



## **BERLIN MAYOR AND COUNCIL**

### **Meeting Agenda**

**Berlin Town Hall**

**10 William Street**

**Monday, November 23, 2020**

**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](mailto: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](http://www.berlinmd.gov), or type @berlinmd in the Facebook search bar.**

**No response will be given to questions and comments submitted via Facebook during 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, November 23, 2020**

#### **6:30 PM EXECUTIVE SESSION – Council Chambers**

- a. Pursuant to Section §3-305(b)(7) – To consult with counsel to obtain legal advice on a legal matter.
- b. Pursuant to Section §3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

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

1. Approval of the Minutes for:
  - a. Work Session of 10/21/20
  - b. Regular Session of 11/09/20
  - c. Executive Session of 11/16/20
  - d. Statement of Closure for Executive Session of 11/16/20
2. Municipal Government Works Month Proclamation – Mayor Tyndall
3. Deeding of real property at Willows of Berlin – Town Administrator Jeffrey Fleetwood and Planning Director David Engelhart
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, November 23, 2020 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
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**  
**BUDGET WORK SESSION**  
**Meeting Minutes**  
**Wednesday, October 21, 2020**

**9:00 AM COUNCIL ORIENTATION WORK SESSION**  
**Berlin Town Hall Council Chambers**

**Present:** Mayor Zackery Tyndall, Councilmembers Orris, Nichols, and Knerr.

**Staff Present:** Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Water Resources Director Jamey Latchum, Police Chief Arnold Downing, Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells, Electric Utility Director Tim Lawrence, Mayor's Assistant JoAnn Unger, Public Works Superintendent Dave Wheaton, Town Attorney David Gaskill, and Administrative Manager Kelsey Jensen.

Mayor Tyndall called the work session to order at 9:05 AM.

All staff present gave a brief introduction and overview of their job duties and invited the new and existing Councilmembers to do a tour of their facility.

The Councilmembers and Mayor Tyndall then briefly introduced themselves and discussed what they hope to gain from the experience.

The group took a brief break at 10:30 AM and resumed the work session at 10:45 AM.

Ms. Bohlen then discussed meeting types, meeting protocol, Robert's Rules, and the order of operations. Ms. Jensen mentioned that packets that come from her were confidential because they usually contain executive session minutes.

Mr. Fleetwood provided everyone with an employee handbook and Chief Downing said their standards are listed on their website.

Ms. Saleh then gave a budget overview and explained the various documents/workbooks the Town uses and showed them how to follow along.

The work session adjourned at 12:10 PM.

Respectfully Submitted,

Kelsey Jensen  
Administrative Manager





## BERLIN MAYOR AND COUNCIL

## Meeting Minutes

Monday, November 9, 2020

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

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

**Absent:** Councilmember Shaneka Nichols.

**Staff Present:** Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Town Attorney David Gaskill, and Administrative Manager Kelsey Jensen.

Following the Pledge of Allegiance, Mayor Tyndall called the meeting to order at 7:00 PM.

## 1. Approval of the Minutes for:

## a. Worksession of 10/21/20:

Mayor Tyndall said without Councilmember Nichols present, this item needs to be tabled so there can be a vote.

## b. Regular Session of 10/26/20:

On the motion of Councilmember Orris, second by Councilmember Knerr, the Regular Session Minutes of October 26, 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				
<b>Voting Tally</b>	<b>4</b>				<b>1</b>

## 2. Motion 2020-28: Motion approving extending the current tattoo Moratorium from November 18, 2020 to November 18, 2022

Town Attorney David Gaskill explained that the purpose of the moratorium was to ensure no one can open a tattoo parlor without proper regulations in place. The Town cannot create guidelines/create an ordinance until the County makes changes to their ordinance, which they have had no interest in so far. The tattoo ordinance committee has not met in some time, but chair Matthew Amey and vice-chair Dana Helmuth were present and expressed interest in re-energizing the committee and pushing the agenda with the county because they felt it was over-regulated. Mr. Amey said they want regulations in place, but with the County's current ordinance, a full-time physician would need to be on-site, and that is not feasible. They are not looking to make changes to anywhere but Berlin. Vice-President Burrell mentioned that the committee discussed the option of the Town overseeing and providing inspections of tattoo facilities, but then there is an issue with delegating costs. Councilmember Knerr asked if a letter was ever sent to the County; Mr. Gaskill said Mayor Williams sent a letter to the County asking to be put on the agenda and it was denied. Mr. Helmuth mentioned that maybe they thought their intent was to change regulations for the whole County, not just Berlin, but that is not the case; Mayor Tyndall

said we are only trying to advocate for Berlin. Councilmember Orris asked if two years is enough time; Mr. Amey said he hopes it moves faster than that if they can get the committee back together.

On the motion of Councilmember Orris, second by Councilmember Purnell, the Motion to approve Motion 2020-28 and reconvene the Tattoo Ordinance Committee was approved by the following vote:

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

Mayor Tyndall asked if he just needed to replace members of the committee or re-appoint the entire committee; Mr. Gaskill said it is probably best to re-appoint the entire committee.

3. Introduction of PFC. Anthony Rhode

Police Chief Arnold Downing introduced PFC. Anthony Rhode who is a 13-year officer and a former marine. Mayor Tyndall asked if he has completed his 80 hours of field training; PFC. Rhode said he has; tonight is his first shift on his own.

4. Senate Bill 0677/House Bill 1392

Mayor Tyndall explained Senate Bill 0677/House Bill 1392. He also mentioned that Mayor Williams was an advocate for the matter and was in full support. Since COVID, the bill died and needs to start back at the beginning. Easton is hiring a lobbyist to push the legislation and be an advocate for the municipalities. Mayor Tyndall is looking for the Council's support to pay our portion of the lobbyist fees \$2858, to be an advocate for the Town, and is looking for their support to send letters to local delegates supporting the matter.

On the motion of Councilmember Purnell, second by Vice-President Burrell, the Motion to pay our portion of the lobbyist in Easton and support Senate Bill 0677/House Bill 1392 was approved by the following vote:

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

Mayor Tyndall then presented Electric Utility Director Tim Lawrence with two awards from American Municipal Power (AMP); one for safety and one for converting to natural gas.

5. Discussion: Worcester CARES funds

Town Administrator Jeffrey Fleetwood was looking for the Councils support to begin a stabilization reserve fund for the reimbursement received for expenses tied to COVID; he said Bank of Ocean City requires it to be documented in the minutes before opening the new account. Vice-President Burrell asked, if it is a reimbursement, why wouldn't we put it back into the account in which it came from; Mr. Fleetwood said monies that were spent were budgeted monies and mostly tied to payroll. Councilmember Purnell said if we open the account and later

determine it is needed to balance out the general fund can we do that; Mr. Fleetwood said we can.

On the motion of Councilmember Purnell, second by Vice-President Burrell, the Motion to create a stabilization reserve fund with the Bank of Ocean City until the funds are needed was approved by the following vote:

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

6. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood discussed that he received updates regarding 'The Willows' which was discussed at the last meeting and will be discussed at the next meeting. The cost of sidewalks and paving would be approximately \$28,000 and the land was appraised at approximately \$10,000, so he would suggest we ask them to cover the sidewalks and paving at the November 23<sup>rd</sup> meeting. He then mentioned that there was an oil spill at West Street last week and it was cleaned and contained by CES, but it was private property. He said bulk pick up was on the 4<sup>th</sup> and they picked up five tons compared to last year where they collected 13 tons; Ms. Bohlen said it went rather smooth and many people participated; Councilmember Orris asked how many and Ms. Bohlen did not have that figure on hand. Ms. Jensen then mentioned that the next pick up will be on the 18<sup>th</sup>. Lastly, he mentioned that the water tower paint is being corrected from Blue to Black.

7. Departmental Reports:

a. Electric Utility Director – Tim Lawrence

Mr. Lawrence said they are installing Christmas décor now; they will get the tree on the 12<sup>th</sup>, it will be decorated on the 19<sup>th</sup>, and lit on the 27<sup>th</sup>. Mr. Fleetwood added that he and Mr. Lawrence are pursuing a grant for solar panels at the substation.

b. Economic and Community Development Director – Jeffrey Fleetwood on behalf of Ivy Wells

Mr. Fleetwood said she is pursuing COVID grant funding through Department of Housing and Community Development. She participated in a call with Kelly Schultz with the Department of Commerce for an Entertainment/Restaurant Relief Grant. Lastly, she mentioned that this Friday shops will be open late for 2<sup>nd</sup> Friday.

c. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen reported that Worcester County Parks and Recreation wrapped up their tennis program, they did hold it through COVID with safety measures in place.

d. Police Chief – Arnold Downing

Chief Downing said that Halloween went well, schools are slowly adding more children, and there have been many long lines in the mornings because many parents do not want their children riding the bus. Lastly, he said mandated training is back in full swing after being put on hold with COVID.

8. Comments from the Mayor:

Mayor Tyndall mentioned that the Town will be closed for Veterans Day and thanked all the Town staff who are Veterans for their service.

## 9. Comments from the Council:

Councilmember Orris thanked the department heads for their time and said he looks forward to touring the facilities. He also said he received complaints on the accessibility of the bulk pick up forms and would like them to be more accessible online; Ms. Bohlen said they wanted to be sure all information was read online regarding pick up, but will make the form more accessible.

Councilmember Knerr said he attended a recent merchant meeting along with Mayor Tyndall and thought there were a lot of great ideas discussed and that it went really well.

## 10. Comments from the Public:

Steve Frene with the Chamber of Commerce was present and said he would like merchant meetings to go through the chamber. He then asked Mayor Tyndall if he had any follow up from the items discussed at the meeting. Mayor Tyndall said as far as banners go, they are in the draft phase and will go up soon; Horse and Carriage Rides will need to be discussed further with Ms. Wells, but she sent in all of the information to the Health Department and it was approved to run with safety provisions. Mr. Frene then mentioned that the businesses need the Town's support and advertising after such a tough year. Mayor Tyndall said they will still advertise that businesses will remain open late, they will advertise small business Saturday, and advertise the 2<sup>nd</sup> Friday art strolls, but anymore information will need to come from Ms. Wells. Mr. Fleetwood says he appreciates the businesses and the Chamber working together with the Town and being so flexible.

## 11. Comments from the Press – none.

## 12. Adjournment:

On the motion of Vice-President Burrell, the Mayor and Council meeting was adjourned at approximately 8:10 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>	4				1

Respectfully Submitted,



Kelsey Jensen  
Administrative Manager



## PROCLAMATION 2020-21

### A PROCLAMATION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND PROCLAIMING NOVEMBER TO BE MUNICIPAL GOVERNMENT WORKS MONTH.

The Mayor and Council of the Town of Berlin does hereby proclaim November to be Municipal Government Works Month.

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

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

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

**WHEREAS**, during 2020 the Town of Berlin promoted Municipal Government Awareness by:

- Being proactive in dealing with COVID-19 by limiting exposure of employees in the workplace by modifying work schedules and allowing eligible employees to telework
- Collecting 143 tons of recycling
- Entered into a maintenance agreement with Maryland/Delaware Railroad at the West Street ditch location
- Being awarded \$30,000 in Facade Grant funding for the downtown district
- Receiving a Safety Award and a Power Plant #2 Engine Replacement Award from American Municipal Power
- Issuing 32 Certificates of Occupancy
- Replacing sidewalks on Pitts Street, Walnut Hill, Flower Street, Henry Park entrance, and Commerce Street aprons, and paved more than three miles of Town owned streets
- Publishing the Berlin Bulletin monthly
- Welcoming ten new businesses

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

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

**WITNESS MY HAND AND SEAL, THIS 23<sup>rd</sup> DAY OF NOVEMBER 2020.**

\_\_\_\_\_  
Zackery Tyndall  
Mayor

\_\_\_\_\_  
Dean Burrell, Sr.  
Vice President

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





# MOTION OF THE MAYOR AND COUNCIL 2020-29

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 BERLIN HOUSING LIHTC, LLC.

WHEREAS, Berlin Housing LIHTC, LLC (hereinafter the "Developer") is the owner of the property located at the southern terminus of Maple Avenue (Tax Parcel 03035263; Parcel Map 0301, Grid 0020, Parcel 0860) situated in the Town of Berlin, Worcester County, Maryland.

WHEREAS, The parcel to be conveyed, consisting of 11,923 square feet, holds no practical public use and is necessary for the Developer's access to, and the completion of the rehabilitation and redevelopment of the residential apartment community to be known as the "Willows at Berlin".

WHEREAS, In consideration, the Developer has agreed to perform, at the Developer's expense, other off-site work and improvements to Maple Avenue and adjacent sidewalks and properties to be specified in the project's Public Works Agreement with the Town. Only upon satisfactory completion of these items will the parcel convey.

WHEREAS, The Developer has also agreed to maintain the current public access to Maple Avenue for the adjacent Stoll Property, known as Worcester County Tax Map No. 0301, Parcel 0796 .

APPROVED THIS 23RD \_\_\_\_ DAY OF NOVEMBER\_\_\_\_\_, 2020 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 \_\_\_\_\_, 2020 BY THE MAYOR OF THE TOWN OF BERLIN.

\_\_\_\_\_  
ZACKERY TYNDALL, MAYOR

ATTEST: \_\_\_\_\_  
JEFFREY FLEETWOOD  
TOWN ADMINISTRATOR







Check Run Reports for:

11/06/20

11/12/20



Town of Berlin, MD

# Check Register

Packet: APPKT01836 - 20201105KJ

*11/6/2020*

*m7B*

*11/6/2020* 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	11/05/2020	Regular	0.00	420.00	18974
0000073	ADP, INC	11/05/2020	Regular	0.00	647.75	18975
0000088	AFFORDABLE BUSINESS SYSTEMS	11/05/2020	Regular	0.00	38.34	18976
0000246	ATLANTIC PUMPING INC.	11/05/2020	Regular	0.00	350.00	18977
0000323	BERLIN AUTOMOTIVE	11/05/2020	Regular	0.00	76.38	18978
0000572	COMCAST	11/05/2020	Regular	0.00	182.43	18979
0000572	COMCAST	11/05/2020	Regular	0.00	108.35	18980
0000572	COMCAST	11/05/2020	Regular	0.00	134.46	18981
0000572	COMCAST	11/05/2020	Regular	0.00	154.41	18982
0000949	COYNE CHEMICAL	11/05/2020	Regular	0.00	3,564.88	18983
0000794	EASTERN SHORE COFFEE	11/05/2020	Regular	0.00	9.13	18984
0000807	ECONO SIGNS LLC	11/05/2020	Regular	0.00	1,091.72	18985
0000854	ERMCO	11/05/2020	Regular	0.00	1,999.00	18986
0000907	FLAG PUBLICATIONS INC	11/05/2020	Regular	0.00	22.56	18987
0001068	INTERCOASTAL TRADING INC.	11/05/2020	Regular	0.00	2,272.55	18988
0001080	IRIE RADIO INC	11/05/2020	Regular	0.00	450.00	18989
0003109	JAMES BRADFORD FARM TRUST	11/05/2020	Regular	0.00	2,022.50	18990
0003110	JESSE JONES FARM TRUST	11/05/2020	Regular	0.00	2,022.50	18991
0001409	MARYLAND RURAL WATER ASSOCIA	11/05/2020	Regular	0.00	350.00	18992
0001535	MUNICIPAL CODE CORPORATION	11/05/2020	Regular	0.00	900.00	18993
0001682	PEP-UP, INC.	11/05/2020	Regular	0.00	966.01	18994
0002524	QUADIENT LEASING USA INC	11/05/2020	Regular	0.00	988.34	18995
0001997	STAPLES BUSINESS CREDIT	11/05/2020	Regular	0.00	411.42	18996
0001998	STAPLES CREDIT PLAN	11/05/2020	Regular	0.00	451.35	18997
0002077	TERRA FIRMA	11/05/2020	Regular	0.00	16,610.00	18998
0002147	TJ / H2B ANALYTICAL SERVICES USA	11/05/2020	Regular	0.00	1,650.00	18999
0002928	UNIFIRST CORPORATION	11/05/2020	Regular	0.00	110.35	19000
0002231	VA MD & DE ASSOC OF ELECTRIC CC	11/05/2020	Regular	0.00	647.91	19001
0002304	WEST OCEAN CITY ILLNESS & INJUR	11/05/2020	Regular	0.00	80.00	19002

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	32	29	0.00	38,732.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>32</b>	<b>29</b>	<b>0.00</b>	<b>38,732.34</b>





Town of Berlin, MD

# Check Register

Packet: APPKT01838 - 20201112SW

*Handwritten signature and date: 11/15/2020*

*Handwritten text: m7B, 11/15/2020*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000015	ABC PRINTERS INC	11/12/2020	Regular	0.00	652.00	19003
0002702	ABSOLUTE SECURITY GROUP INC	11/12/2020	Regular	0.00	525.00	19004
0000102	ALBAN ENGINE POWER SYSTEMS	11/12/2020	Regular	0.00	2,830.00	19005
0000158	AN ANGEL'S TOUCH CLEANING SERV	11/12/2020	Regular	0.00	1,000.00	19006
0003174	ANTHONY D BALSOMA	11/12/2020	Regular	0.00	768.00	19007
0000323	BERLIN AUTOMOTIVE	11/12/2020	Regular	0.00	579.84	19008
0000394	BOOTH & ASSOCIATES INC	11/12/2020	Regular	0.00	8,766.55	19009
0000455	CARD'S TECHNOLOGY	11/12/2020	Regular	0.00	983.79	19010
0002647	CINTAS RUGS	11/12/2020	Regular	0.00	31.68	19011
0000534	CJIS-CR	11/12/2020	Regular	0.00	1,187.50	19012
0000794	EASTERN SHORE COFFEE	11/12/2020	Regular	0.00	30.36	19013
0000803	EASTON UTILITIES COMMISSION	11/12/2020	Regular	0.00	2,858.00	19014
0000847	ENVIROCORP, INC.	11/12/2020	Regular	0.00	314.00	19015
0000854	ERMCO	11/12/2020	Regular	0.00	4,214.00	19016
0000977	GREAT AMERICA FINANCIAL	11/12/2020	Regular	0.00	137.04	19017
0001565	NATIONWIDE RETIREMENT SOLUTIC	11/12/2020	Regular	0.00	4,319.96	19018
0001625	ONE CALL CONCEPTS, INC.	11/12/2020	Regular	0.00	40.88	19019
0001677	PENINSULA DRY CLEANERS, INC	11/12/2020	Regular	0.00	84.00	19020
0001682	PEP-UP, INC.	11/12/2020	Regular	0.00	421.47	19021
0003007	PRAGMATIC BUSINESS SERVICES U.S	11/12/2020	Regular	0.00	5.15	19022
0001740	PUBLIC SERVICE COMMISSION	11/12/2020	Regular	0.00	250.00	19023
0001747	QUILL CORP.	11/12/2020	Regular	0.00	99.00	19024
0001757	RACETRACK AUTO CENTER	11/12/2020	Regular	0.00	2,723.69	19025
0002957	REPUBLIC SERVICES	11/12/2020	Regular	0.00	3,790.61	19026
0003171	RICKY JARMON	11/12/2020	Regular	0.00	800.04	19027
0002795	SANDPIPER ENERGY INC	11/12/2020	Regular	0.00	53.95	19028
0002026	SUN SIGNS	11/12/2020	Regular	0.00	450.00	19029
0002092	THE DEPT OF PUBLIC SAFETY & COR	11/12/2020	Regular	0.00	91.00	19030
0002928	UNIFIRST CORPORATION	11/12/2020	Regular	0.00	122.71	19031
0002205	UNITED WAY OF THE EASTERN SHO	11/12/2020	Regular	0.00	30.00	19032
0002348	WOR WIC COMMUNITY COLLEGE	11/12/2020	Regular	0.00	64.00	19033
0002363	WORCESTER COUNTY LANDFILL	11/12/2020	Regular	0.00	11,608.75	19034
0002398	ZEP SALES & SERVICE	11/12/2020	Regular	0.00	528.83	19035

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	38	33	0.00	50,361.80
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
	<b>38</b>	<b>33</b>	<b>0.00</b>	<b>50,361.80</b>



# Town of Berlin, MD

UBPKT06572 - Refunds 1 UBPKT06571 Disconnect

## Refund Check Register Refund Check Detail

*Handwritten signature and date: 11/12/2020*  
*Handwritten initials and date: MMB 11/12/2020*

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0750021-14	RIVERA, MARIA	11/12/2020	19036	103.00			103.00	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	103.00			

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	103.00
Revenue Total:	103.00

## General Ledger Distribution

Posting Date: 11/02/2020

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-103.00	Yes
10-2010-2074	UNAPPLIED CREDITS	103.00	
10 Total:		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-103.00	
98-2498-2200	DUE TO OTHER FUNDS	103.00	Yes
98 Total:		0.00	
Distribution Total:		0.00	