



BERLIN MAYOR AND COUNCIL

Monday, February 8, 2021

EFFECTIVE 02/08/2021: SPECIAL NOTICE: All Meetings of the Mayor and Council will be held virtually via Zoom. Meetings will also be streamed live on Facebook for viewing only.

Meeting packets will be posted by 5:00 p.m. on the Wednesday before the meeting.

- Advance questions will be accepted until 12:00 PM/NOON on the day of the meeting. Submit to:
 - Email: info@berlinmd.gov; please use Meeting Questions as your subject
 - Fax: 410-641-2316
 - Mail: Berlin Town Hall, Attn: Meeting Questions, 10 William St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
 - Drop boxes Town Hall – one is at the rear of the building on the parking lot, and the other is at the corner of Bay and Williams Street on the building.
- Questions and Comments during the meeting:
 - Via Zoom during the meeting at the invitation of the Mayor.
 - Questions and comments will not be taken via Facebook.
- You may join the public sessions in one of three ways:
 - Via computer or mobile device with audio.
 - Via computer to watch and phone to hear. Interaction only available via computer/device.
 - Via phone only – no ability to interact.

To join the Zoom Meeting, please go to:

Regular Session - 7:00 PM

Via Computer: <https://zoom.us/j/92221993653>

Phone: 301-715-8592

To watch the Meeting on Facebook, please click on the blue Facebook icon at the top of any page on the Town website, www.berlinmd.gov, or type @berlinmd in the Facebook search bar.

Your patience and understanding as we work to meet the restrictions on gatherings while still conducting Town business is truly appreciated.

To receive future meeting notifications directly to your email, please sign-up at the bottom of any page on [our website](#).



BERLIN MAYOR AND COUNCIL Meeting Agenda

Via Zoom
Monday, March 8, 2021

7:00 PM REGULAR SESSION – [Via Zoom \(PUBLIC link to the meeting\)](#)

Phone: 301-715-8592 (LISTEN ONLY). [Livestream: Facebook](#) – No questions or comments accepted.

1. Approval of the Minutes for:
 - a. Regular Session 02.22.2021
2. Discussion Items:
 - a. Discussion about resuming live Mayor and Council Meetings
 - b. Discussion about resuming Boards and Commission Meetings
3. Motion 2021-06: Motion approving the Worcester County Recreation Tennis Programs - Myro Small, Worcester County Recreation
4. Atlantic General Hospital Presentation – President Michael Franklin
5. Introduction and First Reading of the Tax Rate Ordinance – Finance Director Natalie Saleh
Public Hearing will be held on 03/22/2021
6. Town's Reserve Policy – Finance Director Natalie Saleh
7. Town Administrator's Report
8. Departmental Reports
9. Comments from the Mayor
10. Comments from the Council
11. Comments from the Public (Questions or comments will be taken live via Zoom or by submitting your question in writing before Noon on Monday, March 8, 2021.)
12. Comments from the Press (Questions or comments will be taken live via Zoom or by submitting your question in writing before Noon on Monday, March 8, 2021.)
13. Adjournment

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.
TTY users outside Maryland dial 1-800-735-2258*



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, February 22, 2021

7:00 PM REGULAR SESSION – Via Zoom

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

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells, Town Attorney David Gaskill, and Administrative Manager Kelsey Jensen.

Due to the Coronavirus/Covid-19 State of Emergency, this meeting was held via Zoom and 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 02/08/2021:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Executive Session minutes of February 8, 2021 were approved by the following vote:

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

b. Statement of Closure for Executive Session of 02/08/2021:

Mayor Tyndall read the Statement of Closure. Vice-President Burrell made the statement that he needs to be added to the list of individuals who have received the open meetings act training. Mayor Tyndall asked if anyone else received the training to let him know.

c. Regular Session of 02/08/2021:

Councilmember Orris pointed out that in 1a there is no name for who made the motion or who seconded the motion; Administrative Manager Kelsey Jensen added that she spoke with Councilmember Orris about this and it should read: "Councilmember Orris, second by Councilmember Knerr".

Councilmember Knerr then asked what the reason behind not addressing anonymously submitted questions or concerns was, he felt that they should because someone may want to remain anonymous if the issue is about their neighbor for example. Town Attorney David Gaskill said individuals are not legally required to provide their name and address it has just been a long-standing request when someone addresses the Council. Town Administrator Jeffrey Fleetwood said it helps to ask so they know that they are addressing Town residents and not someone who does not live in the area. Vice-President Burrell said if it were not for COVID individuals would not be able to ask questions any other way then addressing the Mayor and Council in a public

forum. Councilmember Knerr felt that the employees should be able to vet the questions submitted; Mayor Tyndall said vetting questions could lead down a slippery slope, if a resident wants to remain anonymous, they can reach out to their representative on the Council and ask them to ask on their behalf.

On the motion of Councilmember Orris, second by Councilmember Knerr, the Regular Session Minutes of February 8, 2021 with the change made by Councilmember Orris 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. Resolution 2021-01: Adopting the [Worcester County Hazard Mitigation Plan](#)

Worcester County Emergency Services Emergency Management Director Billy Birch gave a brief explanation of the Worcester County 2020 Hazard Mitigation Plan and explained that they updated the 2014 plan as the base of this plan. He explained that this is required by FEMA and each Town has their own section which they were able to contribute to. Town Administrator Jeffrey Fleetwood stated that Deputy Town Administrator Mary Bohlen and Planning Director David Engelhart both made contributions on behalf of the Town for the resilience element. Mayor Tyndall thanked the County for allowing Town participation, he mentioned that this plan makes the Town eligible for future FEMA and MEMA grants. Councilmember Orris asked if they approve the plan, does it obligate the Town to anything; Mr. Birch said it does not; if anything, it will save the Town time and money. Town Administrator Jeffrey Fleetwood mentioned that during superstorm Sandy, the first thing asked to the Town was if they had a Hazard Mitigation Plan in place. Councilmember Orris noted that on page 212 there is a chart that is not accurate, he spoke with the County and they are correcting it in the plan; Mr. Birch said they will include the corrected chart as an attachment. Councilmember Knerr asked if the Town has adopted the current International Residential Code and the International Building Code; Mr. Engelhart said they have. Councilmember Knerr then asked if the HOA communities within Berlin that manage their own stormwater would be included in the plan; Mr. Fleetwood said he would get an answer after looking at it with Mr. Birch. Councilmember Knerr then asked about the difference between the different tiers; Mayor Tyndall asked Mr. Birch to discuss these questions with Mr. Fleetwood and get back to him with answers.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2021-01 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. General Fund Balance and Categories Discussion

Finance Director Natalie Saleh briefly discussed the general fund balances and categories. Councilmember Knerr asked what the standard percentage is for reserve funds; Ms. Saleh said GFOA suggests no less than 60 days, but it is at the Town's discretion. Councilmember Knerr then asked how much longer will the Town be paying the debt service for the Police Department; Ms. Saleh said 2.5 years, and then that money will be freed up, but it has restrictions on how it can be spent. Mayor Tyndall added that the recommended fund balances like the stabilization fund, debt reduction fund, disaster recovery fund, and capital reserve fund amounts are also based on GFOA recommendations and that other Towns have different figures based on their needs; Vice-President Burrell asked if he can get the resources the Mayor is referring to before the budget meetings. Ms. Saleh said she can get that information to the Council, but every municipality has different ranges, so we need to base it on what is best for Berlin. Mayor Tyndall also added that the debt service on the Police Department is not a debt service per se; it is not a bond but was borrowed from the general fund and is being paid back with slot revenues; Ms. Saleh added that the amount received from slot revenues was on average \$25,000 a month; she added that it was done this way because the Town had a healthy General Fund at that time and it made more sense, but the project ended up being higher than planned. Councilmember Orris added that he appreciates her including graphs with the data, it helps to have visuals. Mayor Tyndall stated that the Draft Reserve Policy should be up for discussion at the next meeting. Ms. Saleh finished with letting everyone know to contact her with questions.

4. Announcing the date of the tax rate

Mayor Tyndall made an announcement that the FY 2022 Budget Schedule is available online and reminded everyone of those dates.

5. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood said the Covid positivity rate has been below 5% and if that remains through the weekend staff will come back to a full-time status on March 1 with limited access to the public on March 8; Mayor Tyndall added that this is a moving target, and the requirement is 5% or lower for seven consecutive days. Mayor Tyndall also added that they may continue in the Zoom fashion to accommodate more public interaction with such important topics on the horizon. Mr. Fleetwood said the appraisal for Parcel 57 was ordered; the March 22nd meeting will be for public comment on Parcels 57 & 410. Lastly, he added that the Short-Term Rentals discussion will take place on April 12th or 26th.

6. Departmental Reports:

a. Electric Utility Director – Tim Lawrence

Mr. Lawrence said they have been busy with the SHA project and will continue to be over the next few weeks. They will be doing meter reading this week. Lastly, they installed a new underground and overhead service this week.

b. Finance Director – Natalie Saleh

Ms. Saleh said they are focused on general fund discussions with departments this week. The work session will be on April 12th.

c. Economic and Community Development Director – Ivy Wells

Ms. Wells said the Farmers Market will run from May 2-September 26 and they are proposing a new layout. Mayor Tyndall said they will need approval from State Highway but need Council approval first. Councilmember Orris asked how many vendors they had last year; Ms. Wells said 30 plus. Councilmember Orris then asked if she included the Fire Company in these proposed closures; she said SHA notifies them. Councilmember Orris then asked if she can send out a CodeRed for the closures; she said she can; Deputy Town Administrator Mary Bohlen said they do

not typically send them out for a scheduled event. Mayor Tyndall said maybe something can be sent out in a bill or there can be a quarterly letter that goes out with the bill and indicates scheduled closures for that quarter. Lastly Councilmember Orris asked if there was still access to the parking lots; Ms. Wells said there was. Councilmember Nichols asked how they determine the types of vendors; Ms. Wells said they try to have a variety, you must produce whatever you are selling, and there is a lengthy application. Mayor Tyndall said last year they allowed businesses to sell on the sidewalks and he thinks they should do the same again this year. Vice-President Burrell said the Fire Company should be involved in decisions when it comes to road closures because they have an abundance of knowledge on traffic and emergencies and it would also help to improve the relationship the Town has with them; Ms. Wells said she has met with them in the past for events and this was a layout that was discussed for past events and one that works. Councilmember Knerr asked if it is necessary to still have those roads closed in September because it seems like the number of vendors drops; Ms. Wells said it depends on the number of vendors at that time and still leaving space for social distancing. Mayor Tyndall added that closing Main Street helps with safety and allows for congregation and secondary economic benefits for the businesses.

On the motion of Councilmember Knerr, second by Councilmember Purnell, the proposed street closures for the 2021 Farmers Market were approved by the following vote:

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

d. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen said the Parks Commission will meet via Zoom on March 2nd. She also added that they are going to be doing the tree buffer project with DNR again.

e. Administrative Manager – Kelsey Jensen

Ms. Jensen said there was no check register in this packet, but it will be included in the next one. She said Public Works Superintendent Jimmy Charles started today and you will see him shadowing Dave Wheaton over the next several weeks. She will meet with One Digital on the 24th to discuss the health insurance renewal timeline. Lastly, she will be meeting with Deeley on March 8th to discuss Workers Compensation insurance renewals.

7. Comments from the Mayor:

Mayor Tyndall said they will be introducing the tax rate on March 8th and the public hearing will be held on March 22nd along with the listening session on Parcels 410 and 57.

8. Comments from the Council:

Councilmember Nichols said she is still unclear on the plan with the listening session. Mayor Tyndall said it will be held on the 22nd to hear from the public on if they have interest in selling Parcel 410 or 57, he is not looking for formal presentations, but looking to have general input on those parcels. She asked if they should be giving ideas of what they want to see there at this time; Mayor Tyndall said they had a committee for ideas, this is solely to hear about keeping it or selling it.

Vice-President Burrell mentioned that he is thinking the Heron Park Committee was disbanded too soon, it may have been more helpful to have them hear about ideas for the park. Councilmember Knerr said if someone wants to do a presentation, why would we not allow it when it may be something that can produce revenue. Vice-President Burrell feels that this may be too big of a topic to pair with a regular Mayor and Council Meeting night, he feels the public should have the opportunity to present and give their input. Councilmember Orris agreed that it may need to be a separate meeting and assign time slots to the public. Mayor Tyndall suggested Monday, March 15th and individuals must have presentations to the Town a week in advance. Councilmember Knerr suggested having all presentations first and then opening it up to public input and comments. Mayor Tyndall said it may be best to keep it as a Zoom meeting to allow for public comment.

9. Comments from the Public:

West Street Resident Marie Velong asked how the property damage of \$0 for Berlin is determined; Mr. Fleetwood he does not know the threshold, but he believes we did not meet any catastrophic levels. She also asked what portion of property taxes are commercial and residential; Ms. Saleh said she will need to get that information from the County, and she can present it with the budget.

Walnut Hill Resident Pam Hay said a meeting is needed to discuss lot 410.

William Street Resident Tyler Betz demonstrated the Zoom "Raise Hand" feature for public participation in public meetings.

10. Comments from the Press – none.

11. Adjournment:

On the motion of Vice-President Burrell, second by Councilmember Purnell, the Mayor and Council meeting was adjourned at approximately 8:50PM.

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



MOTION OF THE MAYOR AND COUNCIL 2021-06

WORCESTER COUNTY RECREATION & PARKS TENNIS CLINICS

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO WAIVE FEES AND APPROVE THE USE OF STEPHEN DECATUR PARK TENNIS COURTS BY WORCESTER COUNTY RECREATION & PARKS FOR TENNIS CLINICS ON TUESDAYS, MAY 11 AND 18, 2021 FROM 6-8 PM.

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

Dean Burrell, Vice President

Approved this ____ day of _____, 2021 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor

ATTEST: _____
Jeffrey Fleetwood, Town Administrator



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: 1/25/2021

EVENT/ACTIVITY DATE: 5/11 & 5/18 TIME FROM: 6:00pm TO: 8pm

NAME: Kelly Buchanan

Anticipated # of attendees 15

ADDRESS: Stephen Decatur Park

PHONE: 410-832-2144 ext 2503

EMAIL: kbuchanan@co.worcester.md.us

ORGANIZATION: Worcester Cty Rec & Parks Dept
(IF APPLICABLE)

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

DESCRIPTION OF EVENT/ACTIVITY: Tennis Clinics

PARK REQUESTED

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

Kelly Berlin

Date: _____

1/28/21

Clerk: _____

Fee Pd: \$ _____

Date: _____

Refund: ☐ YES ☐ NO

Date: _____



BUSINESS USE OF PARK APPLICATION



This form is required when sale of goods or services is being requested in connection with an event or activity within a Town of Berlin Park, or on a recurring basis within a Town of Berlin Park. A Vendor's Application and Certification for Peddling and Soliciting may also be required.

Name of Business/Organization: Worcester Cty Rec + Parks Agent/Responsible Party: Kelly Buchanan
(Individual Person must be identified)

Address: 6030 Public Landing Rd Phone #: (W) 4106322144 (C) _____
Snow Hill, Md. 21863 Email: kbuchanan@MarylandsCoast.org

Park where activity or event will occur: ☒ Stephen Decatur Park ☐ William Henry Park ☐ Heron Park

Purpose of Facility Use: Tennis Clinics

Requested Days/Times of Use: 5/10 and 5/17/21 6pm-8pm 5/11 & 5/18/21

of Persons Expected to participate in activity/event 12

List all individuals/employees who may/will conduct the business activity:

1) <u>Bruzz Truitt - Tennis Pro</u>	6)
2) <u>Kelly Buchanan - Rec. Manager</u>	7)
3)	8)
4)	9)
5)	10)

Please add any other information relevant to this application, including a description of items to be sold, services to be performed and/or fees to be charged:

Bruzz Truitt will be providing tennis lessons improving participants tennis strokes and fundamentals.

Reverse must be completed and signed.

AGREEMENT

By signing below, the agent/responsible party understands that, until approval by the Mayor and Council, this form is an application for use of the parks for the aforementioned purposes, and not a permit for use. He/She further assumes full responsibility for complying with the rules and regulations set forth in the Town of Berlin Code of Ordinances and, specifically, Chapter 22, "Parks and Recreation", Sec. 22.48-50, as well as any additional terms and conditions imposed by the Mayor and Council of the Town of Berlin. He/She understands that failure to comply may result in:

1. The imposition of limitations to this permit; and/or
2. Withdrawal of this permit; and/or
3. Refusal by the Mayor and Council to authorize future use by the entity.

A copy of this permit must be in the possession of the person conducting the business activity and shown upon request.

I, further acknowledge and agree to the following:

- 1) The Mayor and Council of the Town of Berlin reserves the right to refuse approval of any permit for any reason at their discretion.
- 2) I am responsible for application for and payment of a Town of Berlin Business License Fee or Vendor Permit as applicable under the Code of the Town of Berlin, Chapter 8.
- 3) If the nature of the business activity involves the sale or provision of food or drink to be prepared on site and/or prior to sale and to be sold to and/or consumed by the public, I am responsible for obtaining any and all applicable permits from any other agencies including, but not necessarily limited to, agencies of Worcester County and the State of Maryland. The Mayor and Council of the Town of Berlin reserves the right to deny approval of this permit pending verification of appropriate permits obtained from any other agency as applicable. Alcohol sales are prohibited under any circumstance.
- 4) That, if applicable, I am responsible for completion and submission of road closure permit forms to the State Highway Administration.
- 5) The Town of Berlin is in no way responsible for my adherence to the above conditions and that any fees associated with this permit, including the Town of Berlin Business License Fee and/or Vendor Permit, paid to the Town of Berlin, are separate from and unrelated to any fee charged for any other purpose by any other agency.
- 6) I will maintain insurance appropriate to the activity proposed and will provide proof of said insurance upon request.
- 7) If appropriate to the activity proposed, I will have my customers/clients sign documents acknowledging that the Town of Berlin holds no responsibility for any loss/injury/damage incurred by their participation in my business activity.
- 8) I will be responsible for any damage to Town of Berlin owned or leased property incurred as a result of my use of the facility under this permit.
- 9) Under NO circumstance are motorized vehicles permitted on parks' grounds, except those areas designated for parking of motor vehicles, without express written approval by an authorized representative of the Town of Berlin.

Signature: Kelly Buchanan Date: 1/28/21
Printed Name: Kelly Buchanan

Office Use Only: Date Rec'd: _____ Initials: _____ Approved: ☐ Yes ☐ No

Non-profit organizations: ☐ Proof of Non-profit certification submitted and verified.

By _____ Date: _____

All others:

Mayor and Council of the Town of Berlin on the _____ day of _____.

_____ For to _____ Opposed with _____ Abstaining

Additional Conditions/Notations: _____



ORDINANCE 2021-01

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN,
MARYLAND, A MARYLAND MUNICIPAL CORPORATION, SETTING THE REAL
PROPERTY TAX RATE FOR FISCAL YEAR 2022

WHEREAS the Town Charter § C3-10 requires that the Mayor and Council pass an Ordinance setting the real property tax rate necessary to sustain the Town's budget; and

WHEREAS the Mayor and Council have determined what the real property tax rate shall be.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin, Maryland that the tax rate for fiscal year 2021-2022 shall be \$.80 per \$100.00 of assessed value of real property located within the Town limits of Berlin, Maryland.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 20_____, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this _____ day of _____, 20_____, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ in favor to _____ opposed, with _____ abstaining, and _____ absent.

Dean Burrell Sr., Vice President

This Ordinance was approved this _____ day of _____, 20_____ by the Mayor of the Town of Berlin and is effective at the start of the 2022 Fiscal Year on July 1, 2021.

Zackery Tyndall, Mayor

ATTEST:

Jeffrey Fleetwood, Town Administrator

**TOWN OF BERLIN, MARYLAND NOTICE
OF A PROPOSED
REAL PROPERTY TAX INCREASE**

The Town of Berlin of Maryland proposes to increase real property taxes.

1. For the tax year beginning July 1, 2021, the estimated real property assessable base will increase by 3%, from \$463,872,510 to \$476,571,675.
2. If the Town of Berlin maintains the current tax rate of \$0.80 per \$100 of assessment, real property tax revenues will increase by 3% resulting in \$101,593 of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.7787, the constant yield tax rate.
4. The Town of Berlin is considering not reducing its real property tax rate enough to fully offset increasing assessments. The Town of Berlin proposes to adopt a real property tax rate of \$0.80 per \$100 of assessment. This tax rate is 3% higher than the constant yield tax rate and will generate \$101,593 in additional property tax revenues.

Proposed real property tax rate will be introduced at 7 pm on March 8th at Town of Berlin via Zoom.

A public hearing on the proposed real property tax rate increase will be held at 7 pm on March 22nd at Town of Berlin via Zoom.

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call 410-641-2770 for further information.



RESOLUTION 2021 –

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN,
ESTABLISHING A GENERAL FUND RESERVE POLICY.

WHEREAS, the Mayor and Council have the authority to set financial policies for the Town, and

WHEREAS, the Mayor and Council have determined a policy regarding the establishment and maintenance of General Fund Reserves is consistent with best practices in municipal finance, and

WHEREAS, the Mayor and Council must establish reserves in a manner consistent with the Government Accounting Standards Board (GASB), and

WHEREAS, the Mayor and Council can immediately establish reserves required by grantors, bondholders, and higher levels of government and continue the Employee Healthcare Reserve, and

WHEREAS, the Mayor and Council recognize the benefit of establishing additional reserve categories and target balances as goals to work toward, and

WHEREAS, the Mayor and Council have established a plan to achieve those target balances.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin, Maryland that the following General Fund Reserve Policy is established:

Purpose

The Town will establish and work to maintain reserve balances to:

1. Guard its citizens against service disruptions in the event of economic uncertainties, local disasters, and other financial hardships;
2. Provide for fluctuations in revenues and expenditures while ensuring adequate cash flow;
3. Enable the Town to mitigate risks and provide contingency plan(s) to maintain community resilience;
4. Demonstrate continued creditworthiness to bond rating agencies and comply with relevant debt covenants.

General Fund Reserves

In compliance with GASB Statement No. 54, the General Fund shall contain reserves, classified as Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, or Unassigned Fund Balance.

Category and Purpose of Each Fund Balance

<i>Category</i>	<i>Purpose</i>
Restricted	Funds in this category are restricted and must be spent for a specific purpose. Funds are bound by stipulations set out by external resource providers (such as bond holders and grantors) and higher level of government, or through enabling legislation (i.e. Ordinance).
Committed	Funds in this category can only be used for specific purposes determined by formal action (i.e. Resolution) by the Council.
Assigned	Funds in this category can only be used for specific purposes but do not meet the criteria to be classified as restricted or committed because they are not bound by external resource providers, legislation, or formal action by the Council.
Unassigned	Funds in this category include all spendable amounts not contained in other fund balance classifications (restricted, committed, assigned) within the General Fund.

Reserve Calculation Factors.

The Town shall consider a variety of factors when calculating prudent reserve amount targets, including the following:

1. Funds needed to meet current and future cash flow requirements.
2. Funds to provide contingencies for revenue volatility.
3. Funds to provide contingencies for expenditure volatility (including emergency expenditures due to unpredictable events).
4. Funds for capital asset replacement and continuity of improvements.
5. Funds to carry out debt service obligations.

Reserves Established and Target Balances.

The Town shall strive to reach and maintain fund balances according to the requirements set forth in this section.

1. Restricted Fund Balance shall be maintained as required by Grantors, bondholders, and higher levels of government, or by the Council legislation. Current Restricted Funds include:
 - a. Worcester County Local Impact Grant (Slots Revenues).
 - b. Town of Berlin Impact Fees.
2. Committed Fund Balance shall be maintained as follows:
 - a. Disaster Recovery: The recommended fund balance for this category is \$250,000 to help mitigate impacts of natural or human made disasters.
 - b. Debt Service: The recommended fund balance for this category is equal to one year of the General Fund debt service (principal and interest) for any outstanding debt instrument.
3. Assigned Fund Balance shall be maintained as follows:
 - a. Health Insurance: The recommended fund balance for this category is 40% of the average

- of the last three years health care premiums. This fund is designed to help mitigate the impacts of health insurance premium increases associated with providing employee healthcare.
- b. Stabilization: The recommended fund balance for this category is 20% of the current fiscal year's General Fund operating budget to help mitigate impacts of revenue shortfalls and losses during economic downturns, and to protect against a reduction of service.
 - c. Capital Reserve: The recommended fund balance for this category is \$100,000 to help to maintain capital replacements, to fund major infrastructure projects and equipment needs of all General Fund departments.
4. Unassigned Fund Balance Represents the residual fund balance of the General Fund and includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to a specific purpose within the General Fund. This classification is also used to account for deficit fund balances in other funds.

Use, Transfer and Replenishment of Fund Balance

1. All transfers, replenishments, or expenditures from Restricted, Committed, Assigned, or Unassigned funds require the expressed approval of the Mayor and Council during an open and public meeting.
2. On occurrence of a condition for which the Disaster Response and Recovery Reserve was created, the Town Administrator may transfer funds, up to the balance of such reserve, to the appropriate department or departments in the operating budget to abate the condition for which the reserve was created. Any such transfer shall be reported to the Mayor and Council in an open and public meeting within thirty days.

Report on Fund Balance Levels

1. The Finance Director shall report and advise on the fund balance levels to the Mayor and Council as follows:
 - a. During the annual budget adoption process and audit presentation, the Finance Director shall forecast the ending fund balances and reserve levels; and
 - b. Make recommendations regarding the fund balances relative to their recommended levels set forth in this policy.
2. If at any time, the Unassigned Fund Balance reaches a zero balance or is projected to reach a zero balance during the fiscal year, the Town Administrator shall provide a report to the Mayor and Council, along with a plan to increase the Unassigned Fund Balance to a positive balance and maintain sustainable level.

Approved this _____ day of _____, _____ by the Mayor and the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Dean Burrell, Vice President

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

ATTEST:

Zack Tyndall, Mayor

Jeffrey Fleetwood, Town Administrator

Check Run Report for:

02/08/21

02/12/21

02/19/21

02/19/21

02/24/21

02/26/21

03/02/21



Town of Berlin, MD

Check Register

Packet: APPKT01903 - 20210208SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000158	AN ANGEL'S TOUCH CLEANING SERV	02/08/2021	Regular	0.00	1,000.00	19516
0001040	HOME DEPOT CREDIT CARD SERVI	02/08/2021	Regular	0.00	437.23	19517

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	2	0.00	1,437.23
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
	3	2	0.00	1,437.23



Town of Berlin, MD

Payment Register

APPKT01903 - 20210208SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number 0000158 Vendor Name AN ANGEL'S TOUCH CLEANING SERVICES
Payment Type Payment Number
Check 19516
Payable Number Description
1902 CLEANING SERVICES

Vendor Number 0001040 Vendor Name HOME DEPOT CREDIT CARD SERVICES
Payment Type Payment Number
Check 19517
Payable Number Description
202100600,7043945,60125 MONTHLY SUPPLIES
2523393,9020909,4544 PARTS, TOOLS AND OTHER SUPPLIES

2/8/21
mxb 2/8/21

Payable Date	Due Date	Discount Amount	Payable Amount
02/08/2021	02/08/2021	0	1000

Payment Date	Payment Amount
02/08/2021	1000

Total Vendor Amount 1000

Payment Date	Payment Amount
02/08/2021	437.23

Total Vendor Amount 437.23

Payable Date	Due Date	Discount Amount	Payable Amount
02/08/2021	02/08/2021	0	170.49
02/08/2021	02/08/2021	0	266.74



Town of Berlin, MD

Check Register

Packet: APPKT01916 - 20210212SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000102	ALBAN ENGINE POWER SYSTEMS	02/12/2021	Regular	0.00	575.09	19518
0000104	ALBAN TRACTOR CO INC	02/12/2021	Regular	0.00	350.00	19519
0000187	ANTHONY SULLIVAN	02/12/2021	Regular	0.00	90.00	19520
0000306	BELAIR ROAD SUPPLY	02/12/2021	Regular	0.00	328.36	19521
0000323	BERLIN AUTOMOTIVE	02/12/2021	Regular	0.00	116.94	19522
0000394	BOOTH & ASSOCIATES INC	02/12/2021	Regular	0.00	7,820.30	19523
0000431	BURKE EQUIPMENT COMPANY	02/12/2021	Regular	0.00	49.81	19524
0000511	CHOPTANK ELECTRIC COOPERATIVE	02/12/2021	Regular	0.00	5,715.96	19525
0002647	CINTAS RUGS	02/12/2021	Regular	0.00	342.20	19526
0000534	CJIS-CR	02/12/2021	Regular	0.00	343.75	19527
0002959	EASTERN COMMUNICATIONS LTD	02/12/2021	Regular	0.00	316.10	19528
0000897	FERGUSON ENTERPRISES	02/12/2021	Regular	0.00	2,107.17	19529
0000899	FIRE PROTECTIVE SERVICE	02/12/2021	Regular	0.00	267.31	19530
0000968	GOODY HILL GROUND WORK INC	02/12/2021	Regular	0.00	15,489.22	19531
0000977	GREAT AMERICA FINANCIAL	02/12/2021	Regular	0.00	137.04	19532
0001032	HILL'S ELECTRIC MOTOR SERVICE IN	02/12/2021	Regular	0.00	3,418.07	19533
0001068	INTERCOASTAL TRADING INC.	02/12/2021	Regular	0.00	16,930.85	19534
0001080	IRIE RADIO INC	02/12/2021	Regular	0.00	450.00	19535
0003219	MARSHALL AVERY	02/12/2021	Regular	0.00	2,000.00	19536
0001565	NATIONWIDE RETIREMENT SOLUTIC	02/12/2021	Regular	0.00	3,839.96	19537
0001590	NORTHERN TOOLS EQUIPMENT	02/12/2021	Regular	0.00	79.91	19538
0001625	ONE CALL CONCEPTS, INC.	02/12/2021	Regular	0.00	31.75	19539
0001677	PENINSULA DRY CLEANERS, INC	02/12/2021	Regular	0.00	75.00	19540
0001680	PENINSULA WATER CONDITIONING	02/12/2021	Regular	0.00	2,595.00	19541
0001705	PITTS MARCUS	02/12/2021	Regular	0.00	90.00	19542
0001757	RACETRACK AUTO CENTER	02/12/2021	Regular	0.00	1,802.51	19543
0003218	SERVICE TODAY INC	02/12/2021	Regular	0.00	49.00	19544
0002092	THE DEPT OF PUBLIC SAFETY & COR	02/12/2021	Regular	0.00	98.00	19545
0002928	UNIFIRST CORPORATION	02/12/2021	Regular	0.00	122.71	19546
0002205	UNITED WAY OF THE EASTERN SHOI	02/12/2021	Regular	0.00	30.00	19547

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	30	0.00	65,662.01
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
	33	30	0.00	65,662.01



Town of Berlin, MD

Payment Register

APPKT01916 - 20210212SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number 0000102 Vendor Name ALBAN ENGINE POWER SYSTEMS
Payment Type Payment Number
Check
Payable Number Description
SERV1333070 DECATUR FARMS GEN

Total Vendor Amount 575.09
Payment Date Payment Amount
02/12/2021 575.09
Discount Amount Payable Amount
0.00 575.09

Vendor Number 0000104 Vendor Name ALBAN TRACTOR CO INC
Payment Type Payment Number
Check
Payable Number Description
SERV1334096 G3520 CVA MAINTENANCE AGREEMENT

Total Vendor Amount 350.00
Payment Date Payment Amount
02/12/2021 350.00
Discount Amount Payable Amount
0.00 350.00

Vendor Number 0000187 Vendor Name ANTHONY SULLIVAN
Payment Type Payment Number
Check
Payable Number Description
02082021 REIMBURSE - PURCHASED SAFETY GLASSES

Total Vendor Amount 90.00
Payment Date Payment Amount
02/12/2021 90.00
Discount Amount Payable Amount
0.00 90.00

Vendor Number 0000306 Vendor Name BELAIR ROAD SUPPLY
Payment Type Payment Number
Check
Payable Number Description
371503 STEVENSON WATER SERVICE

Total Vendor Amount 328.36
Payment Date Payment Amount
02/12/2021 328.36
Discount Amount Payable Amount
0.00 328.36

Vendor Number 0000323 Vendor Name BERLIN AUTOMOTIVE
Payment Type Payment Number
Check
Payable Number Description
340514,340530 WIPER BLADES

Total Vendor Amount 116.94
Payment Date Payment Amount
02/12/2021 116.94
Discount Amount Payable Amount
0.00 116.94

Vendor Number 0000394 Vendor Name BOOTH & ASSOCIATES INC
Payment Type Payment Number
Check
Payable Number Description
47787 EL RATE SERVICES, REG COPLIANCE, PP OPERATION

Total Vendor Amount 7,820.30
Payment Date Payment Amount
02/12/2021 7,820.30
Discount Amount Payable Amount
0.00 7,820.30

Vendor Number 0000431 Vendor Name BURKE EQUIPMENT COMPANY
Payment Type Payment Number
Check
Payable Number Description
SC156308 KUBOTA PARTS

Total Vendor Amount 49.81
Payment Date Payment Amount
02/12/2021 49.81
Discount Amount Payable Amount
0.00 49.81

Payment Register
APPKT01916 - 20210212SW

Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					5,715.96
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check						02/12/2021 5,715.96
		414700 JAN FY 21	LIBERTYTOWN SPRAY SITE	02/12/2021	02/12/2021	Discount Amount Payable Amount
		9913024900 JAN FY 21	LIBERTYTOWN SPRAY SITE	02/12/2021	02/12/2021	0.00 3,223.73
						0.00 2,492.23
						Total Vendor Amount
						342.20
Vendor Number	Vendor Name					Total Vendor Amount
0002647	CINTAS RUGS					342.20
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check						02/12/2021 342.20
		1/31/2021	COVERALL ,CLEANING RAGS, INDUSTRIAL RUGS	02/12/2021	02/12/2021	Discount Amount Payable Amount
						0.00 342.20
						Total Vendor Amount
						343.75
Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					343.75
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check						02/12/2021 343.75
		APP-1K-020	FINGERPRINTING	02/12/2021	02/12/2021	Discount Amount Payable Amount
						0.00 343.75
						Total Vendor Amount
						316.10
Vendor Number	Vendor Name					Total Vendor Amount
0002959	EASTERN COMMUNICATIONS LTD					316.10
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check						02/12/2021 316.10
		102036	2.5MM RIGHT ANGLE EARPIECES FOR P25 PORTABLE RAI	02/11/2021	02/11/2021	Discount Amount Payable Amount
						0.00 316.10
						Total Vendor Amount
						2,107.17
Vendor Number	Vendor Name					Total Vendor Amount
0000897	FERGUSON ENTERPRISES					2,107.17
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check						02/12/2021 2,107.17
		0533257	BLADDER NONPOTABLE	02/11/2021	02/11/2021	Discount Amount Payable Amount
						0.00 2,107.17
						Total Vendor Amount
						267.31
Vendor Number	Vendor Name					Total Vendor Amount
0000899	FIRE PROTECTIVE SERVICE					267.31
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check						02/12/2021 267.31
		96477, 97038	SEMI ANNUAL FIRE EXTINGUISHER INSPECTION	02/11/2021	02/11/2021	Discount Amount Payable Amount
						0.00 267.31
						Total Vendor Amount
						15,489.22
Vendor Number	Vendor Name					Total Vendor Amount
0000968	GOODY HILL GROUND WORK INC					15,489.22
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check						02/12/2021 15,489.22
		10057	STEVENSON WATER LINE	02/11/2021	02/11/2021	Discount Amount Payable Amount
		10062	PATCHING ROAD AND FIXING CONCRETE	02/11/2021	02/11/2021	0.00 9,068.86
						0.00 6,420.36
						Total Vendor Amount
						137.04
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					137.04
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check						02/12/2021 137.04
		28692212	COPIER LEASE	02/12/2021	02/12/2021	Discount Amount Payable Amount
						0.00 137.04

Payment Register
APPKT01916 - 20210212SW

Vendor Number	Vendor Name					Total Vendor Amount
0001032	HILL'S ELECTRIC MOTOR SERVICE INC.					3,418.07
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date
Check		0119367	BROAD ST PUMP 2	02/11/2021	02/11/2021	02/12/2021
						Payment Amount
						3,418.07
						Discount Amount
						0.00
						Payable Amount
						3,418.07
Vendor Number	Vendor Name					Total Vendor Amount
0001068	INTERCOASTAL TRADING INC.					16,930.85
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date
Check		210176, 210346	BLEACH	02/11/2021	02/11/2021	02/12/2021
						Payment Amount
						16,930.85
						Discount Amount
						0.00
						Payable Amount
						3,490.85
						Discount Amount
						0.00
						Payable Amount
						13,440.00
Vendor Number	Vendor Name					Total Vendor Amount
0001080	IRIE RADIO INC					450.00
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date
Check		643-00003-0011	ADVERTISING	02/12/2021	02/12/2021	02/12/2021
						Payment Amount
						450.00
						Discount Amount
						0.00
						Payable Amount
						450.00
Vendor Number	Vendor Name					Total Vendor Amount
0003219	MARSHALL AVERY					2,000.00
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date
Check		02092021	POLICE RETENTION GRANT	02/11/2021	02/11/2021	02/12/2021
						Payment Amount
						2,000.00
						Discount Amount
						0.00
						Payable Amount
						2,000.00
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,839.96
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date
Check		PPE 02/14/2021	NATIONWIDE 457 EMPLOYEE CONTRIBUTION	02/12/2021	02/12/2021	02/12/2021
						Payment Amount
						3,839.96
						Discount Amount
						0.00
						Payable Amount
						3,839.96
Vendor Number	Vendor Name					Total Vendor Amount
0001590	NORTHERN TOOLS EQUIPMENT					79.91
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date
Check		45944063	WORK GLOVES	02/11/2021	02/11/2021	02/12/2021
						Payment Amount
						79.91
						Discount Amount
						0.00
						Payable Amount
						79.91
Vendor Number	Vendor Name					Total Vendor Amount
0001625	ONE CALL CONCEPTS, INC.					31.75
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date
Check		1016155	MISS UTILITY TICKETS	02/12/2021	02/12/2021	02/12/2021
						Payment Amount
						31.75
						Discount Amount
						0.00
						Payable Amount
						31.75
Vendor Number	Vendor Name					Total Vendor Amount
0001677	PENINSULA DRY CLEANERS, INC					75.00
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date
Check		20-29231	MONTHLY DRY CLEANING	02/12/2021	02/12/2021	02/12/2021
						Payment Amount
						75.00
						Discount Amount
						0.00
						Payable Amount
						75.00

Payment Register

APPKT01916 - 20210212SW

Vendor Number	Vendor Name					Total Vendor Amount
0001680	PENINSULA WATER CONDITIONING INC					2,595.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/12/2021	2,595.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
77769	WATER SOFTENER SPRAYSITE A	02/12/2021	02/12/2021	0.00	2,595.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001705	PITTS MARCUS					90.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/12/2021	90.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
02082021	REIMBURSE - CDL CLASS B LEARNERS PERMIT	02/12/2021	02/12/2021	0.00	90.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					1,802.51
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/12/2021	1,802.51			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
131641	VEHICLE MAINTENANCE	02/11/2021	02/11/2021	0.00	1,802.51	
Vendor Number	Vendor Name					Total Vendor Amount
0003218	SERVICE TODAY INC					49.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/12/2021	49.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
21-3466	HVAC REPAIR	02/12/2021	02/12/2021	0.00	49.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002092	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					98.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/12/2021	98.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AB1-01-423	METER LOG ON FEE	02/12/2021	02/12/2021	0.00	98.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					122.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/12/2021	122.71			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
092 1822969	UNIFORM CLEANING SERVICE - PUBLIC WORKS	02/12/2021	02/12/2021	0.00	122.71	
Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					30.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/12/2021	30.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 02/14/2021	UNITED WAY EMPLOYEE CONTRIBUTION	02/12/2021	02/12/2021	0.00	30.00	



Town of Berlin, MD

Check Register

Packet: APPKT01925 - 20210219SW

f 2/19/21
MTB 2/19/21

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000323	BERLIN AUTOMOTIVE	02/19/2021	Regular	0.00	437.73	19548
0000323	BERLIN AUTOMOTIVE	02/19/2021	Regular	0.00	334.02	19549
0002647	CINTAS RUGS	02/19/2021	Regular	0.00	31.68	19550
0002984	COHEN LAW GROUP	02/19/2021	Regular	0.00	175.00	19551
0000702	DELL MARKETING L P	02/19/2021	Regular	0.00	2,310.06	19552
0000794	EASTERN SHORE COFFEE	02/19/2021	Regular	0.00	22.77	19553
0000847	ENVIROCORP, INC.	02/19/2021	Regular	0.00	1,066.00	19554
0002814	FRONTLINE MOBILE TECH LLC	02/19/2021	Regular	0.00	1,055.00	19555
0001026	HEYWARD INCORPORATED	02/19/2021	Regular	0.00	2,258.99	19556
0001286	LEGAL SHIELD	02/19/2021	Regular	0.00	57.80	19557
0001676	PENINSULA AUTO & TRUCK PARTS, I	02/19/2021	Regular	0.00	106.81	19558
0002524	QUADIENT LEASING USA INC	02/19/2021	Regular	0.00	142.22	19559
0002957	REPUBLIC SERVICES	02/19/2021	Regular	0.00	2,938.87	19560
0002795	SANDPIPER ENERGY INC	02/19/2021	Regular	0.00	189.52	19561
0003218	SERVICE TODAY INC	02/19/2021	Regular	0.00	413.00	19562
0003220	THE GUN SHOP	02/19/2021	Regular	0.00	1,744.77	19563
0002220	USA BLUEBOOK	02/19/2021	Regular	0.00	650.86	19564
0002246	VERIZON-000014448231	02/19/2021	Regular	0.00	782.99	19565
0002247	VERIZON-000718605643	02/19/2021	Regular	0.00	58.99	19566
0002857	VERIZON-850462866001-13	02/19/2021	Regular	0.00	44.89	19567
0002304	WEST OCEAN CITY ILLNESS & INJUR	02/19/2021	Regular	0.00	253.00	19568
0002348	WOR WIC COMMUNITY COLLEGE	02/19/2021	Regular	0.00	220.00	19569
0002363	WORCESTER COUNTY LANDFILL	02/19/2021	Regular	0.00	10,131.25	19570

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	25	23	0.00	25,426.22
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
	25	23	0.00	25,426.22



Town of Berlin, MD

Payment Register

APPKT01925 - 20210219SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000323</u>	BERLIN AUTOMOTIVE	771.75			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	334.02		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>336768,336883,338440</u>	TOOLS, PARTS & OTHER SUPPLIES	02/19/2021	02/19/2021	0	334.02
Check		02/19/2021	437.73		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>338706,340728,340906</u>	COOLANT LEAK	02/19/2021	02/19/2021	0	437.73
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002647</u>	CINTAS RUGS	31.68			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	31.68		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>4074012764</u>	YEARLY RUG SERVICE	02/19/2021	02/19/2021	0	31.68
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002984</u>	COHEN LAW GROUP	175			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	175		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>9</u>	CABLE FRANCHISE PROFESSIONAL SERVICES	02/19/2021	02/19/2021	0	175
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000702</u>	DELL MARKETING L P	2310.06			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	2310.06		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>10465154750</u>	LAPTOP REPLACEMENT	02/19/2021	02/19/2021	0	2310.06
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000794</u>	EASTERN SHORE COFFEE	22.77			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	22.77		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>602058</u>	DISTILLED WATER FOR LAB TESTING	02/19/2021	02/19/2021	0	22.77
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000847</u>	ENVIROCORP, INC.	1066			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	1066		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>2011169</u>	MONITORING WELL SAMPLES	02/19/2021	02/19/2021	0	690
<u>2102114</u>	WEEKLY DISCHARGE SAMPLES	02/19/2021	02/19/2021	0	376
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002814</u>	FRONTLINE MOBILE TECH LLC	1055			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	1055		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>FLM43571a</u>	POLICE EQUIPMENT	02/19/2021	02/19/2021	0	1055

Payment Register
APPKT01925 - 20210219SW

Vendor Number	Vendor Name	Total Vendor Amount			
0001026	HEYWARD INCORPORATED	2258.99			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	2258.99		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
V6569	UV BULBS	02/19/2021	02/19/2021	0	2258.99
Vendor Number	Vendor Name	Total Vendor Amount			
0001286	LEGAL SHIELD	57.8			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	57.8		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0139007 FEB FY 21	LEGAL SHIELD	02/19/2021	02/19/2021	0	57.8
Vendor Number	Vendor Name	Total Vendor Amount			
0001676	PENINSULA AUTO & TRUCK PARTS, INC	106.81			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	106.81		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
183573	TOOLS, PARTS AND OTHER SUPPLIES	02/19/2021	02/19/2021	0	106.81
Vendor Number	Vendor Name	Total Vendor Amount			
0002524	QUADIENT LEASING USA INC	142.22			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	142.22		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
N8701845	POSTAGE LEASE	02/19/2021	02/19/2021	0	142.22
Vendor Number	Vendor Name	Total Vendor Amount			
0002957	REPUBLIC SERVICES	2938.87			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	2938.87		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0425-000900164	WASTE PICKUP AND DISPOSAL HERRON PARK	02/19/2021	02/19/2021	0	2938.87
Vendor Number	Vendor Name	Total Vendor Amount			
0002795	SANDPIPER ENERGY INC	189.52			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	189.52		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
06-605972-67941-1 FEB FY	POWE PLANT NATURAL GAS	02/19/2021	02/19/2021	0	189.52
Vendor Number	Vendor Name	Total Vendor Amount			
0003218	SERVICE TODAY INC	413			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	413		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
21-4527	HVAC REPAIR WELCOME CENTER	02/19/2021	02/19/2021	0	413
Vendor Number	Vendor Name	Total Vendor Amount			
0003220	THE GUN SHOP	1744.77			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	1744.77		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
46843	POLICE SUUPLIES	02/19/2021	02/19/2021	0	1744.77

Payment Register
APPKT01925 - 20210219SW

Vendor Number	Vendor Name					Total Vendor Amount
0002220	USA BLUEBOOK					650.86
Payment Type	Payment Number	Payment Date				Payment Amount
Check		02/19/2021				650.86
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
481336	CHART HUB	02/19/2021	02/19/2021	0	650.86	
Vendor Number	Vendor Name					Total Vendor Amount
0002246	VERIZON-000014448231					782.99
Payment Type	Payment Number	Payment Date				Payment Amount
Check		02/19/2021				782.99
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FEB FY 21	VERIZON TELEPHONE	02/19/2021	02/19/2021	0	782.99	
Vendor Number	Vendor Name					Total Vendor Amount
0002247	VERIZON-000718605643					58.99
Payment Type	Payment Number	Payment Date				Payment Amount
Check		02/19/2021				58.99
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
000718605643 FEB FY 21	VERIZON TELEPHONE 5 MILE BRANCH RD	02/19/2021	02/19/2021	0	58.99	
Vendor Number	Vendor Name					Total Vendor Amount
0002857	VERIZON-850462866001-13					44.89
Payment Type	Payment Number	Payment Date				Payment Amount
Check		02/19/2021				44.89
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
866000113 FEB FY 21	VERIZON TELEPHONE	02/19/2021	02/19/2021	0	44.89	
Vendor Number	Vendor Name					Total Vendor Amount
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER					253
Payment Type	Payment Number	Payment Date				Payment Amount
Check		02/19/2021				253
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15341895,0092,0578	TESTING	02/19/2021	02/19/2021	0	93	
15547919,15228208	WEST OC INJURY DOT PHYSICAL	02/19/2021	02/19/2021	0	160	
Vendor Number	Vendor Name					Total Vendor Amount
0002348	WOR WIC COMMUNITY COLLEGE					220
Payment Type	Payment Number	Payment Date				Payment Amount
Check		02/19/2021				220
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11880,12064	EMPLOYEE AND K9 TRAINING	02/19/2021	02/19/2021	0	220	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					10131.25
Payment Type	Payment Number	Payment Date				Payment Amount
Check		02/19/2021				10131.25
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124 JAN FY 21	REFUSE, RECYCLE AND CAN PULLS	02/19/2021	02/19/2021	0	10131.25	



Town of Berlin, MD

Check Register

Packet: APPKT01926 - 20210219SW

2/19/21
MTB 2/19/21

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000187	ANTHONY SULLIVAN	02/19/2021	Regular	0.00	92.00	19571 -
0000480	CATO OIL CO., INC.	02/19/2021	Regular	0.00	5,668.37	19572
0000572	COMCAST	02/19/2021	Regular	0.00	45.99	19573
0000584	COMPTROLLER OF MARYLAND	02/19/2021	Regular	0.00	2,364.76	19574 -
0000581	COMPTROLLER OF MARYLAND	02/19/2021	Regular	0.00	559.60	19575
0000904	FISHER SCIENTIFIC	02/19/2021	Regular	0.00	1,233.49	19576
0001280	LAWSON JEFFREY D	02/19/2021	Regular	0.00	38.49	19577
0001967	SMITH MARVIN	02/19/2021	Regular	0.00	250.00	19578
0002163	TOWN OF BERLIN	02/19/2021	Regular	0.00	31,911.57	19579

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	9	0.00	42,164.27
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
	9	9	0.00	42,164.27



Town of Berlin, MD

Payment Register

APPKT01926 - 20210219SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0000187	ANTHONY SULLIVAN	92			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2/5/2021	BAL PURCHASE OF SAFETY GLASSES	02/18/2021	02/18/2021	0	92

Vendor Number	Vendor Name	Total Vendor Amount			
0000480	CATO OIL CO., INC.	5668.37			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	5668.37		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2036601	DEC TOWN VEHICLE GAS	02/18/2021	02/18/2021	0	5668.37

Vendor Number	Vendor Name	Total Vendor Amount			
0000572	COMCAST	45.99			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	45.99		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0053157 FEB/MAR	TELEVISION POLICE DEPT	02/18/2021	02/18/2021	0	45.99

Vendor Number	Vendor Name	Total Vendor Amount			
0000581	COMPTROLLER OF MARYLAND	559.6			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	559.6		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
JAN FY 21	ENVIRONMENTAL TRUST FUND REPORT	02/17/2021	02/17/2021	0	559.6

Vendor Number	Vendor Name	Total Vendor Amount			
0000584	COMPTROLLER OF MARYLAND	2364.76			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	2364.76		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
JAN FY 21	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	02/17/2021	02/17/2021	0	2364.76

Vendor Number	Vendor Name	Total Vendor Amount			
0000904	FISHER SCIENTIFIC	1233.49			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	1233.49		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2746281	HACH HQ40D MULTIPLE PORTABLE METER	02/18/2021	02/18/2021	0	1233.49

Vendor Number	Vendor Name	Total Vendor Amount			
0001280	LAWSON JEFFREY D	38.49			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/19/2021	38.49		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
02182021	REIMBURSE - MEALS - TRIP TO FORT MEADE	02/19/2021	02/19/2021	0	38.49

Payment Register

APPKT01926 - 20210219SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0001967</u>	SMITH MARVIN					250
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/19/2021	250			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>02/18/2021</u>	REIMBURSE - PURCHASED SAFETY GLASSES	02/18/2021	02/18/2021	0	250	

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002163</u>	TOWN OF BERLIN					31911.57
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/19/2021	31911.57			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>JAN FY 21</u>	TOWN UTILITY BILLING	02/18/2021	02/18/2021	0	31911.57	



Town of Berlin, MD

Check Register

Packet: APPKT01929 - 20210224SW

By Check Number

MB 2/24/21

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0003195	NICKY CHAVIS	02/24/2021	Regular	0.00	200.00	19580

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	200.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	200.00



Town of Berlin, MD

Payment Register

APPKT01929 - 20210224SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number Vendor Name
0003195 NICKY CHAVIS
Payment Type Payment Number
Check

Total Vendor Amount
200.00

Payable Number Description
WAGES POLL WORKER PAY

Payable Date	Due Date	Payment Date	Payment Amount
10/07/2020	10/07/2020	02/24/2021	200.00
		Discount Amount	Payable Amount
		0.00	200.00



Town of Berlin, MD

02/26/21

Check Register

Packet: APPKT01931 - 20210226SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000073	ADP, INC	02/26/2021	Regular	0.00	549.79	19581
0000088	AFFORDABLE BUSINESS SYSTEMS	02/26/2021	Regular	0.00	85.69	19582
0000090	AFLAC	02/26/2021	Regular	0.00	1,323.72	19583
0000213	ARROW SAFETY DEVICE COMPANY	02/26/2021	Regular	0.00	91.54	19584
0000323	BERLIN AUTOMOTIVE	02/26/2021	Regular	0.00	22.14	19585
0000455	CARD'S TECHNOLOGY	02/26/2021	Regular	0.00	3,867.47	19586
0000480	CATO OIL CO., INC.	02/26/2021	Regular	0.00	6,268.63	19587
0000511	CHOPTANK ELECTRIC COOPERATIVE	02/26/2021	Regular	0.00	5,904.78	19588
0000529	CINTAS FIRST AID & SAFETY	02/26/2021	Regular	0.00	2,344.03	19589
0002647	CINTAS RUGS	02/26/2021	Regular	0.00	62.22	19590
0000572	COMCAST	02/26/2021	Regular	0.00	154.60	19591
0000572	COMCAST	02/26/2021	Regular	0.00	128.39	19592
0000572	COMCAST	02/26/2021	Regular	0.00	369.48	19593
0000572	COMCAST	02/26/2021	Regular	0.00	154.60	19594
0000571	COMCAST BUSINESS	02/26/2021	Regular	0.00	1,003.25	19595
0000678	DAVIS, BOWEN & FRIEDEL	02/26/2021	Regular	0.00	6,697.50	19596
0000784	EA ENGINEERING, SCIENCE AND TEC	02/26/2021	Regular	0.00	4,388.75	19597
0003153	ECM CORPORATION	02/26/2021	Regular	0.00	30,424.59	19598
0000897	FERGUSON ENTERPRISES	02/26/2021	Regular	0.00	1,586.73	19599
0000977	GREAT AMERICA FINANCIAL	02/26/2021	Regular	0.00	308.66	19600
0001083	J & A BOTTLELESS WATER COOLERS	02/26/2021	Regular	0.00	66.00	19601
0001495	MIDDLE DEPARTMENT INSPECTION	02/26/2021	Regular	0.00	214.00	19602
0001697	PIGG, KRAHL, STERN & CO., P.A.	02/26/2021	Regular	0.00	20,600.00	19603
0003127	QUADIENT FINANCE USA, INC	02/26/2021	Regular	0.00	549.30	19604
0003218	SERVICE TODAY INC	02/26/2021	Regular	0.00	240.00	19605
0001998	STAPLES CREDIT PLAN	02/26/2021	Regular	0.00	318.39	19606
0002022	STUART C IRBY CO	02/26/2021	Regular	0.00	6,500.00	19607
0002632	THOMAS TUBBS	02/26/2021	Regular	0.00	80.00	19608
0002928	UNIFIRST CORPORATION	02/26/2021	Regular	0.00	108.43	19609
0002252	VERIZON WIRELESS-720117503-000	02/26/2021	Regular	0.00	960.30	19610
0003055	WASHINGTON NATIONAL INSURANCE	02/26/2021	Regular	0.00	317.94	19611
0002284	WATER TESTING LABS	02/26/2021	Regular	0.00	5,479.00	19612

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	41	32	0.00	101,169.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	41	32	0.00	101,169.92



Town of Berlin, MD

Payment Register

APPKT01931 - 20210226SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name		Total Vendor Amount
0000073	ADP, INC		549.79
Payment Type	Payment Number	Payment Date	Payment Amount
Check	19581	02/26/2021	549.79
Payable Number	Description	Payable Date	Due Date
574473530	ADP PAYROLL PROCESSING CHARGES	02/26/2021	02/26/2021
Discount Amount	Payable Amount		
0.00	549.79		

Vendor Number	Vendor Name		Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS		85.69
Payment Type	Payment Number	Payment Date	Payment Amount
Check	19582	02/26/2021	85.69
Payable Number	Description	Payable Date	Due Date
4023,4024,4022	FEBRUARY LEASE PAYMENTS FOR PRINTERS	02/26/2021	02/26/2021
Discount Amount	Payable Amount		
0.00	85.69		

Vendor Number	Vendor Name		Total Vendor Amount
0000090	AFLAC		1,323.72
Payment Type	Payment Number	Payment Date	Payment Amount
Check	19583	02/26/2021	1,323.72
Payable Number	Description	Payable Date	Due Date
569515	AFLAC SUPPLEMENTAL INSURANCE	02/26/2021	02/26/2021
Discount Amount	Payable Amount		
0.00	1,323.72		

Vendor Number	Vendor Name		Total Vendor Amount
0000213	ARROW SAFETY DEVICE COMPANY		91.54
Payment Type	Payment Number	Payment Date	Payment Amount
Check	19584	02/26/2021	91.54
Payable Number	Description	Payable Date	Due Date
79342	SAFETY LIGHTS	02/25/2021	02/25/2021
Discount Amount	Payable Amount		
0.00	91.54		

Vendor Number	Vendor Name		Total Vendor Amount
0000323	BERLIN AUTOMOTIVE		22.14
Payment Type	Payment Number	Payment Date	Payment Amount
Check	19585	02/26/2021	22.14
Payable Number	Description	Payable Date	Due Date
342386	WIPERS TRUCK 77	02/25/2021	02/25/2021
Discount Amount	Payable Amount		
0.00	22.14		

Vendor Number	Vendor Name		Total Vendor Amount
0000455	CARD'S TECHNOLOGY		3,867.47
Payment Type	Payment Number	Payment Date	Payment Amount
Check	19586	02/26/2021	3,867.47
Payable Number	Description	Payable Date	Due Date
46136	FY20 CARDS MANAGED NETWORK	02/26/2021	02/26/2021
Discount Amount	Payable Amount		
0.00	3,867.47		

Vendor Number	Vendor Name		Total Vendor Amount
0000480	CATO OIL CO., INC.		6,268.63
Payment Type	Payment Number	Payment Date	Payment Amount
Check	19587	02/26/2021	6,268.63
Payable Number	Description	Payable Date	Due Date
2036601 JAN FY 21	TOWN VEHICLE GAS	02/25/2021	02/25/2021
Discount Amount	Payable Amount		
0.00	6,268.63		

Payment Register

APPKT01931 - 20210226SW

Vendor Number	Vendor Name					Total Vendor Amount	
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					5,904.78	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	19588			02/26/2021	5,904.78		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
414700 FEB FY 21	LIBERTYTOWN SPRAY SITE	02/26/2021	02/26/2021	0.00	3,679.97		
9913024900 FEB FY 21	LIBERTYTOWN SPRAY SITE	02/25/2021	02/25/2021	0.00	2,224.81		
Vendor Number	Vendor Name					Total Vendor Amount	
0000529	CINTAS FIRST AID & SAFETY					2,344.03	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	19589			02/26/2021	2,344.03		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
8404953809	FIRST AID CABINET	02/25/2021	02/25/2021	0.00	2,344.03		
Vendor Number	Vendor Name					Total Vendor Amount	
0002647	CINTAS RUGS					62.22	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	19590			02/26/2021	62.22		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
4075371306	YEARLY RUG SERVICE	02/25/2021	02/25/2021	0.00	62.22		
Vendor Number	Vendor Name					Total Vendor Amount	
0000572	COMCAST					807.07	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	19591			02/26/2021	154.60		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
41 016 0042184 MAR FY 21	COMCAST INTERNET AND DIGITAL SVC	02/26/2021	02/26/2021	0.00	154.60		
Check	19592			02/26/2021	128.39		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
41 016 0043323 MAR FY 21	COMCAST INTERNET AND DIGITAL SVC	02/26/2021	02/26/2021	0.00	128.39		
Check	19593			02/26/2021	369.48		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
41 016 0052845 MAR FY 21	COMCAST INTERNET AND DIGITAL SVC	02/26/2021	02/26/2021	0.00	369.48		
Check	19594			02/26/2021	154.60		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
41 019 0041947 MAR FY 21	COMCAST INTERNET AND DIGITAL SVC	02/26/2021	02/26/2021	0.00	154.60		
Vendor Number	Vendor Name					Total Vendor Amount	
0000571	COMCAST BUSINESS					1,003.25	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	19595			02/26/2021	1,003.25		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
117185531	COMCAST BUSINESS	02/24/2021	02/24/2021	0.00	1,003.25		
Vendor Number	Vendor Name					Total Vendor Amount	
0000678	DAVIS, BOWEN & FRIEDEL					6,697.50	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	19596			02/26/2021	6,697.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
153164	PROJ 0050A002.011 GEN ON CALL SERVICES	02/24/2021	02/24/2021	0.00	1,402.50		
153165	PROJ 0050A002.019 OCEAN'S EAST SEAHAWK- ON CALL	02/24/2021	02/24/2021	0.00	1,130.00		
153166	PROJ M0050A002.059 WILLOW AT BERLIN ON CALL ENG	02/24/2021	02/24/2021	0.00	375.00		
153167	PROJ 0050A002.060 RDWAY PAVEMENT OVERLAY PROJS	02/24/2021	02/24/2021	0.00	960.00		
153168	IG BURTON CHEV DEALERSHIP ON CALL TWN OF BERLIN	02/24/2021	02/24/2021	0.00	330.00		
153169	PROJ 0050A110.A01 WTR & WSTWTR CAPACITY EVAL	02/24/2021	02/24/2021	0.00	640.00		
153170	PROJ 0050A112.A01 BROAD ST PUMP STATION EVAL	02/24/2021	02/24/2021	0.00	1,860.00		

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Vendor Number <u>0000784</u>	Vendor Name EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC					Total Vendor Amount 4,388.75
Payment Type Check	Payment Number <u>19597</u>				Payment Date 02/26/2021	Payment Amount 4,388.75
Payable Number <u>143669</u>	Description STRWTR MGNT ON-CALL SUPPORT SVCS	Payable Date 02/24/2021	Due Date 02/24/2021	Discount Amount 0.00	Payable Amount 4,388.75	
Vendor Number <u>0003153</u>	Vendor Name ECM CORPORATION					Total Vendor Amount 30,424.59
Payment Type Check	Payment Number <u>19598</u>				Payment Date 02/26/2021	Payment Amount 30,424.59
Payable Number <u>20016-4-FINAL</u>	Description ECM CORP STREETS RESURFACING PROJECTS	Payable Date 02/24/2021	Due Date 02/24/2021	Discount Amount 0.00	Payable Amount 30,424.59	
Vendor Number <u>0000897</u>	Vendor Name FERGUSON ENTERPRISES					Total Vendor Amount 1,586.73
Payment Type Check	Payment Number <u>19599</u>				Payment Date 02/26/2021	Payment Amount 1,586.73
Payable Number <u>0535142</u>	Description METER PITS	Payable Date 02/25/2021	Due Date 02/25/2021	Discount Amount 0.00	Payable Amount 149.88	
Payable Number <u>WY002090</u>	Description PARTS METER PITS	Payable Date 02/25/2021	Due Date 02/25/2021	Discount Amount 0.00	Payable Amount 1,436.85	
Vendor Number <u>0000977</u>	Vendor Name GREAT AMERICA FINANCIAL					Total Vendor Amount 308.66
Payment Type Check	Payment Number <u>19600</u>				Payment Date 02/26/2021	Payment Amount 308.66
Payable Number <u>28810360</u>	Description LEASED COPIER	Payable Date 02/25/2021	Due Date 02/25/2021	Discount Amount 0.00	Payable Amount 308.66	
Vendor Number <u>0001083</u>	Vendor Name J & A BOTTLELESS WATER COOLERS INC					Total Vendor Amount 66.00
Payment Type Check	Payment Number <u>19601</u>				Payment Date 02/26/2021	Payment Amount 66.00
Payable Number <u>58086</u>	Description WATER COOLER RENTAL (ELECTRIC DEPT.)	Payable Date 02/26/2021	Due Date 02/26/2021	Discount Amount 0.00	Payable Amount 66.00	
Vendor Number <u>0001495</u>	Vendor Name MIDDLE DEPARTMENT INSPECTION AGENCY					Total Vendor Amount 214.00
Payment Type Check	Payment Number <u>19602</u>				Payment Date 02/26/2021	Payment Amount 214.00
Payable Number <u>139826, 139831</u>	Description INSPECTION SERVICES	Payable Date 02/24/2021	Due Date 02/24/2021	Discount Amount 0.00	Payable Amount 214.00	
Vendor Number <u>0001697</u>	Vendor Name PIGG, KRAHL, STERN & CO., P.A.					Total Vendor Amount 20,600.00
Payment Type Check	Payment Number <u>19603</u>				Payment Date 02/26/2021	Payment Amount 20,600.00
Payable Number <u>230522</u>	Description PKS AUDIT FY 2020	Payable Date 02/26/2021	Due Date 02/26/2021	Discount Amount 0.00	Payable Amount 20,600.00	
Vendor Number <u>0003127</u>	Vendor Name QUADIENT FINANCE USA, INC					Total Vendor Amount 549.30
Payment Type Check	Payment Number <u>19604</u>				Payment Date 02/26/2021	Payment Amount 549.30
Payable Number <u>7900 0110 8027 9626 MAR</u>	Description POSTAGE	Payable Date 02/26/2021	Due Date 02/26/2021	Discount Amount 0.00	Payable Amount 549.30	

Payment Register

APPKT01931 - 20210226SW

Vendor Number	Vendor Name					Total Vendor Amount
0003218	SERVICE TODAY INC					240.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	19605			02/26/2021	240.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
21-7087	EMERGENCY REPAIR TO HVAC	02/26/2021	02/26/2021	0.00	240.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001998	STAPLES CREDIT PLAN					318.39
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	19606			02/26/2021	318.39	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2/13/2021	OFFICE SUPPLIES	02/25/2021	02/25/2021	0.00	318.39	
Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					6,500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	19607			02/26/2021	6,500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S012228886.001	2,500 FT UNDERGROUND PRIMARY CABLE	02/26/2021	02/26/2021	0.00	6,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002632	THOMAS TUBBS					80.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	19608			02/26/2021	80.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
02/23/2021	DOT PHYSICAL - WEST OC INJURY & ILLNESS	02/24/2021	02/24/2021	0.00	80.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					108.43
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	19609			02/26/2021	108.43	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
092 1825165	UNIFORM CLEANING SERVICE - PUBLIC WORKS	02/25/2021	02/25/2021	0.00	108.43	
Vendor Number	Vendor Name					Total Vendor Amount
0002252	VERIZON WIRELESS-720117503-00001					960.30
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	19610			02/26/2021	960.30	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9873272467	MDT CARD FEE	02/26/2021	02/26/2021	0.00	960.30	
Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					317.94
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	19611			02/26/2021	317.94	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P2096065	WASHINGTON NATIONAL EMPLOYEE CONTRIBUTION	02/26/2021	02/26/2021	0.00	317.94	
Vendor Number	Vendor Name					Total Vendor Amount
0002284	WATER TESTING LABS					5,479.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	19612			02/26/2021	5,479.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
202100202	ROUTINE WATER SAMPLING	02/25/2021	02/25/2021	0.00	260.00	
SAL2378	ANNUAL WATER TESTING	02/25/2021	02/25/2021	0.00	5,219.00	



Town of Berlin, MD

Check Register

Packet: APPKT01901 - 20210208SW

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	02/08/2021	Regular	0.00	70.10	19486
0000090	AFLAC	02/08/2021	Regular	0.00	1,323.72	19487
0000148	AMERICAN TEST CENTER	02/08/2021	Regular	0.00	1,780.00	19488
0000254	ATSSA	02/08/2021	Regular	0.00	85.00	19489
0000453	CAPITAL ELECTRIC SUPPLY COMPAN	02/08/2021	Regular	0.00	2,812.68	19490
0000455	CARD'S TECHNOLOGY	02/08/2021	Regular	0.00	741.00	19491
0000572	COMCAST	02/08/2021	Regular	0.00	134.65	19492
0000572	COMCAST	02/08/2021	Regular	0.00	182.79	19493
0000572	COMCAST	02/08/2021	Regular	0.00	108.05	19494
0000572	COMCAST	02/08/2021	Regular	0.00	154.60	19495
0000678	DAVIS, BOWEN & FRIEDEL	02/08/2021	Regular	0.00	5,318.50	19496
0003214	DELMARVA ARMORY LLC	02/08/2021	Regular	0.00	858.00	19497
0000794	EASTERN SHORE COFFEE	02/08/2021	Regular	0.00	8.75	19498
0000907	FLAG PUBLICATIONS INC	02/08/2021	Regular	0.00	251.75	19499
0001040	HOME DEPOT CREDIT CARD SERVI	02/08/2021	Regular	0.00	143.27	19500
0001495	MIDDLE DEPARTMENT INSPECTION	02/08/2021	Regular	0.00	631.40	19501
0001505	MML POLICE EXECUTIVE ASSOCIATI	02/08/2021	Regular	0.00	125.00	19502
0001564	NATIONAL TRANSFORMER SALES	02/08/2021	Regular	0.00	545.28	19503
0001565	NATIONWIDE RETIREMENT SOLUTIC	02/08/2021	Regular	0.00	3,789.96	19504
0002524	QUADIENT LEASING USA INC	02/08/2021	Regular	0.00	840.12	19505
0001757	RACETRACK AUTO CENTER	02/08/2021	Regular	0.00	319.48	19506
0003171	RICKY JARMON	02/08/2021	Regular	0.00	800.04	19507
0001997	STAPLES BUSINESS CREDIT	02/08/2021	Regular	0.00	217.59	19508
0002022	STUART C IRBY CO	02/08/2021	Regular	0.00	1,028.00	19509
0003149	TRANSAMERCIA	02/08/2021	Regular	0.00	335.10	19510
0002928	UNIFIRST CORPORATION	02/08/2021	Regular	0.00	122.71	19511
0002205	UNITED WAY OF THE EASTERN SHO	02/08/2021	Regular	0.00	30.00	19512
0002255	VERIZON WIRELESS - LERT B	02/08/2021	Regular	0.00	8,700.66	19513
0002301	WESCO RECEIVABLES CORP.	02/08/2021	Regular	0.00	616.40	19514
0002348	WOR WIC COMMUNITY COLLEGE	02/08/2021	Regular	0.00	40.00	19515

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	38	30	0.00	32,114.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	38	30	0.00	32,114.60



Town of Berlin, MD

Payment Register

APPKT01901 - 20210208SW

01 - Vendor Set 01

2/8/21

MFB 2/8/21

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount
<u>0000088</u>	AFFORDABLE BUSINESS SYSTEMS	70.10
Payment Type	Payment Number	Payment Date
Check		02/08/2021
Payable Number	Description	Payable Amount
<u>IN158484</u>	COPIER LEASE	70.10
Payable Date	Due Date	Discount Amount
02/02/2021	02/02/2021	0.00

Vendor Number	Vendor Name	Total Vendor Amount
<u>0000090</u>	AFLAC	1,323.72
Payment Type	Payment Number	Payment Date
Check		02/08/2021
Payable Number	Description	Payable Amount
<u>139558</u>	AFLAC SUPPLEMENTAL INSURANCE	1,323.72
Payable Date	Due Date	Discount Amount
02/02/2021	02/02/2021	0.00

Vendor Number	Vendor Name	Total Vendor Amount
<u>0000148</u>	AMERICAN TEST CENTER	1,780.00
Payment Type	Payment Number	Payment Date
Check		02/08/2021
Payable Number	Description	Payable Amount
<u>2210052</u>	ANNUAL DIE ELECTRICAL TESTING ON BUCKET TRUCKS	1,780.00
Payable Date	Due Date	Discount Amount
02/04/2021	02/04/2021	0.00

Vendor Number	Vendor Name	Total Vendor Amount
<u>0000254</u>	ATSSA	85.00
Payment Type	Payment Number	Payment Date
Check		02/08/2021
Payable Number	Description	Payable Amount
<u>INV-48215-17T4R0</u>	ANNUAL MEMBERSHIP DUES	85.00
Payable Date	Due Date	Discount Amount
02/04/2021	02/04/2021	0.00

Vendor Number	Vendor Name	Total Vendor Amount
<u>0000453</u>	CAPITAL ELECTRIC SUPPLY COMPANY	2,812.68
Payment Type	Payment Number	Payment Date
Check		02/08/2021
Payable Number	Description	Payable Amount
<u>S042702771.001</u>	50 WATT LED OVERHEAD STREET LIGHT FIXTURES	2,435.87
<u>S043029498.001.002</u>	2 BOXES MILBANK A7551 CLOSURE PLATES	376.81
Payable Date	Due Date	Discount Amount
02/04/2021	02/04/2021	0.00
02/04/2021	02/04/2021	0.00

Vendor Number	Vendor Name	Total Vendor Amount
<u>0000455</u>	CARD'S TECHNOLOGY	741.00
Payment Type	Payment Number	Payment Date
Check		02/08/2021
Payable Number	Description	Payable Amount
<u>46156</u>	LICENSING	741.00
Payable Date	Due Date	Discount Amount
02/02/2021	02/02/2021	0.00

Vendor Number	Vendor Name	Total Vendor Amount
<u>0000572</u>	COMCAST	580.09
Payment Type	Payment Number	Payment Date
Check		02/08/2021
Payable Number	Description	Payable Amount
<u>41 016 0023325 FEB FY 21</u>	COMCAST INTERNET AND DIGITAL SVC	134.65
Payable Date	Due Date	Discount Amount
02/02/2021	02/02/2021	0.00
02/08/2021		182.79
Payable Number	Description	Payable Amount
<u>41 016 0024711 FEB FY 21</u>	COMCAST INTERNET AND DIGITAL SVC	182.79
Payable Date	Due Date	Discount Amount
02/02/2021	02/02/2021	0.00

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Check					02/08/2021	108.05
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>41 016 0042978 FEB FY 21</u>	COMCAST INTERNET AND DIGITAL SVC	02/02/2021	02/02/2021	0.00	108.05	
Check					02/08/2021	154.60
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>41 016 0149930 FEB FY 21</u>	COMCAST INTERNET AND DIGITAL SVC	02/02/2021	02/02/2021	0.00	154.60	
Vendor Number	Vendor Name				Total Vendor Amount	
<u>0000678</u>	DAVIS, BOWEN & FRIEDEL				5,318.50	
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	5,318.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>152524</u>	PROJ 0050A002.019 OCEAN'S EAST SEAHAWK	02/03/2021	02/03/2021	0.00	285.00	
<u>152525</u>	PROJ 0050A002.023 TOWN DESIGN & CONSTR STD UPDTS	02/03/2021	02/03/2021	0.00	735.00	
<u>152526</u>	PROJ WILLOW ST BERLIN OMN CALL PLAN/ENG SVCS	02/03/2021	02/03/2021	0.00	637.50	
<u>152527</u>	PROJ 0050A002.061 IG BURTON CHEV DEALERSHIP	02/03/2021	02/03/2021	0.00	952.50	
<u>152528</u>	PROJ 0050A002.066 ATHENA PLAZA	02/03/2021	02/03/2021	0.00	1,778.50	
<u>152530</u>	PROJ 0050A112.A01 BROAD ST PUMP STATION EVALUATION	02/03/2021	02/03/2021	0.00	930.00	
Vendor Number	Vendor Name				Total Vendor Amount	
<u>0003214</u>	DELMARVA ARMORY LLC				858.00	
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	858.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>1017,1018,1019</u>	RANGE TIME	02/04/2021	02/04/2021	0.00	858.00	
Vendor Number	Vendor Name				Total Vendor Amount	
<u>0000794</u>	EASTERN SHORE COFFEE				8.75	
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	8.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>218504</u>	BOTTLED WATER AND COOLER RENTAL FEES	02/04/2021	02/04/2021	0.00	8.75	
Vendor Number	Vendor Name				Total Vendor Amount	
<u>0000907</u>	FLAG PUBLICATIONS INC				251.75	
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	251.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>333474</u>	PUBLIC WORKS JOB DESCRIPTION AD	02/02/2021	02/02/2021	0.00	208.00	
<u>333482</u>	ADVERTISING	02/02/2021	02/02/2021	0.00	43.75	
Vendor Number	Vendor Name				Total Vendor Amount	
<u>0001040</u>	HOME DEPOT CREDIT CARD SERVICES				143.27	
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	143.27	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>12/31/2020 FY 21</u>	TOOLS,PARTS AND OTHER SUPPLIES	02/04/2021	02/04/2021	0.00	143.27	
Vendor Number	Vendor Name				Total Vendor Amount	
<u>0001495</u>	MIDDLE DEPARTMENT INSPECTION AGENCY				631.40	
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	631.40	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>139639,637,638</u>	INSPECTION SERVICES	02/04/2021	02/04/2021	0.00	631.40	

Payment Register

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Vendor Number	Vendor Name					Total Vendor Amount
<u>0001505</u>	MML POLICE EXECUTIVE ASSOCIATION					125.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	125.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>4/9/2021 CONF</u>	DUES	02/02/2021	02/02/2021	0.00	125.00	
<u>0001564</u>	NATIONAL TRANSFORMER SALES					545.28
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	545.28	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>SD2021-37</u>	SOLAR METERS FOCUS,AXR,ACTIVE ENERGY W/TOU	02/02/2021	02/02/2021	0.00	545.28	
<u>0001565</u>	NATIONWIDE RETIREMENT SOLUTIONS					3,789.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	3,789.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>PPE 01/31/2021</u>	NATIONWIDE 457 EMPLOYEE CONTRIBUTION	02/02/2021	02/02/2021	0.00	3,789.96	
<u>0002524</u>	QUADIENT LEASING USA INC					840.12
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	840.12	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>N8690799</u>	MAIL STUFFER LEASE	02/02/2021	02/02/2021	0.00	840.12	
<u>0001757</u>	RACETRACK AUTO CENTER					319.48
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	319.48	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>131330</u>	VEHICLE REPAIR	02/02/2021	02/02/2021	0.00	319.48	
<u>0003171</u>	RICKY JARMON					800.04
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	800.04	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>JANUARY FY 21</u>	CLEANING SERVICE	02/02/2021	02/02/2021	0.00	800.04	
<u>0001997</u>	STAPLES BUSINESS CREDIT					217.59
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	217.59	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>1632926883</u>	JANUARY OFFICE SUPPLIES	02/02/2021	02/02/2021	0.00	217.59	
<u>0002022</u>	STUART C IRBY CO					1,028.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/08/2021	1,028.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>S012137261.002</u>	3 PHASE METER SOCKET 13 TERMINAL 2-PC RINGLESS	02/02/2021	02/02/2021	0.00	278.00	
<u>S012229087.001</u>	2" PE2UG10ST PVC U-GUARD 10FT. SECTIONS	02/04/2021	02/04/2021	0.00	750.00	

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Vendor Number	Vendor Name					Total Vendor Amount
<u>0003149</u>	TRANSAMERICA					335.10
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/08/2021	335.10			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>250406716</u>	TRANSAMERICA EMPLOYEE BENEFIT - JANUARY	02/02/2021	02/02/2021	0.00	335.10	

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002928</u>	UNIFIRST CORPORATION					122.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/08/2021	122.71			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>092 1821897</u>	UNIFORM CLEANING SERVICE - PUBLIC WORKS	02/02/2021	02/02/2021	0.00	122.71	

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002205</u>	UNITED WAY OF THE EASTERN SHORE					30.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/08/2021	30.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>PPE 01/31/2021</u>	UNITED WAY EMPLOYEE CONTRIBUTION	02/02/2021	02/02/2021	0.00	30.00	

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002255</u>	VERIZON WIRELESS - LERT B					8,700.66
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/08/2021	8,700.66			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>30150CC8S1220</u>	#2 STEVENSON LANE - RELOCATE PEDESTAL	02/02/2021	02/02/2021	0.00	8,700.66	

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002301</u>	WESCO RECEIVABLES CORP.					616.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/08/2021	616.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>714450.708466.749534</u>	MATERIALS AND SUPPLIES - INVENTORY	02/02/2021	02/02/2021	0.00	616.40	

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002348</u>	WOR WIC COMMUNITY COLLEGE					40.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/08/2021	40.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>12028</u>	EMPLOYEE AND K9 TRAINING	02/02/2021	02/02/2021	0.00	40.00	