



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall

10 William Street

Monday, January 11, 2021

EFFECTIVE 11/23/2020: SPECIAL NOTICE: There will be no public or press attendance permitted at Mayor and Council Meetings until further notice; attendance will be limited to Elected Officials, designated personnel and presenters as appropriate. We will continue to live stream Mayor and Council Meetings during the ongoing Coronavirus/Covid-19 State of Emergency. Your patience and understanding as we work to meet the restrictions on gathering size, while still conducting Town business is truly appreciated.

- Meeting packets will be posted by 5:00 p.m. on the Wednesday before the meeting.
- Written questions will be accepted to provide the Mayor and Council the opportunity to review and discuss BY 12:00 PM/NOON on the day of the meeting. Submit to:
 - Email: info@berlinmd.gov, please use M&C Comments as your subject
 - Fax to: 410-641-2316
 - Mail to: Berlin Town Hall, Attn: M&C Comments, 10 Williams St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
 - Drop off in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.

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

No response will be given to questions and comments submitted via Facebook during a regular meeting.

PUBLIC HEARINGS: If a public hearing is scheduled, questions will also be taken via Facebook during the Public Hearing portion of that meeting. A staff member will monitor the questions for duplicates, language and appropriateness to the Public Hearing topic. Depending on the volume of questions, we may not be able address everyone.

Responses will be given out loud via the live stream; they WILL NOT be responded to via the comments on Facebook.



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall

10 William Street

Monday, January 11, 2021

7:00 PM REGULAR SESSION – Livestreamed to Facebook via Zoom

1. Approval of the Minutes for:
 - a. Regular Session of 12/14/20
 - b. Work Session with District 38 Delegation 12/17/20
2. Motion 2021-01: Approving Deeding of Real Property at Right of Way MD 376 – SHA Representative Judd Vickers
3. Motion 2021-02: Approving the Mandated Amendments to the Use of Force General Order – Police Chief Arnold Downing
4. Town Administrator's Report
5. Departmental Reports
6. Comments from the Mayor
7. Comments from the Council
8. Comments from the Public (Questions or comments submitted prior to 12 noon on Monday, January 11, 2021 will be addressed at this time. Questions submitted on Facebook will not be answered during the meeting except during public hearings as applicable.)
9. Comments from the Press (Questions or comments submitted prior to 12 noon on Monday, January 11, 2021 will be addressed at this time. Questions submitted on Facebook will not be answered during the meeting except during public hearings as applicable.)
10. 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, December 14, 2020

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, Water Resources Director Jamey Latchum, Planning Director Dave Engelhart, 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.

Mayor Tyndall explained the process of using Zoom and asked for patience as we are still learning how to use the system. Following the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 7:00 PM.

1. Approval of the Minutes for:

a. Regular Session of 10/21/20:

On the motion of Councilmember Orris, seconded by Councilmember Knerr, the Work Session Minutes of October 21, 2020 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>	3		2		

b. Statement of Closure for Executive Session of 11/23/20:

Mayor Tyndall read the Statement of Closure and noted that it was a unanimous vote to close the meeting.

c. Executive Session of 11/23/20:

On the motion of Vice-President Burrell, seconded by Councilmember Orris, the Executive Session minutes of November 23, 2020 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. Regular Session of 11/23/20:

On the motion of Councilmember Knerr, seconded by Councilmember Orris, the Regular Session Minutes of November 23, 2020 were approved by the following vote:

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

2. Pigg, Krah, and Stern FY2020 Audit Presentation

Representing PKS, Partner Michael Kleger and Manager Leslie Michalik were present via Zoom for the FY 2020 audit presentation. Councilmember Orris asked why the presentation says 3.75 months of unrestricted funds available, but the audit paperwork says 5.75 months; Ms. Michalik explained that the 3.75 figure is correct, it does not include the impact fees. Councilmember Nichols asked if our Sewer fund is negative, where would we get the money from for an emergency. Mr. Kleger said for a major expense it would be wise to look into financing instead of pulling from the general fund. Ms. Michalik said the audit was performed electronically this year and the books and records of the Town are in good order. Mayor Tyndall asked if, when setting up a reserve account, should it be done with assigned or committed funds so it requires action to use; Ms. Michalik said committed funds would require a resolution to be used and assigned funds would only need to be unassigned by a Council vote. Mayor Tyndall then asked if other municipalities have reserves in their capital funds; Mr. Kleger said this is something that most municipalities struggle with. Councilmember Knerr then asked if we can re-finance the spray irrigation property listed on page 36 of the audit report because the interest rate is high; Ms. Saleh said this bond did not allow refinancing; it was negotiated that way. Councilmember Knerr then asked about the lease with Mr. Brushmiller that runs through June 2023; he asked if we decide to sell or demolish, can this contract be voided. Mr. Fleetwood said there is a 90-day kick out clause and Mr. Brushmiller would have the first right of refusal to purchase the property at market rate. Mayor Tyndall thanked PKS for their time and mentioned that the Town has a lot of aging infrastructure, so we will need to think about future expenses. Mr. Kleger said to seek grants as a resource.

3. Water and Sewer Projections

Southeast Rural Community Assistance Project (SERCAP) representative Jean Holloway was present via Zoom. Mayor Tyndall thanked her for all the time she and staff have put into this report. Ms. Holloway mentioned that SERCAP does this for free to agencies and said these figures are all estimates based on projections. Councilmember Knerr mentioned that the meters trip every 1,000 gallons, but 100 gallons would be more accurate; Ms. Holloway said due to the age of the meters, most of which are at least 25 years old, they cannot be set up that way. Councilmember Orris said he would like to see work begin on a full cost analysis to replace meters. Ms. Holloway said she can assist the Town in doing that and they can perform a water audit too. Mayor Tyndall asked if we can establish a schedule to continue to work with SERCAP to develop a water rate study and audit.

4. Discussion only re: Deeding property right of way MD 376

SHA representatives Judd Vickers, Doug Sommers, and Dallas Baker were present via Zoom. Mr. Vickers discussed the highlighted plat. The intent of this presentation was to discuss the need for

the town to deed property and right of ways to SHA for the widening of both 113 and 376. Mr. Sommers said this fee simple area will help improve the movement of traffic, create a safer controlled intersection, and will help with costs later down the road. Vice-President Burrell asked for them to explain the development plan; Ms. Sommers said the Town has plans to align Decatur street with Flower street at the town's cost but the project for discussion has nothing to do with this alignment other than assuring that after the deeding the town would still be able to move forward with its future project. Councilmember Nichols expressed concern about Flower Street becoming a cut through for traffic. Councilmember Purnell said this is something that will only improve this area and is something they have discussed for many years and asked if the development plans can be sent to the new Councilmembers to clear up questions and concerns they may have. Mayor Tyndall asked if we could proceed with advertisements in the paper to move forward with the process; Vice-President Burrell said he would need more time to review. Mayor Tyndall said advertising this will not commit us to anything, it would only allow further discussion and public input. Councilmember Nichols added that she would like clearer pictures; Mr. Baker said imagine a third lane at Bay Street with improved utilities and sidewalks. With consensus, the Council agreed to prepare the advertisement for the papers with the understanding that more information and designs would be available for review.

5. Ocean's East II, LLC EDU Agreement

Owner/Developer Blair Rinnier and his Attorney Mark Cropper, Esq. were present via Zoom. Mr. Engelhart explained that Ocean's East II, LLC is looking to purchase 48 EDU's. Councilmember Orris asked if each phase is one building; Mr. Engelhart said it is a collection of buildings, phase one consisted of eight buildings and the community center. Councilmember Knerr asked why there is a section in the agreement mentioning future desire to change and subdivide; Mr. Engelhart said it necessary for the future because the EDU's ride with the parcel. Ms. Jensen stated that it is standard language in all EDU agreements, not unique to Ocean's East.

On the motion of Councilmember Purnell, seconded by Vice-President Burrell, the Ocean's East II, LLC EDU Agreement was approved by the following vote:

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

6. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood was asking for approval to purchase a new Town vehicle for \$23,000 due to his current vehicle having several engine issues.

On the motion of Vice-President Burrell, seconded by Councilmember Nichols, the request to purchase a new vehicle in the amount of \$23,000 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				

Mr. Fleetwood then mentioned that Public Works Superintendent Dave Wheaton will be retiring on April 1, 2021 and Police Officer Claude Holland will be retiring on January 1, 2021. He then mentioned that Water Resources Director Jamey Latchum was called in on Saturday regarding waste that needed to be pumped on Burley St. due to a backup in a home. Mayor Tyndall said Mr. Latchum had to borrow the equipment needed to remedy the situation, so he has asked him to explore acquiring that equipment for future use.

7. Departmental Reports:

a. Economic and Community Development Director – Jeffrey Fleetwood on behalf of Ivy Wells
Mr. Fleetwood gave a list of the winners of the ‘Light up Berlin Contest’ and said there is a People’s Choice Award too and that information will be posted online.

b. Deputy Town Administrator – Mary Bohlen
Ms. Bohlen thanked everyone for their patience with Zoom.

c. Water Resources Director – Jamey Latchum
Mr. Latchum said they replaced five valves and serviced the water tap at West Street. Mr. Fleetwood commented that this year they have replaced 18 of about 450 valves in Town and need to continue replacing due to age.

d. Finance Director – Natalie Saleh
Ms. Saleh said she will be in contact with Ms. Holloway to devise a plan to continue working together. She also mentioned that the Public Service Commission (PSC) meeting will take place at 1pm tomorrow electronically. The attorney for PSC matters Jill Barker is retiring but has made a recommendation for another attorney who she spoke highly of.

e. Administrative Manager – Kelsey Jensen
Ms. Jensen thanked Ms. Bohlen for all of the time she has put into learning Zoom and being sure this meeting was able to take place. She then mentioned that she sent an email about voluntary contributions to United Way and encouraged employees to contribute. Lastly, she said she has been working on year end reporting for ADP, MSRS, OSHA, and several other organizations. Mr. Fleetwood echoed thanks to Ms. Bohlen and said if you have any suggestions for future meetings place sent them our way. He also mentioned that Delmar Pizza has offered to donate a boxed holiday lunch to each employee, they are still working out the details.

8. Comments from the Mayor:

Mayor Tyndall asked Mr. Fleetwood to thank Delmar Pizza for their donation. He also thanked Ms. Bohlen for setting the meeting up. Lastly, he mentioned they have set up a Work session via Zoom for December 17th to meet with the Delegation of District 38.

9. Comments from the Council:

Vice-President Burrell thanked the Town staff for all of their hard work and wished everyone a happy holiday season.

Councilmember Purnell wished everyone a Merry Christmas and Happy New Year.

Councilmember Nichols thanked everyone for their continued support and helping her to get acclimated and wished everyone a happy holiday.

Councilmember Orris echoed thanks to staff and Ms. Bohlen for setting the call up. He then asked if we can list the Town’s EDU status in the weekly report; Mayor Tyndall asked if he is looking for

total capacity because that is not ready yet, but will be soon; Councilmember Orris said that would be great. He also wished everyone a happy holiday.

Councilmember Knerr expressed his appreciation to Ms. Bohlen but said he is looking forward to meeting in person with the public once again.

10. Comments from the Public – Ms. Bohlen mentioned there was only one email and it was asking if they could hold meetings via Zoom and allow public participation; she then said that was not likely right now, but you can still submit questions to info@berlinmd.gov in the meantime.

11. Comments from the Press – none.

12. Adjournment:

On the motion of Vice-President Burrell, seconded by Councilmember Purnell, the Mayor and Council meeting was adjourned at approximately 9:25 PM.

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

Respectfully Submitted,


 Kelsey Jensen
 Administrative Manager



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Thursday, December 17, 2020

6:00 PM WORK SESSION – Via Zoom

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

Staff Present: Town Administrator Jeff Fleetwood and Town Attorney David Gaskill.

District 38 Representatives: Senator Mary Beth Carozza-District 38, Representative Charles Otto-District 38A and Delegate Wayne Hartman-District 38C.

The Work Session was conducted via Zoom. Following brief introductions from all participants Mayor Tyndall shared that he had prepared a power point presentation to discuss a few topics that were of great interest/concerns to the Town of Berlin.

The topics discussed were:

- Berlin Electric Utility-Discussion surrounding the impact of the renewal energy portfolio and the current efforts of the five Maryland municipalities that have an electric utility to get a bill through the Maryland legislature that would greatly help financially for all the small not for profit municipal electric utilities.
- Berlin Community Center-Discussion regarding the Town's plan for a potential future Community Center and discussion surrounding the current disrepair of the current structure.
- COVID-19 Impacts
- Heron Park Property-Discussion regarding the demolition of the main processing building and that the Town has applied for a demo grant through DHCD.

Mayor Tyndall thanked everyone for their participation.

Respectfully Submitted,



Jeff Fleetwood
Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2021-01

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO CONVEY PUBLIC PROPERTY IN ACCORDANCE WITH THE TOWN OF BERLIN CHARTER SECTION C5-1(47) TO THE STATE OF MARYLAND DEPARTMENT OF TRANSPORTATION STATE ROADS COMMISSION OF THE STATE HIGHWAY ADMINISTRATION.

WHEREAS, The Town of Berlin, Maryland is the owner of the parcel of land situated in the Third Tax District, Worcester County, Maryland identified as Item No.112365 on the State of Maryland, Department of Transportation, State Highway Administration, State Roads Commission (hereinafter referred to as "SHA") Plat No.61604 which has been filed for record with and electronically recorded by the Maryland State Archives.

WHEREAS, The parcel to be conveyed, consisting of 630 square feet, or 0.014 of an acre of land, holds no practical public use and is necessary for the completion of SHA's Right of Way Project No. WO155_1, also referred to as "MD 376 at US 113 Geometric Improvements".

WHEREAS, The Town of Berlin, MD will also grant a Perpetual Easement Area of 496 square feet or 0.011 of an acre of land and a Temporary Easement Area of 1,136 square feet or 0.026 of an acre of land for SHA Right of Way Project No. WO155-1, Item No. 112365, and a Perpetual Easement Area identified as SHA Item No.112364 of 4,031 square feet or 0.093 of an acre of land which are necessary for completion of the Right of Way Project.

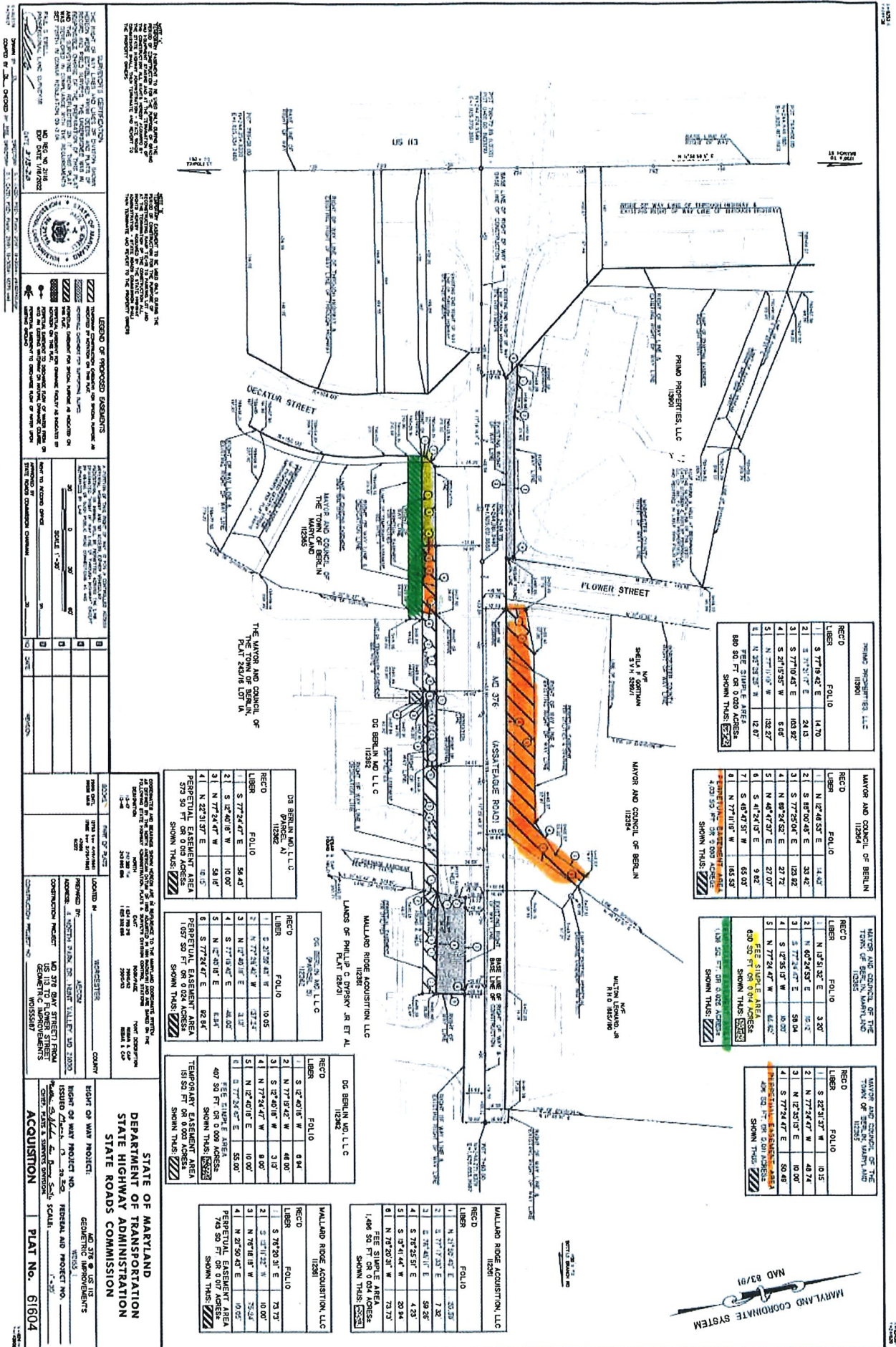
APPROVED THIS 11TH DAY OF JANUARY 2021 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF _____ TO _____ OPPOSED, WITH _____ ABSTAINING AND _____ ABSENT.

DEAN BURRELL, VICE PRESIDENT

APPROVED THIS 11TH DAY OF JANUARY 2021 BY THE MAYOR OF THE TOWN OF BERLIN.

ZACKERY TYNDALL, MAYOR

ATTEST: _____
JEFFREY FLEETWOOD
TOWN ADMINISTRATOR



PRIMO PROPERTIES, LLC
11280

REC'D	FOLIO
1	S 77°18'42" E 14.70
2	N 77°18'42" E 24.13
3	S 77°18'42" E 103.82
4	S 27°15'57" W 5.68
5	N 77°18'42" W 122.27
6	S 47°24'57" E 9.82
7	S 47°24'57" E 65.57
8	N 77°18'42" W 146.53

4.23 AC. ±
SHOWN THIS: 11280

MAYOR AND COUNCIL OF BERLIN
11284

REC'D	FOLIO
1	N 12°48'57" E 14.42
2	S 88°00'42" E 33.42
3	S 77°25'04" E 123.82
4	N 88°24'52" E 27.72
5	N 48°47'37" E 27.07
6	S 47°24'57" E 9.82
7	S 47°24'57" E 65.57
8	N 77°18'42" W 146.53

4.23 AC. ±
SHOWN THIS: 11284

MAYOR AND COUNCIL OF THE
TOWN OF BERLIN, MARYLAND
11285

REC'D	FOLIO
1	N 12°48'57" E 14.42
2	S 88°00'42" E 33.42
3	S 77°25'04" E 123.82
4	N 88°24'52" E 27.72
5	N 48°47'37" E 27.07
6	S 47°24'57" E 9.82
7	S 47°24'57" E 65.57
8	N 77°18'42" W 146.53

4.23 AC. ±
SHOWN THIS: 11285

MAYOR AND COUNCIL OF THE
TOWN OF BERLIN, MARYLAND
11286

REC'D	FOLIO
1	S 22°31'37" W 10.15
2	N 77°24'47" W 40.74
3	N 12°35'17" E 10.00
4	S 77°24'47" W 50.48

4.23 AC. ±
SHOWN THIS: 11286

WALLARD RIDGE ACQUISITION, LLC
11281

REC'D	FOLIO
1	N 27°25'42" E 20.25
2	S 77°18'42" E 7.22
3	S 77°18'42" E 99.26
4	S 77°25'04" E 4.23
5	S 12°41'42" W 20.04
6	N 77°25'04" W 73.17

1.46 AC. ±
SHOWN THIS: 11281

WALLARD RIDGE ACQUISITION, LLC
11281

REC'D	FOLIO
1	S 77°25'04" E 73.17
2	S 12°41'42" W 73.17
3	N 77°25'04" W 73.17
4	N 27°25'42" E 20.04

1.46 AC. ±
SHOWN THIS: 11281

DC BERLIN MD, LLC
11282

REC'D	FOLIO
1	S 77°24'47" E 54.42
2	S 12°48'57" W 10.00
3	N 77°24'47" W 58.18
4	N 22°31'37" E 4.23

4.23 AC. ±
SHOWN THIS: 11282

DC BERLIN MD, LLC
11282

REC'D	FOLIO
1	S 77°24'47" E 10.05
2	N 77°24'47" W 137.24
3	N 12°48'57" E 1.12
4	S 12°48'57" E 48.00
5	N 12°48'57" E 48.00
6	S 77°24'47" E 102.94

1.57 AC. ±
SHOWN THIS: 11282

DC BERLIN MD, LLC
11282

REC'D	FOLIO
1	S 12°48'57" W 8.94
2	N 77°24'47" W 48.00
3	S 12°48'57" W 3.12
4	N 77°24'47" E 10.00
5	N 12°48'57" E 55.00
6	S 77°24'47" E 102.94

1.57 AC. ±
SHOWN THIS: 11282



LEGEND OF PROPOSED EASEMENTS

SYMBOL	DESCRIPTION
///	Proposed Easement
---	Proposed Right-of-Way
---	Proposed Roadway
---	Proposed Utility

STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

ACQUISITION
PLAT NO. 61604

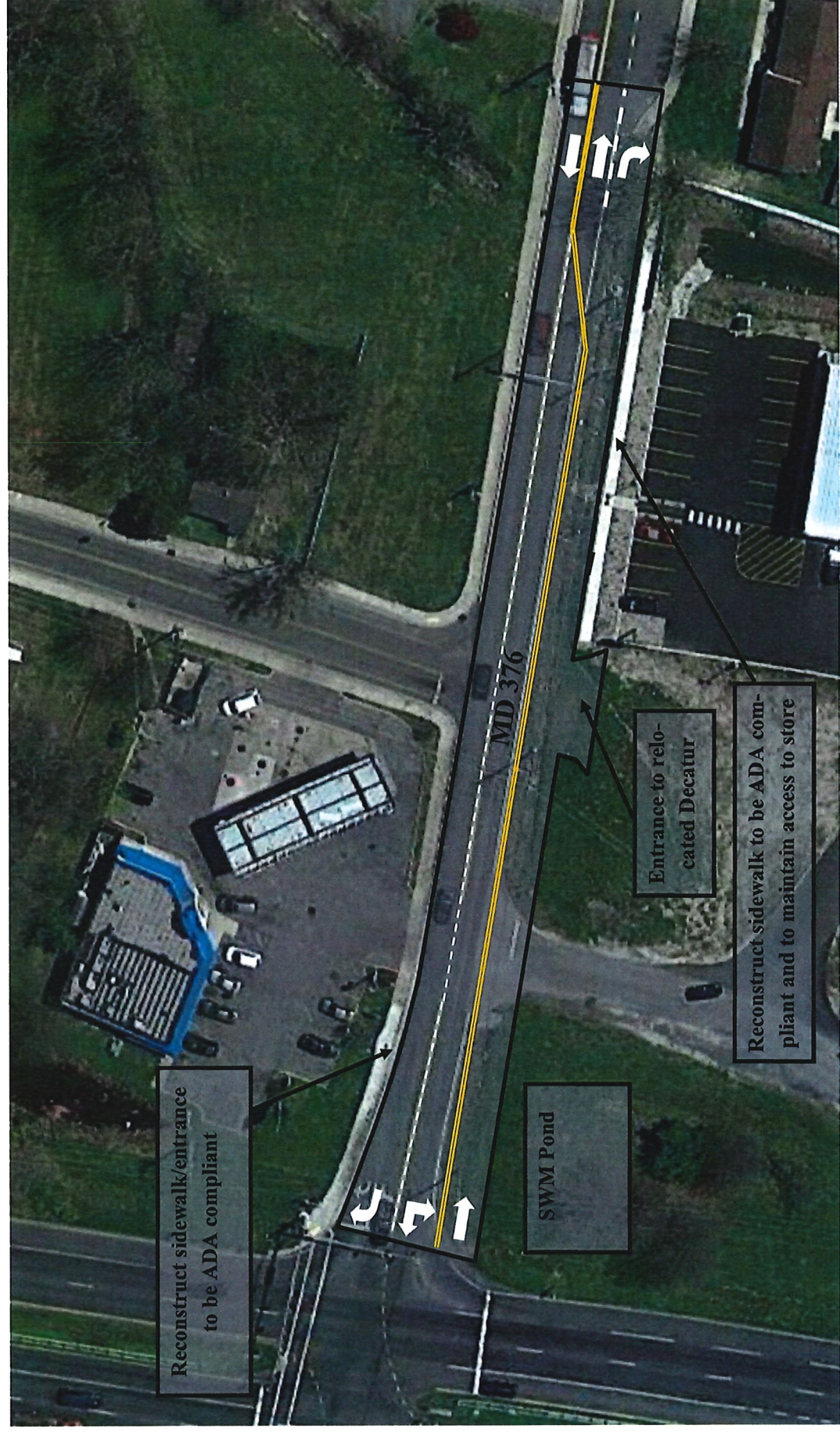
STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

ACQUISITION
PLAT NO. 61604

STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

MD 376 From US 113 to East of Flower Street Phase 2 Geometric Improvements

Purpose and Need: westbound traffic queues on MD 376 extend over 400' or more due to a single lane bottleneck between US 113 and Flower Street. Proposed improvements will increase the width of MD 376 for approximately 700' so we can lengthen the right turn lane onto US 113 North.



Purpose and Need: This intersection experiences extensive congestion and heavy RV/Trailer traffic during tourist season. Southbound vehicles turning left onto MD 376 queue up beyond the storage capacity of the existing left turn bay, extending into the through lane of southbound US 113. The current left turn lane from US 113 southbound to the east side of MD 376 is approximately 375'. The proposed turn lane will be approximately 850'





MOTION OF THE MAYOR AND COUNCIL 2021-02

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE MANDATED AMENDMENTS TO THE USE OF FORCE GENERAL ORDER.

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

BERLIN POLICE DEPARTMENT
Berlin, Maryland

SUBJECT: USE OF FORCE and REPORTING USE OF FORCE		NO: 200 F-1
APPROVED/EFFECTIVE DATE January 31, 2021	AMENDS G.O. 200 F-1 dated November 14, 2011	RESCINDS
DISTRIBUTION/DATE January 31, 2021	REFERENCES 71 Opinions of Attorney Gen'l 1986 Opinion No. 86-606, Nov. 17, 1986	

- .10 The Berlin Police Department recognizes the value and special integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this Department that police officers shall use only that force that is reasonably necessary to effectively bring an incident under control. The Berlin Police Department prohibits the use of excessive force by its staff and prohibits excessive force against any individuals engaged in nonviolent civil rights demonstrations.
- .20 By law, police officers are empowered to arrest people who violate the law. Police officers shall use the proper amount of force reasonably necessary to affect an arrest.
- .30 It must be clearly understood that this Department not only supports but also expects all officers to defend themselves from physical attack while engaged in the performance of their official duties.
- .40 There are two kinds of situations involving the use of force. The first is a case in which an officer must defend themselves or another from physical attack, and the second is a case in which there is no physical attack but in which force must be used to overcome resistance in carrying out the police mission. Officers, when not in uniform, must take steps to clearly identify themselves. When it comes to undertaking a specific police mission to a successful conclusion, and there is no immediate or apparent danger

calling for self defense by the officer, action must be tempered by good judgment, common sense, restraint, and understanding. Action taken by an officer would not be considered excessive force, provided the officer:

- A. Is acting officially within the restrictions imposed by law and established by the Berlin Police Department policies and procedures and **all Federal, State and Local Laws.**
- B. Demonstrates impartial and dispassionate conduct.
- C. Is firm without being unreasonable.
- D. Provides reasonable opportunity for compliance with the law.
- E. Uses proper force and
- F. Discontinues the force once compliance or control has been achieved.

.50 Physical Control: Officers may employ needed and reasonable physical force (holding, pulling, pushing, throwing, or exert greater strength to overcome resistance) to control a situation, to defend themselves or another person or to subdue a resisting subject.

.60 Non-Deadly Forces: Is the use of force other than that which is considered deadly force.

A. Parameters for use of non-deadly force:

1. Where deadly force is not authorized, officers should assess the incident in order to determine which non-deadly technique or weapon will best de-escalate the incident and bring it under control in a safe manner.

2. Police officers are authorized to use department approved non-deadly force techniques and issued equipment for resolution of incidents, as follows:

- a. To protect themselves or another from physical harm, or;
- B. To restrain or subdue a resistant individual, or;
- C. to bring an unlawful situation safely

and effectively under control.

.70 Use of Weapons -- Non-Deadly Force

- A. Officers shall only use authorized defensive equipment when it is necessary to perform official duties. The member may utilize an authorized defensive weapon, when necessary, for self-defense, in defense of another, and to overcome physical resistance in arrest and custody situations. Nothing in this directive shall prevent a member of the Berlin Police Department from utilizing any readily available object that may substitute as a defensive weapon under exigent circumstances, which are justifiable.
- B. The carrying of non-lethal weapons, other than those authorized by the Department, are not permitted. To carry a non-lethal weapon, a member must be authorized by the Department to carry the weapon and receive approved training in the proper use of the non-lethal weapon, prior to carrying it.
- C. Departmentally approved batons (ASPs, PR-24s, and Straight Batons) shall be authorized defensive equipment to be carried while on-duty. The carrying of flat saps, slapjacks, black jacks, and other such items while on or off duty is prohibited.
- D. The use of Oleoresin Capsicum (OC spray).
 - 1. Oleoresin capsicum (OC) spray shall be issued to officers who have completed OC training. The OC canister shall be carried on their person in an issued holster or pocket. It will be the responsibility of the individual officer to keep the OC canister safe and within their control while on or off duty.
 - 2. Officers may only use OC canisters authorized by the Berlin Police Department.
 - 3. Officers may use OC spray in any of the following circumstances:
 - a. When necessary to defend themselves or others;
 - b. To effect an arrest;

- c. To prevent the commission of a public offense;
 - d. When lower levels of force are deemed ineffective;
 - e. Any reasonable and prudent deployment of OC consistent with the officers' training;
 - f. To incapacitate unruly persons.
4. Members shall use only the amount of OC spray needed to control the situation. Subjects should never be allowed to get the advantage in a physical confrontation. Once the situation is under control, the use of OC spray must be discontinued.
5. It is the officer's responsibility to make an effort to relieve discomfort to the subject, which is due to exposure to OC spray. The officer shall flush the eyes and other contaminated areas with water as soon as it is safe to do so. If the subject exposed to OC spray requests medical attention or if the effects of OC spray do not dissipate after 45 minutes, the officer shall bring this request or situation to the attention of a supervisor immediately. The supervisor shall request Emergency Medical Services in the appropriate situations. Note the effects of OC spray are:
- a. Burning sensation in eyes
 - b. Burning sensation and swelling of mucous membranes
 - c. Sensation of intense burning of the skin
 - d. Interrupted thought process leading to loss of coordination and loss of upper body control
 - e. Can be effective on people under influence of alcohol and/or controlled dangerous substances
 - f. Can be effective on people who are mentally unbalanced or highly agitated/motivated
 - g. Also may be effective on some animals if necessary
6. The officer should make every reasonable attempt to warn and remove bystanders from the area, prior to the use of OC spray.

7. The improper use of OC spray will not be tolerated. Any violation of this policy shall be subject to disciplinary action. It will be the responsibility of supervisors to monitor the use of OC spray.
8. Anytime OC is used, with the exception of training; officers are required to report the incident to their immediate supervisor (form 95). In all cases, the officer must document each incident on a "Use of Force Report" and in the officer's incident report.

E. The use of the **Electronic Control Device**.

1. **Electronic Control Devices** will be issued only to those officers who have completed certified training. It will be the responsibility of the individual officer to keep the **Electronic Control Device** safe and within their control while on or off duty.
2. Officers may only use **Electronic Control Devices** authorized and issued by the Berlin Police Department.
3. Officers may use **Electronic Control Devices** in any of the following circumstances:
 - a. When necessary to defend themselves or others;
 - b. To effect an arrest;
 - c. When lower levels of force are **attempted and** deemed ineffective;
 - d. Any reasonable and prudent deployment of the **Electronic Control Device** consistent with the officers training;
 - e. **The Electronic Control Device will not be utilized to stop a fleeing suspect unless exigent circumstances are present.**
4. Members shall only use the **Electronic Control Device** to control the situation. Subjects should never be allowed to get the advantage in a physical confrontation. Once the situation is under control, the use of **Electronic Control Device** must be discontinued. Note the **Electronic Control Device** affects the body's ability to communicate messages from the brain to the muscles, causing motor skill

dysfunction.

5. It is the officer's responsibility to make an effort to relieve discomfort to the subject, which is due to being shocked. If the subject exposed to **Electronic Control Device** requests medical attention or if the effects of **Electronic Control Device** do not dissipate after 30 minutes, the officer shall bring this request to the attention of a supervisor immediately. The supervisor shall request Emergency Medical Services in the appropriate situations without delay. Special care should be followed to inspect for any secondary injuries related to the incident.
6. The improper use of **Electronic Control Device** will not be tolerated. Any violation of this policy shall be subject to disciplinary action. It will be the responsibility of supervisors to monitor the use of **Electronic Control Device**.
7. Anytime the **Electronic Control Device** is used, with the exception of training; officers are required to report the incident to their immediate supervisor (form 95). In all cases, the officer must document each incident on a "Use of Force Report" and in the officer's incident report.

.80 Deadly Force: Is any force that is likely to cause death or serious bodily harm.

A. Parameters for use of deadly force:

1. Police officers are authorized to fire their **departmentally approved weapons or any other item or technique** in order to:
 - a. Defend themselves **and** others from what is reasonably believed to be an immediate threat of death or serious bodily harm; and
 - b. To prevent the escape of a convicted felon or to effect the arrest of a person whom the officer has probable cause to believe has committed or is attempting to commit a felony; and

- c. The officer has probable cause to believe the suspect is dangerous and poses a threat of serious physical harm to the officer or others; and
 - d. Only if its use is necessary to affect the arrest.
- 2. A police officer may also discharge a firearm under the following circumstances:
 - a. Departmental training, practice and/or competitive sporting events;
 - b. To stop an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured;
 - c. To give an alarm or to call assistance when no other means can be used.
- 3. Police officers shall adhere to the following restrictions when their firearm is exhibited:
 - a. Except for maintenance or during training, police officers shall not draw or exhibit their firearm unless circumstances create reasonable cause to believe it may be necessary to use the weapon in conformance with this policy;
 - b. Warning shots are prohibited;
 - c. Police officers shall not fire their weapons at or from a moving vehicle, except under extreme circumstances;
 - d. Firearms shall not be discharged when it appears likely that an innocent person may be injured.

.90 Additional Considerations

- A. Unholstering Firearms - firearms may be drawn whenever an officer has reason to fear for their life, another person's safety, or when necessary in conformance with this policy.
- B. Bystanders - officers must exercise caution when discharging a firearm to avoid endangering the lives of bystanders.

.100 Firearms

- A. Members of the Department who are authorized by law to carry firearms shall exercise the utmost care and precaution in the preservation and use of such weapons.
- B. Berlin Police Officers will carry their department-approved firearms with department issued ammunition as their primary weapon while on-duty, unless otherwise exempted (i.e. light duty, special assignment, etc.). The specific weapon issued will vary, depending on individual member's job assignment. Officers are authorized to carry more than one firearm on their person while on-duty.
- C. All sworn members of the Department shall be suitably armed at all times when on-duty and when operating a departmental vehicle. Sworn permanent members, off-duty, within the Town of Berlin, should be suitably armed except at such times, or under such circumstances, or when engaged in such activities, as a prudent person would reasonably conclude the wearing of a firearm to be inappropriate. Off-duty sworn members are authorized to carry approved handguns, outside the jurisdiction of the Town of Berlin, under State and Federal Laws governing the carrying of firearms. There is, however, no requirement to be armed when off-duty outside the Town limits. While sworn permanent members are authorized to wear, carry or transport a handgun off-duty, they are reminded that their manner of doing so must be in conformance with existing State law and Departmental General orders.
- D. No officer will be authorized to carry a firearm until they have demonstrated proficiency with the firearm by successfully completing a course of

fire, which is conducted at least annually. This will include any Department issued firearm as well as any non-issued personal firearm.

- E. A departmentally approved pistol shall be considered the only authorized handgun to be carried by permanent sworn personnel, while on-duty.
- F. Personnel shall not modify the firearm's working mechanism or have any device added to or removed from the firearm, without specific approval of the Department's Armorer.
- G. Supervisors shall periodically inspect firearms of their subordinates, including ammunition, and ensure their serviceability. Faulty weapons shall be turned in to the department.
- H. Only members of the Department who successfully complete an approved departmental special weapons training course shall be permitted to utilize special weapons, under existing departmental guidelines.
- I. Personnel are not authorized to carry or wear a firearm off-duty under the influence of alcohol. The definition of "under the influence" shall be the same standards as defined by the Maryland Courts and Judicial Proceedings Article for the operation of a motor vehicle under Section 10-307D. Supervisors, who suspect any departmental member of carrying or wearing a firearm off-duty, in violation of this order, shall order the suspected violator to submit to field tests and submit to a breathalyzer for administrative disciplinary purposes.

.110 Off-Duty Weapons

- A. When a firearm is carried off-duty, official identification must also be carried.
- B. Any permanent officer who wishes to carry a personally owned firearm on-duty, or off-duty, must request permission, in writing, to the Chief of Police.
- C. Firearms must be inspected and approved, by the Department's Armorer, as to working condition prior to the request.

D. Firearms must fire approved ammunition.

.120 Shoulder-Fired Weapons (Patrol Rifle/Shotgun)

- A. Due to the increased effectiveness of a shoulder-fired weapon, members should consider the use of a shoulder-fired weapon for any situation where an armed subject(s) maybe encountered.
- B. Only those personnel who successfully complete an approved training course shall be authorized to utilize a patrol rifle or shotgun.
- C. Members who are issued departmental shoulder-fired weapons shall be responsible for maintaining the weapons as set fourth in the training course.
- D. Members of the department who are issued shoulder-fired weapons shall be responsible for the security of the weapon.

.130 Special Weapons (Bolt Action/ Automatic Rifles)

- A. Only members of the department who are properly trained shall be permitted to utilize special weapons, under existing Departmental guidelines.

.140 Training

No officer will use any of the weapons mentioned in paragraph above without having received prior training in all areas relating to their use.

.150 Reporting

A: Required Reporting - Use of Force

- 1. Officers involved in physical altercations will report the incident as soon as possible, both verbally and in writing (by completing a Use of Force and documenting in the incident report) to the immediate supervisor. The appropriate charge(s) should be placed on the subject(s) who resists arrest. The immediate supervisor will assess the situation and if excessive force is determined to have been used by the arresting officer, the incident will be referred to the Chief of Police, and

the use of alleged excessive force will be investigated by the proper investigative agency.

2. In any incident where a firearm is discharged, on or off-duty, by a member of this agency, excluding practice, or approved competition, the member shall immediately notify his/her immediate supervisor. Additionally, members shall submit a detailed report of the incident within 24 hours of the discharge to the office of the Chief of Police. Each reported discharge should be promptly investigated.

3. In cases involving the death or serious injury (including traffic accidents) of an individual by an officer, the Supervisor, after being notified, will immediately contact, the Chief of Police. The State's Attorney's Office and the Town Attorney will be notified. An immediate preliminary investigation will be conducted internally.

a. The officer, if physically able to, must submit a written report utilizing the current incident offense report form detailing the facts surrounding the incident and Use of Force Form (completed within one day)

b. If the officer is unable to make a report, the supervisor must submit one (within 24 hours).

c. Additionally, members shall surrender the firearm discharged to the appropriate investigator for an official investigation. The Supervisor, if appropriate shall issue a replacement firearm to the member.

B. Administrative Review Pursuant to this General order, all incidents involving the use of force shall be subject to administrative review. The on-duty supervisor shall conduct this review. The substance and conclusions of that review will be reported on the officer's Use of Force Form. In the event that the supervisor who would

normally be required to review an incident and report it on the officer's Use of Force Form is directly involved in that incident, another supervisor of same or higher rank will be assigned to complete those duties.

The supervisor reviewing the Use of Force Form must reach one of the following conclusions:

1. The use of force was necessary and appropriate.
2. The use of force was not consistent with agency rules or policy.

The Use of Force Form shall then be forwarded to the office of the Chief of Police.

.160 Administrative Leave

- A. An officer directly involved in a deadly force incident, which results in injury or death, shall be placed on "Administrative Leave" upon completion of the preliminary investigation of the incident. This leave shall be without loss of pay or benefits, pending results of the investigation. The leave shall not be interpreted to imply or indicate that the officer has acted improperly. Upon approval of the Chief of Police, the officer may be assigned to administrative duties. While on administrative leave, the officer shall remain available for departmental interviews and shall be subject to recall to duty at any time. Upon returning to duty, the officer may be assigned to administrative duties for a period of time deemed appropriate by the Chief of Police.
- B. In all cases where a person has been injured or killed as a result of deadly force by an officer, the involved officer will be required to undergo a consultation with the Department's psychologist. The purpose of this consultation is to allow the officer to express their feelings and to deal with the psychological after-effect of the incident. The consultation shall not be related to any investigation of the incident, and nothing discussed in this consultation shall be reported to the Department. The family of the officer involved will also have available to them the services of a psychologist, at the department's expense (department's selection).

. 170 Summary of Policy

- A. This use of force procedure is for internal management assistance only, and is not intended, nor shall it enlarge, an officer's civil or criminal liability in any way. This procedure is not intended, nor does it create a legal or higher standard of care or safety with respect to claims against the Town of Berlin, the Department, or any employee thereof, than the general laws of the State of Maryland. Violations of this section, if proven, can only form the basis for non-judicial administrative action by this Department. This section shall be used in conjunction with all other relevant Departmental policies, procedures, and regulations.
- B. This policy seeks to reflect a critical balance of self- protection for officers, the value of human life, and the right of every citizen to be safe in his/her person and does not preclude an officer from unholstering and displaying their sidearm when the possibility of danger to themselves or another person exists.
- C. This policy applies whenever any officer uses force while acting in the capacity of a police officer based on their authority to do so as a member of the Berlin Police Department.
- D. This policy is applicable in the use of any firearm or other method employing force.
- E. Although Maryland law may authorize the use of deadly force in other circumstances, the policy of the Department is more restrictive in its use. It is the policy of the Department that the firearm should be considered primarily as a defensive weapon.
- F. When an officer must use deadly force, they will be supported by the Department, and will not be criticized for their decision when the standards in this policy have been followed.
- G. Every member of the Department must refrain from using excessive force or violence and shall not strike a prisoner or any other person, except in self-defense. However, they must be firm and resolute, and if they are resisted, they may

repel force with force, using only such force as is necessary to take the prisoner into custody.

- H. This policy considers the use of chokeholds as deadly force and prohibits the use of such chokeholds except in those situations where the use of deadly force is authorized by this policy.

Check Run Reports for:

12/10/20

12/11/20

12/15/20

12/17/20

12/18/20

12/22/20



Town of Berlin, MD

Check Register

Packet: APPKT01855 - 20201210SW

12/11/2020

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000015	ABC PRINTERS INC	12/10/2020	Regular	0.00	180.50	19142
0000073	ADP, INC	12/10/2020	Regular	0.00	672.03	19143
0002406	AE MOORE JANITORIAL INC	12/10/2020	Regular	0.00	25.41	19144
0000086	AERIAL CRANE CO INC.	12/10/2020	Regular	0.00	550.00	19145
0000088	AFFORDABLE BUSINESS SYSTEMS	12/10/2020	Regular	0.00	70.10	19146
0000158	AN ANGEL'S TOUCH CLEANING SERV	12/10/2020	Regular	0.00	1,000.00	19147
0000224	ASHTON WELDING	12/10/2020	Regular	0.00	1,134.35	19148
0000323	BERLIN AUTOMOTIVE	12/10/2020	Regular	0.00	153.59	19149
0000394	BOOTH & ASSOCIATES INC	12/10/2020	Regular	0.00	8,796.39	19150
0000405	BRASURE'S PEST CONTROL INC	12/10/2020	Regular	0.00	380.00	19151
0003089	BRIAN ROBERTSON	12/10/2020	Regular	0.00	180.00	19152
0000496	CHEMSEARCH	12/10/2020	Regular	0.00	1,977.70	19153
0000529	CINTAS FIRST AID & SAFETY	12/10/2020	Regular	0.00	170.38	19154
0002647	CINTAS RUGS	12/10/2020	Regular	0.00	62.22	19155
0000572	COMCAST	12/10/2020	Regular	0.00	108.35	19156
0000572	COMCAST	12/10/2020	Regular	0.00	134.46	19157
0003214	DELMARVA ARMORY LLC	12/10/2020	Regular	0.00	484.00	19158
0000847	ENVIROCORP, INC.	12/10/2020	Regular	0.00	1,883.00	19159
0000850	ENVIRONMENTAL EQUIPMENT SERV	12/10/2020	Regular	0.00	369.31	19160
0002962	ERIK CANTINE	12/10/2020	Regular	0.00	150.00	19161
0000888	FASTENAL	12/10/2020	Regular	0.00	1,275.02	19162
0000897	FERGUSON ENTERPRISES	12/10/2020	Regular	0.00	48.68	19163
0000907	FLAG PUBLICATIONS INC	12/10/2020	Regular	0.00	47.50	19164
0000977	GREAT AMERICA FINANCIAL	12/10/2020	Regular	0.00	137.04	19165
0000993	HACH COMPANY	12/10/2020	Regular	0.00	18.90	19166
0001034	HITCHENS TIRE SERVICE	12/10/2020	Regular	0.00	941.00	19167
0001066	INNOVATIVE HEALTH SERVICES, LLC	12/10/2020	Regular	0.00	9.79	19168
0001387	MARYLAND & DELAWARE RAILROAD	12/10/2020	Regular	0.00	1,500.00	19169
0001390	MARYLAND CHIEFS OF POLICE ASSO	12/10/2020	Regular	0.00	150.00	19170
0001400	MARYLAND MAYORS ASSOCIATION	12/10/2020	Regular	0.00	60.00	19171
0001565	NATIONWIDE RETIREMENT SOLUTIC	12/10/2020	Regular	0.00	4,319.96	19172
0001625	ONE CALL CONCEPTS, INC.	12/10/2020	Regular	0.00	65.70	19173
0001676	PENINSULA AUTO & TRUCK PARTS, I	12/10/2020	Regular	0.00	44.44	19174
0001677	PENINSULA DRY CLEANERS, INC	12/10/2020	Regular	0.00	114.00	19175
0001697	PIGG, KRAHL, STERN & CO., P.A.	12/10/2020	Regular	0.00	4,000.00	19176
0002524	QUADIENT LEASING USA INC	12/10/2020	Regular	0.00	148.22	19177
0001757	RACETRACK AUTO CENTER	12/10/2020	Regular	0.00	127.65	19178
0001997	STAPLES BUSINESS CREDIT	12/10/2020	Regular	0.00	547.65	19179
0003212	SWARTZ'S FABRICATION & REPAIR L	12/10/2020	Regular	0.00	1,437.40	19180
0002928	UNIFIRST CORPORATION	12/10/2020	Regular	0.00	122.71	19181
0002205	UNITED WAY OF THE EASTERN SHO	12/10/2020	Regular	0.00	30.00	19182
0002220	USA BLUEBOOK	12/10/2020	Regular	0.00	709.95	19183
0002284	WATER TESTING LABS	12/10/2020	Regular	0.00	260.00	19184
0002351	WORCESTER CO DEVELOPMENTAL C	12/10/2020	Regular	0.00	100.00	19185

Check Register					Packet: APPKT01855-20201210SW		
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number	
0002363	WORCESTER COUNTY LANDFILL	12/10/2020	Regular	0.00	14,084.40	19186	

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	51	45	0.00	48,781.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	51	45	0.00	48,781.80



Town of Berlin, MD

Check Register

Packet: APPKT01860 - 20201211SW

OL 12/15/2020
MVB 12/15/2020

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	12/11/2020	Regular	0.00	150.00	19190
0002916	BASSETT DAVID	12/11/2020	Regular	0.00	150.00	19191
0000380	BIRELEY CHRISTOPHER	12/11/2020	Regular	0.00	150.00	19192
0000393	BOHLEN MARY	12/11/2020	Regular	0.00	150.00	19193
0000399	BRAGG MERLE	12/11/2020	Regular	0.00	150.00	19194
0002636	BRATTEN GARY	12/11/2020	Regular	0.00	150.00	19195
0000435	BURRELL DEAN SR	12/11/2020	Regular	0.00	150.00	19196
0000451	CAMPBELL MICHAEL	12/11/2020	Regular	0.00	150.00	19197
0003079	CHESSER CODY	12/11/2020	Regular	0.00	150.00	19198
0000541	CLARK ROBERT	12/11/2020	Regular	0.00	150.00	19199
0000553	COARD CHRIS	12/11/2020	Regular	0.00	150.00	19200
0000564	COFFEY MELISSA	12/11/2020	Regular	0.00	150.00	19201
0000570	COLLINS JESSICA	12/11/2020	Regular	0.00	150.00	19202
0000599	CORBIN SAMUEL	12/11/2020	Regular	0.00	150.00	19203
0000668	DAVID C GASKILL, ATTORNEY AT LAW	12/11/2020	Regular	0.00	150.00	19204
0003098	DAVID DAVIS JR	12/11/2020	Regular	0.00	150.00	19205
0000728	DENNIS RICKY C	12/11/2020	Regular	0.00	150.00	19206
0000775	DOWNING ARNOLD	12/11/2020	Regular	0.00	150.00	19207
0000777	DUFFY CAROLYN	12/11/2020	Regular	0.00	150.00	19208
0000778	DUKES KEITH ALAN	12/11/2020	Regular	0.00	150.00	19209
0002956	EARLY ALLISON	12/11/2020	Regular	0.00	50.00	19210
0000843	ENGELHART DAVID	12/11/2020	Regular	0.00	150.00	19211
0001581	EVANS NOAH DAVID	12/11/2020	Regular	0.00	150.00	19212
0000905	FISHER ROBERT	12/11/2020	Regular	0.00	150.00	19213
0000910	FLEETWOOD, JEFF	12/11/2020	Regular	0.00	150.00	19214
0003167	FLUHART DAVID	12/11/2020	Regular	0.00	150.00	19215
0002920	FORTUNE BRIAN	12/11/2020	Regular	0.00	150.00	19216
0001029	HIGGASON JIM	12/11/2020	Regular	0.00	150.00	19217
0001036	HOLLAND CLAUDE	12/11/2020	Regular	0.00	150.00	19218
0002971	HUNTER CALEB	12/11/2020	Regular	0.00	150.00	19219
0001054	HURLEY DONALD M. III	12/11/2020	Regular	0.00	150.00	19220
0002532	JENSEN KELSEY	12/11/2020	Regular	0.00	150.00	19221
0001228	KERR JOSEPH	12/11/2020	Regular	0.00	150.00	19222
0003202	KNERR JAY	12/11/2020	Regular	0.00	150.00	19223
0001278	LAWRENCE TIM	12/11/2020	Regular	0.00	150.00	19224
0001280	LAWSON JEFFREY D	12/11/2020	Regular	0.00	150.00	19225
0003086	LEWIS HUNTER	12/11/2020	Regular	0.00	150.00	19226
0001314	LITTLETON CLAUDE	12/11/2020	Regular	0.00	150.00	19227
0002800	LLOYD KEVIN	12/11/2020	Regular	0.00	150.00	19228
0001318	LOCKWOOD JAMES	12/11/2020	Regular	0.00	150.00	19229
0001534	MUMFORD WILLIE	12/11/2020	Regular	0.00	150.00	19230
0003203	NICHOLS SHANEKA	12/11/2020	Regular	0.00	150.00	19231
0001593	O'CONNOR MICHAEL	12/11/2020	Regular	0.00	150.00	19232
0003201	ORRIS JACK	12/11/2020	Regular	0.00	150.00	19233
0001649	PARKINSON ALAN	12/11/2020	Regular	0.00	150.00	19234
0003204	RHODE ANTHONY	12/11/2020	Regular	0.00	150.00	19235
0002942	ROMBLAD CONNOR A	12/11/2020	Regular	0.00	150.00	19236
0001555	SALEH NATALIE	12/11/2020	Regular	0.00	150.00	19237
0001885	SATCHELL SR EARLEST M	12/11/2020	Regular	0.00	150.00	19238
0001850	SHOWELL RYAN	12/11/2020	Regular	0.00	150.00	19239
0001967	SMITH MARVIN	12/11/2020	Regular	0.00	150.00	19240
0002632	THOMAS TUBBS	12/11/2020	Regular	0.00	150.00	19241
0002146	TITERENCE AARON	12/11/2020	Regular	0.00	150.00	19242
0002166	TOWNSEND MICHELLE	12/11/2020	Regular	0.00	150.00	19243

Check Register

Packet: APPKT01860-20201211SW

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0002193	UNGER JOANN	12/11/2020	Regular	0.00	150.00	19244
0002915	VOISINE DAVID	12/11/2020	Regular	0.00	150.00	19245
0002294	WEBB EDWARD	12/11/2020	Regular	0.00	150.00	19246
0002299	WELLS IVY	12/11/2020	Regular	0.00	150.00	19247
0002307	WHEATON DAVE	12/11/2020	Regular	0.00	150.00	19248
0002309	WHITE SHIRLEY	12/11/2020	Regular	0.00	150.00	19249
0002338	WISE RONDELL	12/11/2020	Regular	0.00	150.00	19250

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	61	61	0.00	9,050.00
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
	61	61	0.00	9,050.00



Town of Berlin, MD

Check Register

Packet: APPKT01862 - 20201211SW

m7B 12/15/2020

J 12/15/20

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0002316	WIENHOLD AUGUST J.	12/11/2020	Regular	0.00	150.00	19251

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	150.00
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	150.00



Town of Berlin, MD

Check Register

Packet: APPKT01858 - 20201212SW

Handwritten signature

MTB

12/11/20

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0001068	INTERCOASTAL TRADING INC.	12/11/2020	Regular	0.00	3,734.70	19187
0002163	TOWN OF BERLIN	12/11/2020	Regular	0.00	26,545.75	19188
0002202	UNITED STATES POSTAL SERVICE	12/11/2020	Regular	0.00	5,000.00	19189

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	35,280.45
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	3	0.00	35,280.45



Town of Berlin, MD

mtb 12/15/2020

ok 12/15/2020

Check Register

Packet: APPKT01866 - 20201215SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOCAP Checks 0002955	I G BURTON OF BERLIN INC	12/15/2020	Regular	0.00	23,000.00	19252

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	23,000.00
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	23,000.00



Town of Berlin, MD

Handwritten signature and date: 12/17/2020

Check Register

Packet: APPKT01868 - 20201217SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0001268	LATCHUM JAMES	12/17/2020	Regular	0.00	150.00	19253
0001688	PFAJLER MEGHAN	12/17/2020	Regular	0.00	150.00	19254
0001705	PITTS MARCUS	12/17/2020	Regular	0.00	150.00	19255

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	450.00
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
	3	3	0.00	450.00



Town of Berlin, MD

Check Register

Packet: APPKT01817 - 20201014SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0002307	WHEATON DAVE	10/14/2020	Regular	0.00	250.00	18863

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	250.00
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	250.00



Town of Berlin, MD

UBPKT06679 - 20201214MC

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Refund Check Register

Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	12/18/2020	19256	784.39			784.39	Deposit
66-1110031-13	TINGLE, DARNELL	12/18/2020	19257	350.00			350.00	Deposit
66-1150001-12	GRANT, LINDA	12/18/2020	19258	152.63			152.63	Generated From Billing
66-1190011-06	MUMFORD, ANTHONY	12/18/2020	19259	26.36			26.36	Generated From Billing
66-1220051-13	AYERS, SHERMITA	12/18/2020	19260	155.19			155.19	Generated From Billing
66-1230041-11	HABDALLAN, MUATH	12/18/2020	19261	228.06			228.06	Generated From Billing
66-1240051-10	RETTIG, JANETTE	12/18/2020	19262	131.37			131.37	Generated From Billing
66-1320001-16	SANDLER, TARA	12/18/2020	19263	250.00			250.00	Deposit
66-1360001-13	CASHEN, RICHARD	12/18/2020	19264	16.80			16.80	Generated From Billing
66-1370001-11	CASH, PAUL	12/18/2020	19265	75.87			75.87	Generated From Billing
66-1380001-12	COLLINS, EVELYN	12/18/2020	19266	398.97			398.97	Generated From Billing
Total Refunds: 11				Total Refunded Amount:			2,569.64	

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	2569.64
Revenue Total:	2569.64

General Ledger Distribution

Posting Date: 12/14/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-2,569.64	Yes
10-2010-2074	UNAPPLIED CREDITS	2,569.64	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-2,569.64	
98-2498-2200	DUE TO OTHER FUNDS	2,569.64	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

UBPKT06676 - 20201214MT

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12/23/20

Refund Check Register

Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-1140021-07	BRATTEN, JANICE	12/18/2020	19267	188.97			188.97	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	188.97			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	188.97
Revenue Total:	188.97

General Ledger Distribution

Posting Date: 12/14/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-188.97	Yes
10-2010-2074	UNAPPLIED CREDITS	188.97	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-188.97	
98-2498-2200	DUE TO OTHER FUNDS	188.97	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

UBPKT06682 - 20201215MT

Refund Check Register

Refund Check Detail

12/15/2020
12/15/2020

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
33-0240381-25	FOHNER, KERI	12/18/2020	19268	146.80			146.80	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	146.80			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	146.80
Revenue Total:	146.80

General Ledger Distribution

Posting Date: 12/15/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-146.80	Yes
10-2010-2074	UNAPPLIED CREDITS	146.80	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-146.80	
98-2498-2200	DUE TO OTHER FUNDS	146.80	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

UBPKT06693 - 20201216MC

12/16/2020

M74 12/23/2020

Refund Check Register

Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0492311-10	COLLICK, VICTORIA	12/18/2020	19269	206.10			206.10	Generated From Billing
Total Refunds: 1				Total Refunded Amount:			206.10	

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	206.10
Revenue Total:	206.10

General Ledger Distribution

Posting Date: 12/16/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-206.10	Yes
10-2010-2074	UNAPPLIED CREDITS	206.10	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-206.10	
98-2498-2200	DUE TO OTHER FUNDS	206.10	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

UBPKT06684 - 20201215MT

12/15/2020

MPS 12/23/2020

Refund Check Register

Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-0740101-01	MCALEER, KAYLA	12/18/2020	19270	61.25			61.25	Generated From Billing
Total Refunds: 1				61.25	Total Refunded Amount:			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	61.25
Revenue Total:	61.25

General Ledger Distribution

Posting Date: 12/15/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-61.25	Yes
10-2010-2074	UNAPPLIED CREDITS	61.25	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-61.25	
98-2498-2200	DUE TO OTHER FUNDS	61.25	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

Check Register

Packet: APPKT01870 - 20201222SW

12/22/2020

MB 12/20/2020

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000060	ACTION ISLAND GRAPHICS	12/22/2020	Regular	0.00	14.90	19271
0000090	AFLAC	12/22/2020	Regular	0.00	1,402.08	19272
0003144	AVISTA REALTIME SYSTEMS, LLC	12/22/2020	Regular	0.00	20,888.80	19273
0000312	BENEFITMALL	12/22/2020	Regular	0.00	68,037.90	19274
0000431	BURKE EQUIPMENT COMPANY	12/22/2020	Regular	0.00	1,060.71	19275
0003138	CARD SERVICES CENTER	12/22/2020	Regular	0.00	750.90	19276
0003138	CARD SERVICES CENTER	12/22/2020	Regular	0.00	334.58	19277
0000511	CHOPTANK ELECTRIC COOPERATIVE	12/22/2020	Regular	0.00	1,751.36	19278
0000529	CINTAS FIRST AID & SAFETY	12/22/2020	Regular	0.00	683.10	19279
0002647	CINTAS RUGS	12/22/2020	Regular	0.00	404.42	19280
0000534	CJIS-CR	12/22/2020	Regular	0.00	1,125.00	19281
0000572	COMCAST	12/22/2020	Regular	0.00	22.20	19282
0000581	COMPTROLLER OF MARYLAND	12/22/2020	Regular	0.00	384.18	19283
0000584	COMPTROLLER OF MARYLAND	12/22/2020	Regular	0.00	2,359.28	19284
0000794	EASTERN SHORE COFFEE	12/22/2020	Regular	0.00	66.87	19285
0000847	ENVIROCORP, INC.	12/22/2020	Regular	0.00	314.00	19286
0001565	NATIONWIDE RETIREMENT SOLUTIC	12/22/2020	Regular	0.00	4,319.96	19287
0001573	NEXGRID	12/22/2020	Regular	0.00	5,000.00	19288
0001700	PIPING & CORROSION SPECIALTIES I	12/22/2020	Regular	0.00	975.00	19289
0002957	REPUBLIC SERVICES	12/22/2020	Regular	0.00	2,651.67	19290
0002795	SANDPIPER ENERGY INC	12/22/2020	Regular	0.00	52.67	19291
0002022	STUART C IRBY CO	12/22/2020	Regular	0.00	234.00	19292
0002092	THE DEPT OF PUBLIC SAFETY & COR	12/22/2020	Regular	0.00	91.00	19293
0002159	TOTH DISTRIBUTION SERVICE	12/22/2020	Regular	0.00	1,978.00	19294
0002163	TOWN OF BERLIN	12/22/2020	Regular	0.00	6,032.22	19295
0002169	TRACTOR SUPPLY CO	12/22/2020	Regular	0.00	23.98	19296
0002178	TRI SUPPLY & EQUIPMENT	12/22/2020	Regular	0.00	89.98	19297
0002928	UNIFIRST CORPORATION	12/22/2020	Regular	0.00	122.71	19298
0002205	UNITED WAY OF THE EASTERN SHO	12/22/2020	Regular	0.00	30.00	19299
0002220	USA BLUEBOOK	12/22/2020	Regular	0.00	560.19	19300
0002284	WATER TESTING LABS	12/22/2020	Regular	0.00	260.00	19301
0002384	WORCESTER YOUTH & FAMILY COU	12/22/2020	Regular	0.00	203.29	19302

Check voided wrong Vendor

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	36	32	0.00	122,224.95
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
	36	32	0.00	122,224.95



Town of Berlin, MD

Check Register

Packet: APPKT01873 - 20201222SW

12/22/2020

MTB 12/22/2020 By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0000480	CATO OIL CO., INC.	12/22/2020	Regular	0.00	6,032.22	19303

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	6,032.22
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
	1	1	0.00	6,032.22