



## **BERLIN MAYOR AND COUNCIL**

### **Meeting Agenda**

**Berlin Town Hall**

**10 William Street**

**Monday, March 28, 2022**

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

1. Approval of the Minutes for:
  - a. Regular Session of 03.14.22
  - b. Special Executive Session 03.21.22
  - c. Statement of Closure for Special Executive Session 03.21.22
2. Swearing In: Brian Robertson – Historic District Commission (Alternate)
3. Public Hearings:
  - a. Ordinance 2022-02: Establishing Regulations governing Short-term Rentals – Planning Director David Engelhart
  - b. Ordinance 2022-03: Establishing an FY 2023 Tax Rate – Mayor Zack Tyndall and Finance Director Natalie Saleh
4. Proclamations 2022-02: Recognizing April as Fair Housing Month – Mayor Zack Tyndall and Deputy Town Administrator Mary Bohlen
5. Discussion Items:
  - a. Heron Park RFP Update – Mayor Zack Tyndall
  - b. Use of Parcel 0842 on Flower Street for Memorial Day Parade – Mayor Zack Tyndall
6. Town Administrator's Report
7. Departmental Reports
8. Comments from the Council
9. Comments from the Mayor
10. Comments from the Public
11. Comments from the Press
12. Adjournment

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on [www.berlinmd.gov](http://www.berlinmd.gov), or type @townofberlinmd in the Facebook search bar. QR code links to online packet. 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

March 14, 2022

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

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

**Absent:** Councilmember Troy Purnell.

**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, Economic and Community Development Director Ivy Wells, Public Works Director Jimmy Charles, Town Attorney David Gaskill, and Administrative Manager Kelsey Jensen.

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

## 1. Approval of the Minutes for:

## a. Open Session of 02.28.22:

On the motion of Councilmember Knerr, second by Councilmember Nichols, the Open Session minutes of Monday, February 28, 2022, 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>	4				1

## b. Regular Session of 02.28.22:

Councilmember Orris indicated that on page two of five in section 5b, 'Councilmember Knerr then asked if 'owner occupied' can be removed' should read: 'Councilmember Knerr then asked why the "owner occupied" section was removed'. Councilmember Knerr agreed with that statement.

On the motion of Councilmember Orris, second by Councilmember Knerr, the Regular Session Minutes of Monday, February 28, 2022, with the changes indicated by Councilmember Orris were approved by the following vote:

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

2. Proclamation: World Down Syndrome Day (WDSD) on March 21, 2022 – Mayor Zack Tyndall
3. Swearing in Jonathan Hill to the Berlin Housing Review Board – Mayor Zack Tyndall

4. Burbage Park and We Heart Berlin Agreement

President of We Heart Berlin Tony Weeg was unable to be present, so Jeff Smith and Mike Wiley presented the agreement on behalf of We Heart Berlin. Councilmember Nichols asked about the amount of green space available; Mr. Smith said the only non-green space is directly under the tables, they even moved parking to allow more green space. Mr. Wiley said he had concerns about the bricks becoming uneven, but other than that they did not have any concerns. Mr. Smith said they are selling bricks to raise funds for future projects, they can be purchased at [weheartberlin.org](http://weheartberlin.org) and are able to be engraved.

On the motion of Vice-President Burrell, second by Councilmember Knerr, the request to move forward with the Tables at Burbage Park and the approval of the We Heart Berlin Agreement, 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>	4				1

5. Draft RFP Discussion: William Street Lift Station

Josh Taylor with Davis, Bowen, and Friedel, Inc., and Water Resources Director Jamey Latchum went over some of the issues with the current wells and lift stations in Town and their concerns about the future infrastructure. Mayor Tyndall asked if they would pay for this with hauler fees, and if \$300,000 would be an appropriate cap. Mr. Latchum said yes, but he does not feel comfortable setting a cap until the bids come in, Mr. Taylor said they are breaking the RFP down into sections so if it comes in higher than expected they can remove certain items. Councilmember Orris asked if they would be bringing a final version back for approval; Mayor Tyndall said no they are looking for a vote on the draft and then want to put it out to bid.

On the motion of Councilmember Orris, second by Vice-President Burrell, the Draft RFP for the William Street Lift Station was approved by the following vote:

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

6. Annual Presentation: Atlantic General Hospital

Several representatives with Atlantic General Hospital (AGH) were present including Board of Trustees Chairman Greg Shockley, VP of Public Relations Toni Keiser, Director of Emergency



Services Andi West-McCabe, Director of Nursing AGHS Shelly Geis, VP of Medical Affairs, and Co-interim President/CEO Sally Dowling, MD, VP of Planning & Operations, and Co-interim President/CEO Kim Justice, and Foundation Board of Directors member Sara Hambury. They gave a presentation on the past year at AGH. Discussion ensued and the Mayor and Council thanked the AGH staff for all they do, their impact on the community, and their time presenting this evening.

7. Public Hearing: Ordinance 2022-01: Establishing a Crematorium as a conditional use in the M-1A Industrial Zoning District  
Planning Director David Engelhart summarized the Ordinance and noted exact sections where amendments occurred.

Mayor Tyndall opened the Public Hearing at approximately 7:55 PM.

Jon Bulkeley, Esq. and Bradford Kirby, Esq. with Frost Law were present on behalf of Berlin Living, LLC, along with property owner Adham Abouassali. They expressed their concerns with crematoriums including environmental issues, taxing, aesthetics, de-incentivizing development in the area, etc.

Town Administrator Jeffrey Fleetwood noted that this is about a text amendment, not a specific model. Mayor Tyndall said it is important to hear everyone out about the Ordinance.

Kirk Burbage and Joel Todd, Esq., were present on behalf of The Burbage Funeral Home. Mr. Todd said that Mr. Burbage and his family run a service industry and have since 1810, it is one of the oldest family-run funeral homes, and about 70% of services are done through cremation now. He added that this is a text amendment, not a discussion of location, when the time comes to determine a desired location there will be a proper review process. Mr. Todd then said they are offended that there are lawyers present from out of Town, he mentioned that this was not ever in the original zoning because cremation was not a common thing years ago. This text amendment would allow it but there is still a process, it is not automatic. Mr. Burbage said he and his family have always been very respectful in the community and found the comments of the last speakers to be ludicrous; if they were to build a crematorium it would not be designed or signed in a way that would be apparent, the one in Milsboro is not what they were making it out to be, but he will not elaborate. Mr. Burbage said his family has owned the land since the 40's.

Mayor Tyndall asked if anyone else wanted to speak on the matter. Vice-President Burrell asked if the first speakers represented SonRise Church; they said no, he then asked if anyone with SonRise was present; there was no response. Councilmember Orris asked if Frost Law was present at the Planning Meetings; Frost Law said they were not made aware of it until recently; Mr. Engelhart said the legal publishing's were done for both Planning and the Mayor and Council and Planning recommended that the amendment be approved this evening. Councilmember Orris then asked for clarity that tonight's discussion is only allowing the use, not building the facility; Town Attorney David Gaskill said that is correct.

Councilmember Nichols asked about the time and cost for outsourcing cremations; Mr. Burbage said it is a lot of travel time and additional expenses to transport and pick up, as well as the additional risks related with travel. Councilmember Nichols then asked about the comment regarding EPA and MDE standards; Mr. Fleetwood asked if there are standards in place for air-quality regulations; Mr. Bulkeley said it is all a part of the Clean Air and Water Act. Mr. Todd said he has not seen any negative statistics with air quality in his research. Councilmember Nichols then asked if the property Mr. Abouassali owns is zoned for development, he said it would need



to be re-zoned. Mr. Todd said at one point the property was zoned agricultural and changed later down the road. Mr. Todd then noted that Mr. Abouassali cannot hold his client up on his use of land for something he may want to do down the road. Councilmember Knerr asked about the property's proximity to one another, Mr. Todd said they are across from one another.

After no further comments, Mayor Tyndall closed the Public Hearing at approximately 8:30 PM.

Mr. Gaskill said the properties current zoning could have a number of 'detrimental' uses and that the Planning and Zoning Commission will need to review and examine each potential use to determine any detriment to other properties. Mayor Tyndall then asked Mr. Gaskill for a rundown of the Council's options this evening; Mr. Gaskill said they can approve, deny, or table the item.

Councilmember Nichols asked if the specifics of the crematorium would come back to the Planning Commission; Mr. Gaskill said yes, and they can always add conditions to it to make it more appealing. Mr. Engelhart reminded all about the process of approval.

On the motion of Vice-President Burrell, second by Councilmember Nichols, Ordinance 2022-01 was approved by the following vote:

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

8. First Reading: Ordinance 2022-03: Establishing an FY 2023 Tax Rate

Mayor Tyndall indicated that the public hearing for this ordinance will take place on March 28, 2022. Finance Director Natalie Saleh indicated that the ad ran last week and will run again next week, she noted the current rate is .815 and that is what is being proposed.

9. Discussion: Future Allocation of Casino Revenues

Mayor Zack Tyndall reviewed the revenue amounts and indicated what the funds can be allocated for; it is currently being used to payoff the Police Department. Mayor Tyndall then indicated the anticipated cost for Law Enforcement Officers Pension System (LEOPS) and the desire to complete the study. Councilmember Knerr said he would like to review other possible options for those funds. Town Administrator Jeffrey Fleetwood said the previous administration had indicated a desire to use the funds for a community center when the Police Department was paid off. Discussion ensued regarding the cost of LEOPS vs. the employee's pension system through Maryland State Retirement. Chief Downing discussed the credits that could be used to cover some costs from past unused contributions, he also mentioned that the other communities that do not participate in LEOPS do not have casino revenue they can use. Mr. Fleetwood indicated that it comes to priorities the Town has. Mayor Tyndall noted that when LEOPS was initially discussed it was more of an exception to have it, now it is standard, and a study is a necessary first step. Mayor Tyndall said he does not believe there is anyone who doesn't want it, it's just about funding it. Economic and Community Development Director Ivy Wells said she is on the Casino Board and said she is not sure if that would or would not be a permitted use, it would likely need to go before the board; Mayor Tyndall said the Town Attorney has researched it and found it to be an eligible use. Finance Director Natalie Saleh noted that the casino funds are not guaranteed each year, so

if that were the route the Town went, there would need to be a back up plan in place for continuing LEOPS because once you are a member there is no changing it.

#### 10. Board, Commission, Committee Appointment

Mayor Zack Tyndall made a recommendation to appoint Brian Robertson to the Historic District Commission. Councilmember Knerr indicated that he would like to know more about other candidates and vacancies; Vice-President Burrell and Councilmember Nichols echoed those comments. Discussion ensued; it was noted that all vacancies are listed online. Mayor Tyndall said he planned to make nominations for the Beautification, Arts & Entertainment, and Board of Elections next.

On the motion of Councilmember Knerr, second by Councilmember Orris, the recommendation to appoint Brian Robertson to the Historic District Commission was approved by the following vote:

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

#### 11. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood noted that We Heart Berlin purchased a Handicap Accessible Swing, it is not in yet though. He then discussed the overall delays they are seeing on materials and parts for various projects and equipment used daily. Water Resources Director Jamey Latchum explained the delays they are facing and discussed the anticipated schedule for the Well #3 project. Mr. Fleetwood then said he has been working on the budgets with Ms. Saleh and there are a lot of meetings regarding the budget approaching. Lastly, he mentioned that the meter bid opening will be on March 22<sup>nd</sup>.

#### 12. Departmental Reports:

##### a. Economic and Community Development Director – Ivy Wells

Ms. Wells said there will be a job fair at the library from 3-6 on Wednesday. Take Pride in Berlin Week is April 17-23 with clean-up day on the 23<sup>rd</sup>.

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

Mr. Lawrence said they converted overhead service to underground service on Pitt Street. They prepped a property on North Main Street for commercial use. At Food Lion they had a second outage on March 6<sup>th</sup> and found out that Food Lion ordered new equipment that was exceeding the load of the transformer, so they had to switch out the transformer. He went to Thurmont earlier this month to give recommendations for safety and training. He said they are running into major issues with transformer supplies, it used to take a couple of months and now it is taking a couple of years. He plans to place a large order of supplies for transformers, but it would not be paid for until 2023 and he will end up being reimbursed by developers for most of the equipment, they need to have the material ordered now for future needs. There was then discussion about the funding and encumbering funds; Mayor Tyndall asked Ms. Saleh to send the numbers but said it would be encumbered from Capital Outlay from fiscal year 2022 to fiscal year 2023. Mayor Tyndall said he would like something like this to be included as an agenda item next time.



On the motion of Vice-President Burrell, second by Councilmember Orris, Mr. Lawrence's request to place a large order of supplies in the amount of approximately \$70,000, was approved by the following vote:

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

Mr. Lawrence then read a letter he received from a teacher regarding a planned school visit tomorrow; Councilmember Nichols said it is a great project. Mayor Tyndall asked Mr. Lawrence to check out the scoreboard at the County Field.

c. Police Chief – Arnold Downing

Chief Downing said they are starting the policy review process with Lexipol and they are moving along nicely. He then commended an officer for actions he performed at a recent vehicle accident.

d. Finance Director – Natalie Saleh

Ms. Saleh said she has been working with departments on the budget and noted all the upcoming meetings dates. She also noted that they will be launching paperless billing soon and are working out details on that. The Mayor and Council had some concerns for some citizens who were not as technologically savvy as others and Ms. Saleh said individuals can opt-out if they would like to continue to receive paper bills.

e. Public Works Director – Jimmy Charles

Mr. Charles said they are hiring for a Superintendent, and they want to be sure it is advertised at the job fair Ms. Wells will be attending this week. They are beginning the spring-cleaning process at the parks. He noted that new automated trash trucks are a year out on orders, so they may need to discuss it sooner than later. Lastly, he suggested some of the slot monies be used towards a Public Works Building.

Vice-President Burrell asked Mr. Latchum about where the street is cut-out on Showell and when they can expect it to be repaired; Mr. Latchum said the blacktop plant just re-opened and they will be working on it as soon as possible. He also discussed several other areas that needed work, he said it was about 24 places that need repaired. Mr. Latchum then discussed the work at Bay Street and Route 113 and the street closures. Councilmember Nichols asked if the Town ever needs to outsource flaggers; Mr. Latchum said they try to do it all in house if it is a Town project, he mentioned that Mr. Lawrence is a certified trainer, and training is all available online now.

f. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen said they are seeking applicants for the Board of Supervisors of Elections.

13. Comments from the Council:

Councilmember Nichols asked for more community involvement on the Boards and Commissions and thanked the staff for always answering all the questions from the Council and Residents.



Councilmember Orris asked if the Police Department was allowing tours yet; Chief Downing said they were. Councilmember Orris then said he is glad the new department is nearing its payoff date and he recommends touring the facility.

14. Comments from the Mayor: none.

15. Comments from the Public:

Resident Sara Hambury noted that she has no issues with a crematorium. She also indicated that she thinks Washington Street is sinking in areas; staff said they will look into it. She then asked Chief Downing which officer assisted with the accident; Chief Downing said it was PFC Lloyd. She then asked Chief Downing if her son was allowed to own a BB gun in Town; Chief Downing said it is not allowed to be shot in Town limits. She then asked about a rumored basement along Main Street and her interest in touring it; staff said they do believe there is one, but it would not be suited for touring due to safety concerns. Lastly, she reminded Mayor Tyndall that she applied to serve on the Arts & Entertainment Committee but never heard back; Mayor Tyndall said the committee was approved and he will follow up with her; he appreciated her interest.

16. Comments from the Press – none.

17. Adjournment:

On the motion of Vice-President Burrell, the Mayor and Council meeting was adjourned at approximately 9:45 PM.

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

Respectfully Submitted,



Kelsey Jensen  
Administrative Manager

EXECUTIVE SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, 3/21/22

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

**Staff Present:** Town Administrator Jeff Fleetwood, Planning Director Dave Engelhart, and Town Attorney David Gaskill

**Absent:** None

**Others present:** Presenters for the bidders joined the meeting as noted in the minutes below.

The opening of the meeting was streamed live via Facebook.

On Monday, March 21, 2022, at approximately 6:00 PM, Mayor Tyndall reviewed several protocols for the open meeting portion of the session. Mayor Tyndall requested a motion to close and go into Executive Session. Councilmember Knerr moved to close the Executive Session of the Mayor and Council for Monday, March 21, 2022 and approval was unanimous (5-0-0). This meeting was closed under the State of Maryland General Provisions Article § 3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process: Discussion re: RFP 2021-02; Disposition and Development of Parcel 57, and Parcel 410, and Parcel 191 at Heron Park

The Facebook livestream was ended at approximately 6:02 PM.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
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Councilmember Burrell moved to adjourn the Executive Session at approximately 8:27 PM and approval was unanimous.

Respectfully Submitted,



Jeff Fleetwood  
Town Administrator



Closed Session Summary  
To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: March 21, 2022 at 6:00 PM
- b. Place (location) of closed session: Council Chambers
- c. Purpose of the closed session: Discussion re: RFP 2021-02; Disposition and Development of Parcel 57, and Parcel 410, and Parcel 191 at Heron Park
- d. Date and time that returned to public meeting: March 28, 2022 at 7:00 PM

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

- a. Motion to close meeting made by: Knerr
- b. Seconded by: Purnell
- c. Members voting in favor: Unan.
- d. Members opposed: None
- e. Members abstaining: None
- f. Members absent: None

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

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

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

Topic description	Persons present for discussion	Action taken/each recorded vote
Discussion re: RFP 2021-02; Disposition and Development of Parcel 57, and Parcel 410, and Parcel 191 at Heron Park	All M&C, J. Fleetwood, D. Engelhart, D. Gaskill and representatives of bidders joining/leaving throughout	None

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

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





# Mayor & Council of Berlin



## OATH OF OFFICE

I, Brian Robertson, do swear and affirm that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of the Town of Berlin Historic District Commission according to the Constitution and the Laws of the State.

SWORN THIS 28th DAY OF MARCH, 2022.

\_\_\_\_\_  
Brian Robertson (Alternate)

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

Term Expiration: April 2025 \_\_\_\_\_  
Initials

**ORDINANCE 2022-02**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, ESTABLISHING REGULATIONS GOVERNING SHORT TERM RENTALS OF DWELLINGS LOCATED WITHIN THE TOWN OF BERLIN.

BE IT ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT A NEW SECTION, CHAPTER 8, ARTICLE II, SECTION 8-30 BE ENACTED TO READ AS FOLLOWS:

§8-30. Short Term Rental Licensing.

- (a) **Generally.** It is the intent of this section and the regulations stated herein to maintain the character of residential neighborhoods in the Town of Berlin and to protect the health, safety and general welfare of residents while allowing short term rentals to exist under certain conditions and circumstances.
- (b) **Definitions.** (1) Short Term Residential Rental means the use of all or any part of a dwelling unit to provide accommodations, not to exceed 28 consecutive days, to guests for sleeping or lodging purposes in exchange for a monetary remuneration, including accommodations facilitated by an internet hosting platform. A Bed and Breakfast is not included in this definition.
- (c) **Eligible Zone.** (1) Short Term Residential rentals are permitted in the incorporated limits of the Town of Berlin including R-1, R-2, R-3, R-4, B-1, B-2, and B-3 Districts, subject to the licensing requirements and regulations contained herein.
- (d) **Requirements.** (1) Any dwelling unit or portion thereof offered as a short term rental shall conform to the provisions of this Section.

(2) **License.** Prior to offering a dwelling unit or portion thereof as a short term rental, the property owner shall file an application for a short term residential rental license on forms provided by the Town. The application must be accompanied by an initial application fee in the amount of \$350.00 and the property owner must agree to make the dwelling unit available for inspection in order to verify that the dwelling unit is in compliance with all applicable building code provisions, including those of the Worcester County Fire Marshal's office. Applications must include a floorplan indicating the intended rental space and an emergency egress plan. Floorplans with an emergency egress plan are required to be posted in each rented sleeping area of a short term rental. Upon passing said inspection, the property owner will be issued an annual short term residential rental license upon the payment of an annual license fee of \$125.00. The license must be renewed annually, and the Town of Berlin reserves the right to

inspect subject properties at any time and before annual renewal. Each property owner shall provide the name and contact information for a responsible agent(s) who are available for contact twenty-four (24) hours per day and seven (7) days per week. A responsible agent(s) must be capable of responding to the property twenty-four hours per day and seven days per week and be located within a thirty (30) mile radius of the Town of Berlin's incorporated limits. The licensee is responsible for ensuring accurate emergency contact information is on file with the Town of Berlin. The rental license shall be posted in both a prominent interior location and a prominent exterior location on the addressed side and visible from the roadway. All advertising, whether by print, electronic, audible, or in any other forms or substance designed or used to inform as to the availability of any property for rent which is the subject of the license, shall contain the valid rental license number associated with the property. A short term residential rental license is not transferable. Short term residential units are subject to the State of Maryland lodging taxes as administered by the Worcester County Maryland Treasurer's office.

(3) **Duration of License.** Licenses are issued for the duration of one (1) fiscal year concurrent with the Town of Berlin's fiscal year. Licenses will not be pro-rated.

(4) **Renewal of License.** A short term rental license may be renewed as long as the licensee is in compliance with this Section and other Sections of the Town Code and upon payment of the annual license fee of \$125.00.

(5) **Lapse of License.** Short term rental licenses that are not in compliance with this Section or other Sections of the Town Code for more than thirty (30) calendar days will be deemed expired and must complete a new application.

(6) **Occupancy.** Every bedroom occupied for sleeping accommodations shall contain not less than 70 square feet of floor area unobstructed other than by furniture for each occupant. The number of occupants shall not exceed the sum total of all occupants permitted in each bedroom of the structure as per Chapter 6, Article V, "Housing Standards," Section 6-121, "Floor Space and Occupancy," of this Code.

(7) **Parking.** One additional off-street parking space per each bedroom rented shall be required in addition to the parking required in the zoning district where the structure is located.

(8) **Records.** The property owner shall maintain a record of the names of all lodging guests who stay at the property, including their address, phone number, email address and the



amount of monetary remuneration received. Such records shall be provided upon request to Town officials and to Worcester County Treasurer's Office officials.

(9) **Signage.** On premise signage shall not be permitted on licensed property.

(10) **Events.** The hosting of functions and events, including but not limited to wedding ceremonies, wedding receptions, family reunions, birthday and anniversary celebrations, corporate and employee parties, and other similar gatherings of persons other than the authorized lodging guests, shall be prohibited in association with any short term rentals, regardless of whether or not any form of compensation or barter has been paid or received by any individual or firm for the event.

(11) The Mayor and Council by Resolution may establish additional standards, regulations, or require additional information as deemed necessary to enforce the provisions of this Section and protect the integrity of the community.

(e) **Violations.** Violations and enforcement are the responsibility of the Planning Director or Housing Inspector pursuant to the Town Charter. A decision by the Planning Director to revoke a license may be appealed to the Housing Board of Review.

(1) **Renting without a License.** Rental of a property as defined by this Ordinance without a license will result in a reoccurring fine of \$600.00 for each thirty (30) day period of operation.

(2) **Other Violations.** A violation of any requirement of this Section or other Sections of the Town Code, excluding renting without a license as defined in Section (e)(1), will result in a Civil Violation of \$100.00. Repeat or continuing violations will result in a fine of \$200.00 and may result in revocation of the Short Term Rental License for the remainder of the licensing period plus (1) year.

**THIS ORDINANCE** was introduced and read at a meeting of the Town Council held on the 28<sup>th</sup> day of February, 2022, and thereafter a statement of the substance of the Ordinance having been published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this \_\_\_\_ day of \_\_\_\_\_, 2022, by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of \_\_\_\_\_ in favor, to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Dean Burrell, Vice-President of the Council

Approved on this \_\_\_\_ day of \_\_\_\_\_, 2022 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Zack Tyndall, Mayor and President of the Council

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



ORDINANCE 2022-03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN,  
MARYLAND, A MARYLAND MUNICIPAL CORPORATION, SETTING THE REAL  
PROPERTY TAX RATE FOR FISCAL YEAR 2023

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

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

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin, Maryland that the tax rate for fiscal year 2022-2023 shall be \$.815 per \$100.00 of assessed value of real property located within the Town limits of Berlin, Maryland.

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

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

\_\_\_\_\_  
Dean Burrell Sr., Vice President of the Council

This Ordinance was approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by the Mayor of the Town of Berlin and is effective at the start of the 2023 Fiscal Year on July 1, 2022.

\_\_\_\_\_  
Zackery Tyndall, Mayor  
President of the Council

ATTEST:

\_\_\_\_\_  
Jeffrey Fleetwood, Town Administrator



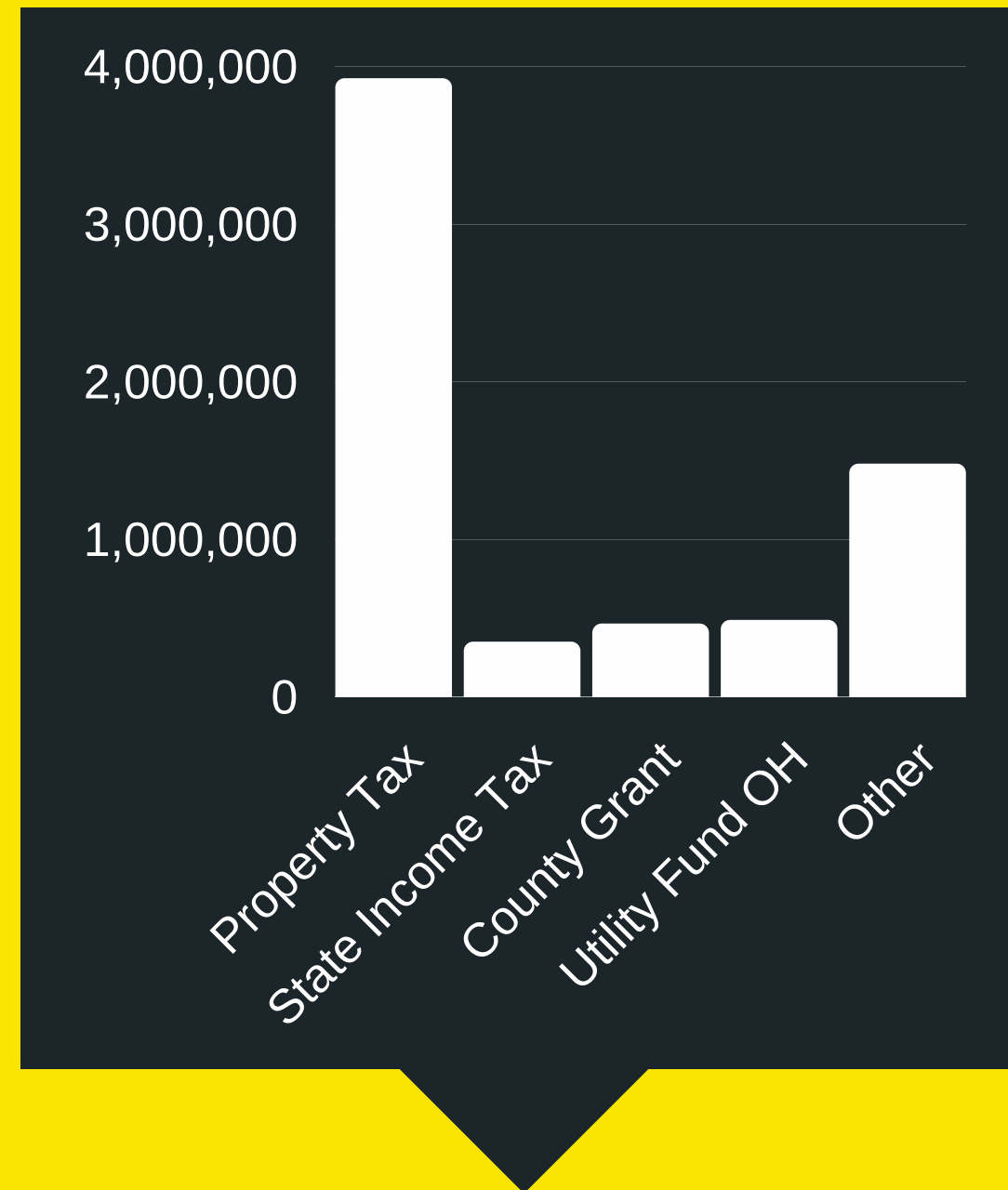
# ADOPTION: FY23 TAX RATE

Presented by Mayor Zack Tyndall

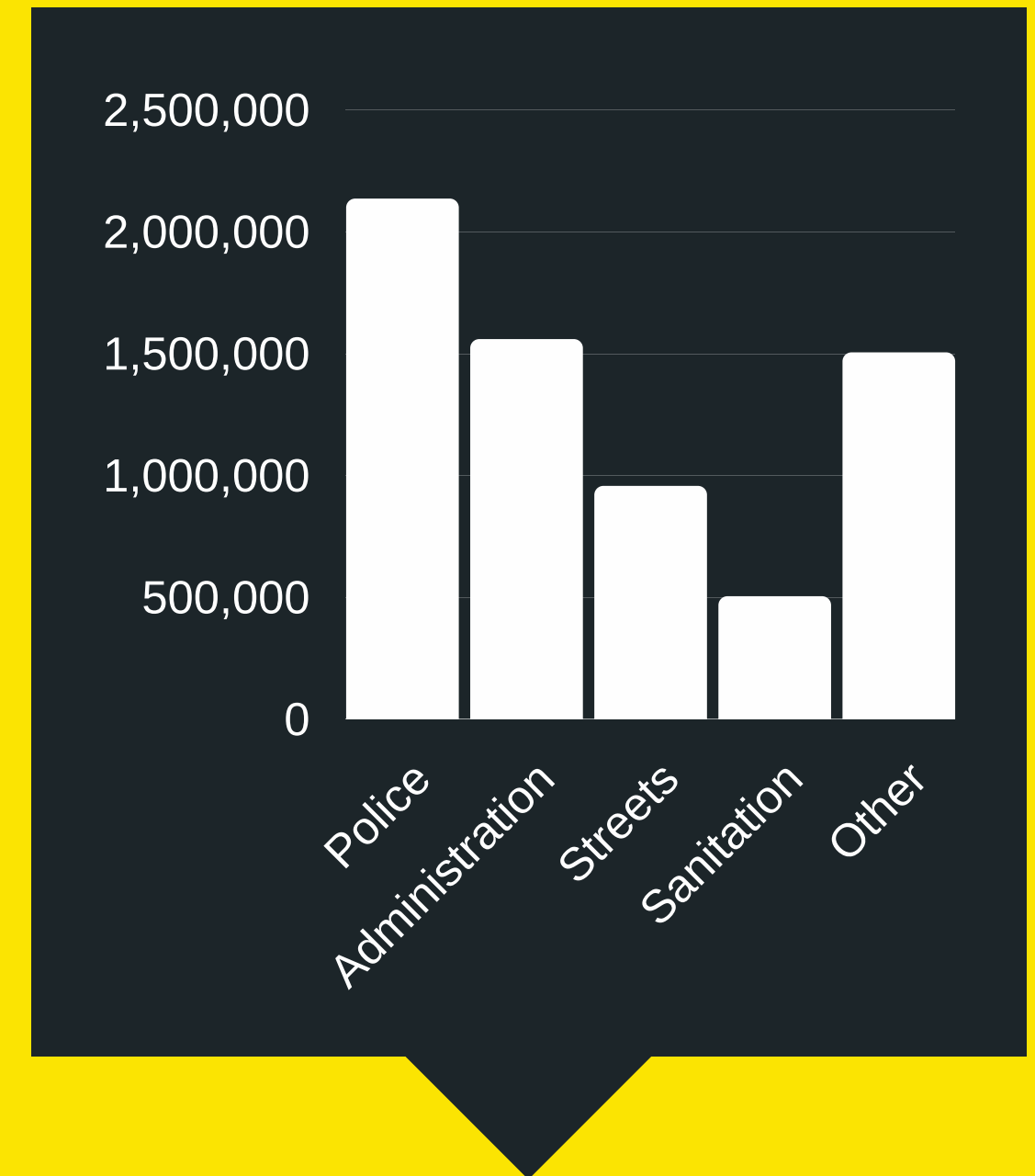




# DRAFT BUDGET OVERVIEW



**REVENUES**  
**\$6,706,856**



**EXPENDITURES**  
**\$6,479,484**



**ADDITIONAL  
INCOME**

**\$143,948**

BY KEEPING THE TAX RATE AT \$0.815  
(SAME TAX RATE AS FY22)

# DRAFT HIGHLIGHTS



## EMPLOYEES (+ \$76,874.87)

Bonuses and/or COLA's for the 43 full time employees in the General Fund

## UPDATED LEOPS STUDY

This study is required before the Town can enter into the Law Enforcement Officers Pension System (LEOPS)

## INCREASE IN EMS FUNDING (+ \$125,000)

To cover two additional Firefighter/EMT-B positions providing the Town of Berlin with two fully staffed Advance Life Support Ambulances 24/7

# DRAFT HIGHLIGHTS CONT.



## HUR'S

The Town is projected to receive \$230,000 in Highway User Revenues (HURs) that can be used for projects such as street improvements, bicycle/pedestrian paths, and road maintenance

## ENDING "IN LIEU OF TAX"

In FY22, we began rolling back the practice of taxing the Electric Utility providing an additional \$182,076 in operating revenue for our Electric Department

## ADDITIONAL

Projects including repairing brickwork at Town Hall, improving security, and investing in park improvements



# WHAT IS NEXT?

## GENERAL FUND WORK SESSION (APRIL 4TH)

Presentations from  
each town  
department, the  
Berlin Fire  
Company, and  
Berlin EMS

## UTILITY FUND WORK SESSION (APRIL 11TH & 18TH)

Presentations from  
Water, Sewer,  
Stormwater, and  
Electric departments

## ARPA SPENDING PLAN (TBD)

Mayor and Council  
discussion  
regarding allocation  
of ARPA Funds

## BUDGET INTRODUCTION (MAY 9TH)

Mayor Introduces  
FY23 Budget for  
consideration by the  
Council

## BUDGET ADOPTION (MAY 23RD)

Council adopts FY23  
budget



# Mayor & Council of Berlin, Maryland

March 28, 2022

## PROCLAMATION 2022-02

### **A PROCLAMATION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN RECOGNIZING APRIL 2022 AS FAIR HOUSING MONTH**

*WHEREAS the Congress of the United States passed the Civil Rights Act of 1968, in which it was declared that the law of the land would guarantee the rights of equal housing opportunity, and*

*WHEREAS the month of April is recognized by the federal government as Fair Housing Month and realtors, developers, financial institutions, landlords, tenants and the public at-large are reminded that it is illegal to discriminate in housing on the basis of age, race, religion, sex or national origin, and*

*WHEREAS fair housing groups and the Maryland Department of Housing and Community Development have, over the years, received complaints of alleged illegal housing discrimination, and*

*WHEREAS the State of Maryland, through the Maryland Department of Housing and Community Development, supports fairness in housing through a variety of programs and working partnerships with the federal government, local governments and private sector businesses to ensure better living conditions for all Marylanders, and*

*WHEREAS equal housing opportunity is a condition of life in our community that can and should be achieved;*

*NOW THEREFORE, be it proclaimed that the MAYOR AND COUNCIL OF THE TOWN OF BERLIN hereby declare the month of April 2022 as FAIR HOUSING MONTH in the Town of Berlin citizens.*

*WITNESS MY HAND AND SEAL, THIS \_\_\_\_\_ DAY OF APRIL, 2022.*

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*Zackery Tyndall - Mayor*

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*Jeff Fleetwood - Town Administrator*



# Check Run Reports for:

03.11.22

**\*\*Full Check Runs Available in Online Packet**





Town of Berlin, MD

# Check Register

Packet: APPKT02269 - 20220311SW

*3/11/22* *myB*  
*3/11/22* By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0001697	PIGG, KRAHL, STERN & CO., P.A.	03/11/2022	Regular	0.00	7,800.00	21864

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	7,800.00
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
	<b>2</b>	<b>1</b>	<b>0.00</b>	<b>7,800.00</b>



Town of Berlin, MD

# Payment Register

APPKT02269 - 20220311SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number Vendor Name  
[0001697](#) PIGG, KRAHL, STERN & CO., P.A.

Total Vendor Amount

7,800.00

Payment Type Payment Number  
Check

Payable Number	Description
<a href="#">229859</a>	PKS BERLIN FIRE AND EMS AUDIT
<a href="#">232328</a>	PKS BERLIN FIRE AND EMS AUDIT

Payment Date	Payment Amount
03/11/2022	7,800.00

Payable Date	Due Date	Discount Amount	Payable Amount
03/11/2022	03/11/2022	0.00	4,000.00
03/11/2022	03/11/2022	0.00	3,800.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	1	0.00	7,800.00
Packet Totals:		2	1	0.00	7,800.00





Town of Berlin, MD

## Payment Register

APPKT02267 - 20220311SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number Vendor Name  
[0002647](#) CINTAS RUGS  
Payment Type Payment Number  
Check

Payable Number Description  
[FEB FY 22 17363075](#) CLEAN RUGS, AND RAGS

Total Vendor Amount  
359.44

Payment Date Payment Amount  
03/11/2022 359.44  
Discount Amount Payable Amount  
0.00 359.44

Vendor Number Vendor Name  
[0002252](#) VERIZON WIRELESS-720117503-00001  
Payment Type Payment Number  
Check

Payable Number Description  
[9900278617](#) MDT CARD FEE

Total Vendor Amount  
527.57

Payment Date Payment Amount  
03/11/2022 527.57  
Discount Amount Payable Amount  
0.00 527.57

*3/11/22*

*mrb*  
*3/11/22*

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	887.01
Packet Totals:		2	2	0.00	887.01



Town of Berlin, MD

# Check Register

Packet: APPKT02267 - 20220311SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0002647	CINTAS RUGS	03/11/2022	Regular	0.00	359.44	21862
0002252	VERIZON WIRELESS-720117503-000	03/11/2022	Regular	0.00	527.57	21863

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	887.01
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	887.01



Town of Berlin, MD

# Check Register

Packet: APPKT02265 - 20220311SW

*3/11/22*  
*m-b*  
*3/11/22*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0002406	AE MOORE JANITORIAL INC	03/11/2022	Regular	0.00	101.53	21834
0000249	ATLANTIC TRACTOR	03/11/2022	Regular	0.00	625.06	21835
0000323	BERLIN AUTOMOTIVE	03/11/2022	Regular	0.00	103.66	21836
0000323	BERLIN AUTOMOTIVE	03/11/2022	Regular	0.00	550.11	21837
0000394	BOOTH & ASSOCIATES INC	03/11/2022	Regular	0.00	6,556.45	21838
0000431	BURKE EQUIPMENT COMPANY	03/11/2022	Regular	0.00	679.08	21839
0000496	CHEMSEARCH	03/11/2022	Regular	0.00	1,822.50	21840
0002647	CINTAS RUGS	03/11/2022	Regular	0.00	33.93	21841
0000534	CJIS-CR	03/11/2022	Regular	0.00	1,147.75	21842
0000678	DAVIS, BOWEN & FRIEDEL	03/11/2022	Regular	0.00	15,737.08	21843
0000847	ENVIROCORP, INC.	03/11/2022	Regular	0.00	2,189.00	21844
0000907	FLAG PUBLICATIONS INC	03/11/2022	Regular	0.00	68.75	21845
0000977	GREAT AMERICA FINANCIAL	03/11/2022	Regular	0.00	212.64	21846
0002644	INTERNATIONAL OF DELMARVA	03/11/2022	Regular	0.00	202.98	21847
0001314	LITTLETON CLAUDE	03/11/2022	Regular	0.00	5.07	21848
0001448	MD PLANNING COMMISSION ASSO	03/11/2022	Regular	0.00	150.00	21849
0001565	NATIONWIDE RETIREMENT SOLUTIC	03/11/2022	Regular	0.00	242.50	21850
0001676	PENINSULA AUTO & TRUCK PARTS, I	03/11/2022	Regular	0.00	599.58	21851
0001677	PENINSULA DRY CLEANERS, INC	03/11/2022	Regular	0.00	79.00	21852
0003297	PHYLLIS G KIMMEL LAW OFFICE PLL	03/11/2022	Regular	0.00	5,160.00	21853
0003127	QUADIENT FINANCE USA, INC	03/11/2022	Regular	0.00	500.00	21854
0001904	SELBYVILLE TRACTOR & EQUIPMEN	03/11/2022	Regular	0.00	375.17	21855
0001997	STAPLES BUSINESS CREDIT	03/11/2022	Regular	0.00	1,338.28	21856
0002607	TELVUE CORPORATION	03/11/2022	Regular	0.00	771.75	21857
0002092	THE DEPT OF PUBLIC SAFETY & COR	03/11/2022	Regular	0.00	175.00	21858
0002163	TOWN OF BERLIN	03/11/2022	Regular	0.00	32,229.81	21859
0002304	WEST OCEAN CITY ILLNESS & INJUR	03/11/2022	Regular	0.00	783.00	21860
0002348	WOR WIC COMMUNITY COLLEGE	03/11/2022	Regular	0.00	100.00	21861

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	45	28	0.00	72,539.68
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
	45	28	0.00	72,539.68



Town of Berlin, MD

# Payment Register

APPKT02265 - 20220311SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002406</a>	AE MOORE JANITORIAL INC					101.53
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">412312,412313,CREDIT</a>	SUPPLIES FOR RESTROOMS	03/10/2022	03/10/2022	03/11/2022	101.53	
				Discount Amount	Payable Amount	
				0.00	101.53	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000249</a>	ATLANTIC TRACTOR					625.06
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">P29452</a>	SERVICE TRACTOR	03/10/2022	03/10/2022	03/11/2022	625.06	
				Discount Amount	Payable Amount	
				0.00	625.06	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000323</a>	BERLIN AUTOMOTIVE					653.77
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">392476,391603</a>	TOOLS,PARTS AND OTHER SUPPLIES	03/08/2022	03/08/2022	03/11/2022	103.66	
				Discount Amount	Payable Amount	
				0.00	103.66	
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">395657,106,393392,392474</a>	TOOLS,PARTS AND OTHER SUPPLIES	03/08/2022	03/08/2022	03/11/2022	550.11	
				Discount Amount	Payable Amount	
				0.00	550.11	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000394</a>	BOOTH & ASSOCIATES INC					6,556.45
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">53745</a>	ELECTRIC RATE SERVICES	03/09/2022	03/09/2022	03/11/2022	6,556.45	
<a href="#">53746</a>	MISC TOWN OF BERLIN MD PROF SVC RENDERED THRU 2	03/09/2022	03/09/2022	03/11/2022	6,235.00	
				Discount Amount	Payable Amount	
				0.00	321.45	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000431</a>	BURKE EQUIPMENT COMPANY					679.08
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">DEL-3000249</a>	SERVICE KUBOTA	03/10/2022	03/10/2022	03/11/2022	679.08	
				Discount Amount	Payable Amount	
				0.00	679.08	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000496</a>	CHEMSEARCH					1,822.50
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">7681687</a>	BELT PRESS OIL FOR SERVICE	03/10/2022	03/10/2022	03/11/2022	1,822.50	
				Discount Amount	Payable Amount	
				0.00	1,822.50	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002647</a>	CINTAS RUGS					33.93
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">4112687084</a>	ANNUAL RUG SERVICE	03/10/2022	03/10/2022	03/11/2022	33.93	
				Discount Amount	Payable Amount	
				0.00	33.93	



**Payment Register**
**APPKT02265 - 20220311SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000534</a>	CJIS-CR					1,147.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	1,147.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">APP-2M-026</a>	FINGERPRINTING	03/08/2022	03/08/2022	0.00	567.25	
<a href="#">APP-CK-024</a>	FINGERPRINTING	03/10/2022	03/10/2022	0.00	580.50	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000678</a>	DAVIS, BOWEN & FRIEDEL					15,737.08
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	15,737.08			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">163306</a>	PROJ 0050A002.001 MDE GEN DISC PERMIT	03/08/2022	03/08/2022	0.00	2,022.50	
<a href="#">163307</a>	PROJ 0050A002.009 PURNELL CROSSING	03/08/2022	03/08/2022	0.00	692.13	
<a href="#">163308</a>	PROJ 0050A002.062 BERLIN AUTOZONE	03/08/2022	03/08/2022	0.00	5,862.45	
<a href="#">163310</a>	PROJ 0050A002.069 BRANCH ST WELL #3 REPLACEMENT	03/08/2022	03/08/2022	0.00	720.00	
<a href="#">163311</a>	PROJ 0050A002.070 SMART METER UPGRADE PROJ	03/08/2022	03/08/2022	0.00	3,745.00	
<a href="#">163312</a>	PROJ 0050A002.071 STEPHEN DECATUR MID SCHOOL UT	03/08/2022	03/08/2022	0.00	130.00	
<a href="#">163313</a>	PROJ 0050A114..A01 PUMP STATION REHAB WM ST	03/08/2022	03/08/2022	0.00	1,925.00	
<a href="#">163342</a>	PROJ 0050A115.A01 STEPHEN DECATUR PK COMFORT ST	03/08/2022	03/08/2022	0.00	640.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000847</a>	ENVIROCORP, INC.					2,189.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	2,189.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN2200546</a>	WEEKLY MONITORING DISCHARGE SAMPLES	03/10/2022	03/10/2022	0.00	314.00	
<a href="#">IN2200547</a>	MONITORING WELL SAMPLES	03/10/2022	03/10/2022	0.00	1,875.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					68.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	68.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">345247</a>	ADVERTISING	03/09/2022	03/09/2022	0.00	33.75	
<a href="#">345262</a>	ADVERTISING	03/09/2022	03/09/2022	0.00	35.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					212.64
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	212.64			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">31197765</a>	MONTHLY LEASING - OFFICE EQUIPMENT	03/08/2022	03/08/2022	0.00	137.04	
<a href="#">31197766</a>	EQUIP. LEASE FOR TOWN HALL, FINANCE, AND PLANNING	03/09/2022	03/09/2022	0.00	75.60	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002644</a>	INTERNATIONAL OF DELMARVA					202.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	202.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">66171SP, 66106SP</a>	ANTIFREEZE	03/10/2022	03/10/2022	0.00	202.98	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001314</a>	LITTLETON CLAUDE					5.07
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	5.07			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">03/8/2022</a>	REIMB PURCHASED STAINLESS STEEL WASHERS	03/09/2022	03/09/2022	0.00	5.07	

**Payment Register**
**APPKT02265 - 20220311SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001448</a>	MD PLANNING COMMISSION ASSOCIATION					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">22-001</a>	ANNUAL MEMBERSHIP DUES	03/10/2022	03/10/2022	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					242.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	242.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">-PPE 02/27/2022</a>	EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	03/11/2022	03/11/2022	0.00	242.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001676</a>	PENINSULA AUTO & TRUCK PARTS, INC					599.58
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	599.58			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">196736,197192,197409</a>	EQUIPMENT AND PARTS FOR VEHICLE REPAIR	03/08/2022	03/08/2022	0.00	97.95	
<a href="#">196833,196909</a>	EQUIPMENT & PARTS FOR VEHICLE REPAIRS	03/08/2022	03/08/2022	0.00	501.63	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001677</a>	PENINSULA DRY CLEANERS, INC					79.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	79.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">20-3627</a>	MONTHLY DRY CLEANING SERVICE	03/08/2022	03/08/2022	0.00	79.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003297</a>	PHYLLIS G KIMMEL LAW OFFICE PLLC					5,160.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	5,160.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">161</a>	MULTIPLE MATTERS-GENERAL MD PSC CASE #9508	03/09/2022	03/09/2022	0.00	5,160.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003127</a>	QUADIENT FINANCE USA, INC					500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7900 0440 8091 8273 MAR</a>	POSTAGE FOR POSTAGE MACHINE	03/09/2022	03/09/2022	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001904</a>	SELBYVILLE TRACTOR & EQUIPMENT INC					375.17
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	375.17			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">57871, 57872</a>	SERVICE TRACTOR	03/10/2022	03/10/2022	0.00	375.17	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001997</a>	STAPLES BUSINESS CREDIT					1,338.28
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	1,338.28			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1640638813</a>	OFFICE SUPPLIES	03/11/2022	03/11/2022	0.00	1,338.28	

**Payment Register**
**APPKT02265 - 20220311SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002607</a>	TELVUE CORPORATION					771.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	771.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">15770</a>	TELVUE CARE SUPPORT	03/08/2022	03/08/2022	0.00	771.75	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002092</a>	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					175.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	175.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">AB1-12-421</a>	METER LOG ON FEE	03/10/2022	03/10/2022	0.00	91.00	
<a href="#">AB2-02-420</a>	METER LOG ON FEE	03/08/2022	03/08/2022	0.00	84.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002163</a>	TOWN OF BERLIN					32,229.81
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	32,229.81			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">FEB FY 22</a>	TOWN UTILITY BILLINGS	03/10/2022	03/10/2022	0.00	32,229.81	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER					783.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	783.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">16359123</a>	PAYMENTS IN LIEU OF INSURANCE DUE TO MINIMAL CO:	03/11/2022	03/11/2022	0.00	195.00	
<a href="#">16982739</a>	PAYMENTS IN LIEU OF INSURANCE DUE TO MINIMAL CO:	03/11/2022	03/11/2022	0.00	383.00	
<a href="#">17667172,17719678</a>	DOT PHYSICAL AND PRE-EMPLOYEE DRUG SCREEN	03/08/2022	03/08/2022	0.00	125.00	
<a href="#">17714460</a>	DOT PHYSICAL - DAVID DAVIS	03/09/2022	03/09/2022	0.00	80.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002348</a>	WOR WIC COMMUNITY COLLEGE					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2022	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12645</a>	EMPLOYEE & K-9 TRAINING	03/08/2022	03/08/2022	0.00	100.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	45	28	0.00	72,539.68
Packet Totals:		45	28	0.00	72,539.68