



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall
10 William Street
Tuesday, October 12, 2021

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Regular Session of 09/27/21
2. RFP Discussion for Heron Park – Mayor Zack Tyndall
3. Motions to Approve:
 - a. Motion 2021-25: Motion approving the 2022 Event Schedule as submitted – Economic and Community Development Director Ivy Wells
 - b. Motion 2021-26: Motion approving the Holiday Schedule for 2022 – Deputy Town Administrator Mary Bohlen
 - c. Motion 2021-27: Motion approving a fiscal year 2022 budget amendment increasing expense and revenue accounts associated with capital improvements in the stormwater fund. Allocation \$110,000 from ARPA grant. Details of the budget amendment are attached to the Motion in Exhibit A – Finance Director Natalie Saleh
4. Town Administrator's Report
5. Departmental Reports
6. Comments from the Council
7. Comments from the Mayor
8. Comments from the Public
9. Comments from the Press
10. Adjournment

****Public Attendance at Meetings**

Per Mayor Zack Tyndall: EFFECTIVE JUNE 7, 2021, Mayor and Council Meetings will be held in-person with masks required and will continue to be streamed live to Facebook for viewing purposes only.

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

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

- Email: info@berlinmd.gov, please use Meeting Comments as your subject.
- Fax to: 410-641-2316.
- Mail to: Berlin Town Hall, Attn: Meeting Comments, 10 Williams St., Berlin, MD 21811. It is recommended that mail be posted no later than the close of business on the Friday before

the meeting to help ensure delivery. The Town of Berlin is not responsible for delays or delivery failures on the part of the USPS or other delivery service.

- Drop off: Drop off in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.

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

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



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, September 27, 2021

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

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

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Water Resources Director Jamey Latchum, and Public Works Superintendent Jimmy Charles.

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

1. Approval of the Minutes for:

a. Regular Session of 09.13.21:

On the motion of Councilmember Orris, second by Councilmember Knerr, the Regular Session Minutes of September 13, 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				

2. Swearing in Boards and Commissions Members

Mayor Zackery Tyndall swore in Newt Chandler to the Planning and Zoning Commission, Robert Palladino to the Board of Appeals, Mary Moore to the Historic District Commission, and Marie Velong, Brian Robertson, and Tom Sholtis to the Ethics Commission. Mayor Tyndall also informed the new members of the Ethics Commission that there will be Ethics training at some point soon and the Town will work with them to get that scheduled.

3. Discussion re: Short-term Rentals (STR)

Planning Director David Engelhart gave some background information on the process and items previously discussed. Councilmember Orris wanted language in the ordinance about having a contact for each property that lives within 30 minutes to the property Mr. Engelhart said that can be added along with needing a contact that can be reached 24/7. Councilmember Nichols asked about the original draft ordinance they were presented and this one; Mr. Engelhart said the draft ordinance has not been altered at all, just the written summary. Councilmember Nichols asked about eligible zoning for STR's; Mr. Engelhart said it is where dwelling units are permitted as the Code indicates, he then described certain scenarios for what can be rented out. Councilmember Knerr asked about the section related to noise violations and asked if it pertains to the noise ordinance; Chief Downing said a noise ordinance would pertain to the individual, not the property owner. Councilmember Knerr wanted clarity on how it would affect the owners rental license and

wants to be sure the owners are accountable. Mayor Tyndall said there should be a violations schedule so owners know what the process would be. Councilmember Knerr and Vice-President Burrell asked about occupancy and square footage and asked if something should be added about the number of people per bedroom as well; Mr. Engelhart said anything can be added, but he felt that adding a limit per bedroom could be restrictive for families. Mr. Engelhart added that all of the properties would need to be inspected to be sure they are in compliance with state and local fire codes and building code standards. Councilmember Orris asked what the impact to staff would be to put this ordinance in place; Mr. Engelhart said it would ease off after the initial influx, and compliance issues would be complaint driven. Councilmember Orris said that would pit neighbors against neighbors and many would not want to make the complaint. Mayor Tyndall also noted that there would be an impact to the Finance Department for licensing; Ms. Saleh said it is hard to judge and there would likely be an issue with fee collections.

Councilmember Purnell said he still wants to hear more from the public. Town Administrator Jeff Fleetwood read a letter in opposition to STR's by resident Laura Sterns. Mayor Tyndall invited the public for their input; Deputy Town Administrator noted that this was not a public hearing at this point. Resident Marie Velong said she agrees with Councilmember Orris that neighbors should not be the ones to make the complaint, it should fall under a building inspector's purview. Police Chief Arnold Downing said if no one speaks out the Town will not know; it is not neighbors in these properties, they are visitors; at this point the Town is trying to establish minimum standards for STR's. Chief Downing also stated that you can make anonymous complaints, but he asks that any complaints be made timely so they can address the issue when it is happening.

Resident Ron Cascio asked what it meant to be an occupied property in residential zoning; Mr. Engelhart said it means that it needs to be the primary residence, but not that they have to be physically present. Mr. Cascio said he agrees with Ms. Sterns, it would be like running a business in a residential area and he does not want to see people buy up the homes in the area with that intent. He does not have an issue with auxiliary or secondary structures though and thinks that section of the code should be updated, because then the owner is on-site to handle issues.

Resident Ed Hammond said he thinks the ordinance is good as is. He said he thinks there is an issue for local families to find housing in Berlin as it is, so if people start buying properties to rent out then it would make it more difficult for locals to buy. He also said the business district should be examined more carefully before more than half of the properties are not owner occupied. Councilmember Knerr asked how he felt about secondary units on the property; Mr. Hammond said he was in favor of auxiliary units.

Resident Ann Marie Pollack said she does not want to see separate auxiliary units; she gave an example of her neighbors who lived in a bus in the back yard and rented out their home and how reporting it put her in an uncomfortable situation; she said it was frightening having different people in and out each week. Mr. Engelhart said when she reported it staff handled the issue and asked her if it was continuing; she said it was not. Mr. Cascio asked if something like that would be allowed under the current ordinance; Mr. Engelhart said it would not, and when an inspection was done on the rental, they would see the auxiliary unit.

The Mayor and Council said they want to hear more from the public and welcome the input.

4. Discussion re: Downtown Tree Lighting

Electric Director Tim Lawrence wanted to clarify that when he mentioned that regular maintenance needed to be done on the string lights, that the work being completed is safe. The new lights have been ordered and trees are being trimmed to prepare them for the lights, the

trimming should only need to be done every three-four years. Councilmember Nichols asked if the bases would be wrapped or just the treetops; Mr. Lawrence said bases and tops. Town Administrator Jeff Fleetwood said they had budgeted \$10,000 but this should be under that with boring and conduits. Councilmember Orris asked about the trees on West Street; Mr. Lawrence said this is not included, but if it were to be purchased it would be another \$2,500. Mayor Tyndall asked for clarification on the costs of boring, Mr. Lawrence said it was all included and most can be done in house.

5. Motion 2021-24: Motion approving a request for funding for repairs at 105 Washington Street and a future Request for Proposal (RFP)

Water Resources Director Jamey Latchum said the stormwater pipe that runs through 105 Washington Street has failed and he is asking for the funding and for a future RFP. Town Administrator Jeff Fleetwood said he would like to change the wording on the motion to read: Motion approving a request for funding for replacement/repair of the Towns stormwater piping located at 105 Washington Street and funding of a downstream modeling. Darl Kolar with EA Engineering, Science, and Technology, Inc., PBC said you would get more flow if you upgraded the pipe to a larger pipe, so staying with an 18" would not make much of a difference even with going from terracotta to plastic and approval from Maryland Department of the Environment (MDE) is based on the pipe type and size. Councilmember Orris asked how long it would take for approval for MDE and wouldn't replacing something with the same size still increase flow because the current piping is failing; Mr. Kolar said it depends on what is being requested, one for one would probably be a faster approval process than something different, and yes, there should be a better flow when replacing this pipe even with the same.

Resident Ed Hammond said he is the recipient of the water flow on Bottle Branch, and he has a Memorandum of Understanding (MOU) with the Town that states that anything that would affect his property would be discussed with him, and this has not been. He disagreed with Mr. Kolar on the construction of the pipe and said he will not believe what Mr. Kolar says. He did not appreciate finding out about a project that could affect his property through a Council packet. Mayor Tyndall said the plan was to talk with Mr. Hammond if the funding was approved; Mr. Hammond said after the fact is giving notice, not a conversation like the MOU required.

Mayor Tyndall then stated that staff is looking for approval of funding to move forward with ordering the materials needed for the repairs; Mr. Fleetwood said the engineers estimate with a 20% contingency is about \$100,000 and the modeling would be a separate cost of \$5,000-\$8,000. Councilmember Orris said this estimate was for 24" and he thought they wanted 18"; Mr. Fleetwood said they are looking to replace it with an 18" and the cost difference is nominal. Mr. Latchum said there is a long wait time on materials, about six to nine months, and that needs to be kept in mind. Mr. Fleetwood said he is seeking approval to use the ARPA funds but did give other options as well. Mayor Tyndall said if the Council decides to move forward with ARPA funds, the approval would be needed for up to \$110,000. Mayor Tyndall asked how much money was in the Stormwater Contingency funds; Finance Director Natalie Saleh said \$7,800. Councilmember Orris asked Mr. Fleetwood to repeat the wording for the motion; Mr. Fleetwood said the wording on the motion will read Motion approving a request for funding for replacement/repair of the Towns stormwater piping located at 105 Washington Street and funding of a downstream modeling.

On the motion of Councilmember Knerr, second by Councilmember Orris, the request for funding for replacement/repair of the Towns stormwater piping located at 105 Washington Street and funding of a downstream modeling 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 said he commits to contacting Mr. Hammond before moving forward with the next phase. Mr. Hammond thanked him and said he hopes the Town brings all of the affected parties together to collaborate. Mayor Tyndall asked Mr. Hammond to determine the pinch points or affected areas and the affected parties so they can meet. Councilmember Knerr asked Mr. Hammond if he has contacted MDE regarding the culvert on 113; Mr. Hammond said the Town would have to contact the state, he has not. Mayor Tyndall asked Mr. Hammond to coordinate with Mr. Kolar to see if we can assist in getting in touch with MDE.

6. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood thanked the staff for their work with the Fiddler's Convention. He also said he will be providing the Economic and Community Development Director Ivy Well's report where she thanked Public Works and said there will be a pumpkin scavenger hunt in the month of October and information can be found online. He also reported Administrative Manager Kelsey Jensen's report that vaccines will take place Wednesday. The Nationwide representative will be on site on October 8th. Ms. Jensen also attended the United Way of the Lower Eastern Shore's Kickoff Party. And lastly, the workers compensation audit came back favorably, and the Town will be getting a very minimal refund.

Mayor Tyndall asked about the placement of the stage for events and said going forward it will run parallel to Main Street.

7. Departmental Reports:

a. Electric Utility Director – Tim Lawrence

Mr. Lawrence said they installed an underground service at Prospect Drive. They have completed the electric upgrades at the new apartments. They assisted Public Works with removing dead trees at Henry Park. They have been doing various tree trimming around town. They received a new roof coating at the Power Plant. Lastly, they are completing meter reading around town. Mr. Fleetwood added that our two linesmen apprentices are about halfway done their programs, further than any apprentice in the past.

b. Police Chief – Arnold Downing

Chief Downing said it has been a busy past couple of weekends with bike fest, H2Oi, and Fiddlers, law enforcement tried to stay very proactive. Trick-or-treating will take place on Halloween from 5pm-7pm; if you do not wish to participate turn your lights off. They will be periodically checking sex offender's homes to be sure they are not participating. They are hoping they will be able to do the candy checking in Town Hall. Mayor Tyndall asked if Washington Street will be closed or if formal action is needed; Chief Downing said no action is needed, they will close it. Councilmember Knerr asked if it has been considered to do it on Saturday and Chief Downing said that would confuse people.

c. Finance Director – Natalie Saleh

Ms. Saleh said the audit is completed and she will notify the Council of when PKS will do their presentation. She and Mr. Fleetwood met with Ms. Holloway and her presentation will be during the next meeting. Lastly, there will be visitors from Thurmont present on Friday to check out the Tyler system.

d. Water Resources Director – Jamey Latchum

Mr. Latchum said they replaced a water and sewer connection on Schoolfield Street and are doing meter reading.

e. Public Works Superintendent – Jimmy Charles

Mr. Charles said he appreciates all the departments working together during events. They are going to test fit the new backboards at Henry Park. The pavilions at the parks will be getting new roofs. Lastly, they planted black-eyed-susans at Town Hall.

f. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen reminded everyone about the 2-1-1 service and also mentioned that there will be an event on October 6th, walk Maryland day, through Worcester County parks.

8. Comments from the Council:

Vice-President Burrell thanked Mr. Lawrence for addressing the safety concerns with lighting. And mentioned that they want to hear more public input on short term rentals.

Councilmember Purnell made a motion to cancel the December 27th Mayor and Council Meeting. Mayor Tyndall said he would like to see it dropped for future years as well.

On the motion of Councilmember Purnell, second by Vice-President Burrell, cancelling the Mayor and Council Meeting for December 27th 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				

Councilmember Orris reminded everyone that there are committee openings and to apply online and call Town Hall with questions. The Mayor will work on web paths for the application.

Councilmember Nichols said it is emergency preparedness month and to get prepared for anything. She also expressed her condolences for the families who have lost loved ones and said there have been a lot of employees who have lost relatives lately.

9. Comments from the Mayor – none.

10. Comments from the Public – none.

11. Comments from the Press – none.

12. Adjournment:

On the motion of Vice-President Burrell, the Mayor and Council meeting was adjourned at approximately 9:05PM.

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

Town of Berlin

Request for Proposal (RFP) # _____

Disposition and Development of Parcel 57 and Parcel 410 at Heron Park

Proposal Posted: (insert date)

Pre-Proposal Meeting: (insert date and time)

Town Hall – Council Chambers
10 William Street
Berlin, MD 21811

Site Tour: (insert date and time)

Heron Park
10009 Old Ocean City Blvd.
Berlin, MD 21811

Last Day for Questions: (insert date and time)

Proposal Opening: (insert date and time)

Town Hall
10 William Street
Berlin, MD 21811

Advertisement

Notice is hereby given that the Town of Berlin ("Town") is accepting sealed proposals for **Request for Proposals RPF (insert number) Disposition and Development of Parcel 57 and Parcel 410 at Heron Park.** The submission deadline is **(insert date and time here)**. Solicitation documents including instructions to respondents and all addenda may be obtained from the Town of Berlin (insert location). All proposals must be received prior to the date and time shown above. Late, faxed, or emailed bids will not be accepted. The Town reserves the right to reject any or all proposals received, to waive any informalities or technicalities of the bid or to reject any non-responsive and/or non-responsible proposal in the best interest of the town of Berlin.

Table of Contents

Section 1: Project Overview

- 1.1 General Intent
- 1.2 Background Information – Town of Berlin
- 1.3 Site Description and Zoning
- 1.4 Summary of Parcel(s) Data
- 1.5 Development Objectives
- 1.6 Scope of Work

Section 2: Proposal Requirements

- 2.1 General Submittal Information
- 2.2 RFP – Specific Submission Requirements
- 2.3 Completion of Proposal Documents
- 2.4 Deposit

Section 3: Evaluation and Selection Process

- 3.1 Opening of Proposals
- 3.2 Acceptance or Rejection of Proposals
- 3.3 Award Procedures
- 3.4 Land Disposition Contract

Section 4: General Information

- 4.1 Economy of Proposal
- 4.2 Propriety Information or Trade Secrets
- 4.3 Ownership of Materials
- 4.4 Audit
- 4.5 Contract Award
- 4.6 Modification or Withdrawal of Proposal
- 4.7 Default
- 4.8 Collusion/Financial Benefit
- 4.9 Indemnity
- 4.10 Suspension or Termination for Convenience
- 4.11 Contract Changes
- 4.12 Addendum
- 4.13 Insurance Requirements
- 4.14 Cancellation of the Proposal Document/Rejection of All Proposals
- 4.15 Evaluation Criteria

Section 5: Required Forms – Form of Proposal RFP (insert number)

Section 6: Required Forms – Developer's Affidavit of Qualification to Proposal

Section 7: Required Forms – Ownership Disclosure

Section 8: Required Forms – Non-Collusive Affidavit

Section 9: Resources

Attachments:

DRAFT

Section 1: Project Overview

1.1 General Intent

- a. The Town of Berlin (also referred to as the "Town" hereafter), through this RFP, seeks a highly qualified and [] to lease or purchase and transform Parcel 57 and/or Parcel 410 at Heron Park in Berlin into a [] in accordance with applicable regulations. It is therefore the intent of the Town of Berlin to receive proposals that would lead to economic development in the Town of Berlin, while maintaining and enhancing safety, livability and recreation. The completed project would provide a [] for the Town of Berlin.

Commented [ZT1]: Mayor and Council fill in the blank

Commented [ZT2]: Mayor and Council fill in the blank

i. (Insert information here possibly regarding the reason for RFP)

Commented [ZT3]: Mayor and Council fill in the blank

- b. All Development Proposals submitted must conform to the Proposal Requirements listed in Section 2.
- c. Entities that submit a proposal for award of this contract are referred to as "proposers" in this document. The firm or individual that is awarded the contract is herein referred to as the "Firm" or "Developer." The words Bidder, Offeror, Consultant, Proposer, Developer, and Contractor may be used interchangeably.

1.2 Background Information – Town of Berlin

- a. The Town of Berlin, Maryland, incorporated in 1868, is the [] (pop. [] per v20 [] census www.census.gov) and is located in Worcester County. (Insert more information about the Town of Berlin).
- b. Other attractive features like proximity to Downtown, area beaches, major highways, etc. []

Commented [ZT4]: Director of Economic and Community Development, Ivy Wells: Please fill in the description of Town of Berlin to help attract interested parties.

Commented [ZT5]: Deputy Town Administrator, Mary Bohlen: Please fill in the population information with the most recent census data.

Commented [ZT6]: Director of Economic and Community Development, Ivy Wells

1.3 Site Description and Zoning

- a. The subject property is located within walking distance to the Town of Berlin's Historic Main Street Shopping District and within the corporate limits of the Town of Berlin. It is []

Commented [ZT7]: Director of Economic and Community Development, Ivy Wells

Commented [ZT8]: Planning and Zoning Director, Dave Englehart: Please fill in the zoning and site description information.

1.4 Summary of Parcel(s) Data

Commented [ZT9]: Planning and Zoning Director, Dave Englehart: Please fill in the Summary of Parcel(s) Data for parcel 57 and parcel 410.

Name: Parcel 57
Tax I.D.:
Ownership: The Town of Berlin
Location:
Current Use:
Zoning:
Gross Acreage:
Appraised Value:
Tax Assessment Value:
Special Considerations:

Name: Parcel 410
Tax I.D.:
Ownership: The Town of Berlin
Location:
Current Use:
Zoning:
Gross Acreage:
Appraised Value:
Tax Assessment Value:
Special Considerations:

1.5 Development Objectives

- a. The Town is interested in receiving proposals that would lead to economic development, in the incorporated limits of Berlin with proximity to its Historic Main Street Shopping District and complement the existing business community, recreational activities, and nearby neighborhoods. Developers should strive to ensure that the completed use is coordinated and balanced, that the development sustains walkability, and utilizes a combination of civic and environmental design considerations that includes, but is not limited to:
 - i. Highly aesthetic, quality project which is harmonious with the objectives of the Town of Berlin's goals for housing, jobs, business, eateries, industrial uses, etc. Proposals containing the following aspects will be weighted the most favorably.
 1. Placeholder
 2. Placeholder
 3. Placeholder
 4. Placeholder
 5. Placeholder
 - ii. Increase property tax base and develops a lasting revenue stream;
 - iii. Compactness – creating a critical mass of activities within walking distance;
 - iv. Foster intensity of development – efficient use of land, good density and promoting vibrancy along existing and new streets;
 - v. Ensure a balance of activates – day, evening and weekend vitality;
 - vi. Build a positive identity – organize, build and sustain the image of the historic downtown area as attractive, interesting, and vibrant;
 - vii. Restore and maintain environmental quality – reduce the amount of runoff pollution, increase the amount of green space, plant trees, utilization of sustainable materials and incorporation of water and energy efficient site design /construction;

Commented [ZT10]: Mayor and Council fill in the blank

1.6 Scope of Work

- a. Consult with the Town and other agencies/groups as required to refine detailed project goals and scope of work, establish project time schedule, communication network and contact persons.

- b. Inventory and conduct an evaluation of the existing land uses and structures adjacent to the site(s) and identify urban design issues in conjunction with the vision of the Town of Berlin Historic Main Street Shopping District.
- c. Assess and mitigate public infrastructure to accommodate development/redevelopment strategies (i.e. parking, traffic circulation, water and sewer capacity, storm water management, flood control, sidewalks, etc.).
- d. Prepare detailed project cost estimates, breaking out each component of the plan.
- e. Prepare a final design and all necessary plans as required by the Town of Berlin, incorporating the required components as specified herein and in conjunction with input from the Town.
- f. Obtain all required approvals from the Town of Berlin, (list other approving bodies). The subject properties have the advantage of falling within the (insert programs), all of which maximize the potential for economic stimulation and improving the quality of life in and around downtown Berlin.
- i. Cost for such approvals, including but not limited to licenses, permits, zoning appeals, inspection fees, engineering and environmental studies, appraisals, surveys and legal descriptions are borne solely by the proposer.
- g. Commence construction of the approved plan within 18 months of closing. The Town expects completion of all construction and full operational ability within 2 years after commencement of construction, subject to extension or modification as mutually agreed upon with the Town of Berlin.

Commented [ZT11]: Planning and Zoning Director, Dave Englehart: Please fill in the approvals that will be needed with a project at Heron Park on either or both parcels? Mayor and Council discussion regarding the current zoning of the parcels.

Commented [ZT12]: Economic and Community Development Director, Ivy Wells: Please list programs that these parcels fall into like: Maryland State Enterprise Zone, Maryland Arts and Entertainment District, etc.

End of Section

Section 2: Proposal Requirements

2.1 General Submittal Information

- a. Proposers, before submitting a proposal, will become fully informed as to the extent and character of the proposal document and are expected to completely familiarize themselves with the requirements of this solicitation and any and all specifications. Failure to do so will not relieve the Proposer of the responsibility to fully perform in accordance therewith. No consideration will be granted for alleged misunderstanding of the material to be furnished or the work to be performed, it being understood that the submission of a proposal is an agreement with all of the items and condition referred to herein.
- b. All offers and any other documents required as noted in this RFP and any addenda must be submitted to Jeffrey Fleetwood, Town Administrator, 10 William Street, Berlin, MD 21811, by (insert date and time). Under no circumstances will offers delivered after the date and time specified be considered. The Town of Berlin will not be responsible for any offer delayed in the postal or other delivery service nor late offer, amendment, or request for withdrawal of offer, received after the RFP date. Offers received after the date and time for receipt will be returned unopened.
- c. All submitted documents should be prepared in a professional manner and must provide a clear and concise demonstration of the Proposers capability to satisfy the requirements and objective of this RFP.
- d. The Town of Berlin will not be limited solely to the information provided by the Proposer, but may utilize other sources of information useful in evaluating the capabilities of the Proposer. Special or unique capabilities or advantages of the Proposer should be clearly stated in the Developer's Development Proposal Document.
- e. All copies of the Proposal submittal and any other documents required to be submitted with the Proposal will be enclosed in a sealed envelope. The envelope will be addressed to the Town Administrator and will be identified with the project name, project number and the Proposer's name and address. If the proposal is sent by mail, the sealed envelope will be enclosed in a separate mailing envelope with the notation "**SEALED PROPOSAL ENCLOSED**" on the face thereof.
- f. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the Proposer's own risk.
- g. Proposals will be valid for a minimum of 180 days from the date of proposal opening.

2.2 RFP – Specific Submission Requirements

Each submission of proposal documents will be required to provide the following exhibits or materials as part of the proposal package. In order to issue a uniform review process and to obtain the maximum degree of comparability, it is required that the submittal be organized in the manner specified, tabbed, and with a table of contents.

- a. Title Page: Show the name of the development firm, address, telephone number, name of the contact person, date, and subject: "RFP [redacted]"
- b. Table of Contents: Include a clear identification of the material by section and by page number.
- c. Comprehensive Plan for use of the Site: This should include but no be limited to:
- Plans for renovation or demolition
 - Use planned when renovation or demolition has been completed;
 - Anticipated neighborhood impact. If applicable address:
 - Traffic
 - Parking
 - Pedestrian traffic
 - Noise
 - Construction
 - Discuss how your proposed use is compatible with the surrounding neighborhood
 - Anticipated date of project/redevelopment completion.
- d. Letter of Interest: Brief history of firm, a statement of the respondent's interest in the proposed properties, and describes the firm's strengths that enhance their ability to purchase the properties and carry out any proposed improvements to the properties.
- e. Financial Capacity to Complete Proposed Improvements: In order for proposals to be considered, Proposers must submit with their proposal, a letter from a lending institution evidencing the Proposer possesses the ability to obtain the necessary funds to purchase this property. Evidence will include all information necessary to certify that the Proposer: maintains a permanent place of business; has available the organization and qualified manpower to do the proposed improvements; has adequate financial status to meet the financial obligations incidental to the proposed improvements; has not had just or proper claims pending against them or their company. **Failure to submit this letter with your proposal will result in a rejection of your proposal.**
- f. Additional Background: You are invited to include a maximum of five pages of information not included above with you feel may be useful and applicable to this project.
- g. Town Forms: Submit the following completed forms provided in the RFP (found in Sections 5, 6, 7, and 8):
- i. Section 5: Form of Proposal RFP [redacted]
 - ii. Section 6: Developers Affidavit of Qualification to Proposal
 - iii. Section 7: Ownership Disclosure Form
 - iv. Section 8: Non-Collusive Affidavit

Commented [ZT13]: Mayor and Council discussion

2.3 Completion of Proposal Documents

- i. Use only forms supplied by the Town.
- ii. Submit one (1) original and three (3) copies of completed Proposal Documents. Each copy of the proposal will be bound in a single volume. All documents submitted with the proposal will be bound in that single volume.

- iii. All blanks on the form will be filled by typewriter or manually in ink.
- iv. Where so indicated by the make-up of the proposal form, sums will be expressed in both words and figures, and in the case of a discrepancy between the two, the amount written in words will govern. In event there is a discrepancy between the unit price and the extended totals, the unit price will govern.
- v. Any interlineation, alteration, or erasure MUST be initialed by the signer of the Proposal.
- vi. Each copy of the proposal will be signed by the person or persons legally authorized to bind the Proposer to a contract, using the legal name of the signer. A proposal submitted by an agent will have a current Power of Attorney attached certifying the agent's authority to bind the Proposer.
- vii. Proposer will supply all information and submittals required by the documents to constitute a proper and responsible proposal.
- viii. Any ambiguity in a proposal as a result of omission, error, lack of clarity or noncompliance by the Proposer with specifications, instructions, and/or all conditions of proposal will be constructed in the light most favorable to the Town of Berlin.

2.4 Deposit

- a. Each Development Proposal Document will be accompanied by a deposit in an amount not less than ten percent (10%) of the base bid. Certified or cashier's checks are acceptable, made payable to the Town.
- b. Return of Proposal Security
 - i. At award of a contract, all unsuccessful Proposers' proposals securities will be returned.
 - ii. The proposal security will be returned to the successful Proposer upon the execution of the Land Disposition Contract or applied to the sale/lease as decided upon in the ENP.

End of Section

Section 3: Evaluation and Selection Process

3.1 Opening of Proposals

- a. Proposals received on time will be opened publicly and only participant's names will be read aloud for the record.
- b. The contract will be awarded or all proposals will be rejected within 180 days from the date of proposal opening

3.2 Acceptance or Rejection of Proposals

- a. Unless otherwise specified, the contract will be awarded to the most **RESPONSIBLE** and **RESPONSIVE** Proposer complying with the provisions of the proposal documents, provided the proposal price is reasonable and it is in the best interest of the Town to accept it. The Town reserves the right to reject the proposal of any Proposer who has previously failed to perform properly in any way or complete on time contracts of a similar nature; of a proposal from a Proposer who, investigation shows, is not in a position to perform the contract; or a proposal from any person, firm, or corporation which is in arrears or in default to the Town of Berlin for any debt or contract.
- b. In determining a Proposer's **RESPONSIBILITY**, the Town may consider the following qualifications, in addition to price:
 - ix. Ability, capacity, and skill to provide the commodities or services required within the specified time, including future maintenance and service, and including current financial statement or other evidence of pecuniary resources and necessary facilities;
 - ii. Character, integrity, reputation, experience and efficiency;
 - iii. Quality of past performance on previous or existing contracts, including a list of current or past contracts and other evidence of performance ability;
 - iv. Previous and existing compliance with laws and ordinances relating to contracts with the Town and to the Proposer's employment practices;
 - v. Evidence of adequate insurance to comply with contract terms and conditions;
 - vi. Statement of current work load and capacity;
 - vii. Explanation of methods to be used in fulfilling the contract.
- c. In determining a Proposer's **RESPONSIVENESS**, the Town will consider whether the proposal conforms in all material respects to the proposal documents. The Town reserves the right to waive any informalities or irregularities that may be in the best interest to do so. Additionally, failure to submit the proposal documents in the manners outlined above will result in the proposal document being rejected as unresponsive. The Town may consider the following qualifications as well:
 - i. Submittal of Proposal Documents that clearly meet or exceed the program objectives as defined in the Town of Berlin Comprehensive Plan and/or the ____.
- d. The Town will have the right to reject any and all proposals, where applicable to accept in whole or in part, to add or quantities, to reject the proposal not accompanied by required proposal security or other data required by the proposal documents, and to accept or reject any proposal which deviates from specifications when in the best

interest of the Town. Irrespective of any of the foregoing, the Town will have the right to award the Contract in its own best interests.

3.3 Award Procedures

- a. The Town will issue an Exclusive Negotiating Privilege (ENP) to the selected Proposer setting out specific requirements and deadline for fulfilling the requirements of the project (including but not limited to the statements and ideas expressed herein). If negotiations have not been completed within 180 days after selection of a Developer, then the ENP will expire. The Town may extend that time period if both parties find that negotiations are proceeding satisfactorily. Should the parties fail to agree upon the contract within a reasonable time, the Town, at its sole discretion, may cancel negotiations with the first selected Developer and proceed with the next acceptable Development Proposal Document, re-solicit for new proposals, or abandon the Proposal Document.
- b. After successful completion of the ENP period, the Town will then enter into a Land Disposition Contract (LDC) setting forth the terms and conditions of the lease or sale of the subject property (properties). Approval of the LDC is by action of the Town Council.

3.4 Land Disposition Contract

- a. In addition to the regulations set forth in the Town building code, zoning code, and other applicable codes and ordinances, the following controls will be implemented by provisions in a LDC as are considered appropriate by the Town Council;
 - i. The purchaser will agree, for itself and its successors and assigns and every successor in interest to the property or any part thereof, and the deed will contain covenants that the purchaser and any such successors and assigns will devote the property to and in accordance with the uses specified in the development plan;
 - ii. The purchaser will agree, for itself, and its successors and assigns and every successor in interest to the property or any part thereof, and the deed will contain covenants that the purchaser and any such successors and assigns will promptly begin and diligently move to complete the development of the property through the construction of the improvements thereon, and that such construction will in any event be begun and completed within the period specified in the LDC;
 - iii. The deed conveying the property will expressly provide that the agreements and covenants provided for in the development plan will be covenants running with the land and will be binding on the land for the benefit and in favor of the Town;
 - iv. The purchaser will represent and agree that its purchase of the property and its other agreements pursuant to the development plan and the LDC are and will be used for the purpose of development of the property and not for speculation in land holding;
 - v. None of the provisions of this chapter or the LDC are intended to or will be merged by reason of any deed transferring title to the property to the purchaser or to any successor in interest;

- vi. The purchaser will agree to retain the interest it acquires in such property until construction of the required development is completed and will agree not to sell, lease or otherwise transfer the interest acquired or any part thereof without the prior written consent of the Town, until the Town will have certified, in writing, that the purchaser has completed construction. In the absence of any such written agreement no such transfer will be effective and will not relieve the purchaser of its obligations under the LDC;
- vii. The purchaser will agree that prior to completion of the development, it may not mortgage or encumber the property except for the purpose of obtaining funds to purchase the property and funds only to the extent necessary for making the improvements. The Town will agree that no mortgagee will be required to construct or complete the improvements. The purchaser will agree that in the event of default in the purchaser's mortgage, the Town will have the option of paying to the holder the amount of the mortgage debt and securing an assignment of the mortgage and the debt secured thereby;
- viii. The purchaser will agree that prior to conveyance of the property if the purchaser, in violation of the LDC, assigns or attempts to assign the LDC or does not submit a final development plan with the time as required by the LDC or does not pay the purchase price and take title to the property upon tender of conveyance by the Town pursuant to the LDC, then, in such event, the LDC, at the option of the Town, will be terminated, and the deposit will be retained by the Town as liquidating damages;
- ix. The purchaser will agree that in the event that subsequent to the conveyance of the property to the purchaser, the purchaser will default in or violate the LDC, prior to the completion of the development as certified by the Town, including but not limited to failing to construct improvements, or will abandon or substantially suspend construction work by failing to begin or complete the project in the period specified in the LDC or by failing to pay real estate taxes or suffer any levy or attachment or any unauthorized change in ownership and such violation is not cured after sixty (60) days' written demand by the Town, then the Town will have the right to reenter and take possession of the property and to terminate (and revert to the Town) the estate conveyed by deed to the purchaser and declare a termination of the LDC and revert the property to the Town, and the Town will have, in such event, the power to execute and file for record in the land records a declaration of termination of all right, title and interest of the purchaser, provided that this provision will be limited by and will not defeat or limit the lien of any mortgage authorized by the LDC and will not apply to any parts or parties upon which the improvements have been completed in accordance with the LDC and for which a certificate of completion has been issued.
 - 1. The purchaser will not be in default for failure to complete the project if such failure is caused by an enforced delay due to unforeseen causes beyond its control and without its fault or negligence, provided that the purchaser, within ten (10) days of

the start of any such enforced delay, has notified the Town, in writing, and requested an extension for the period of the enforced delay.

2. Upon reverting of title in the Town, the Town will use its best efforts to resell the properties or part thereof as soon as is feasible and consistent with the Town's objectives to a qualified party (as determined by the Town) who will assume the obligation of completing the improvements or such other improvements in their stead as will be satisfactory to the Town.
3. Upon resale of the property, the proceeds thereof will be applied:
 - a. First to reimburse the Town for all costs and expenses incurred by the Town, including employees' salaries in connection with the recapture, management and resale of the property or part thereof; all taxes, assessments and water and sewer charges with respect to the property or part thereof; any payments made to discharge any encumbrances or liens on the property or portion thereof; any expenditure or obligations incurred with respect to making or completing the improvements any other amounts owed or due to the Town by the purchaser and their successors or transferees, and;
 - b. Second, to reimburse the purchaser, its successor or transferee up to the amount equal to the sum of the purchase price paid by purchaser for the property (or allocable to the part thereof) and the cash equally invested by the purchaser in the making of the improvements on the property or part thereof, less any gains or income withdrawn or made by the purchaser from the development plan or from the property;
 - c. Any balance remaining after such reimbursements will be retained by the Town as its property.

ii. Easements for installation and maintenance of utilities will be reserved to the Town as required.

- iii. Promptly after completion of the improvements in accordance with the provisions of the LDC relating to the obligation of the purchasers to construct the improvements the Town will furnish the purchaser with an appropriate instrument in recordable form so certifying. Such certification by the Town will be (and it will be so provided in the deed and in the certification itself) a conclusive determination of satisfaction and termination of the development plan and covenants therein and in the deed with respect to the obligations of the purchaser and its successors and assigns to construct the improvements and the dates for the beginning and completion thereof. With respect to such individual parts or sections, the purchaser may convey such portions as the improvements

Commented [ZT14]: Mayor and Council discussion. We need to discuss maintaining access to the passive use section of the property along with any buildings that want to be kept for storage or Town use.

constructed therein are completed, and the Town will make such certification as it is related to the portion completed;

- iv. Any required control or covenant set forth herein may be modified or waived by the Town Council.
- b. Amendments. The LDC for the sale of the subject property (properties) may be modified, including provisions pertaining to land use, building and site modification, before or after the transfer of property with written approval of the Town Council by resolution.

Commented [ZT15]: Town Attorney, David Gaskill: Please confirm if this needs to be completed by resolution.

DRAFT

End Of Section

Section 4: General Information

4.1 Economy of Proposal

- a. Proposals should be prepared simply and economically, providing straightforward and concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required or desired.

4.2 Proprietary Information or Trade Secrets

- a. The Proposer may invoke proprietary information or trade secret protection for submission of any data/material by (1) identifying the data/material in a written description, (2) clearly marking the data/material as proprietary, and (3) providing a written statement detailing the reason why protection is necessary. The Town reserves the right to ask for additional clarification prior to establishing protection.

4.3 Ownership of Materials

- a. Ownership of all material and documentation originating and prepared pursuant to the RFP will belong exclusively to the Town and is subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted by a Firm in connection with a procurement transaction will not be subject to disclosure under the Freedom of Information Act. However, the Firm must invoke the protections of this section prior to or upon submission of the data or other material.

4.4 Audit

- a. The Firm agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited. The Town, its authorized agents, and/or State auditors will have full access to and the right to examine any of said materials during said period.

4.5 Contract Award

- a. A Land Disposition Contract will result from award of this RFP. If the accepted Proposer will fail or refuse to sign and deliver this contract and the required surety bonds and insurance documentation, the Town of Berlin will retain, as partial damages for such failure or refuse, the Proposal Security of such defaulting Proposer. If the accepted Proposer defaults in its performance under the agreement and does not cure the default within 30 days after written notice of default, the Town of Berlin may terminate the agreement, in whole or in part, upon written notice without penalty to the Town of Berlin. Contract will be executed by the successful Proposer within fifteen (15) days of receipt of Contract as time is of the essence.
- b. Proposals and contracts issued by the Town of Berlin will bind the Firm to applicable conditions and requirements herein set forth, unless otherwise specified in the proposal documents, and are subject to all federal, state, and municipal laws, rules, regulations,

and limitations. This contract will be construed and interpreted in accordance with the laws of the State of Maryland and all questions of performance hereunder will be determined in accordance with such laws.

- c. Town of Berlin personal property taxes must be on a current basis; if any such taxes are delinquent, they must be paid before award of contract. Failure to pay will result in the award of proposal to another firm.
- d. The Town of Berlin reserves the right to engage in individual discussions and interviews with those Proposers deemed fully qualified, responsible, suitable, and professionally competent to provide the required services should the project size warrant it. Proposers will be encouraged to elaborate on their qualifications, performance data, and staff expertise. Proprietary information from competing Proposers will not be disclosed to the public or to competitors.

4.6 Modification or Withdrawal of Proposal

- a. A proposal may not be modified, withdrawn, or cancelled by the Proposer during the stipulated time period following the time and date designated for the receipt of proposals, and each Proposer so agrees in submitting a proposal.

4.7 Default

- a. The contract may be cancelled or annulled by the Town in whole or in part by written notice of default to the Firm upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, any violation of state or local laws, or the making of an assignment for the benefit of creditors. An award may then be made to the next low Proposer, or when time is of the essence, similar commodities and/or service may be purchased on the open market. In either event, the defaulting Firm (or their surety) will be liable to the town for cost to the Town in excess of the defaulted contract price.

4.8 Collusion/Financial Benefit

- a. The Proposer certifies that his/her proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same project; without prior knowledge of competitive prices; and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
- b. Upon signing the proposal, Proposer certifies that no member of the governing body of the Town of Berlin, or members of his/her family, including spouse, parents or children, or any other officer or employee of the Town, or any member or employee of a Commission, Board, or Corporation controlled or appointed by the Mayor or Council has received or has been promised, directly or indirectly, and financial benefit, related to this contract.

4.9 Indemnity

- a. The successful Firm agrees to indemnify, defend, and hold harmless the Town of Berlin and its officers, employees, and agents from any and all liability, loss, cost, damage, and

expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury, including death, or property damage rising out of or resulting from the Firm's operations under this Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

- b. Firm further agrees to furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, due to Firm's own work or to the work of other contractors for which he or his workers are responsible.

4.10 Suspension or Termination for Convenience

- a. The Town will have the right, at any time by written notice, for its convenience, to suspend the work for such time as may be determined by the Town to be necessary or desirable up to ninety (90) days, unless a longer time is agreed upon in writing by both parties; and thereafter, to require resumption of the whole or any part of the work without invalidating the provisions of this contract.
- b. The Town will have the right, at anytime by written notice, for its convenience, to terminate the work in whole or in part.
- c. Any notice issued pursuant to sections A and/or B above will state the extent and effective date of such notice, except as otherwise directed, the Firm will stop work on the date of receipt of the Notice of Termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities, except as necessary for the completion of such portion of the work not terminated.
- d. In the event of termination, pursuant to section B above, the Town will pay the Firm's expenses verified by final invoice as set forth in section D for the following:
 - i. Completed and acceptable work executed in coordinates with the Contract documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit for such work;
 - ii. Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by Contract Documents in connection with uncompleted work, plus fair and reasonable sums for overhead and profit.
- e. The Firm will not be paid on account of loss of anticipated profits or revenues or for work not completed prior to the date of termination of the Contract.

4.11 Contract Changes

- a. **NO CLAIMS** may be made by anyone at the scope of the project or that the Firm's services have been changed **UNLESS** such changes or adjustments have been made by an approved **WRITTEN AMENDMENT (Change Order)** to the Contract signed by the Mayor (with Town Council approval, if required), prior to extra work being initiated. Changes performed without prior, approved, written authority will be considered as unauthorized and at the expense of the Firm. Payment will not be made by the Town of Berlin (Owner) for said changes not approved as aforementioned.

- b. **NO ORAL** conversations, agreements, discussions, or suggestions, which involves changes to the scope of the contract, made by anyone including any Town of Berlin employee, will be honored or valid. No written agreements or changes to the scope of the Contract made by anyone other than the Mayor (with Town Council approval, if required) will be honored or valid.
- c. If any change ordered in the work results in a reduction in the work, the Firm will neither have, nor assert any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on work that is eliminated.
- d. No inspection, or any failure to inspect, at any time or place, will relieve the Firm from their obligation to perform all the work strictly in accordance with the requirements of the specifications. The Firm's Project Representatives are NOT authorized to revoke, alter, and large, relax, or release any requirement of these specifications, or to approve or accept any portion of the Contract, or to issue instructions contrary to the drawings and specifications of the Contract.

4.12 Addendum

- a. **No oral statements of any person will modify or otherwise affect or interpret** the meaning of the Contract specifications, or the terms, conditions, or other portions of the Contract. All modifications and every request for any interpretation must be addressed to the Town Administrator, Town of Berlin, 10 William Street, Berlin, Maryland 21811, and to be given consideration, must be received at the above address at least ten (10) days prior to the date fixed for the opening of proposals.
- b. Any and all interpretations, corrections, revisions, and amendments will be issued by the Town Administrator to all holders of proposal documents in the form of written addenda. Proposals are cautioned that any oral statements made by any Entity's employee then materially change any portion of the proposal documents will not be relied upon unless subsequently ratified by a formal written amendment to the proposal document. All addenda will be issued so as to be received at least five (5) days prior to the time set for receipt of proposals, and will become part of the Contract Documents and will be acknowledged in the proposal form. Failure of any Proposer to receive any such addenda will not relieve said Proposer from any obligation under his Proposal as submitted.
- c. Proposals are cautioned to refrain from including in their proposal any substitutions which are not confirmed by written addenda. To find out whether the town of Berlin intends to issue an amendment reflecting an oral statement made by any employee, contact Jeffrey Fleetwood, Town Administrator, at (410) 641-4002 during normal business hours.
- d. The Town of Berlin, at the direction of the Mayor and Council, reserves the right to postpone the proposal opening for any major changes occurring in the 5-day interim which would otherwise necessitate an Addendum.

4.13 Insurance Requirements

- a. **ON ALL LIABILITY INSURANCE POLICIES, TOWN OF BERLIN, ITS EMPLOYEES, AND OFFICERS MUST BE NAMED AS ADDITIONAL INSURED, AND INSURANCE CERTIFICATES FURNISHED TO THE TOWN WILL INDICATE SUCH COVERAGE.**
 - b. Unless otherwise required by Special Conditions for this Invitation to Proposal, if a contract is awarded, the firm will be required to purchase and maintain during the life of the contract the following types and amounts of insurance (at minimum).
 - c. Comprehensive General Commercial Liability: \$1,000,000 (One million dollars) combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit will apply separately to the project/location or the general aggregate will be twice the required occurrence limit.
 - d. Comprehensive Automobile Liability: \$1,000,000 (One million dollars) combined single limit per accident for bodily injury and property damage.
 - e. Workers Compensation and Employer's Liability: Workers Compensation as required by the Code of the State of Maryland and Employer's Liability with limits of \$1,000,000 (One million dollars) per accident.
 - f. The Proposers will provide the Town with certificates of insurance evidencing the coverage required above. Such certificates will provide that the Town be given at least thirty (30) days prior written notice of cancellation of, intention to no renew, or material change in such coverage. Proposer must provide certificates of insurance before commencing work in conjunction with the contract.
 - g. **THE PROVIDING OF ANY INSURANCE REQUIRED HEREIN DOES NOT RELIEVE THE FIRM OF ANY OF THE RESPONSIBILITIES OR OBLIGATIONS ASSUMED BY THE FIRM IN THE CONTRACT AWARDED, OR FOR WHICH THE FIRM MAY BE LIABLE BY LAW OR OTHERWISE.**
 - h. Failure to provide and continue in force such insurance as required above, will be deemed a material breach of the Contract, will cause the Firm to be in DEFAULT, and will operate as an immediate termination thereof. The Town reserves the right to require higher limits on any contract. A 30-day notice in writing of cancellation or non-renewal will be furnished by certified mail to the Town Administrator at the address listed in solicitation. The Firm/Vendor agrees to be responsible for, indemnify, defend and hold harmless the Town, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in damage that may happen in connection with and during the performance of the contract including, but not limited to, claims under the Worker's Compensation Act.
- 4.14 Cancellation of the Proposal Document/Rejection of All Proposals
- a. The Town may, added sole discretion, cancel this Proposal Document, in whole or in part, or reject all Proposal Documents submitted when this action is determined to be in the best interest of the Town.
- 4.15 Evaluation Criteria
- a. The following table shows evaluation criteria:

Maximum Possible Points	Criterion
50	The monetary value offered for the Property (properties)
25	Use and redevelopment of Property or Properties as defined by the proposer in the proposal documents.
20	Balance sheet provides evidence that entity's liquidity is above industry standards and the Income Statement provides evidence of suitable cash flows. Project Cash Flows = Cash Flow for the project provides evidence the project is fundable and sustainable
5	Such other and further factors as the Advisory Committee may wish to consider.

Each Developer's final score will be the sum of each criterion's total points.

Commented [ZT16]: Mayor and Council discussion

End Of Section

Section 5: Required Forms – Form of Proposal RFP (insert number)

Date: _____

To Whom It May Concern:

We hereby submit our proposal for Town owned property, described as Parcel 57 and/or Parcel 410 at Heron Park as indicated in the Proposal Documents.

Having carefully examined the Proposal Document and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our firm for award of the referenced contract.

Proposal Amount for Parcel 57 at Heron Park. \$ _____

Proposal Amount for Parcel 410 at Heron Park \$ _____

Total Proposal Amount \$ _____

Firm Name: _____

Firm Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Signature

Printed Name

Section 6: Required Forms – Developer's Affidavit Of Qualification to Propose (pg. 1 of 2)

I hereby affirm that:

I, _____ and the _____
(Printed Name) (Title) and

The duly authorized representative of the Developer of:

(Name of Firm) whose address is:

(Street)

(City/State/Zip)

And that I possess the legal authority to make this affidavit on behalf of myself and the Developer for which I am acting.

Except as described below, neither I nor the above Developer, not to the best of my knowledge and of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo-contendere to a charge of, or have during the course of any official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government (conduct prior to July 1, 1977 is not required to be reported).

(State "none" or, as appropriate, list any conviction, plea or admission described in the paragraph above, with the date, court, official or administrative body, the individuals involved and their position with the Developer, and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the Town, I acknowledge that, if the representation set forth in this affidavit are not true and correct, the Town may terminate any Contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to

RFP (Insert Number) Disposition and Development of Parcel 57 and Parcel 410 at Heron 23
Park

bribery, attempted bribery or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

DRAFT

Signature

Printed Name

Section 7: Required Forms – Ownership Disclosure From

Company Name: _____ **Type of Company (circle one):**
Address: _____ *Sole Proprietorship
_____ *Partnership
_____ *Corporation
FEIN#: _____ *Limited Liability Corporation

Instructions: Provide below the names, offices held and any ownership interest of all officers of the firm. If additional space is necessary, provide on an attached sheet.

Name	Office Held	Ownership Interest (Shares Owned or % of Partnership)

Instructions: provide below the names, offices held and the ownership interest of all individuals not listed above, and any partnerships, corporations and any other owner having a 10% or greater interest in the firm named above. If a listed owner is a corporation or partnership, provide below the same information for the holders of 10% or more interest in that corporation or partnership. If additional space is necessary, provide that information on an attached sheet. **If there are no owners with 10% or more interest in your firm, enter "None" below.**

Name	Office Held	Ownership Interest (Shares Owned or % of Partnership)

Ownership Disclosure Form - cont'd

Complete All Questions Below

1. Within the past five years, has another company or corporation had a 10% or greater interest in the firm identified above? (If yes, complete and attach a separate disclosure form reflecting previous ownership interests.) **Circle one: YES or NO**
2. Has any person or entity listed in this form or its attachments ever been arrested, charged, indicted or convicted in a criminal or disorderly persons matter within the State of Maryland, any other state or the U.S. Government? (If yes, attach a detailed explanation for each instance.) **Circle one: YES or NO**
3. Has any person or entity listed in this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any agency of government from proposing or contracting to provide services, labor, material or supplies? (If yes, attach a detailed explanation for each instance.) **Circle one: YES or NO**
4. Are there now any criminal matters or debarment proceedings pending in which the firm and/or its officers and or managers are involved? (If yes, attach a detailed explanation for each instance.) **Circle one: YES or NO**
5. Has any federal, state or local license, permit or other similar authorization, necessary to perform the work applied for herein and held or applied for by any person or entity listed in this form, been suspended or revoked, or been the subject of any pending proceedings specifically seeking or litigating the issue of suspension or revocation? (If yes to any part of this question, attach a detailed explanation for each instance.) **Circle one: YES or NO**

Certification: I, being duly authorized, hereby represent and state that the information supplied above, including all attached pages, is complete and correct to the best of my knowledge. I acknowledge that the Town of Berlin is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Town of Berlin to notify the Town in writing of any changes to the answers or information contained herein. I acknowledge that I am aware it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement with the Town of Berlin and the Town at its option, may declare any contract(s) resulting from this certification void and unenforceable.

Affix Corporate Seal Here

Printed Name: _____
Signature: _____
Date: _____
Witness: _____

Section 8: Required Forms – Non-Collusive Affidavit

_____ being first duly sworn, deposes
and says that:

1. He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____, the Developer that has submitted the attached Proposal Document;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal Document and of all pertinent circumstances respecting such Proposal Documents;
3. Such Proposal Document is genuine and is not a collusive or sham Proposal Document;
4. Neither the said Developer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Developer, firm, or person to submit a collusive or sham Proposal Document in connection with the Services for which the attached Proposal Document has been submitted; or to refrain from proposing in connection with such Services; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Developer, firm, or person to fix the price or prices in the attached Proposal Document or of any other Developer, or to fix any overhead, profit, or cost elements on the Proposal Document price or the Proposal Document price of any other Developer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any disadvantage against (Recipient), or any person interested in the Services;
5. The price or prices quoted in the attached Proposal Document are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Developer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.
6. Signed, sealed, and delivered in the presence of:

Witness

By: _____
Signature

Witness

Printed Name

Title

Section 9: Resources

9.1 Links to Additional Resources

- a. Placeholder Link 1
- b. Placeholder Link 2

DRAFT



**MOTION OF MAYOR AND COUNCIL – 2021-25
2022 EVENT SCHEDULE**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE 2022 EVENT SCHEDULE.

STATE HIGHWAY AND TOWN SERVICES PAPERWORK WILL BE SUBMITTED TO PARTICIPATING DEPARTMENTS AT LEAST SIX (6) WEEKS PRIOR TO THE EVENT. THE PURPOSE OF THIS MOTION IS TO APPROVE THE PROVISION OF TOWN SERVICES TO THESE EVENTS FOR THE CALENDAR YEAR.

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

DEAN BURRELL, SR., VICE PRESIDENT

APPROVED THIS ____ DAY OF _____, 2021 BY THE MAYOR OF THE TOWN OF BERLIN.

ZACK TYNDALL, MAYOR

ATTEST: _____
JEFFREY FLEETWOOD
TOWN ADMINISTRATOR

2022 Events

* Alcohol Event

Event	Date	Sponsor	Time
Restaurant Week	1/10 - 1/16	Cam Bunting	
Spring Celebration	4/16/22	Chamber of Commerce	10 am - 5 pm
Take Pride in Berlin/Clean up	4/16-4/23	Parks Commission	9:00 AM
Spring Just Walk	5/7/22	Parks Commission	9am
Berlin Jazz & Blues Wine & Brews	5/7/22	Chamber of Commerce	10 am - 6 pm
Berlin Little League Parade	TBD	Berlin Little league	8:00 AM
Berlin Reggae Play Day	5/14/22	Main Street/Ocean98	5 pm - 8 pm
Spring Cruisers	5/21/22	Chamber of Commerce	10 am - 2 pm
Memorial Day Parade	5/28/22	Berlin Improvement Assoc.	11 am - 5 pm
Memorial Day at Monument	5/30/22	American Legion	8 am - 9 am
Bathtub Races	6/10/22	Chamber of Commerce	6 pm - 8 pm
Sundays at the Museum	6/12/22	Heritage Foundation	6 pm - 7:30 pm
Berlin Fireworks	7/3/22	Town of Berlin	4 pm - 10 pm
Sundays at the Museum	7/10/2022	Heritage Foundation	6 pm - 7:30 pm
National Night Out	8/2/2022	Town/Police Dept	4 pm - 7 pm
Peach Festival	8/6/2022	Heritage Foundation	10 am - 3pm
Sundays at the Museum	8/14/2022	Heritage Foundation	6 pm - 7:30 pm
Shakespeare on Pitts Street	9/3/2022	Brown Box Theatre	7 pm - 10 pm
Small Town Throw Down	9/10/2022	John Fager/Atlantic Hotel	1 pm - 6 pm
Sundays at the Museum	9/11/2022	Heritage Foundation	6 pm - 7:30 pm

Event	Date	Sponsor Entity	Time
Fiddlers Convention	9/23/2022	Chamber of Commerce	5 pm - 10 pm
Fiddlers Convention	9/24/2022	Chamber of Commerce	10 am - 6 pm
Fiddlers Jam during Farmers Mkt	9/25/2022	Chamber of Commerce	10am-1pm
Touch a Truck	10/2/2022	Town of Berlin	10 am - 12 noon
Fall Cruisers	10/8/2022	Chamber of Commerce	10 am - 2pm
Homecoming Harvest	10/9/2022	Heritage Foundation	2 pm - 5 pm
Oktoberfest	10/15/2022	Town of Berlin	11am-4pm
Fall Just Walk	11/4 or 11/5	Parks Commission	8:30 AM
Ice Ice Berlin / Holiday Shop Night	11/25/2022	Town of Berlin	5:00 pm - 9 pm
Christmas Parade	12/1/2022	Town of Berlin	7 pm - 9 pm
New Years Eve	12/31/2022	Town of Berlin	6 pm - 12:30 am
Berlin Farmers Market	Sundays May-September	Town of Berlin	9 am - 1 pm
Live Music Fridays	Fridays May-September	Town of Berlin	6pm - 8pm

2022 BERLIN Events

****Indicates Alcohol Permitted Event**

Chamber Events

Berlin Restaurant Week

January 10th – January 16th, 2022

Downtown Berlin

Visit the restaurants in town for specials on breakfast, lunch and dinner. Event sponsored by Cam Bunting

Berlin Little League Parade

TBD

8 am – 9 am

Main Street

Berlin Little League baseball teams parades down Main Street from the Berlin Fire Department to the ball fields.

Berlin Spring Celebration

Saturday, April 16th, 2022

10 am – 5 pm

Downtown

The day will be filled with themed games and crafts, face painting, cupcake walk, egg hunt, food, and much more! The Egg Hunt on the Corner of Washington & West Street starts at 1pm and the Madhatter Parade at 3pm starting at Worcester Youth & Family Services. Event by the Berlin Chamber of Commerce.

Take Pride in Berlin Week

April 16th – 23rd, 2022

Berlin's Clean-Up Day is Saturday, April 16th beginning at 9 am. Volunteer to help clean up or beautify one of our parks or areas throughout town. Free lunch provided afterwards. Event by the Berlin Parks Commission.

Spring Just Walk

Saturday, May 7th, 2022

8:30 am – 11 am

Stephen Decatur Park

Walk together at Stephen Decatur Park in cooperation with the Worcester County Health Department to promote a healthy community. Event by the Berlin Parks Commission.

****Berlin Jazz & Blues Wine & Brews**

Saturday, May 7th, 2022

10 am – 6 pm

Downtown Berlin

Two stages filled with talented Jazz & Blues musicians near The Sterling Tavern and the Atlantic Hotel. Local craft and food vendors line the streets of Downtown Berlin. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino. Event by the Berlin Chamber of Commerce.

****Reggae Play Day**

Saturday, May 14th, 2022

5 pm – 9 pm

Downtown Berlin

Local Reggae bands perform for downtown Berlin with food, beer, wine and fun! Event sponsored by Ocean 98.1 and Town of Berlin.

Berlin Spring Cruisers

Saturday, May 21st, 2022

10 am – 2 pm

Downtown Berlin

Classic cars and cruisers line the streets of downtown Berlin. Event by the Berlin Chamber of Commerce.

Memorial Day at the Monument

Sunday, May 29th, 2022

8 am

Veterans Monument

Join our local American Legions at the Veterans Monument on the corner of Main and West Streets for a special ceremony to honor our veterans. Event by the American Legions.

Berlin Memorial Day Parade at Henry Park

Monday, May 30th, 2022

11 am – 5 pm

Dr. William Henry Park and Multipurpose Building on Flower Street

Parade begins at 11am at Stephen Decatur Middle School ending at Henry Park with music, food, vendors and games. Event by the Berlin Community Improvement Association.

Berlin Bathtub Races

Friday, June 10th, 2022

6 pm – 8 pm

Local businesses and sponsors race down Main Street in their homemade rolling tubs for the Winner Take All Ducky Trophy. Event by the Berlin Chamber of Commerce.

Sundays at the Museum

Sunday, June 12th, 2022

6 pm – 7:30 pm

Calvin B. Taylor House Museum

Event by the Berlin Heritage Foundation.

Berlin Fireworks

Saturday, July 3rd, 2022

Beginning at dusk at Berlin Heron Park

Fireworks at Berlin Heron Park to celebrate Independence Day. Event by Berlin Main Street.

Sundays at the Museum

Sunday, July 10th, 2022

6 pm – 7:30 pm

Calvin B. Taylor House Museum

Event by the Berlin Heritage Foundation.

National Night Out

Tuesday, August 2nd, 2022

4 pm – 7 pm

William Henry Park

Family fun event at William Henry Park with music, games, and local vendors. Event by the Berlin Police Department.

Berlin Peach Festival

Saturday, August 6th, 2022

10 am – 3pm

Calvin B. Taylor House Museum

Community festival with pie-baking contests, music, and craft and food vendors. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino. Event by Berlin Heritage Foundation.

Sundays at the Museum

Sunday, August 14th, 2022

6 pm – 7:30 pm

Calvin B. Taylor House Museum

Event by the Berlin Heritage Foundation.

Shakespeare on Pitts Street

Saturday, September 3rd, 2022

7:30 pm – 9:30 pm

Pitts Street

A free outdoor Shakespearian play produced by the Brown Box Theatre. Audience is encouraged to bring lawn chairs. Event by Brown Box Theatre Company

****Small Town Throw Down**

Saturday, September 10th, 2022

1pm – 6 pm

Downtown Berlin

Free outdoor music with food and beer. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino. Event by the Atlantic Hotel & John Fager

Sundays at the Museum

Sunday, September 11th, 2022

6 pm – 7:30 pm

Calvin B. Taylor House Museum

Event by the Berlin Heritage Foundation.

****Berlin Fiddlers Convention**

Friday, September 23rd - Sunday September 25th, 2022

Friday – 5 pm – 10 pm; Saturday 10 pm – 6 pm; Sunday 10 pm – 1 pm

Friday & Saturday – Downtown Berlin; Sunday – The Berlin Farmers Market

Live music, Local crafts, food, beer, and wine vendors. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino. Event by the Berlin Chamber of Commerce.

Berlin Touch A Truck

Sunday, October 2, 2022

10 am – 12 pm

Stephen Decatur Park

Check out vehicles used by the Electric, Water Resources, Public Works, and Police Departments with exhibits, K9 demonstration. Event by the Town of Berlin Utilities Department

Berlin Fall Cruisers

Saturday, October 8th, 2022

10 am – 2 pm

Downtown Berlin

Watch as classic cars and cruisers line downtown Berlin Main Street. Event by the Berlin Chamber of Commerce.

Berlin Homecoming Harvest

Sunday, October 9th, 2022

2 pm- 5pm

Taylor House Museum

Family fun event on the lawn of the Taylor House Museum. Enjoy music, kids' activities, crafts, art and food vendors. Event by the Berlin Heritage Foundation.

****Berlin Oktoberfest**

Saturday, October 15th, 2022

11 pm – 4 pm

Downtown Berlin

Two stages of live music on Main Street. Also offering Berlin's Annual Fall Sidewalk Sale, Food, Burley Oak Beer, Kids crafts & more! Free shuttle available from Berlin Intermediate School provided by the Ocean Downs Casino. Event by Town of Berlin.

Fall Just Walk Berlin

November 4th or 5th TBD, 2022

8:30 am – 11 am

Stephen Decatur Park

Stephen Decatur Park

Walk together at Stephen Decatur Park in cooperation with the Worcester County Health Department to promote a healthy community. Event by the Berlin Parks Commission.

Ice Ice Berlin / Tree Lighting

Friday, November 25th, 2022

5:00 pm – 8 pm

Downtown Berlin

Tree will be lit at 6pm and shops and restaurants open late. Santa at the Welcome Center and ice carvings line the streets in front of our local businesses. Event by Town of Berlin

Berlin Christmas Parade – Golden Anniversary

Thursday, December 1st, 2021

7 pm – 9pm

Downtown Main Street

Celebrate the holiday season as people fill the streets to watch the marching bands, dance teams, fire companies and local organizations floats while awaiting the arrival of Santa. Shuttle available from Berlin Intermediate School. Event by the Town of Berlin.

****Berlin New Year's Eve Celebration and Ball Drop**

Saturday, December 31, 2022

5:30 pm – 6:30pm Kids Ball Drop

10 pm – 12:30am Adults

Downtown Berlin

2 NYE ball drop celebrations & laser show! Kids Ball Drop at 6pm corner of Pitts and Main Streets. 10pm DJs Big Al Reno & Schwab on the stage with music. Event by Town of Berlin

Berlin Farmers Market

Each Sunday from May thru September

9 am – 1pm

Main Street Pitts Street, Commerce Street

Producers only market featuring jams, jellies, fresh fruits and vegetable, breads, flowers and so much more. Live music from 10 am – 12:30pm.

Live Music Fridays in Berlin

Each Friday evening May thru September 6pm-8pm

Commerce Street



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

Mayor

Zack Tyndall

Vice President

Dean Burrell

Council Members

Jay Knerr

Shaneka Nichols

Jack Orris

Troy Purnell

Town Attorney

David Gaskill

Town Administrator

Jeffrey Fleetwood



October 12, 2021

Ms. April R. Payne, Administrator

Board of License Commissioners of Worcester County

One West Market Street – Room 1201

Snow Hill, MD 21863

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for consumption of alcohol during 6 events during our 2021 event schedule.

- Berlin Jazz and Blues, Saturday, May 7; 11a.m. to 6 p.m.
- Reggae Play Day, Friday, TBD; 5 p.m. to 9 p.m.
- Small Town Throw Down, Saturday, September 10; 1 p.m. to 6 p.m.
- Fiddlers Convention, Friday, September 23; 5 p.m. to 10 p.m.
Saturday, September 24; 11a.m. to 6 p.m.
- Octoberfest/Fall Sidewalk Sale, Saturday, October 15; 11a.m. to 4 p.m.
- New Year's Eve Ball Drop – Saturday, December 31; 10 p.m. – 12:30 a.m.

We are formally requesting the Board of License Commissioners to allow requested exemptions for Worcester County Beverage License Holders in Berlin, who apply for approval permits allowing patrons to leave their licensed establishments and enter into our designated area during the times stated above. As in the past all licensees' approvals will prohibit off sale of alcoholic beverages in "glass" containers.

We respectfully ask for the Board's approval of this request as we have had few, if any, major problems in the past and realize the on-going economic benefit for our local businesses participating in this program.

Thank you for your consideration.

Sincerely,

Zack Tyndall

Mayor



MOTION TO APPROVE No. 2021-26

A motion of the Mayor and Council of the Town of Berlin approving the Calendar Year 2022 Holiday Schedule as follows:

<u>Holiday</u>	<u>Date</u>
Martin Luther King, Jr. Day	Monday, January 17
Presidents Day	Monday, February 21
Good Friday	Friday, April 15
Memorial Day	Monday, May 30
Juneteenth National Independence Day	Monday, June 20
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Veterans Day	Friday, November 11
Thanksgiving	Thursday & Friday, November 24 & 25
Christmas	Friday, December 23 – ½ Day Monday, December 26
New Year Holiday	Friday, December 30 – ½ Day Monday, January 2, 2023

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

Dean Burrell, Sr., Vice-President

Approved this ____ day of _____, 20____ by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor

ATTEST: _____
Jeffrey Fleetwood, Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2021-27

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING FISCAL YEAR 2022 BUDGET AMENDMENT INCREASING EXPENSE AND REVENUE ACCOUNTS ASSOCIATED WITH CAPITAL IMPROVEMENTS IN THE STORM WATER FUND. ALLOCATING \$110,000 FROM ARPA GRANT. DETAILS OF THE BUDGET AMENDMENT ARE ATTACHED TO THE MOTION IN EXHIBIT A.

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, Sr., Vice President

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

Zackery Tyndall, Mayor

ATTEST: _____
Jeffrey Fleetwood, Town Administrator

EXHIBIT A
TOWN OF BERLIN
REQUEST FOR FY 2022 BUDGET AMENDMENT
DATE 10/12/2021

Department	Account #	Account Title	Approved Budget 06/14/21	Requested Amended Budget	Budget (Reduction) Increase
STORM WATER - REVENUES	30-4030-3208	ARPA GRANT	\$ -	\$ 110,000	\$ 110,000
		105 WASHINGTON ST. STORM WATER IMPROVEMENTS			
TOTAL INCREASE IN STORMWATER FUND REVENUES BUDGET					\$ 110,000
STORM WATER - EXPENSES	30-5030-5256	CAPITAL IMPROVEMENTS	\$ -	\$ 100,000	\$ 110,000
		105 WASHINGTON ST. STORM WATER IMPROVEMENTS			
TOTAL INCREASE IN STORMWATER EXPENSES BUDGET					\$ 110,000

Check Run Report for:

09/21/21

09/22/21

09/27/21

10/01/21

10/04/21

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



Town of Berlin, MD

Refund Check Register

Refund Check Detail

J 7/29/21
MRB 9/20/21

UBPKT07658 - Refunds 1 UBPKT07657 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
44-0570731-08	MCNAMARA, JOANNE	9/21/2021	20883	32.38			32.38	Generated From Billing
Total Refunded Amount:				32.38				

Total Refunds: 1

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	32.38
Revenue Total:	32.38

General Ledger Distribution

Posting Date: 09/20/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-32.38	Yes
10-2010-2074	UNAPPLIED CREDITS	32.38	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-32.38	
98-2498-2200	DUE TO OTHER FUNDS	32.38	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

msB 9/22/21

Check Register

Packet: APPKT02146 - 20210922SW

9/22/21

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000334	BERLIN FIRE CO	09/22/2021	Regular	0.00	31,250.00	20884
0001455	MDGFOA	09/22/2021	Regular	0.00	675.00	20885

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	2	0.00	31,925.00
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	2	0.00	31,925.00



Town of Berlin, MD

Payment Register

APPKT02146 - 20210922SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0000334	BERLIN FIRE CO	31,250.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/22/2021	31,250.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>2ND ALLOCATION FY 22</u>	FY 22 BERLIN FIRE CO ALLOCATION	09/22/2021	09/22/2021	0.00	31,250.00

Vendor Number	Vendor Name	Total Vendor Amount			
0001455	MDGFOA	675.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/22/2021	675.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>CONF- SALEH, WHITE, WISE</u>	MD GFOA FALL FY 22 CONFERENCE	09/22/2021	09/22/2021	0.00	555.00
<u>MEMBERSHIP- SALEH, WHIT</u>	MARYLAND GFOA MEMBERSHIP FINANCE	09/22/2021	09/22/2021	0.00	120.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	3	2	0.00	31,925.00
Packet Totals:		3	2	0.00	31,925.00



Town of Berlin, MD

Check Register

Packet: APPKT02149 - 20210927SW

J 9/27/21

mtb 9/27/21

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000086	AERIAL CRANE CO INC.	09/27/2021	Regular	0.00	1,125.00	20886 ✓
0000088	AFFORDABLE BUSINESS SYSTEMS	09/27/2021	Regular	0.00	46.29	20887
0000158	AN ANGEL'S TOUCH CLEANING SERV	09/27/2021	Regular	0.00	1,000.00	20888
0003184	ASHLEY MURRELL	09/27/2021	Regular	0.00	25.00	20889
0003168	ATLANTIC TACTICAL INC	09/27/2021	Regular	0.00	771.08	20890
0000249	ATLANTIC TRACTOR	09/27/2021	Regular	0.00	140.25	20891 ✓
0003370	AUSTIN WIDDOWSON	09/27/2021	Regular	0.00	75.00	20892
0003369	BETTY HUDSON	09/27/2021	Regular	0.00	25.00	20893
0000455	CARD'S TECHNOLOGY	09/27/2021	Regular	0.00	4,067.47	20894
0003317	CARTER MACHINERY COMPANY INC	09/27/2021	Regular	0.00	385.00	20895
0000511	CHOPTANK ELECTRIC COOPERATIVE	09/27/2021	Regular	0.00	2,725.60	20896
0000529	CINTAS FIRST AID & SAFETY	09/27/2021	Regular	0.00	32.25	20897
0000572	COMCAST	09/27/2021	Regular	0.00	346.36	20898
0000571	COMCAST BUSINESS	09/27/2021	Regular	0.00	154.79	20899
0000794	EASTERN SHORE COFFEE	09/27/2021	Regular	0.00	40.11	20900
0000897	FERGUSON ENTERPRISES	09/27/2021	Regular	0.00	1,347.46	20901
0000899	FIRE PROTECTIVE SERVICE	09/27/2021	Regular	0.00	289.00	20902
0000904	FISHER SCIENTIFIC	09/27/2021	Regular	0.00	415.93	20903
0003307	GARRETT NEEB	09/27/2021	Regular	0.00	273.00	20904
0000977	GREAT AMERICA FINANCIAL	09/27/2021	Regular	0.00	75.70	20905 ✓
0003368	HALO BRANDED SOLUTIONS INC	09/27/2021	Regular	0.00	520.06	20906
0001040	HOME DEPOT CREDIT CARD SERVICE	09/27/2021	Regular	0.00	1,877.32	20907
0001083	J & A BOTTLELESS WATER COOLERS	09/27/2021	Regular	0.00	150.00	20908
0001173	JOHN FUNK JR INC T/A SHORITE COI	09/27/2021	Regular	0.00	448.50	20909
0001321	LOGIN/IACP NET	09/27/2021	Regular	0.00	525.00	20910 ✓
0003007	PRAGMATIC BUSINESS SERVICES U.S	09/27/2021	Regular	0.00	3.20	20911
0001757	RACETRACK AUTO CENTER	09/27/2021	Regular	0.00	597.23	20912
0002022	STUART C IRBY CO	09/27/2021	Regular	0.00	248.50	20913
0002928	UNIFIRST CORPORATION	09/27/2021	Regular	0.00	111.98	20914

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	34	29	0.00	17,842.08
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
	34	29	0.00	17,842.08



Town of Berlin, MD

Payment Register

APPKT02149 - 20210927SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000086	AERIAL CRANE CO INC.					1,125.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
27455	CRANE SOUTH DIGESTER MIXER	09/20/2021	09/20/2021	09/27/2021	1,125.00	
					Discount Amount	Payable Amount
					0.00	1,125.00

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					46.29
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
IN173806	ABS CONTRACT FOR CUST. SERV. AND BILLING	09/22/2021	09/22/2021	09/27/2021	46.29	
					Discount Amount	Payable Amount
					0.00	46.29

Vendor Number	Vendor Name					Total Vendor Amount
0000158	AN ANGEL'S TOUCH CLEANING SERVICES					1,000.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
1954	CLEANING SERVICE FOR TOWN OF BERLIN BATHROOMS	09/20/2021	09/20/2021	09/27/2021	1,000.00	
					Discount Amount	Payable Amount
					0.00	1,000.00

Vendor Number	Vendor Name					Total Vendor Amount
0003184	ASHLEY MURRELL					25.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
REFUND	PARK RESERVATION DEPOSIT	09/20/2021	09/20/2021	09/27/2021	25.00	
					Discount Amount	Payable Amount
					0.00	25.00

Vendor Number	Vendor Name					Total Vendor Amount
0003168	ATLANTIC TACTICAL INC					771.08
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
SI-80745473, SI-10634268	POLICE AMMUNITION	09/20/2021	09/20/2021	09/27/2021	771.08	
					Discount Amount	Payable Amount
					0.00	771.08

Vendor Number	Vendor Name					Total Vendor Amount
0000249	ATLANTIC TRACTOR					140.25
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
P13602	FUEL ADDITIVE FOR VEHICLES	09/22/2021	09/22/2021	09/27/2021	140.25	
					Discount Amount	Payable Amount
					0.00	140.25

Vendor Number	Vendor Name					Total Vendor Amount
0003370	AUSTIN WIDDOWSON					75.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
REFUND	PARK RESERVATION DEPOSIT	09/20/2021	09/20/2021	09/27/2021	75.00	
					Discount Amount	Payable Amount
					0.00	75.00

Payment Register
APPKT02149 - 20210927SW

Vendor Number	Vendor Name					Total Vendor Amount
0003369	BETTY HUDSON					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	09/20/2021	09/20/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000455	CARD'S TECHNOLOGY					4,067.47
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	4,067.47			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
48144	FY2022 ANNUAL AGREEMENT-COMPLETE & MANAGED N	09/20/2021	09/20/2021	0.00	4,067.47	
Vendor Number	Vendor Name					Total Vendor Amount
0003317	CARTER MACHINERY COMPANY INC					385.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	385.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0949982	MAINTENANCE ON GENERATOR	09/20/2021	09/20/2021	0.00	385.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					2,725.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	2,725.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
414700 SEPT FY 22	UTILITY SERVICE FOR SPRAY SITES	09/22/2021	09/22/2021	0.00	2,481.65	
9913024900 SEPT FY 22	UTILITY SERVICE FOR SPRAY SITES	09/21/2021	09/21/2021	0.00	243.95	
Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					32.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	32.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4096381069	FIRST AID CABINET	09/22/2021	09/22/2021	0.00	22.49	
5076372767	FIRST AID AND OTHER SUPPLIES	09/22/2021	09/22/2021	0.00	9.76	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					346.36
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	346.36			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0052845 OCT FY 22	COMCAST INTERNET & DIGITAL SVC	09/20/2021	09/20/2021	0.00	346.36	
Vendor Number	Vendor Name					Total Vendor Amount
0000571	COMCAST BUSINESS					154.79
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	154.79			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0042184 OCT FY 22	COMCAST TELEPHONE SERVICE	09/20/2021	09/20/2021	0.00	154.79	
Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					40.11
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	40.11			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
344190	DRINKING WATER AND WATER COOLER RENTAL FEES	09/22/2021	09/22/2021	0.00	8.75	
615059	DISTILLED WATER	09/21/2021	09/21/2021	0.00	31.36	

Payment Register
APPKT02149 - 20210927SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0000897</u>	FERGUSON ENTERPRISES					1,347.46
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	1,347.46			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>0557036</u>	FRANKLIN WELL CHECK VALVE	09/22/2021	09/22/2021	0.00	1,347.46	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000899</u>	FIRE PROTECTIVE SERVICE					289.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	289.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>099669</u>	FIRE EXTINGUISHER SERVICING	09/20/2021	09/20/2021	0.00	289.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000904</u>	FISHER SCIENTIFIC					415.93
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	415.93			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>5861628,554698,6503848</u>	LAB SUPPLIES	09/20/2021	09/20/2021	0.00	415.93	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003307</u>	GARRETT NEEB					273.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	273.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>09212021</u>	FARMER'S MARKET MANAGER 13 HOURS	09/27/2021	09/27/2021	0.00	273.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000977</u>	GREAT AMERICA FINANCIAL					75.70
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	75.70			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>30033855</u>	EQUIP. LEASE FOR TOWN HALL, FINANCE, AND PLANNING	09/20/2021	09/20/2021	0.00	75.70	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003368</u>	HALO BRANDED SOLUTIONS INC					520.06
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	520.06			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>5412752</u>	EDUCATIONAL COLORING BOOKS	09/21/2021	09/21/2021	0.00	520.06	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001040</u>	HOME DEPOT CREDIT CARD SERVICES					1,877.32
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	1,877.32			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>INVS 8-16-9-9</u>	HOME DEPOT COMMERCIAL CREDIT CARD	09/22/2021	09/22/2021	0.00	669.78	
<u>VARIOUS INVS--</u>	TOOLS, PARTS AND SUPPLIES	09/22/2021	09/22/2021	0.00	345.68	
<u>---VARIOUS INVS</u>	TOOLS, PARTS AND OTHER SUPPLIES	09/22/2021	09/22/2021	0.00	861.86	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001083</u>	J & A BOTTLELESS WATER COOLERS INC					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>59972</u>	TOWN HALL WATER COOLERS	09/20/2021	09/20/2021	0.00	150.00	

Payment Register
APPKT02149 - 20210927SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0001173</u>	JOHN FUNK JR INC T/A SHORITE CONTROLLS					448.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	448.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>32321</u>	CALIBRATE FLOW METERS	09/20/2021	09/20/2021	0.00	448.50	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001321</u>	LOGIN/IACP NET					525.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	525.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>182032</u>	ANNUAL CONTRACT RENEWAL	09/20/2021	09/20/2021	0.00	525.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003007</u>	PRAGMATIC BUSINESS SERVICES U.S. CORPORATION					3.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	3.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>800000083121</u>	CONFERENCE CALLS FOR AUGUST 2021	09/20/2021	09/20/2021	0.00	3.20	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001757</u>	RACETRACK AUTO CENTER					597.23
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	597.23			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>134953</u>	TRAILER TIRES	09/21/2021	09/21/2021	0.00	597.23	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002022</u>	STUART C IRBY CO					248.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	248.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>5012576675.001</u>	TRANSFORMERS LOCKS, KEYS	09/20/2021	09/20/2021	0.00	248.50	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002928</u>	UNIFIRST CORPORATION					111.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/27/2021	111.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>092 1858698</u>	UNIFORMS AND CLEANING SERVICES	09/22/2021	09/22/2021	0.00	111.98	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	34	29	0.00	17,842.08
Packet Totals:		34	29	0.00	17,842.08



Town of Berlin, MD

UBPKT07675 - Refunds 1 UBPKT07674 Single Billing

10/4/21

Refund Check Register

Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-0500011-13	LAMAR, BROOK	10/1/2021	20980	271.54			271.54	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	271.54			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	271.54
Revenue Total:	271.54

General Ledger Distribution

Posting Date: 10/01/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-271.54	Yes
10-2010-2074	UNAPPLIED CREDITS	271.54	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-271.54	
98-2498-2200	DUE TO OTHER FUNDS	271.54	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

Check Register

Packet: APPKT02159 - 20211004SW

Handwritten signature and date 10/4/21

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000031	A.C. SCHULTES OF DELAWARE INC	10/04/2021	Regular	0.00	3,500.00	20981
0000015	ABC PRINTERS INC	10/04/2021	Regular	0.00	50.00	20982
0000088	AFFORDABLE BUSINESS SYSTEMS	10/04/2021	Regular	0.00	77.44	20983
0000090	AFLAC	10/04/2021	Regular	0.00	975.72	20984
0000213	ARROW SAFETY DEVICE COMPANY	10/04/2021	Regular	0.00	258.86	20985
0003168	ATLANTIC TACTICAL INC	10/04/2021	Regular	0.00	160.60	20986
0000570	COLLINS JESSICA	10/04/2021	Regular	0.00	150.00	20987
0000572	COMCAST	10/04/2021	Regular	0.00	154.79	20988
0000572	COMCAST	10/04/2021	Regular	0.00	183.15	20989
0000572	COMCAST	10/04/2021	Regular	0.00	134.84	20990
0000572	COMCAST	10/04/2021	Regular	0.00	134.84	20991
0000572	COMCAST	10/04/2021	Regular	0.00	128.39	20992
0000572	COMCAST	10/04/2021	Regular	0.00	108.35	20993
0000571	COMCAST BUSINESS	10/04/2021	Regular	0.00	1,023.12	20994
0000578	COMPLIANCE ASSURANCE ASSOCIA	10/04/2021	Regular	0.00	750.00	20995
0000784	EA ENGINEERING, SCIENCE AND TEC	10/04/2021	Regular	0.00	5,163.50	20996
0000794	EASTERN SHORE COFFEE	10/04/2021	Regular	0.00	28.37	20997
0000795	EASTERN SHORE FOREST PRODUCTS	10/04/2021	Regular	0.00	50.00	20998
0000895	FEEDWATER TREATMENT SYSTEMS,	10/04/2021	Regular	0.00	1,638.03	20999
0002814	FRONTLINE MOBILE TECH LLC	10/04/2021	Regular	0.00	802.00	21000
0000968	GOODY HILL GROUND WORK INC	10/04/2021	Regular	0.00	4,294.00	21001
0000977	GREAT AMERICA FINANCIAL	10/04/2021	Regular	0.00	308.65	21002
0001068	INTERCOASTAL TRADING INC.	10/04/2021	Regular	0.00	956.25	21003
0001394	MARYLAND DEPT OF THE ENVIRON	10/04/2021	Regular	0.00	100.00	21004
0001404	MARYLAND MUNICIPAL LEAGUE	10/04/2021	Regular	0.00	310.00	21005
0003372	MELISSA STEVENS	10/04/2021	Regular	0.00	25.00	21006
0001495	MIDDLE DEPARTMENT INSPECTION	10/04/2021	Regular	0.00	931.00	21007
0001565	NATIONWIDE RETIREMENT SOLUTIC	10/04/2021	Regular	0.00	4,179.96	21008
0001625	ONE CALL CONCEPTS, INC.	10/04/2021	Regular	0.00	59.00	21009
0001757	RACETRACK AUTO CENTER	10/04/2021	Regular	0.00	1,215.36	21010
0003171	RICKY JARMON	10/04/2021	Regular	0.00	866.71	21011
0002795	SANDPIPER ENERGY INC	10/04/2021	Regular	0.00	59.17	21012
0002557	STATE OF MARYLAND - DEPT OF NA	10/04/2021	Regular	0.00	200.00	21013
0002020	STROBES N MORE	10/04/2021	Regular	0.00	4,142.46	21014
0002022	STUART C IRBY CO	10/04/2021	Regular	0.00	4,387.92	21015
0002022	STUART C IRBY CO	10/04/2021	Regular	0.00	136.50	21016
0002928	UNIFIRST CORPORATION	10/04/2021	Regular	0.00	111.98	21017
0003207	UNITED ENERGY TRADING LLC	10/04/2021	Regular	0.00	1,447.18	21018
0002205	UNITED WAY OF THE EASTERN SHO	10/04/2021	Regular	0.00	38.00	21019
0002220	USA BLUEBOOK	10/04/2021	Regular	0.00	309.43	21020
0002248	VERIZON BUSINESS	10/04/2021	Regular	0.00	106.79	21021
0002246	VERIZON-000014448231	10/04/2021	Regular	0.00	799.21	21022
0002247	VERIZON-000718605643	10/04/2021	Regular	0.00	55.73	21023
0002857	VERIZON-850462866001-13	10/04/2021	Regular	0.00	46.13	21024
0003055	WASHINGTON NATIONAL INSURAN	10/04/2021	Regular	0.00	548.80	21025
0002348	WOR WIC COMMUNITY COLLEGE	10/04/2021	Regular	0.00	100.00	21026

Check Register

Packet: APPKT02159-20211004SW

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0002384	WORCESTER YOUTH & FAMILY COU	10/04/2021	Regular	0.00	5,809.31	21027

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	47	0.00	47,016.54
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
	50	47	0.00	47,016.54



Town of Berlin, MD

Payment Register

APPKT02159 - 20211004SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000031	A.C. SCHULTES OF DELAWARE INC					3,500.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
11828	FRANKLIN WELL PUMP MOTOR	09/30/2021	09/30/2021	10/04/2021	3,500.00	
				Discount Amount	Payable Amount	
				0.00	3,500.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000015	ABC PRINTERS INC					50.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
60240	ABC PRINTERS SERVICES	09/30/2021	09/30/2021	10/04/2021	50.00	
				Discount Amount	Payable Amount	
				0.00	50.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					77.44
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
IN174568	OFFICE EQUIPMENT LEASING	10/01/2021	10/01/2021	10/04/2021	77.44	
				Discount Amount	Payable Amount	
				0.00	77.44	

Vendor Number	Vendor Name					Total Vendor Amount
0000090	AFLAC					975.72
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
364653	AFLAC SUPPLEMENTAL INSURANCE EMPLOYEE FUNDED	09/30/2021	09/30/2021	10/04/2021	975.72	
				Discount Amount	Payable Amount	
				0.00	975.72	

Vendor Number	Vendor Name					Total Vendor Amount
0000213	ARROW SAFETY DEVICE COMPANY					258.86
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
82204	SAFETY LIGHTS FOR NEW SWEEPER	09/27/2021	09/27/2021	10/04/2021	258.86	
				Discount Amount	Payable Amount	
				0.00	258.86	

Vendor Number	Vendor Name					Total Vendor Amount
0003168	ATLANTIC TACTICAL INC					160.60
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
CM-80232626	HOLSTER	09/27/2021	09/27/2021	10/04/2021	160.60	
				Discount Amount	Payable Amount	
				0.00	160.60	

Vendor Number	Vendor Name					Total Vendor Amount
0000570	COLLINS JESSICA					150.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
03102021	REPLACE SALE DATED CHECK - CK 19727	10/01/2021	10/01/2021	10/04/2021	150.00	
				Discount Amount	Payable Amount	
				0.00	150.00	

Payment Register
APPKT02159 - 20211004SW

Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					844.36
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/04/2021 134.84
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0023325 OCT FY 22	COMCAST INTERNET & DIGITAL SVC	10/01/2021	10/01/2021	0.00	134.84	
Check						10/04/2021 183.15
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0024711 OCT FY 22	COMCAST INTERNET & DIGITAL SVC	10/01/2021	10/01/2021	0.00	183.15	
Check						10/04/2021 154.79
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0041947 OCT FY 22	COMCAST INTERNET & DIGITAL SVC	10/01/2021	10/01/2021	0.00	154.79	
Check						10/04/2021 108.35
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0042978 OCT FY 22	COMCAST INTERNET & DIGITAL SVC	10/01/2021	10/01/2021	0.00	108.35	
Check						10/04/2021 128.39
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0043323 OCT FY 22	COMCAST INTERNET & DIGITAL SVC	10/01/2021	10/01/2021	0.00	128.39	
Check						10/04/2021 134.84
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0043547 OCT FY 22	COMCAST INTERNET & DIGITAL SVC	10/01/2021	10/01/2021	0.00	134.84	
Vendor Number	Vendor Name					Total Vendor Amount
0000571	COMCAST BUSINESS					1,023.12
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/04/2021 1,023.12
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
130493242	COMCAST TELEPHONE SERVICE	09/30/2021	09/30/2021	0.00	1,023.12	
Vendor Number	Vendor Name					Total Vendor Amount
0000578	COMPLIANCE ASSURANCE ASSOCIATES INC					750.00
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/04/2021 750.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
14390	EMISSIONS CERTIFICATION-ALAN,CASEY,CALEB	09/30/2021	09/30/2021	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000784	EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC					5,163.50
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/04/2021 5,163.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
148397	PROJ 1470404 PROP SVCS REND THROUGH 9/10/2021	09/27/2021	09/27/2021	0.00	5,163.50	
Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					28.37
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/04/2021 28.37
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
246690	DRINKING WATER AND WATER COOLER RENTAL FEES	10/04/2021	10/04/2021	0.00	8.75	
615237	DRINKING WATER AND WATER COOLER RENTAL FEES	10/04/2021	10/04/2021	0.00	19.62	
Vendor Number	Vendor Name					Total Vendor Amount
0000795	EASTERN SHORE FOREST PRODUCTS INC					50.00
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/04/2021 50.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
246996	MULCH	09/30/2021	09/30/2021	0.00	50.00	

Payment Register
APPKT02159 - 20211004SW

Vendor Number	Vendor Name					Total Vendor Amount
0000895	FEEDWATER TREATMENT SYSTEMS, INC.					1,638.03
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	1,638.03			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
71844	FTS-318 COOLANT FOR POWER PLANT	09/27/2021	09/27/2021	0.00	1,638.03	
Vendor Number	Vendor Name					Total Vendor Amount
0002814	FRONTLINE MOBILE TECH LLC					802.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	802.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FLM46701	ETIX SUPPLIES FOR NEW VEHICLE	10/01/2021	10/01/2021	0.00	802.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000968	GOODY HILL GROUND WORK INC					4,294.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	4,294.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10108	FIX SIDEWALKS	09/30/2021	09/30/2021	0.00	4,294.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					308.65
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	308.65			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
30144482	GREAT AMERICA FINANCIAL LARGE COPIER LEASE TH & P	09/27/2021	09/27/2021	0.00	308.65	
Vendor Number	Vendor Name					Total Vendor Amount
0001068	INTERCOASTAL TRADING INC.					956.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	956.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
213268	BLEACH	09/30/2021	09/30/2021	0.00	956.25	
Vendor Number	Vendor Name					Total Vendor Amount
0001394	MARYLAND DEPT OF THE ENVIRONMENT					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AOBJ-5958 CODY CHESSER	OPERATOR LICENSE RENEWAL CCHESSE	10/04/2021	10/04/2021	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001404	MARYLAND MUNICIPAL LEAGUE					310.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	310.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MAYOR TYNDALL	MML FALL CONFERENCE	10/04/2021	10/04/2021	0.00	310.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003372	MELISSA STEVENS					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	10/01/2021	10/01/2021	0.00	25.00	

Payment Register
APPKT02159 - 20211004SW

Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					931.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	931.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
143924,143892	INSPECTION SERVICES	09/30/2021	09/30/2021	0.00	931.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					4,179.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	4,179.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 09/26/2021	EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	09/30/2021	09/30/2021	0.00	4,179.96	
Vendor Number	Vendor Name					Total Vendor Amount
0001625	ONE CALL CONCEPTS, INC.					59.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	59.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1096158	MISS UTILITY TICKETS	10/04/2021	10/04/2021	0.00	59.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					1,215.36
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	1,215.36			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
134774	BALANCE TIRES	09/27/2021	09/27/2021	0.00	39.48	
136756	PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	09/27/2021	09/27/2021	0.00	377.88	
136860	PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	10/01/2021	10/01/2021	0.00	798.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003171	RICKY JARMON					866.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	866.71			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SEPT FY 22	MONTHLY CLEANING SERVICE - POLICE DEPT	10/01/2021	10/01/2021	0.00	866.71	
Vendor Number	Vendor Name					Total Vendor Amount
0002795	SANDPIPER ENERGY INC					59.17
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	59.17			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
06-605972-67941-1 SEPT FY	NATURAL GAS - POLICE DEPT	09/27/2021	09/27/2021	0.00	59.17	
Vendor Number	Vendor Name					Total Vendor Amount
0002557	STATE OF MARYLAND - DEPT OF NATURAL RESOURCES					200.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	200.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
#1	SCALES N TALES OKTOBERFEST	09/30/2021	09/30/2021	0.00	200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002020	STROBES N MORE					4,142.46
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	4,142.46			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
233639,233727,237968	LIGHTS	09/27/2021	09/27/2021	0.00	4,142.46	

Payment Register
APPKT02159 - 20211004SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002022</u>	STUART C IRBY CO					4,524.42
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	136.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>5012555904.001</u>	CHANCE FUSELINK M3TA23 OVERHEAD FUSES 3 AMP.	09/30/2021	09/30/2021	0.00	136.50	
Check		10/04/2021	4,387.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>5012627480.001</u>	UNDERGROUND CABLE RESIDENTIAL SERVICES	09/30/2021	09/30/2021	0.00	4,387.92	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002928</u>	UNIFIRST CORPORATION					111.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	111.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>092 1859838</u>	UNIFORMS AND CLEANING SERVICES	09/30/2021	09/30/2021	0.00	111.98	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003207</u>	UNITED ENERGY TRADING LLC					1,447.18
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	1,447.18			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>207170</u>	NATURAL GAS TRANSPORT	09/30/2021	09/30/2021	0.00	1,447.18	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002205</u>	UNITED WAY OF THE EASTERN SHORE					38.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	38.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>PPE 09/26/2021</u>	UNITED WAY EMPLOYEE CONTRIBUTION	09/30/2021	09/30/2021	0.00	38.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002220</u>	USA BLUEBOOK					309.43
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	309.43			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>714929</u>	MARKING STICKS	09/30/2021	09/30/2021	0.00	309.43	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002248</u>	VERIZON BUSINESS					106.79
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	106.79			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>74446655</u>	VERIZON BUSINESS TELEPHONE SERVICE	09/30/2021	09/30/2021	0.00	106.79	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002246</u>	VERIZON-000014448231					799.21
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	799.21			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>14448232 OCT FY 22</u>	VERIZON TELEPHONE SERVICE 14448231	10/01/2021	10/01/2021	0.00	799.21	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002247</u>	VERIZON-000718605643					55.73
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	55.73			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>000718605643 OCT FY 22</u>	VERIZON TELEPHONE 5 MILE BRANCH RD	10/01/2021	10/01/2021	0.00	55.73	

Payment Register
APPKT02159 - 20211004SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002857</u>	VERIZON-850462866001-13					46.13
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	46.13			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>410-641-0158 OCT FY 22</u>	VERIZON TELEPHONE 410-641-0158	10/01/2021	10/01/2021	0.00	46.13	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003055</u>	WASHINGTON NATIONAL INSURANCE COMPANY					548.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	548.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>P2158511</u>	WASHINGTON NATIONAL SUPPLEMENTAL INSURANCE	09/30/2021	09/30/2021	0.00	548.80	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002348</u>	WOR WIC COMMUNITY COLLEGE					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>12443</u>	EMPLOYEE & K-9 TRAINING	09/27/2021	09/27/2021	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002384</u>	WORCESTER YOUTH & FAMILY COUNSELING SERVICES					5,809.31
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/04/2021	5,809.31			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>SEPT FY 22</u>	FY2022 ANNUAL CONTRACT	09/30/2021	09/30/2021	0.00	5,809.31	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	50	47	0.00	47,016.54
Packet Totals:		50	47	0.00	47,016.54