENT  
REQUEST FOR ELECTRIC



This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: \_\_\_\_\_

Event start time: 4 p.m.

Date(s) of the event: Aug. 3, 21

Event end time: 7 p.m.

Name of Event: NATIONAL NIGHT OUT

Number of vendors/activities needing electric service: 3 possibly

Contact Name: CLAUDE HOLLAND

Contact Phone (Day): 443 783 6053

Sponsoring Organization: Berlin Police

Email: cholland@berlinmdpd.org

Signature: C. Holland

Date: 6-28-2021

Printed Name: C. HOLLAND

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Check Run Report for:

06/24/21

06/25/21

07/01/21



Town of Berlin, MD

# Check Register

Packet: APPKT02039 - 20210624SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000015	ABC PRINTERS INC	06/24/2021	Regular	0.00	2,452.00	20260
0000102	ALBAN ENGINE POWER SYSTEMS	06/24/2021	Regular	0.00	50,744.92	20261
0000249	ATLANTIC TRACTOR	06/24/2021	Regular	0.00	46.66	20262
0000290	BAYSIDE GAZETTE	06/24/2021	Regular	0.00	1,062.00	20263
0000298	BEACON ELECTRIC INC	06/24/2021	Regular	0.00	1,995.45	20264
0000306	BELAIR ROAD SUPPLY	06/24/2021	Regular	0.00	125.00	20265
0000406	BRASURES CARPET CARE INC	06/24/2021	Regular	0.00	625.00	20266
0003313	BRIANNA BOWEN	06/24/2021	Regular	0.00	25.00	20267
0000453	CAPITAL ELECTRIC SUPPLY COMPAN	06/24/2021	Regular	0.00	212.25	20268
0003329	CARYN ABBOTT	06/24/2021	Regular	0.00	25.00	20269
0000511	CHOPTANK ELECTRIC COOPERATIVE	06/24/2021	Regular	0.00	4,212.36	20270
0002647	CINTAS RUGS	06/24/2021	Regular	0.00	373.88	20271
0000534	CJIS-CR	06/24/2021	Regular	0.00	817.25	20272
0000572	COMCAST	06/24/2021	Regular	0.00	336.89	20273
0000572	COMCAST	06/24/2021	Regular	0.00	23.79	20274
0000571	COMCAST BUSINESS	06/24/2021	Regular	0.00	1,007.13	20275
0000584	COMPTROLLER OF MARYLAND	06/24/2021	Regular	0.00	2,378.61	20276
0000581	COMPTROLLER OF MARYLAND	06/24/2021	Regular	0.00	343.58	20277
0000624	CROSS MATCH TECHNOLOGIES, INC	06/24/2021	Regular	0.00	17,982.92	20278
0000791	EAST JORDAN IRON WORKS, INC.	06/24/2021	Regular	0.00	456.40	20279
0000847	ENVIROCORP, INC.	06/24/2021	Regular	0.00	1,761.50	20280
0000854	ERMCO	06/24/2021	Regular	0.00	33,544.00	20281
0003198	EVOQUA WATER TECHNOLOGIES LL	06/24/2021	Regular	0.00	11,879.20	20282
0000897	FERGUSON ENTERPRISES	06/24/2021	Regular	0.00	211.03	20283
0000922	FREEMIRE & ASSOCIATES	06/24/2021	Regular	0.00	3,487.00	20284
0000944	GENERAL REFRIGERATION CO.	06/24/2021	Regular	0.00	595.54	20285
0001007	HARRIS CORPORATION-PSPC	06/24/2021	Regular	0.00	1,799.00	20286
0001034	HITCHENS TIRE SERVICE	06/24/2021	Regular	0.00	1,507.00	20287
0001040	HOME DEPOT CREDIT CARD SERVI	06/24/2021	Regular	0.00	89.82	20288
0001068	INTERCOASTAL TRADING INC.	06/24/2021	Regular	0.00	17,387.30	20289
0001083	J & A BOTTLELESS WATER COOLERS	06/24/2021	Regular	0.00	150.00	20290
0001084	J & J CHEMICALS CO	06/24/2021	Regular	0.00	290.69	20291
0003308	JACK SHAW	06/24/2021	Regular	0.00	200.00	20292
0003326	JOE PYLYPCZUK	06/24/2021	Regular	0.00	250.00	20293
0003328	JULIE WARREN	06/24/2021	Regular	0.00	25.00	20294
0003210	KOFLO CORPORATION	06/24/2021	Regular	0.00	767.52	20295
0001261	L/B WATER SERVICE, INC	06/24/2021	Regular	0.00	18,444.04	20296
0001286	LEGAL SHIELD	06/24/2021	Regular	0.00	57.80	20297
0001314	LITTLETON CLAUDE	06/24/2021	Regular	0.00	75.00	20298
0001316	LOCAL GOVERNMENT INSURANCE T	06/24/2021	Regular	0.00	75.00	20299
0003327	LYNETTE ROSCOE	06/24/2021	Regular	0.00	25.00	20300
0003330	MARGARET MUDRON	06/24/2021	Regular	0.00	25.00	20301
0001394	MARYLAND DEPT OF THE ENVIRON	06/24/2021	Regular	0.00	50.00	20302
0001433	McMASTER-CARR	06/24/2021	Regular	0.00	64.40	20303
0001495	MIDDLE DEPARTMENT INSPECTION	06/24/2021	Regular	0.00	504.00	20304
0001565	NATIONWIDE RETIREMENT SOLUTIC	06/24/2021	Regular	0.00	4,149.96	20305
0002754	NOYES MICROSYSTEMS INC	06/24/2021	Regular	0.00	1,180.00	20306
0001600	OCEAN CITY HOTEL- MOTEL-RESTA	06/24/2021	Regular	0.00	280.00	20307
0003229	ODEGARRD JASON	06/24/2021	Regular	0.00	1,000.00	20308
0001676	PENINSULA AUTO & TRUCK PARTS, I	06/24/2021	Regular	0.00	20.44	20309
0003314	POWER DELIVERY PROGRAM	06/24/2021	Regular	0.00	616.00	20310
0003127	QUADIENT FINANCE USA, INC	06/24/2021	Regular	0.00	500.00	20311
0001757	RACETRACK AUTO CENTER	06/24/2021	Regular	0.00	1,085.43	20312
0002795	SANDPIPER ENERGY INC	06/24/2021	Regular	0.00	47.37	20313

## Check Register

Packet: APPKT02039-20210624SW

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0002851	SHANNON - BAUM SIGNS INC	06/24/2021	Regular	0.00	274.95	20314
0001926	SHEILA GORTMAN	06/24/2021	Regular	0.00	431.25	20315
0001947	SHORITE CONTROL JOHN FUNK JR IN	06/24/2021	Regular	0.00	315.00	20316
0001960	SIGNS ILLUSTRATED	06/24/2021	Regular	0.00	250.00	20317
0002022	STUART C IRBY CO	06/24/2021	Regular	0.00	504.00	20318
0002092	THE DEPT OF PUBLIC SAFETY & COR	06/24/2021	Regular	0.00	84.00	20319
0002178	TRI SUPPLY & EQUIPMENT	06/24/2021	Regular	0.00	115.83	20320
0002993	TUCKAHOE UNDERGROUND LLC	06/24/2021	Regular	0.00	5,000.00	20321
0002928	UNIFIRST CORPORATION	06/24/2021	Regular	0.00	195.84	20322
0003207	UNITED ENERGY TRADING LLC	06/24/2021	Regular	0.00	272.74	20323
0002205	UNITED WAY OF THE EASTERN SHO	06/24/2021	Regular	0.00	38.00	20324
0002246	VERIZON-000014448231	06/24/2021	Regular	0.00	799.27	20325
0002247	VERIZON-000718605643	06/24/2021	Regular	0.00	55.89	20326
0002857	VERIZON-850462866001-13	06/24/2021	Regular	0.00	48.71	20327
0002264	VISION METERING	06/24/2021	Regular	0.00	195.00	20328
0002304	WEST OCEAN CITY ILLNESS & INJUR	06/24/2021	Regular	0.00	45.00	20329
0002363	WORCESTER COUNTY LANDFILL	06/24/2021	Regular	0.00	1,964.80	20330
0002384	WORCESTER YOUTH & FAMILY COU	06/24/2021	Regular	0.00	3,341.52	20331

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	82	72	0.00	201,321.93
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
	<b>82</b>	<b>72</b>	<b>0.00</b>	<b>201,321.93</b>



Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	6/2021	201,321.93
			<u>201,321.93</u>



Town of Berlin, MD

*4/25/21*

# Payment Register

APPKT02039 - 20210624SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0000015	ABC PRINTERS INC	2,452.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		06/24/2021	2,452.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
59776	UTILITY BILLS ENVELOPES	06/23/2021	06/23/2021	0.00	2,452.00

Vendor Number	Vendor Name	Total Vendor Amount			
0000102	ALBAN ENGINE POWER SYSTEMS	50,744.92			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		06/24/2021	50,744.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
00227405	STANDBY GENERATOR RENTAL - WWTP	06/24/2021	06/24/2021	0.00	22,778.91
0892455	REPAIR WWTP GENERATOR	06/24/2021	06/24/2021	0.00	21,603.98
0892456	DECATUR FARM LIFT STATION GENERATOR	06/24/2021	06/24/2021	0.00	6,362.03

Vendor Number	Vendor Name	Total Vendor Amount			
0000249	ATLANTIC TRACTOR	46.66			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		06/24/2021	46.66		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
P05955, P05958	TORRO MOWER PARTS	06/22/2021	06/22/2021	0.00	46.66

Vendor Number	Vendor Name	Total Vendor Amount			
0000290	BAYSIDE GAZETTE	1,062.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		06/24/2021	1,062.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
20210610	SUMMER ADS FOR FARMERS MARKET	06/22/2021	06/22/2021	0.00	1,062.00

Vendor Number	Vendor Name	Total Vendor Amount			
0000298	BEACON ELECTRIC INC	1,995.45			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		06/24/2021	1,995.45		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11460	LIGHTING CONTROLS, TIME CLOCK & DIMMERS	06/24/2021	06/24/2021	0.00	1,995.45

Vendor Number	Vendor Name	Total Vendor Amount			
0000306	BELAIR ROAD SUPPLY	125.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		06/24/2021	125.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
389276	3" RISER SEWER LATERAL	06/22/2021	06/22/2021	0.00	125.00

Vendor Number	Vendor Name	Total Vendor Amount			
0000406	BRASURES CARPET CARE INC	625.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		06/24/2021	625.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
117652	TOWN HALL CARPET CLEANING	06/22/2021	06/22/2021	0.00	625.00

## Payment Register

APPKT02039 - 20210624SW

Vendor Number	Vendor Name					Total Vendor Amount
0003313	BRIANNA BOWEN					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	06/23/2021	06/23/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000453	CAPITAL ELECTRIC SUPPLY COMPANY					212.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	212.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S044353975.001	ELECTRIC SUPPLIES	06/23/2021	06/23/2021	0.00	212.25	
Vendor Number	Vendor Name					Total Vendor Amount
0003329	CARYN ABBOTT					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	06/23/2021	06/23/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					4,212.36
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	4,212.36			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
414700 JUN FY 21	ELECTRIC UTILITY FOR SPRAY SITES	06/22/2021	06/22/2021	0.00	2,676.54	
9913024900 JUN FY 21	ELECTRIC UTILITY FOR SPRAY SITES	06/22/2021	06/22/2021	0.00	1,535.82	
Vendor Number	Vendor Name					Total Vendor Amount
0002647	CINTAS RUGS					373.88
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	373.88			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4087206276	YEARLY RUG SERVICE	06/22/2021	06/22/2021	0.00	31.68	
MAY FY 21 5/5-5/25	COVERALL ,CLEANING RAGS, INDUSTRIAL RUGS	06/22/2021	06/22/2021	0.00	342.20	
Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					817.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	817.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APP-5K-020	FINGERPRINTING	06/22/2021	06/22/2021	0.00	817.25	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					360.68
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	336.89			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0052845 JUN FY 21	COMCAST INTERNET AND DIGITAL SVC	06/24/2021	06/24/2021	0.00	336.89	
Check		06/24/2021	23.79			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0053157 JUN FY21	TELEPHONE IN LT FISHER'S OFFICE	06/22/2021	06/22/2021	0.00	23.79	
Vendor Number	Vendor Name					Total Vendor Amount
0000571	COMCAST BUSINESS					1,007.13
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	1,007.13			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124701517	COMCAST BUSINESS	06/22/2021	06/22/2021	0.00	1,007.13	



**Payment Register**
**APPKT02039 - 20210624SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000581	COMPTROLLER OF MARYLAND					343.58
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	343.58			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
MAY FY 21	ENVIRONMENTAL TRUST FUND REPORT	06/22/2021	06/22/2021	0.00	343.58	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000584	COMPTROLLER OF MARYLAND					2,378.61
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	2,378.61			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
MAY FY 2021	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	06/22/2021	06/22/2021	0.00	2,378.61	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000624	CROSS MATCH TECHNOLOGIES, INC					17,982.92
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	17,982.92			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
13401001975	LIVSCAN MACHINE	06/23/2021	06/23/2021	0.00	17,982.92	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000791	EAST JORDAN IRON WORKS, INC.					456.40
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	456.40			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
110210041488	VALVE RISERS	06/22/2021	06/22/2021	0.00	456.40	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000847	ENVIROCORP, INC.					1,761.50
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	1,761.50			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
2106174	WEEKLY DISCHARGE SAMPLES	06/22/2021	06/22/2021	0.00	314.00	
2106175	MONITORING WELL SAMPLES	06/22/2021	06/22/2021	0.00	1,447.50	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000854	ERMCO					33,544.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	33,544.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
002108028	150 KVA TRANSFORMER 120/208	06/24/2021	06/24/2021	0.00	8,749.00	
002108031	S-167KVA TRANSFORMERS	06/24/2021	06/24/2021	0.00	22,180.00	
002108032	1-75KVA TRANSFORMER	06/24/2021	06/24/2021	0.00	2,615.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0003198	EVOQUA WATER TECHNOLOGIES LLC					11,879.20
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	11,879.20			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
904902761	KEYSTONE VALVE SBR3	06/24/2021	06/24/2021	0.00	11,879.20	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000897	FERGUSON ENTERPRISES					211.03
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	211.03			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
0545503	SEAL KIT KEYSTONE VALVES SBR	06/22/2021	06/22/2021	0.00	211.03	

## Payment Register

APPKT02039 - 20210624SW

<b>Vendor Number</b> 0000922	<b>Vendor Name</b> FREEMIRE & ASSOCIATES					<b>Total Vendor Amount</b> 3,487.00
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b> 06/24/2021 <b>Payment Amount</b> 3,487.00 <b>Discount Amount</b> 0.00 <b>Payable Amount</b> 3,487.00
		2101901-IN	DECATUR EXT LS VALVES	06/22/2021	06/22/2021	
<b>Vendor Number</b> 0000944	<b>Vendor Name</b> GENERAL REFRIGERATION CO.					<b>Total Vendor Amount</b> 595.54
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b> 06/24/2021 <b>Payment Amount</b> 595.54 <b>Discount Amount</b> 0.00 <b>Payable Amount</b> 595.54
		53923	ELECTRIC DEPARTMENT ICE MAKER	06/23/2021	06/23/2021	
<b>Vendor Number</b> 0001007	<b>Vendor Name</b> HARRIS CORPORATION-PSPC					<b>Total Vendor Amount</b> 1,799.00
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b> 06/24/2021 <b>Payment Amount</b> 1,799.00 <b>Discount Amount</b> 0.00 <b>Payable Amount</b> 1,799.00
		93368625	MAINTENANCE CONTRACT	06/22/2021	06/22/2021	
<b>Vendor Number</b> 0001034	<b>Vendor Name</b> HITCHENS TIRE SERVICE					<b>Total Vendor Amount</b> 1,507.00
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b> 06/24/2021 <b>Payment Amount</b> 1,507.00 <b>Discount Amount</b> 0.00 <b>Payable Amount</b> 1,507.00
		00414431	TIRES FOR VEH #82	06/23/2021	06/23/2021	
<b>Vendor Number</b> 0001040	<b>Vendor Name</b> HOME DEPOT CREDIT CARD SERVICES					<b>Total Vendor Amount</b> 89.82
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b> 06/24/2021 <b>Payment Amount</b> 89.82 <b>Discount Amount</b> 0.00 <b>Payable Amount</b> 89.82
		430926	TAPE,ABRASIVE CLOTH,RAKE,RATCH WRENCH,SHOVELS	06/24/2021	06/24/2021	
<b>Vendor Number</b> 0001068	<b>Vendor Name</b> INTERCOASTAL TRADING INC.					<b>Total Vendor Amount</b> 17,387.30
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b> 06/24/2021 <b>Payment Amount</b> 17,387.30 <b>Discount Amount</b> 0.00 <b>Payable Amount</b> 13,440.00 0.00 3,947.30
		211802, 211715	SODA ASH	06/23/2021	06/23/2021	
		211826, 211510	BLEACH	06/22/2021	06/22/2021	
<b>Vendor Number</b> 0001083	<b>Vendor Name</b> J & A BOTTLELESS WATER COOLERS INC					<b>Total Vendor Amount</b> 150.00
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b> 06/24/2021 <b>Payment Amount</b> 150.00 <b>Discount Amount</b> 0.00 <b>Payable Amount</b> 150.00
		59184	OFFICE BOTTLELESS WATER TOWN HALL	06/22/2021	06/22/2021	
<b>Vendor Number</b> 0001084	<b>Vendor Name</b> J & J CHEMICALS CO					<b>Total Vendor Amount</b> 290.69
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b> 06/24/2021 <b>Payment Amount</b> 290.69 <b>Discount Amount</b> 0.00 <b>Payable Amount</b> 290.69
		270635	PORTA JOHN CLEANER	06/22/2021	06/22/2021	

## Payment Register

APPKT02039 - 20210624SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0003308</u>	JACK SHAW					200.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	200.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>06152021</u>	INTERN STIPEND WEEK OF 6/7/2021 & 6/14/2021	06/22/2021	06/22/2021	0.00	200.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003326</u>	JOE PYLYPCZUK					250.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	250.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>REFUND</u>	DAMAGED PROPERTY - BENCH	06/22/2021	06/22/2021	0.00	250.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003328</u>	JULIE WARREN					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>REFUND</u>	PARK RESERVATION DEPOSIT	06/22/2021	06/22/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003210</u>	KOFLO CORPORATION					767.52
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	767.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>K-96802</u>	INJECTION QUILLS	06/22/2021	06/22/2021	0.00	767.52	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001261</u>	L/B WATER SERVICE, INC					18,444.04
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	18,444.04	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>3496244</u>	WATER METERS	06/22/2021	06/22/2021	0.00	1,668.40	
<u>3501720</u>	WATER METERS	06/22/2021	06/22/2021	0.00	16,775.64	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001286</u>	LEGAL SHIELD					57.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	57.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>0139007 JUN 15 FY 21</u>	LEGAL SHIELD	06/22/2021	06/22/2021	0.00	57.80	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001314</u>	LITTLETON CLAUDE					75.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	75.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>06/21/21</u>	REIMB - DOT PHYSICAL CDL LICENSE RENEWAL	06/22/2021	06/22/2021	0.00	75.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001316</u>	LOCAL GOVERNMENT INSURANCE TRUST					75.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	75.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>120005</u>	PROPERTY INSURANCE FOR ADDING SOLAR PANELS	06/22/2021	06/22/2021	0.00	75.00	



## Payment Register

APPKT02039 - 20210624SW

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0003327	LYNETTE ROSCOE					25.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	25.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
REFUND	PARK RESERVATION DEPOSIT	06/22/2021	06/22/2021	0.00	25.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0003330	MARGARET MUDRON					25.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	25.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
REFUND	PARK RESERVATION DEPOSIT	06/23/2021	06/23/2021	0.00	25.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0001394	MARYLAND DEPT OF THE ENVIRONMENT					50.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	50.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
THOMAS TUBBS CERTIFICAT	OPERATOR LICENSE TTUBBS	06/22/2021	06/22/2021	0.00	50.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0001433	McMASTER-CARR					64.40
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	64.40			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
59912430	AIR VENT STRUTS	06/22/2021	06/22/2021	0.00	64.40	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					504.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	504.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
141880.881.882	INSPECTION SERVICES	06/22/2021	06/22/2021	0.00	504.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0001565	NATIONWIDE RETIREMENT SOLUTIONS					4,149.96
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	4,149.96			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
PPE 06/20/2021	NATIONWIDE 457 EMPLOYEE CONTRIBUTION	06/22/2021	06/22/2021	0.00	4,149.96	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0002754	NOYES MICROSYSTEMS INC					1,180.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	1,180.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
1016824	WATCHGUARD FIREBOX SECURITY	06/22/2021	06/22/2021	0.00	1,180.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0001600	OCEAN CITY HOTEL- MOTEL-RESTAURANT ASSOC					280.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	280.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
19703	MEMBERSHIP DUES	06/24/2021	06/24/2021	0.00	280.00	

## Payment Register

APPKT02039 - 20210624SW

Vendor Number	Vendor Name					Total Vendor Amount
0003229	ODEGARRD JASON					1,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	1,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
JUN 17 2021	JASON ODEGAARD BONUS	06/22/2021	06/22/2021	0.00	1,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001676	PENINSULA AUTO & TRUCK PARTS, INC					20.44
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	20.44			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
190063	MUDFLAP F450	06/22/2021	06/22/2021	0.00	20.44	
Vendor Number	Vendor Name					Total Vendor Amount
0003314	POWER DELIVERY PROGRAM					616.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	616.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
#CIGT-005676C	CALEB HUNTER-MODULE 3-LINEMAN TRAINING	06/24/2021	06/24/2021	0.00	616.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003127	QUADIENT FINANCE USA, INC					500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7900 0110 8027 9626 JUN F	POSTAGE	06/22/2021	06/22/2021	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					1,085.43
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	1,085.43			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
134268, 195, 294	VEHICLE REPAIR	06/22/2021	06/22/2021	0.00	1,085.43	
Vendor Number	Vendor Name					Total Vendor Amount
0002795	SANDPIPER ENERGY INC					47.37
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	47.37			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
06-605972-67941-1 JUN 25	NATURAL GAS	06/22/2021	06/22/2021	0.00	47.37	
Vendor Number	Vendor Name					Total Vendor Amount
0002851	SHANNON - BAUM SIGNS INC					274.95
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	274.95			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0229925-IN	WAYFINDING SIGN	06/22/2021	06/22/2021	0.00	274.95	
Vendor Number	Vendor Name					Total Vendor Amount
0001926	SHEILA GORTMAN					431.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/24/2021	431.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB	WATER LINE REPAIR (HALF THE COST)	06/22/2021	06/22/2021	0.00	431.25	

**Payment Register**
**APPKT02039 - 20210624SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001947</u>	SHORITE CONTROL JOHN FUNK JR INC					315.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	315.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>32064</u>	CALIBRATE FLOW METERS	06/22/2021	06/22/2021	0.00	315.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001960</u>	SIGNS ILLUSTRATED					250.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	250.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>6/14/2021</u>	20 NO PARKING SIGNS	06/22/2021	06/22/2021	0.00	250.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002022</u>	STUART C IRBY CO					504.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	504.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>\$012366097.001</u>	POLE TOP PINS	06/22/2021	06/22/2021	0.00	504.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002092</u>	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					84.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	84.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>AB1-05-424</u>	METER LOG ON FEE	06/22/2021	06/22/2021	0.00	84.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002178</u>	TRI SUPPLY & EQUIPMENT					115.83
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	115.83			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>725932-0001</u>	WATER PLUG	06/22/2021	06/22/2021	0.00	115.83	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002993</u>	TUCKAHOE UNDERGROUND LLC					5,000.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	5,000.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>22131</u>	11 VINE STREET 2" & 1" BORE	06/22/2021	06/22/2021	0.00	2,758.00	
<u>22217</u>	200 SOUTH MAIN STREET 2" BORE	06/24/2021	06/24/2021	0.00	2,242.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002928</u>	UNIFIRST CORPORATION					195.84
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	195.84			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>092 1842866, 1842866</u>	UNIFORM CLEANING SERVICE - PUBLIC WORKS	06/22/2021	06/22/2021	0.00	195.84	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0003207</u>	UNITED ENERGY TRADING LLC					272.74
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/24/2021	272.74			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>203699</u>	POWER PLANT NATURAL GAS COMMODITY & CAPACITY	06/22/2021	06/22/2021	0.00	272.74	



Payment Register

APPKT02039 - 20210624SW

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				06/24/2021	38.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 06/20/2021	UNITED WAY EMPLOYEE CONTRIBUTION	06/22/2021	06/22/2021	0.00	38.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002246	VERIZON-000014448231					799.27
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	799.27	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
14448231 JUN FY 21	VERIZON TELEPHONE	06/24/2021	06/24/2021	0.00	799.27	
Vendor Number	Vendor Name					Total Vendor Amount
0002247	VERIZON-000718605643					55.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	55.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
000718605643 JUN FY 21	VERIZON TELEPHONE 5 MILE BRANCH RD	06/24/2021	06/24/2021	0.00	55.89	
Vendor Number	Vendor Name					Total Vendor Amount
0002857	VERIZON-850462866001-13					48.71
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	48.71	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
410-641-0158 JUN FY 21	VERIZON TELEPHONE	06/24/2021	06/24/2021	0.00	48.71	
Vendor Number	Vendor Name					Total Vendor Amount
0002264	VISION METERING					195.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	195.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
199161	METERS	06/22/2021	06/22/2021	0.00	195.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER					45.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	45.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
16291582	WEST OC DRUG SCREEN FOLLOW UP ON INVALID TEST	06/22/2021	06/22/2021	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					1,964.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	1,964.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
309 MAY FY 21	SLUDGE	06/22/2021	06/22/2021	0.00	1,964.80	
Vendor Number	Vendor Name					Total Vendor Amount
0002384	WORCESTER YOUTH & FAMILY COUNSELING SERVICES					3,341.52
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/24/2021	3,341.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MAY FY 2021	BERLIN YOUTH PROGRAM	06/22/2021	06/22/2021	0.00	3,341.52	

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	82	72	0.00	201,321.93
Packet Totals:		82	72	0.00	201,321.93



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

*6/25/21*  
*m7B 6/25/21*

UBPKT07190 - 20210506

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-1080021-26	MARTIN, STACEY	6/24/2021	20259	104.11			104.11	Generated From Billing
Total Refunds: 1				104.11				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	104.11
Revenue Total:	104.11

## General Ledger Distribution

Posting Date: 05/06/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-104.11	Yes
10-2010-2074	UNAPPLIED CREDITS	104.11	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-104.11	
98-2498-2200	DUE TO OTHER FUNDS	104.11	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

# Check Register

Packet: APPKT02042 - 20210625SW

*6/25/21*

*m7b 6/25/21*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0002406	AE MOORE JANITORIAL INC	06/25/2021	Regular	0.00	242.18	20332
0000090	AFLAC	06/25/2021	Regular	0.00	1,119.96	20333
0000187	ANTHONY SULLIVAN	06/25/2021	Regular	0.00	71.88	20334
0002233	VALERIE J MANN	06/25/2021	Regular	0.00	280.00	20335

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	4	0.00	1,714.02
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	4	0.00	1,714.02



Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	6/2021	1,714.02
			<u>1,714.02</u>



Town of Berlin, MD

# Payment Register

APPKT02042 - 20210625SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount
<u>0002406</u>	AE MOORE JANITORIAL INC	242.18
Payment Type	Payment Number	
Check		
Payable Number	Description	Payable Date Due Date Discount Amount Payable Amount
<u>398831</u>	PAPER PRODUCTS FOR RESTROOMS	06/25/2021 06/25/2021 0.00 242.18

Vendor Number	Vendor Name	Total Vendor Amount
<u>0000090</u>	AFLAC	1,119.96
Payment Type	Payment Number	
Check		
Payable Number	Description	Payable Date Due Date Discount Amount Payable Amount
<u>173536</u>	AFLAC SUPPLEMENTAL INSURANCE	06/25/2021 06/25/2021 0.00 1,119.96

Vendor Number	Vendor Name	Total Vendor Amount
<u>0000187</u>	ANTHONY SULLIVAN	71.88
Payment Type	Payment Number	
Check		
Payable Number	Description	Payable Date Due Date Discount Amount Payable Amount
<u>REIMB</u>	REFUNDED AFLAC DEDUCTED AFTER CANCELLED COVER/	06/25/2021 06/25/2021 0.00 71.88

Vendor Number	Vendor Name	Total Vendor Amount
<u>0002233</u>	VALERIE J MANN	280.00
Payment Type	Payment Number	
Check		
Payable Number	Description	Payable Date Due Date Discount Amount Payable Amount
<u>06222021</u>	GRANT WRITING	06/25/2021 06/25/2021 0.00 280.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	4	4	0.00	1,714.02
Packet Totals:		4	4	0.00	1,714.02



Town of Berlin, MD

# Check Register

Packet: APPKT02049 - 20210701SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000088	AFFORDABLE BUSINESS SYSTEMS	07/01/2021	Regular	0.00	70.10	20401
0003334	AMANDA WOOTEN	07/01/2021	Regular	0.00	25.00	20402
0000224	ASHTON WELDING	07/01/2021	Regular	0.00	274.98	20403
0000246	ATLANTIC PUMPING INC.	07/01/2021	Regular	0.00	525.00	20404 ✓
0003335	BARBARA SIMMONS	07/01/2021	Regular	0.00	25.00	20405
0000323	BERLIN AUTOMOTIVE	07/01/2021	Regular	0.00	754.46	20406
0000323	BERLIN AUTOMOTIVE	07/01/2021	Regular	0.00	7.99	20407
0000323	BERLIN AUTOMOTIVE	07/01/2021	Regular	0.00	137.95	20408
0002854	CHRISTOPHER JAMES SACKS	07/01/2021	Regular	0.00	150.00	20409
0000529	CINTAS FIRST AID & SAFETY	07/01/2021	Regular	0.00	43.30	20410
0002647	CINTAS RUGS	07/01/2021	Regular	0.00	31.68	20411
0000572	COMCAST	07/01/2021	Regular	0.00	134.74	20412 ✓
0000572	COMCAST	07/01/2021	Regular	0.00	154.69	20413
0000572	COMCAST	07/01/2021	Regular	0.00	128.39	20414
0000678	DAVIS, BOWEN & FRIEDEL	07/01/2021	Regular	0.00	7,154.35	20415
0000712	DELMARVA K9 LLC	07/01/2021	Regular	0.00	2,100.00	20416
0000794	EASTERN SHORE COFFEE	07/01/2021	Regular	0.00	30.36	20417
0000795	EASTERN SHORE FOREST PRODUCTS	07/01/2021	Regular	0.00	202.50	20418
0000807	ECONO SIGNS LLC	07/01/2021	Regular	0.00	552.03	20419
0000854	ERMCO	07/01/2021	Regular	0.00	9,366.00	20420
0000907	FLAG PUBLICATIONS INC	07/01/2021	Regular	0.00	52.50	20421
0003307	GARRETT NEEB	07/01/2021	Regular	0.00	364.00	20422
0003031	GETTING THE GIG LLC	07/01/2021	Regular	0.00	1,250.00	20423 ✓
0001032	HILL'S ELECTRIC MOTOR SERVICE IN	07/01/2021	Regular	0.00	420.00	20424
0001068	INTERCOASTAL TRADING INC.	07/01/2021	Regular	0.00	1,128.40	20425
0001083	J & A BOTTLELESS WATER COOLERS	07/01/2021	Regular	0.00	59.95	20426
0003331	JESSICA HALL	07/01/2021	Regular	0.00	1,250.00	20427
0001495	MIDDLE DEPARTMENT INSPECTION	07/01/2021	Regular	0.00	75.00	20428
0001587	NORTHEASTERN SUPPLY INC.	07/01/2021	Regular	0.00	40.51	20429
0003315	OCEAN BREEZE	07/01/2021	Regular	0.00	537.66	20430
0001757	RACETRACK AUTO CENTER	07/01/2021	Regular	0.00	70.84	20431
0001768	RAMB ASSOCIATES	07/01/2021	Regular	0.00	750.00	20432 ✓
0001985	SFS TOOLS & SAFETY	07/01/2021	Regular	0.00	2,129.93	20433
0003245	SNOW HILL VETERINARY SVCS LLC	07/01/2021	Regular	0.00	55.00	20434
0003322	TELEDYNE ISCO AND TELEDYNE SSI	07/01/2021	Regular	0.00	3,278.00	20435
0002169	TRACTOR SUPPLY CO	07/01/2021	Regular	0.00	368.20	20436 ✓
0003149	TRANSAMERCIA	07/01/2021	Regular	0.00	307.18	20437
0002928	UNIFIRST CORPORATION	07/01/2021	Regular	0.00	97.92	20438
0002248	VERIZON BUSINESS	07/01/2021	Regular	0.00	105.20	20439
0002252	VERIZON WIRELESS-720117503-000	07/01/2021	Regular	0.00	453.33	20440



Check Register

Packet: APPKT02049-20210701SW

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0002348	WOR WIC COMMUNITY COLLEGE	07/01/2021	Regular	0.00	140.00	20441

Bank Code BOCAP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	46	41	0.00	34,802.14
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	46	41	0.00	34,802.14



Town of Berlin, MD

# Payment Register

APPKT02049 - 20210701SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					70.10
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	70.10			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN168353	COPIER LEASE	06/30/2021	06/30/2021	0.00	70.10	
Vendor Number	Vendor Name					Total Vendor Amount
0003334	AMANDA WOOTEN					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PRAK RESERVATION DEPOSIT	06/30/2021	06/30/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000224	ASHTON WELDING					274.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	274.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2888	SPEED SIGNS-COVER PLATES	06/30/2021	06/30/2021	0.00	274.98	
Vendor Number	Vendor Name					Total Vendor Amount
0000246	ATLANTIC PUMPING INC.					525.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	525.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
351818	CLEAN BROAD STREET	06/30/2021	06/30/2021	0.00	525.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003335	BARBARA SIMMONS					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	06/30/2021	06/30/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000323	BERLIN AUTOMOTIVE					900.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	7.99			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
357163	DEF FLUID FREIGHTLINER	06/30/2021	06/30/2021	0.00	7.99	
Check		07/01/2021	754.46			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
357820, 433,356622, 862	BOX TRUCK BRAKES	06/30/2021	06/30/2021	0.00	754.46	
Check		07/01/2021	137.95			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
358421	SERVICE TRUCK 70 & 71	06/30/2021	06/30/2021	0.00	137.95	

**Payment Register**
**APPKT02049 - 20210701SW**

Vendor Number	Vendor Name					Total Vendor Amount
0002854	CHRISTOPHER JAMES SACKS					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
#2	LIVE MUSIC FARMERS MARKET	06/30/2021	06/30/2021	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					43.30
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	43.30			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8405119732	FIRST AID CABINET	06/30/2021	06/30/2021	0.00	43.30	
Vendor Number	Vendor Name					Total Vendor Amount
0002647	CINTAS RUGS					31.68
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	31.68			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4088483567	YEARLY RUG SERVICE	06/30/2021	06/30/2021	0.00	31.68	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					417.82
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	134.74			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
041 016 0043547 FY 21	COMCAST INTERNET AND DIGITAL SVC	06/30/2021	06/30/2021	0.00	134.74	
Check		07/01/2021	154.69			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0041947 FY 21	COMCAST INTERNET AND DIGITAL SVC	06/30/2021	06/30/2021	0.00	154.69	
Check		07/01/2021	128.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0043323 FY 21	COMCAST INTERNET AND DIGITAL SVC	06/30/2021	06/30/2021	0.00	128.39	
Vendor Number	Vendor Name					Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL					7,154.35
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	7,154.35			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
156791	PROJ 0050A002.050 HOME AT BERLIN	06/30/2021	06/30/2021	0.00	2,697.95	
156792	PROJ 0050A002.056 MD RT 376 SHA UTILITY REVIEW	06/30/2021	06/30/2021	0.00	720.00	
156793	PROJ 0050A002.059 WILLOWS AT BERLIN	06/30/2021	06/30/2021	0.00	2,536.40	
156794	PROJ 0050A002.063 BERLIN WWTP UPGD AND SEWER	06/30/2021	06/30/2021	0.00	1,200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000712	DELMARVA K9 LLC					2,100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	2,100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4156	K-9 CARE	06/30/2021	06/30/2021	0.00	2,100.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					30.36
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	30.36			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
610285	DISTILLED WATER	06/30/2021	06/30/2021	0.00	30.36	

**Payment Register**
**APPKT02049 - 20210701SW**

Vendor Number	Vendor Name					Total Vendor Amount
<u>0000795</u>	EASTERN SHORE FOREST PRODUCTS INC					202.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	202.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>245414</u>	5 YARDS OF MULCH - STEPHEN DECATUR PARK	06/30/2021	06/30/2021	0.00	202.50	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000807</u>	ECONO SIGNS LLC					552.03
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	552.03			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>10-968189,10-968154</u>	STREET SIGNS	06/30/2021	06/30/2021	0.00	552.03	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000854</u>	ERMCO					9,366.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	9,366.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>002108030</u>	50 KVA OVERHEAD TRANSFORMERS	06/30/2021	06/30/2021	0.00	4,776.00	
<u>202100984</u>	50KVA OVERHEAD TRANSFORMERS	06/30/2021	06/30/2021	0.00	4,590.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000907</u>	FLAG PUBLICATIONS INC					52.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	52.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>338008, 388009</u>	ADVERTISING	06/30/2021	06/30/2021	0.00	52.50	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003307</u>	GARRETT NEEB					364.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	364.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>06222021</u>	FARMERS MARLET MANAGER- JUNE	06/30/2021	06/30/2021	0.00	364.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003031</u>	GETTING THE GIG LLC					1,250.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	1,250.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>10162021</u>	EDELWEISS BAND DEPOSIT	06/30/2021	06/30/2021	0.00	1,250.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001032</u>	HILL'S ELECTRIC MOTOR SERVICE INC.					420.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	420.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>0123188</u>	TROUBLE SHOOT DIGESTER	06/30/2021	06/30/2021	0.00	420.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001068</u>	INTERCOASTAL TRADING INC.					1,128.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	1,128.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>212077</u>	BLEACH	06/30/2021	06/30/2021	0.00	1,128.40	



**Payment Register**
**APPKT02049 - 20210701SW**

Vendor Number	Vendor Name					Total Vendor Amount	
0001083	J & A BOTTLELESS WATER COOLERS INC					59.95	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/01/2021	59.95
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
59201	WATER FILTER REPLACEMENT	06/30/2021	06/30/2021	0.00	59.95		
Vendor Number	Vendor Name					Total Vendor Amount	
0003331	JESSICA HALL					1,250.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/01/2021	1,250.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
001	DOWNTOWN ART PROJECT DEPOSIT	06/30/2021	06/30/2021	0.00	1,250.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					75.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/01/2021	75.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
142100	INSPECTION SERVICES	06/30/2021	06/30/2021	0.00	75.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001587	NORTHEASTERN SUPPLY INC.					40.51	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/01/2021	40.51
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
3114219	FITTINGS	06/30/2021	06/30/2021	0.00	40.51		
Vendor Number	Vendor Name					Total Vendor Amount	
0003315	OCEAN BREEZE					537.66	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/01/2021	537.66
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
68478	AC UNIT	06/30/2021	06/30/2021	0.00	399.95		
70422	EMERGENCY HVAC REPAIR TOWN HALL	06/30/2021	06/30/2021	0.00	137.71		
Vendor Number	Vendor Name					Total Vendor Amount	
0001757	RACETRACK AUTO CENTER					70.84	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/01/2021	70.84
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
134148,134667	VEHICLE MAINTENANCE	06/30/2021	06/30/2021	0.00	70.84		
Vendor Number	Vendor Name					Total Vendor Amount	
0001768	RAMB ASSOCIATES					750.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/01/2021	750.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
2021	FARMERS MARKET AD	06/30/2021	06/30/2021	0.00	750.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001985	SFS TOOLS & SAFETY					2,129.93	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/01/2021	2,129.93
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
388267, 388268	RUBBER GOODS TESTING & REPLACEMENT	06/30/2021	06/30/2021	0.00	2,129.93		

**Payment Register**
**APPKT02049 - 20210701SW**

Vendor Number	Vendor Name					Total Vendor Amount
<u>0003245</u>	SNOW HILL VETERINARY SVCS LLC					55.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	55.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>06152021</u>	K-9 CARE	06/30/2021	06/30/2021	0.00	55.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0003222</u>	TELEDYNE ISCO AND TELEDYNE SSI					3,278.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	3,278.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>5020473424</u>	AUTO SAMPLER	06/30/2021	06/30/2021	0.00	3,278.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002169</u>	TRACTOR SUPPLY CO					368.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	368.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>4/29-5/24 FY 21</u>	TOOLS,PARTS & OTHER SUPPLIES	06/30/2021	06/30/2021	0.00	368.20	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0003149</u>	TRANSAMERICA					307.18
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	307.18			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>2504249075</u>	TRANSAMERICA LIFE INS JUNE	06/30/2021	06/30/2021	0.00	307.18	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002928</u>	UNIFIRST CORPORATION					97.92
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	97.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>092 1845109</u>	UNIFORM CLEANING SERVICE - PUBLIC WORKS	06/30/2021	06/30/2021	0.00	97.92	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002248</u>	VERIZON BUSINESS					105.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	105.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>74086680</u>	VERIZON BUSINESS TELEPHONE	06/30/2021	06/30/2021	0.00	105.20	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002252</u>	VERIZON WIRELESS-720117503-00001					453.33
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	453.33			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>9882627937</u>	MDT CARD FEE	06/30/2021	06/30/2021	0.00	453.33	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002348</u>	WOR WIC COMMUNITY COLLEGE					140.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/01/2021	140.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>12345</u>	CLASSES RHODE AND COLLINS	06/30/2021	06/30/2021	0.00	140.00	

Payment Register

APPKT02049 - 20210701SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	46	41	0.00	34,802.14
Packet Totals:		46	41	0.00	34,802.14



Town of Berlin, MD

UBPKT07396 - 20210630MC

# Refund Check Register

## Refund Check Detail

7/1/21

MMVB 7/1/21

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-1150001-12	GRANT, LINDA	6/30/2021	20442	152.63			152.63	Deposit
Total Refunds: 1				Total Refunded Amount:	152.63			

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	152.63
Revenue Total:	152.63

### General Ledger Distribution

Posting Date: 07/01/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-152.63	Yes
10-2010-2074	UNAPPLIED CREDITS	152.63	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-152.63	
98-2498-2200	DUE TO OTHER FUNDS	152.63	Yes
98 Total:		0.00	
Distribution Total:		0.00	