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BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall 10 William Street Monday, February 28, 2022

6:00 to 7:00 PM OPEN SESSION

Discussion: Review of Proposals received for RFP 2021-02 Disposition and Development of Parcel 57, Parcel 410, and Parcel 191 at Heron Park

7:00 PM REGULAR SESSION – Council Chambers

- 1. Approval of the Minutes for:
 - a. Work Session for 02.14.22
 - b. Regular Session for 02.14.22
- 2. Swearing in Jonathan Hill to the Berlin Housing Review Board Mayor Zack Tyndall
- 3. Community Bike Ride Economic and Community Development Director Ivy Wells
- 4. Mid-year General Fund and Enterprise Fund Updates Finance Director Natalie Saleh
- 5. First Readings: Planning Director David Engelhart
 - a. Ordinance 2022-01: Establishing a Crematorium as a conditional use in the M-1A Industrial Zoning District (Public Hearing on 03/14/22)
 - b. Ordinance 2022-02: Establishing Regulations governing Short-term Rentals (Public Hearing on 03/28/22)
- 6. Resolution 2022-03: Establishing an Abatement Fund Town Attorney David Gaskill
- 7. Mayor's Recommendation to Transfer \$1,941,969 to Reserves Mayor Zack Tyndall
- 8. Town Administrator's Report
- 9. Departmental Reports
- 10. Comments from the Council
- 11. Comments from the Mayor
- 12. Comments from the Public
- 13. Comments from the Press
- 14. Adjournment

**Public Attendance at Meetings

** Effective 2/14/22 Town Hall will resume normal operating hours and will be open to the public. For all visitors to any public building face coverings will be encouraged, but optional. All meetings will be open to the public with no attendance restrictions. For public meetings face coverings and social distancing are encouraged. Please note that these restrictions are subject to change.

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.
- <u>Mail to:</u> 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.
- <u>Drop off:</u> 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 @townofberlinmd 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.

STAFF EVALUATION - RFP 2021-02

Disposition and Development of Parcel 57, Parcel 410, and Parcel 191 at Heron Park

SCORING: POINTS PER CATEGORY

Points	Criterion
50	The monetary value offered for the Property (properties)
30	Use and redevelopment of Property or Properties as defined by the proposer in the proposal documents.
15	Balance sheet provides evidence that entity's liquidity is above industry standards and the Income Statement provides evidence of suitable cash flows and ability to meet the Town's bonding requirements outlined below. 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.

			Use and			
	Minimum		redevelopment of		Other	
Vendor	Submittal	Monetary Value	Property	Balance Sheet	Factors (5	Total
(alphabetical)	Requirements	(50 pts max)	(30 pts max)	(15 pts max)	pts max)	Score
1 Gillis Gilkerson	✓	45	25	15	5	90
2 Natelli Communities	✓	50	30	15	5	100

Notes:

		\$1,500,000 for all 3 parcels	
		Intent to partially demolish existing building (using Town demo grant) and refurbish remainder;	
			100% Commercial;
1	Gillis Gilkerson		Plans to provide ("use of or transfer of or right of way to" per follow-up email) up to 2 acres for an ampitheatre;
			Plans to provide access and parking for park land;
		Concerns	Listed on ToC, but nothing in doc - Enviro Impact, Impact on Town Svc, Compatability with Surrounding Neighborhood, Financial and Bonding Info blank
		Basic Proposal	\$1,600,000 plus five (5) parcels at 113 & Tripoli/Bay Streets valued @ approx.\$444,000 (current owner of record Main Street Homes) for all 3 parcels (noted in email on 2/1822).
			78 single family homes and 52,500 sq/ft of multi-story commercial (2 buildings at front of property);
	Natelli		Provide access and parking to park land.
Communities	Concerns	Language regarding demolition of existing structure: "further demolitionabove the \$500,00 and within the scope of the grantresponsibility of the Town. If it is to beDeveloper, a reduction in the purchase price equalwill be expected." Also stated under Conditions Precedent: "The Property must be environmentally clean and free from any hazardous material";	
		Bidder expresses concern with RFP requirement regarding purchasers default or violation or other failure allowing Town to "re-enter and take possession of the property and to terminate";	

Concerns/Considerations with both: Both are attractive projects and will represent a significant impact on the Town's tax base, but will also have impact on Town services; both developers have a good reputation with successful projects in and around the area.

of EDU's/impact fees

Both will have park access through their complexes - experience has shown that, while private ownership/maintenance at first is fine, in a number of years complaints and concerns will likely arise regarding public use of their private roads - traffic, pedestrians, plowing, littering, etc.;

Both will require zoning changes of some kind;





O. PALMER GILLIS III

pgillis@ggibuilds.com

RFP # 2021-02 AS AMENDED ON 01/03/2022 DISPOSITION & DEVELOPMENT OF PARCELS 57, 410 AND 191





SUBMITTED TO:

MAYOR AND TOWN COUNCIL OF BERLIN, MD ATTN: JEFFREY FLEETWOOD, TOWN ADMINISTRATOR 10 WILLIAM STREET BERLIN MD 21811

FEBRUARY 14, 2022 AT 10:00AM

GGI BUILDERS, INC. T/A GILLIS GILKERSON GENERAL CONTRACTING | CONSTRUCTION MANAGEMENT | DEVELOPMENT 150 WEST MARKET STREET, SUITE 200 SALISBURY, MARYLAND 21801 410-749-4821(O) | 410-749-7934 (F)



TABLE OF CONTENTS

COMPREHENSIVE PLAN FOR USE OF SITE	4
SUMMARY	
PLANS FOR RENOVATION AND DEMOLITION	
USE PLANNED WHEN RENOVATION OR DEMOLITION IS COMPLETE	
ANTICIPATED NEIGHBORHOOD IMPACT	
TRAFFIC	
PARKING	
PEDESTRIAN TRAFFIC	
NOISE	
CONSTRUCTION	
ENVIRONMENTAL IMPACT	
IMPACT ON EXISTING TOWN SERVICES	
COMPATIBILITY WITH SURROUNDING NEIGHBORHOOD	
ANTICIPATED DATE OF PROJECT/REDEVELOPMENT COMPLETION	
LETTER OF INTEREST	10
FIRM CAPABILITY	11
FINANCIAL & BONDING CAPACITY	12
EXAMPLES OF PREVIOUS WORK	16
PROFESSIONAL REFERENCES	19
ADDITIONAL BACKGROUND	21
TOWN FORMS	27



COMPREHENSIVE PLAN FOR USE OF SITE **SUMMARY**

Our comprehensive plan for use of the site is to create a highly aesthetic, creatively designed, quality renovation of the existing buildings and grounds that is harmonious with the objectives of the Town of Berlin's goals for jobs, businesses, and eateries. Not only will we meet these objectives, but it is also of our utmost priority to maintain and enhance the public usage of Heron Park and the existing lagoons for the community. We have spent months of brainstorming and planning for a multiuse commercial property that will complement the existing business community, recreational activities, and nearby neighborhoods, while leading to economic development for not only the Town of Berlin, but Worcester County as a whole.

Berlin is an exceptionally unique Town and community that we are lucky to have in our area. It is with great honor that we encounter the opportunity to foster and enhance the livelihood in and around "America's Coolest Small Town". As you will see throughout our response to RFP # 2021-02 as amended on January 3, 2022, it is our top priority is to create a complementary identity to Historic Downtown Berlin while maintaining a strong public usage. Please take time to familiarize yourselves with Exhibit A (View from Old Ocean City Boulevard), Exhibit B (View from East looking West), Exhibit C (Ariel view of building layout), Exhibit D (Ariel view of grounds layout), Exhibit E (All drawings), and Exhibit F (Condition Assessment- Building Sections).

It is with great pleasure that we present to you our plans for Parcels 57, 410 and 191. We sincerely thank you for your time, consideration, and opportunity in all capacities regarding our response to this RFP.



COMPREHENSIVE PLAN FOR USE OF SITE PLANS FOR RENNOVATION AND DEMOLITION

Our comprehensive plan for use of the site is displayed in Exhibit A (View from Old Ocean City Boulevard), Exhibit B (View from East looking West), Exhibit C (Ariel view of building layout), Exhibit D (Ariel view of grounds layout) and Exhibit E (All drawings). We plan to use and incorporate the Town's recently granted \$500,000 to fund a select demolition of the existing industrial processing building on these parcels. In particular, we would use this grant to remove (approximately) Section 6 and Section 4 as shown in Exhibit F in addition to other appropriate areas. This would then leave roughly two (2) twenty-five thousand square foot (25,000 sq/ft) sections that we would then renovate into multiuse commercial buildings.

Our team has a long-standing history with repurposing existing structures that you will see in the later portion of our response. Given our abundance of experience with repurposing and bringing new life to outdated and unwanted structures, we feel extremely confident in our abilities to do the same with the existing structure on these parcels. Not only will we recycle the building, but we also plan to reuse as many of the materials from the existing facility as possible.

The \$500,000 grant that the Town of Berlin was granted is one out of twenty-seven issued through a Maryland revitalization program under the Maryland Department of Housing and Community Development. With the well thought out use of this grant for the select demolition, our plan is to do exactly what the grant was intended for- completely revitalize, what to some, may be an eyesore for the local community. The completed use of this building is coordinated and balanced while allowing the development to sustain walkability and bike ability. Simultaneously, we will be utilizing a combination of civic and sustainable environmental design considerations from conception to completion.



COMPREHENSIVE PLAN FOR USE OF SITE

USE PLANNED WHEN DEMOLITION IS COMPLETE

At the time of this response, we foresee a desire for many new and existing businesses to open at this location. We visualize a *vibrant and lively* multiuse commercial building(s) providing a home for a plethoral of businesses, events, and community to exist here. Our goal is to create a stronger public use by providing a new roadway from Old Ocean City Boulevard directly to the entrance of Heron Park. Not only do we want the community to continue the use of the park and Lagoons, we want to help foster this use and provide greater amenities for the public. Additionally, we are aware of the desire for a small public amphitheater for the Town, we plan to incorporate this on Parcel 410. We will provide up to two (2) acres for the amphitheater with hopes that this will encourage a sense of community and add to the existing love of arts and entertainment throughout the Town of Berlin. It is important to us to aid the Town of Berlin in their goal of being artistically alive and eternally young at heart.

As described earlier, when select demolition has been completed, our development's planned use will incorporate placemaking methodology that includes areas for artist displays, recreation, uniform signage and way-finding.

Some potential uses could be:

- Restaurants/ Eateries
- Ice Cream Shop
- Bakery
- Fitness Center/Gym
- Deli
- Public Venue
- Bicylce Racks
- Regional Commercial and Retail Garden Center
- Public way to Heron Park

- Community composting
- Water Bottle Refiling Station
- Parking
- Offices
- Public Amphitheatre
- **Educational Agritourism**
- Multiuse Fields
- Pet friendly Water Stations
- Dog Friendly Park



COMPREHENSIVE PLAN FOR USE OF SITE ANTICIPATED NEIGHBORHOOD IMPACT

It is our intention that this development offers walkability and bike ability while utilizing sustainable environmental design to enrich the livelihood of the area. We anticipate harmonious space that aligns well with the objectives of the Town of Berlin's goals to maximize economic stimulation and improve quality of life in and around Berlin. It is of utmost importance to us to compliment and not to infringe upon Historical Downtown Berlin. Additionally, our goal is to foster the intensity of development and compactness by employing principals that will lead to efficient use of land while simultaneously promoting a feeling of vibrance in the Town.

Based on our experience and projections, when our project is fully developed, in its *initial* phase, we foresee town revenue on real estate taxes increasing by \$75,000-\$100,000 annually. Furthermore, the Town of Berlin will also reap the benefits of personal property taxes as well as water and sewer fees.

Traffic

Generally the change of land use will cause generation of extra traffic to and from proposed developments; however, the location of Parcels 57, 410 and 191 are unique. Sitting on Old Ocean City Boulevard, this lot is highly visible and accessible. We understand the traffic standards in this area are important to uphold and we plan to work closely with the Town of Berlin and the State Highway Administration to create a safe pedestrian and vehicular traffic way. This is their jurisdiction, and we will comply with their requirements.

We have received encouragement from the State Highway Administration in a recent conversation with them to work in conjunction with the Town on corridor improvements on the Old Ocean City Road in this area. We look forward to working with the Town in this effort to enhance pedestrian, bicycle, and vehicular movement in this section of Berlin.

One of the major draws and benefits to these parcels is their capability to create a large amount of parking. Our plans allow easy access to over two hundred (200) parking spaces for visitors to utilize, mitigating any sizeable traffic to and from the proposed development. As mentioned earlier, our goal is to build a new roadway from Old Ocean City Boulevard to Heron Park providing the public direct access to the nature trails and allowing a natural flow of vehicular and pedestrian traffic around the parcels.



COMPREHENSIVE PLAN FOR USE OF SITE ANTICIPATED NEIGHBORHOOD IMPACT

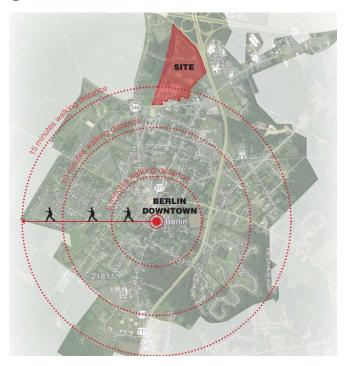
Parking

As mentioned above, the inclusion of +/- two hundred (200) parking spaces will allow direct access parking to the development and Heron Park. Parcels 57, 410 and 191 are in an unparalleled area of town that will encourage walkers and bicyclers from the neighboring population. We are committed to upholding the public usage standard, and in doing so it is our goal to install bike racks for the community to use when coming to enjoy the property and all its amenities. This will then open more parking spaces for those who must drive to get to the property. Ample parking that is directly related to the development is not anticipated to overflow into existing surrounding buildings and their parking lots.

Pedestrain Traffic

As mentioned above, we anticipate a large amount of the closely surrounding population to utilize their proximity by biking or walking to the property. It is our experience that increased pedestrian traffic is directly correlated to an increase in small business establishment, jobs, and increased tax base. Additionally, it is our long-term goal to work with the State Highway Administration to create and redevelop Old Ocean City Boulevard in this neighborhood.

We have included a photo from the Berlin Falls and Wellness Park vision planning booklet to reinstate the walkability/bike ability factor from Historic Downtown Berlin to Parcels 57, 410 and 191.





COMPREHENSIVE PLAN FOR USE OF SITE ANTICIPATED NEIGHBORHOOD IMPACT

Noise

During construction, noise that is consistent with current Town construction activities will ensue. Longer term, there are no expectations of increased noise level. We also want to mention this property is not near any major residential neighborhoods therefore we project zero to no effects to health and wellness of the surrounding community.

Construction

Gillis Gilkerson and its affiliates are experienced development professionals that have depth of experience in obtaining approvals from local, county and State agencies. Additionally, our involvement spans to the construction industry where we have forty (40) years of experience as a company in constructing commercial sites on time and on budget. With the potential of multiple restaurants, multiuse rooms, outdoor space, public amphitheater, and space for a regional commercial/retail garden center, we anticipate commencing construction immediately upon closing on the property. We plan on having the initial phases complete within eighteen (18) months of construction commencement.

Below is a comprehensive project schedule identifying all major milestones within the project including, but not limited to: due diligence, design, permitting, construction, shop drawings, submittals, document review, construction and inspection closeout documentation.

Award of Bid	Q1, 2022
Exclusive Negotiation Period	Q1-Q2, 2022
Sign Disposition Agreement	Q2, 2022
Approvals	Q2-Q3, 2022
Closing	Q3, 2022
Break Ground	Q4, 2022
Ribbon Cutting	Q2, 2023



LETTER OF INTEREST

JEFFREY FLEETWOOD TOWN ADMINISTRATOR 10 WILLIAM STREET BERLIN, MARYLAND 21811

Dear Mr. Fleetwood,

Thank you for the opportunity to respond to RFP #2021-02 as amended on January 3, 2022. It is our pleasure to present our plans for development of Parcels 57, 410 and 191.

It is our intention to create a master planned development that will result in economic development for the Town of Berlin, while maintaining and enhancing public safety, livability and recreational opportunities while catering to modern philosophies of urban development. The completed project will be highly aesthetic and designed with thought down to the last detail. We are committed to working together with the Town and State Highway Administration to define and shape the future for the residents and visitors while being economically sustainable and showcasing environmentally progressive designs. We strive to do our part to build a people friendly community and continue to build towards a place to live for a lifetime while maximizing potential for economic stimulation and improving quality of life in and around Downtown Berlin. As always, our work will be completed through environmentally sound construction practices and principles.

As a highly qualified developer, we are offering to lead in the creation and implementation of a vibrantly developed, mixed use activity center through sourcing all components of the development process, from financing to completion.

In closing, we want to point out that our firm has always maintained a strong relationship with local businesses and trade partners, suppliers, and governing authorities. During these times now more so than ever, we feel as though it is our duty and commitment to our community to support our neighbors in their trade. Not only will we be maintaining local jobs throughout the construction phase, but we are also eager to see the new permanent jobs implemented in our community from the development of this project, replacing the jobs lost from the Tyson plant.

Please do not hesitate to contact us with any questions or concerns. We look forward to the continuation of a mutually beneficial business and community relationship.

PALMER GILLIS

FOUNDER, GILLIS GILKERSON, INC



FIRM CAPABILITY

Gillis Gilkerson was founded by Palmer Gillis in August of 1983. Since inception, Gillis Gilkerson has grown to become one of the largest and most trusted, versatile general construction and management firms on the Delmarva Peninsula, providing general contracting, construction management, and development services. Headquartered in Downtown Salisbury, Maryland, the company is centrally located allowing for services within the ninety-mile radius. For forty years, the Gillis Gilkerson team has taken pride in the company's longstanding reputation for maintaining cooperative and successful community relationships; namely those with local architectural and industry-based firms.

As a result of Gillis Gilkerson's community commitment, the company has compiled an extensive portfolio filled with projects varying in size, location, and complexity—including those funded at local, state and governmental levels. The company's team approach allows for consistent, high-quality delivery and complete client satisfaction. The firm's overall dedication to quality and awareness of budget and scheduling constraints can be credited, in part, with its growth as it has led to several of repeat clients. As a company, Gillis Gilkerson offers not only experienced construction managers, but also a team of seasoned field workers allowing our firm to self-perform as needed and supplement the work subcontracted to local trade professionals. We have a universal commitment to assuring top quality and performance, by whatever means necessary.

Due to the attention we consistently devote to our project's details and scheduling, we have developed broad ranging specialties and are known to exceed the expectations of our clients and community. Our team will bring decades of experience in such work to the table in the event that we are awarded Parcels 57, 410 and 191 for development. We will lean on this experience in effort to keep the project squarely focused on final, timely, and budgeted delivery.

Gillis Gilkerson's previous contract amounts range from \$10,000 to \$45,000,000. From medical complexes, commercial offices, churches and schools to hospitality structures, manufacturing facilities, and mercantile buildings, Gillis Gilkerson has had its hands on almost all project types offered throughout the Eastern Shore. Many of the projects within the company's portfolio were completed for repeat, returning clients.

Along with our long list of qualifications, accreditations and decades of experience, Gillis Gilkerson also brings a vested interest in this project's success.

Our *dedication* to providing the highest level of construction services will go *unmatched*.

Gillis Gilkerson and affiliates offers the Town of Berlin extreme focus and unwavering dedication. We offer complete confidence in our ability to not just fulfill, but exceed this project and the communities expectations and requirements.

Over two-million additional square feet of medical office development throughout Delmarva.



FINANCIAL AND BONDING CAPABILITY

(INTENTIONALLY BLANK)



251 Najoles Road, Suite H Millersville, MD 21108 O: 301.725.1855 F: 301.725.2430

www.assuredpartners.com

January 12, 2022

Town of Berlin

Re: GGI Builders, Inc. t/a Gillis Gilkerson, 150 W. Market Street, Suite 200, Salisbury, MD 21801

To Whom It May Concern:

This will confirm AssuredPartners of Maryland, LLC is the bonding agency for GGI Builders, Inc. t/a Gillis Gilkerson for over fifteen years. Bonding for GGI Builders, Inc. t/a Gillis Gilkerson is in excellent standing with the Hartford Fire Insurance Company.

For daily needs, the Hartford Fire Insurance Company will consider \$15 Million single with a \$30 Million aggregate. These figures do not represent the absolute limit of support for any project but provides an indication of bonding.

We are prepared to provide Bid, Performance and Payment Bonds for GGI Builders, Inc. t/a Gillis Gilkerson makes application to us at the time of the Bid, and we are satisfied with the prevailing underwriting conditions, including but not limited to, acceptable contract terms, job specifications and acceptable bond forms and confirmation of financing.

Please note this letter is not to be construed as an approval for any project but is offered as an indication of support.

AssuredPartners of Maryland, LLC and the Harford Fire Insurance Company value our relationship with this fine contractor, and we provided our highest recommendation.

Should anyone have any further questions, please do not hesitate to call.

Sincerely,

AssuredPartners of Maryland, LLC

Victim E. Schence

Michael E. Schendel, President

(301) 725-1855 ext. 205





January 12, 2022

Mr. O. Palmer Gillis, III 3501 S Canal Street Ocean City, MD 21842

RE: Berlin Depot

Dear Palmer,

PNC Bank, National Association (the "Bank") has received your preliminary request for financing for construction and development of the 50,000 square foot Berlin Depot, to be located on Old Ocean City Blvd, Berlin, Maryland.

Based on a preliminary review of the proposal and PNC's longtime relationship with you, we are interested in further discussion of this project.

Final loan approval will be subject to a complete and favorable review of all required documentation, including, but not limited to, an appraisal, environmental condition, construction documents, review of leasing prospects and confirmation of all Sources and Uses of Funds for the project. Loan size may be limited by certain parameters, including, loan to value and debt service coverage.

Thank you for the opportunity to consider this financing request. We look forward to working with you toward the successful completion of this project.

Sincerely,

L. Jeffrey Joseph Senior Vice President

PNC Real Estate Banking

This Letter of Interest is not a commitment and does not create any obligation on the part of PNC and is intended for discussion purposes only. The Bank will not be deemed to extend any commitment to the Borrower unless and until a formal commitment letter is issued.



Town of Berlin

Re: RFP for the redevelopment of Heron Park, Parcels 57, 410, 191

January 12, 2022

To the Mayor and Town Council of Berlin,

GGI Developers (or assigns) has approached Taylor Bank to consider financing the redevelopment of Heron Park property.

The Banks relationship and experience with GGI Builds and its principals reflect a strong financial condition, and the Bank is very interested to provide financing for this project. Assuming satisfactory review of the project the Bank is prepared to move quickly complete this transaction.

Additionally, GGI Builders has performed construction projects for Taylor Bank, and all results have met the terms of the contract to include being on schedule and budget.

Taylor Bank looks forward to the opportunity to provide financing for the redevelopment of Heron Park.

Douglass-M. Cook

Chief Lending Officer

Executive Vice President





EXAMPLES OF PREVIOUS WORK

600 GLEN AVENUE

Salisbury, Maryland

TIDAL HEALTH

Ocean Pines, Maryland

Please feel free to utilize our website to browse additional examples of our work throughout our tforty years in buisness.

GGIBUILDS.COM

These project completions are supplemented by over **two**million additional square feet of medical office development and construction throughout Delmarva.



600 GLEN AVENUE

SALISBURY, MARYLAND

In March 2017, after years of sitting vacant, 600 Glen Avenue in Salisbury, Maryland was purchased by Gillis Gilkerson's development team. Where a vacant 160,000 square foot Manhattan shirt factory turned National Defence contractor once stood, now stands a multi-purpose, highly frequented community center. Our development team was able to give new life to the eyesore of a building to a fresh and updated multi-use building. From healthcare and fitness to self-storage and retail, the Glen Avenue building has a refound its purpose and ability to serve the Wicomico County region through adaptive reuse. From start to finish, the redevelopment process took three years and included façade updates and the installation of new parking lots fronting Glen Avenue.

The building's anchor tenant, Pure Fitness, was the catalyst that prompted the redevelopment project enabling the building to become what it is today. "Before moving to Glen Avenue, we were rapidly outgrowing a +/- 25,000 square foot unit on the west side of town. Gillis Gilkerson helped us find a much larger space that fell within our budget. Given the extent of the building's full-scale renovation, we had a lot of room for customization and were able to maximize space and get really creative with the high ceilings and open floor plan," said Nick Taghipour, co-owner and operator of Pure Fitness.

Pure Fitness currently occupies +/- 60,000 square feet. The remaining tenants include Peninsula Orthopedic Associates (POA), Valucentric, Capital Women's Care, Willow and Mane Salon and CubeSmart Self Storage— a +/- 70,000 square foot, 550 unit coanchor tenant. 600 Glen Avenue is now a highly-valued community asset that serves hundreds of Delmarva residents each day.











TIDAL HEALTH CAMPUS

OCEAN PINES | BERLIN, MARYLAND

Tidal Health (formerly Peninsula Regional Medical Center or PRMC) partnered with Gillis Gilkerson to open a total of four healthcare facilities in Ocean Pines totaling over 120,000 square feet.

Upon completion of construction, Tidal Health consolidated two of their family practices formerly located in Ocean Pines and Berlin. The offices now anchor the campus, occupying space in the 20,000 square foot Building number One. Visitors now have the ability to fill prescriptions and pick up over-the-counter remedies and medical equipment from a Tidal Health Home Scripts location, a full-service community pharmacy offering drive-through convenience and home delivery services. The campus also offers a Junior Auxiliary Board Pines Café, featuring snacks, refreshments, gifts and sandwiches.

Tidal Health Campus at Ocean Pines now consists of four medical office buildings all constructed by Gillis Gilkerson. The Ocean Pines location currently offers the residents of Worcester County a one-stop location for a majority of their healthcare needs and will continue to grow and develop alongside the needs of its community. In addition to the Ocean Pines location, Gillis Gilkerson has collaborated with Tidal Health for their medical office buildings in Seaford, Pocomoke, Salisbury, Georgetown, Milsboro and Berlin.

"You can expect to see TidalHealth working with contractors like Gillis Gilkerson to develop similar health pavilions and medical complexes in growing population areas across Delmarva, and in underserved communities where healthcare services are needed. We're caring for people, coaching them to stay healthy and connecting them with the best services possible."

DOCTOR PEGGY NALEPPA | TIDAL HEALTH









PROFESSIONAL REFERENCES

"Gillis Gilkerson has made our company's transition to a new facility in Salisbury, MD effortless and accommodating. Their team has provided us with timely results that have allowed our operations to function seamlessly. From Day 1 – Gillis Gilkerson's team has re-assured us that we made the right choice when considering our property options by continuously setting the bar high. Their level of customer service and willingness to make themselves available to us is above reproach. We are very appreciative that they have been so eager to bring our project to life as we couldn't have done it without their help."

KYLE WHEATLEY | ZOETIS DISTRIBUTION CENTER SITE LEAD/ MANAGER

"There was tremendous synergy between the States Attorney's Office and Gillis Gilkerson. Everyone was thrilled with the end result and it is because of the level of collaboration and cooperation developed by our teamwork throughout the project."

MATT MACIARELLO | WICOMICO COUNTY STATES ATTORNEY

"The Gillis Gilkerson team was a tremendous resource during this process. They did all of the heavy lifting in regard to the development of our new store so we could focus on our core business— selling furniture."

DAVID KOEHLER | CHIEF EXECUTIVE OFFICER, JOHNNY JANOSIK WORLD OF FURNITURE

"The project is a major win for the community, and the market is really responding well. I was happy with the way Gillis Gilkerson handled the delivery of this project in a time of disruption. COVID presented manpower and procedural issues but their onsite staff was attentive and pushed through to deliver the final project."

TOM AYD | GREEN STREET HOUSING



PROFESSIONAL REFERENCES

"We appreciate the work that Gillis Gilkerson has put into the Maryland Food Bank Eastern Shore Branch as part of our Food First Capital Campaign. In addition to revitalizing our office space, Gillis Gilkerson has bolstered our facility to include a cold sort room that will not only enhance our volunteer program experience, but expand our distribution efforts, thus enabling us to improve the lives of even more food-insecure Marylanders on the Eastern Shore."

JENNIFER SMALL | MANAGING DIRECTOR, MARYLAND FOOD'S BANK EASTERN SHORE BRANCH

"The Gillis Gilkerson team did a good job keeping things moving despite being hit with a substantial amount of wet weather. They are good at communicating and getting things done."

MICHAEL JOHNSON | CONSTRUCTION MANAGER, THE ATWELL GROUP

"This building is befitting of the professionalism of our citizens in Ocean City, from the beach patrol to our police department and beyond. Everyone who had a hand in this beautiful new home for our beach ambassadors should be very proud. It was long overdue, but was certainly worth the wait!"

RICK MEEHAN | MAYOR, THE TOWN OF OCEAN CITY

"This was definitely not an off-the-shelf type hotel. It was a custom design to maximize our guests' experiences. There is nothing like this anywhere in our market area. Gillis Gilkerson did a great job and the quality and craftsmanship is second to none."

CHRISTIAN HUDSON | HUDSON MANAGEMENT GROUP

"The renovation was well-planned and well-executed while the building remained occupied. We could not have conducted this renovation without the planning, expertise, and flexibility of Gillis Gilkerson. They have extensive experience in renovating historic buildings, understood the logistical challenges, and expertly guided us through the process. Their on-site staff and sub-contractors were always professional and courteous to our employees and customers. We could not be more satisfied with our experience with Gillis Gilkerson, but more importantly, the beautiful product that was delivered to us by this quality firm.

RAY THOMPSON | PRESIDENT & CHIEF EXECUTIVE OFFICER, TAYLOR BANK



ADDITIONAL BACKGROUND

(INTENTIONALLY BLANK)



ACHIEVEMENT PARK

EASTON, MARYLAND

Achievement Park is a +/- 75,000 square foot premier medical complex located on Cadmus Lane in Easton, Maryland. Gillis Gilkerson's construction and development teams partnered to transform the abandoned former printing manufacturing facility into a first-class medical park now occupied by many of Delmarva's most notable healthcare providers.

In 2011, Gillis Gilkerson purchased the 14-acre site, which included an existing +/- 200,000 square foot building. As speculative developers, the team recognized an opportunity to consolidate multiple mid-shore medical practices onto one campus. This vision ultimately served as the foundation for 500 Cadmus Lane's transformation into a high-profile, state-of-the-art medical park.

As part of Phase I, +/- 50,000 square feet of the existing structure was demolished, and the remainder stood to serve as a model for infill development—a method used by Gillis Gilkerson to avoid stressing local infrastructure. The demolition allowed room for additional customer/patient parking and covered walkways and entrances. From there, Gillis Gilkerson navigated the construction phases, ultimately executing a seamless redevelopment.

Achievement Park is now home to Shore Regional Health and DaVita Healthcare Partners. Shore Regional Health assumed +/- 60,000 square feet and has since moved nine of their physician practices onto the campus. The newly revitalized medical park serves as a community asset, attracting better doctors, nurses, and other medical professionals to the Talbot County area.

Achievement Park received Maryland Economic Development Association (MEDA)'s Economic Development Project Award in the small community category. Gillis Gilkerson's development team earned the honor for its revitalization efforts and was awarded by Talbot County's Economic Development and Tourism department.







THE GALLERY BUILDING

SALISBURY, MARYLAND

For nearly a century, Salisbury, Maryland's Downtown Plaza was anchored by F.W. Woolworth Company, one of the nation's largest retailers. Throughout the mid-20th century, retail competition drastically increased, leading to the eventual vacancy of the Woolworth's building. Upon hearing of the Internal Revenue Service (IRS)'s need for a new location, Gillis Gilkerson introduced the idea of a massive redevelopment that would eventually transform an empty, plaza-fronting building into a rediscovered community asset.

In 1992, after several successful regional redevelopments, Gillis Gilkerson's development team purchased 208-212 West Main Street and began the process of repurposing the former retail building. Over the course of two years, the team planned, approved and completely remodeled over 60,000 square feet of prime real estate in Downtown Salisbury. The historic building was updated to include modern and safety amenities such as a fire suppression system, glass elevator, and individual gas and electrical meters. Throughout the process, Gillis Gilkerson's construction and development teams maintained the property's historic value by utilizing many of its original, vintage accents—the original tin ceiling is still in place today!

Since its grand re-opening, the Gallery Building has become home to the Regional Art Institute and Gallery, a number of federal and local government agencies, local politician offices, attorneys, non-profit organizations, and retail business. The building also houses Salisbury residents in its apartment units.

In August 2015, owners Palmer Gillis and Tony Gilkerson donated the 85-year-old structure to Salisbury University, boasting the institution's presence in the trendy downtown business and retail district.

The Gallery Building, now operating as Salisbury University's Entrepreneur Center is located within Salisbury's Historic District, Arts and Entertainment District, and Enterprise Zone. Offering a unique experience to all of its tenants, the Gallery Building provides modern building amenities within walking distance of several local restaurants and bars, professional offices, the Wicomico County Library, the Court System, Tidal Health Center, and the City Park.









OUR FEATURE REDEVELOPMENTS

AND WHY WE CHOSE THEM

Achievement Park (Easton, MD) and The Gallery Building (Salisbury, MD) are two of our most valued redevelopment projects to date. We chose to highlight these to showcase our expertise in repurposing old, outdated, and abandoned buildings into fresh, vibrant, and functional components to their surrounding communities.

We believe it is crucial and awe-inspiring to have the ability to give new life to buildings that have a story behind them. It adds a completely unparalleled characteristic to these projects and makes each of them unique in their own way. We understand and value the significance of the Tyson Plant and its historical role in the Town of Berlin. We also understand and realize that it is an eyesore and wasted space to the surrounding community. We plan to combine our forty years of experience and execute a beautifully redeveloped masterpiece that serves the members of the surrounding community and tourists on a multitude of platforms.

Achievement Park

Both the redevelopments of Achievement Park and the Tyson plant are very similar in characteristics. The picture on the right is Palmer Gillis standing in front of the +/- 200,000 square foot building where he completed partial demolition in the middle portion of the outdated printing manufacturing facility. It is our goal to do the same for the Tyson plant, remove the middle section to create two freestanding structures. When construction is complete, the image of the old Tyson chicken plant will no longer exist.





The Gallery Building

Pictured on the Left is the former Woolworth Company building which was one of the largest retailers in the 20th century. Gillis Gilkerson completely redeveloped this building (see exterior photos on page 21) to house offices, apartments, and eateries. One of the most notable elements of this project was the implementation of a private/ public usage. Gillis Gilkerson recognized the need to open space for multiple tenants, however, did not want to infringe upon the Downtown Plaza walkway. Gillis worked alongside the City of Salisbury and created a public walkway way through the lobby of a

private building to foster the relationship of the Downtown access. This walkway easily allowed residents to park their car and take a shortcut through the building to enjoy the Downtown Plaza. This is a key example of our commitment to the town and showcases the importance to us of a public/private partnership. It is our goal to establish this public/private partnership with the Town of Berlin by creating a public way from Old Ocean City Boulevard to Heron Park.

Redacted per the submitters request



ADDITIONAL BACKGROUND

CHOPTANK REGIONAL SERVICE CENTER

Salisbury, MD

PENINSULA IMAGING

Salisbury, MD

PENINSULA ORTHOPAEDIC

Salisbury, MD

CHESAPEAKE HEALTH

Salisbury, MD

WOODBROOKE OB/GYN

Salisbury, MD

PET'S ER

Salisbury, MD

RIVER PARK COMPLEX

Salisbury, MD

EAST PARK PROFESSIONAL CENTER

Salisbury, MD

THE GATHERING (200 bed student housing)

Salisbury, MD

LOWER SHORE CLINIC

Salisbury, MD

BERLIN MAIN PLACE MEDICAL COMPLEX

Berlin, MD

IDLEWILD AVENUE MEDICAL OFFICE

Easton, MD

NOTABLE PROJECTS

10TH STREET MEDICAL COMPLEX

Milford, DE

DELMARVA HEALTH PAVILION

Millsboro, DE

MILLSBORO PROFFESIONAL CENTER

Millsboro, DE

MILLSBORO CARDIOLOGY

Millsboro, DE

MILTON PARK CENTER

Milton, DE

BRIDGEVILLE PROFESSIONAL CENTER HERRING RUN PROFESSIONAL CENTER

Bridgeville, DE

MILFORD PROFESSIONAL CENTER

Salisbury, MD

THE VILLAGE AT HARBOR POINTE

Salisbury, MD

Salisbury, MD

PEMBERTON DRIVE

Salisbury, MD

Salisbury, MD

THE FOUNTAINS BUSINESS PARK

Salisbury, MD

PENINSULA EYE CENTER

Salisbury, MD

DR. JAMES CROUSE DENTAL OFFICE

Salisbury, MD

WOODBROOKE PHARMACY

Salisbury, MD

SCHUMAKER LANDING

Salisbury, MD

PHILLIP MORRIS DRIVE BUILDING

Salisbury, MD

Seaford, DE

BERLIN PROFESSIONAL CENTER COMPLEX

Berlin, MD

BERLIN OFFICE PARK

Berlin, MD

MOUNT HERMON MEDICAL OFFICES EASTON PROFESSIONAL CENTER

Easton, MD

BANK OF DELMARVA AT PECAN SQUARE

Salisbury, MD

BEAGLIN PARK DRIVE DEVELOPMENT UMES RESIDENCE HALL STAKEOUT

Salisbury, MD

NORTH POINTE PLAZA

Salisbury, MD





Section 5: Required Forms – Form of Proposal RFP 2021-02

Date: 2/14/2022
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. \$_\(\begin{align*}\text{NCLUDED}\end{align*}
Proposal Amount for Parcel 410 at Heron Park \$ INCLUDED
Proposal Amount for Parcel 191 at Heron Park \$ INCLUDED
Total Proposal Amount \$
Firm Name: COASTAL VENTURE PROPERTIES, LLC (OR ASSIGNS)
Firm Address: 150 WEST MARKET STREET WITE 200
City/State/Zip: SACISBURY, MARYLAND Z1801
Telephone Number: 410 · 603 · 1689
Fax Number: 410.749.7934
Email Address: PGILLISQ GGIBULDS. COM
DUMEDOL PALMER GILLIS
Signature Printed Name



Section 6: Required Forms - Developer's Affidavit Of Qualification to Propose (pg. 1 of 2)
I hereby affirm that:
I, PALMER GILLIS and the MUNAGING MEMBER (Title) and
The duly authorized representative of the Developer of:
COASTAL VENTURE PROPERTIES, LLC (Name of Firm) whose address is:
ISO WEST MARKET STREET (Street)
SALISBUTZY MARYLAND ZISO! (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.)
-NONE -
I acknowledge that this affidavit is to be furnished to the Town, I acknowledge that, if the

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 bribery, attempted bribery or conspiracy to bribe may be disqualified, either by operation of



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

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.

Signature

PALMER GILLIS

Printed Name



Section 7:	Required Fo	rms – Ownershi _l	p Disclosure F	rom		
Company	Name: <u><04\$1</u>	AL VENTURE F	PROPERTIES,	LLC	Type of Company ((circle one):
Address: 150 WEST MARKET STREET, SUITE 200				200	*Sole Proprietorship	
SALISBO	RY, MARYL	MD 21801			*Partnership	
					*Corporation	*
FEIN#:	75.3186	869			*Limited Liability	Corporation
Instructio the firm. If	o ns : Provide be additional sp	elow the names, ace is necessary,	offices held an provide on an	d any ov attached	vnership interest of d sheet.	all officers of
Name		Office H	eld	(Shar	Ownership Inte es Owned or % of l	rest Partnership)
PALMER	GILLIS.	MANAGING	MEMBER		100%	
greater int provide be	above, and any erest in the fir low the same	y partnerships, co m named above information for t	orporations an . If a listed owr the holders of	nd any ot ner is a co 10% or n	nership interest of a her owner having a orporation or partne nore interest in that ormation on an attac m, enter "None" be	10% or ership, corporation
Name		Office He	eld	(Share	Ownership Intereses Owned or % of Pa	est artnershin)
		-NONE-		(51141)		ar errer orrip)



TOWN FORMS

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.)

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:	PALMER GILLIS
Signature:	his mushle
Date: 2/14/	2022
Witness:	100



TOWN FORMS

Section 8: Required Forms - Non-Collusive Affidavit

PALMER GILLIS	being first duly sworn, deposes and says that:
1. He/she is the MANAGING MEMBE Agent) of COASTAL VENTURE PROPER tached Proposal Document;	(Owner, Partner, Officer, Representative or TIES, LLC, the Developer that has submitted the at-
2. He/she is fully informed respecting the p Proposal Document and of all pertinent cir Documents;	cumstances respecting such Proposal
4. Neither the said Developer nor any of its representatives, employees or parties in in	terest, including this affiant, have in any way
colluded, conspired, connived or agreed, d Developer, firm, or person to submit a colli- connection with the Services for which the submitted; or to refrain from proposing in	usive or sham Proposal Document in
manner, directly or indirectly, sought by ag conference with any Developer, firm, or pe Proposal Document or of any other Develo	reement or collusion, or communication, or rson to fix the price or prices in the attached per, or to fix any overhead, profit, or cost
Developer, or to secure through any collust agreement any disadvantage against (Recip Services;	
are not tainted by any collusion, conspiracy	ed Proposal Document are fair and proper and y, connivance, or unlawful agreement on the ents, representatives, owners, employees or
6. Signed, sealed, and delivered in the pres	ence of: By: Signature
Witness	PALMETZ GILLIS Printed Name
	MANAGING MEMORER

Title



EXHIBIT A

[Insert $11\ X\ 17$ visual of Old Ocean City Boulevard view here]



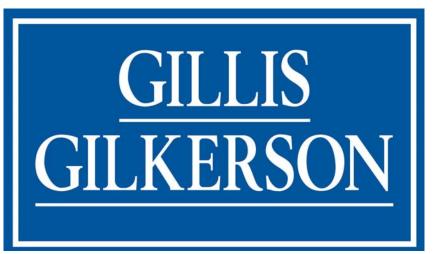


EXHIBIT B

[Insert 11×14 visual of East view here]



BERLIN DE POT

AT HERON PARK

BERLIN, MARYLAND

###[2]

**Rev. 1153[2]

GILLIS GILKERSON



EXHIBIT C

[Final copy will be 11 X 14]





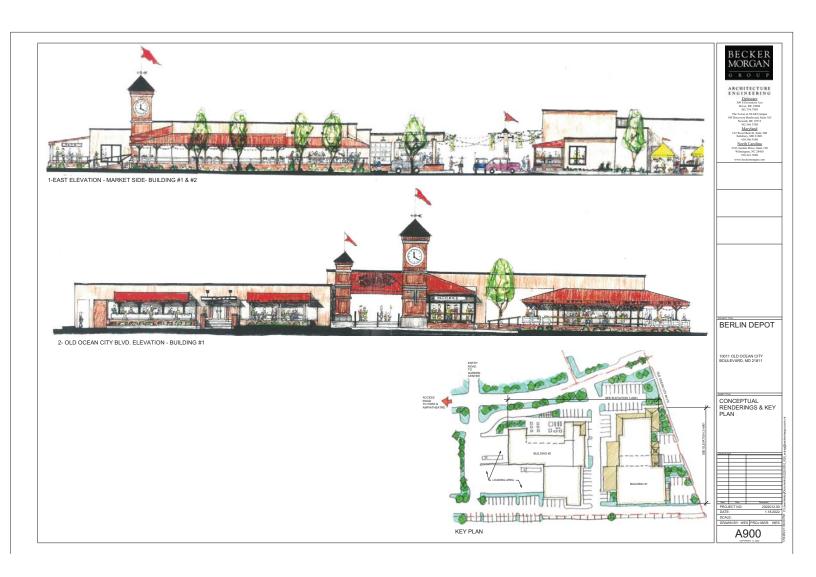
EXHIBIT D

[Final copy will be 11 X 14]





EXHIBIT E



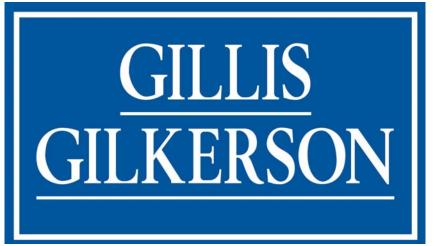


EXHIBIT F





CONCLUSION

Natelli Communities

February 14th, 2022

RFP #2021-02

Natelli Communities, LLC

506 Main Steet, Floor 3 Gaithersburg, MD 20878 (301) 670-4020

Thomas Natelli, Jr. (301) 509-7401 tommy@natelli.com

Submitted by: _____

Thomas Natelli, Jr. Vice President /Authorized Person February 14, 2022

Table of Contents

Executive Summary	Tab 1
Concept Plan	Tab 2
Comprehensive Plan for use of the Site	Tab 2
Letter of Intent	Tab 3
Letter of Interest	Tab 4
Financial Capacity to Complete Proposed Improvements	Tab 5
Previous Work Completed	Tab 6
Professional References	Tab 7
Town Forms	Tab 8
Form of Proposal RFP 2021-02	Tab 8
Developers Affidavit of Qualification to Proposal	Tab 8
Ownership Disclosure Form	Tab 8
Non-Collusive Affidavit	Tab 8
Consolidated Balance Sheet	Tab 9
Consolidated Statement of Operations	Tab 9
Proposed Residential Exterior Elevations	Tab 10
Proposed Commercial Exterior Elevations	Tab 10

Executive Summary

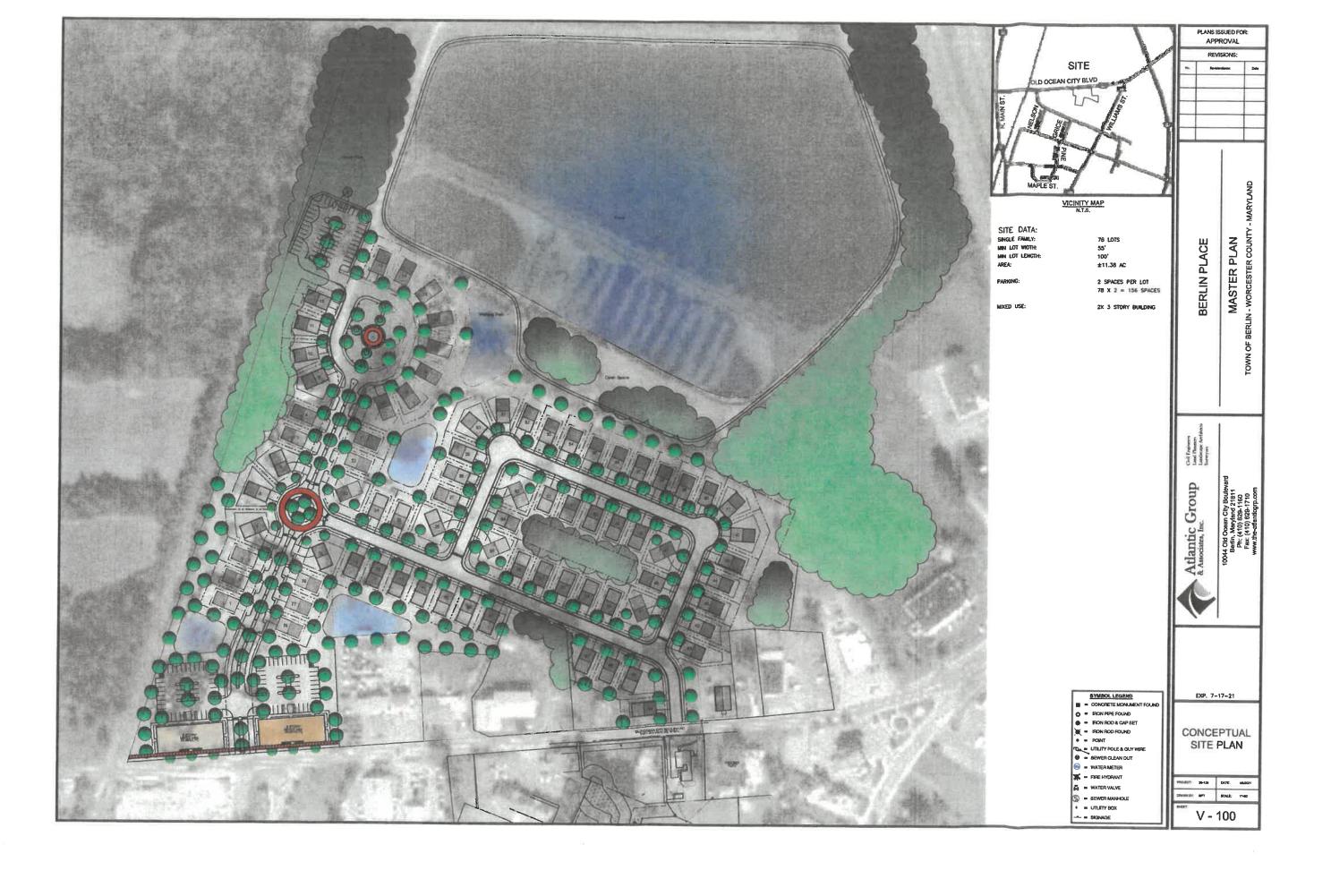
Natelli Communities, LLC, is submitting this proposal to acquire parcels 57 and 410 consisting of approximately 9.35 and 9.38 acres, respectively. It is our intent to entitle and develop the property as a master plan subdivision with 78 single family detached homes and 52,000sqft +/- of commercial/office space along Old Bridge Road.

This acquisition will consist of Natelli Communities, LLC, a related entity, or its assigns, as the purchaser and Natelli Communities Limited Partnership as the financial guarantor for the purposes of this proposal.

Natelli Communities is offering to purchase the parcel 57 for \$798,718 (Seven Hundred Ninety-Eight Thousand Seven Hundred Eighteen Dollars) and the parcel 410 for \$801,282 (Eight Hundred one Thousand Two Hundred Eighty-Two Dollars) for a total of \$1,600,000. Natelli Communities is also offering a Like-kind exchange of Tax Map 0300 Parcels 1503, 1504, 1508, 1513 and Tax Map 0302 Parcel 1098 in addition to the \$1,600,000 purchase price. These Parcels are located next to an existing park owned by the Town and would be an asset as an expansion to the existing park.

It is the understanding of the Developer that the Town has received a grant in the amount of \$500,000 to demolish and remove the existing structures on the property. Any further demolition required that is above the \$500,000 amount and within the scope of the grant is to be the responsibility of the Town. If it is to be the responsibility of the Developer, a reduction in the purchase price equal to the amount necessary to complete the work identified will be expected. A proposal will be obtained from a 3rd party contractor for any additional work will be agreed upon by the Developer and Town before work continues to complete the demolition and removal of existing structures identified in the grant.

As a privately held development firm, Natelli Communities wants to be successful in the development of these parcels, to do so our firm will need the ability to obtain conventional financing for acquisition and development activities. All banks that we work with are not agreeable to some of the provisions required in the LDC, specifically Section 3.4 - a. - ix. To summarize, this subsection requires a deed restriction be put in place that reverts the parcels back to the Town. The bank will not agree to this type of provision. We are interested in working with the Council to find a way that will satisfy both parties to achieve a similar intent that provides the Town with the comfort afforded regarding the proposed work.



Comprehensive Plan for use of the Site

The Comprehensive Plan for use of the site is conceptually laid out to include commercial, residential, and recreational areas as illustrated on the Conceptual Site Plan. Proposed within the project is 52,500 sq. ft. of commercial/office space and 78 single family detached lots. The commercial space consists of 2 multi story buildings along Old Ocean City Boulevard. The single family detached lots are planned to be a minimum of 55 feet wide and 100 feet in depth.

This plan will require all existing structures and improvements to be demolished and removed by the Town with the \$500,000 grant that was received. If the grant fails to cover the complete demolition and removal of the existing structures, identified in the scope of the grant, then it will be the Towns responsibility to complete the remaining work. If it is to be the responsibility of the Developer to complete the remaining demolition and removal of the existing structures, then the Developer will request a reduction of the purchase price equal to the amount evidenced by a 3rd party contractor's proposal and agree upon by the Town and Developer.

The proposed plan is anticipating a minimal impact on the surrounding neighborhood and Town. The development plan, based on the proposed density, is expecting to result in approximately 2,200 average daily vehicle trips once the project has been built out and completed. During the construction period, due to the nature of the location of the project, construction traffic will have a minimal impact on the Town due to the direct routes to and from the site and proximity to Route 113 and Route 50.

Understanding that pedestrian traffic is a critical detail of the Town's environment, we are proposing interconnected sidewalks and paths that will allow future and existing homeowners safe passage in the development and to existing pedestrian ways that will allow access to downtown.

All parking for the proposed plan will be handled within the site. The plan will include off street parking for the commercial spaces, on and off-street parking for the residential, and a designated parking area for patrons of the Heron Park. There are active and passive open space/park areas are planned within the project. Also provided is a direct route through the commercial entry and boulevard for visitors to Berlin's Heron Park shall with sufficient parking for park patrons of forty-eight parking spots.

There are no uses proposed that would create any noise issues within the development. Aside from normal construction practices, no unordinary excess noise will be created during the construction of the development.

Currently, we have no reason to believe that there will be an environmental impact created from site development. The stormwater management we provide will meet or exceed all MDE and Town requirements.

The proposed development will have a positive impact on the Town and its services as evidenced in the Estimated Projected Financial Benefits.

ESTIMATED PROJECTED FINANCIAL BENEFITS

PROJECTED YEARLY REAL ESTATE TAXES TO TOWN OF BERLN:

Estimated total residential & commercial investment \$55,000,000 /	.100 x .815 = \$448,250
Per 2022 budget real estate revenue projected to be 2,628,000	
Project would mean a 12 percent increase in revenue	
Projected Enterprise Electric fund revenue	\$490,000
Projected Enterprise Water fund revenue	\$29,000
Projected Enterprise Wastewater fund revenue	\$92,000
PROJECTED TOTAL YEARLY REVENUE	\$1,059,250
Projected water& sewer EDU fees for Debt reduction	\$1,800,000
Projected Impact fees	\$195,000
PROJECTED CAPITAL FOR REDUCTION OF DEBT	\$1,995,000

The development will use the Towns water and sewer services and any other services the Town wishes to provide.

The project is anticipated to get underway after the successful negotiation of the LDC. It will take approximately 18 months from then to get to final site development approvals and record plat. We expect the development to be constructed in 3 phases, 2 residential and 1 commercial. Conservatively each residential phase will add one year to the construction schedule and the commercial will add 6 months. The estimated completion date for the project will be 4 years after LDC execution.

The proposed project is compatible with the surrounding neighborhood, and already in an area of commercial, office and residential uses. Old Ocean City Boulevard is predominately commercial along the road frontage. Areas to the west, including Main Street, on the north of the downtown area are

predominantly residential. Incorporating mixed uses continues the pedestrian friendly concept of Berlin. The conceptual plan establishes a "Live, Work, Play" community, which is in line with the Town's personality and our company's mission.

Natelli Communities

Confidential Offering

2/11/2022

Town of Berlin 10 Williams Street Berlin, MD 21811

Re: RFP 2021-02

Thank you for giving us the opportunity to submit this proposal on the property known as Heron Park ("Property"), located in Berlin, MD. The offer is made in accordance with the following basic terms and conditions which, if agreeable to the Town Council, will be incorporated into a formal Land Disposition Contract ("LDC").

Property: The parcels of land known as Tax ID 014800 Parcels 57 and Tax ID 014819 Parcel

410, containing approximated +/- 9.35 and 9.38, respectively.

Purchaser: Natelli Communities, LLC ("Natelli"), a related entity, or its assignee.

Land Purchase Price: The purchase price shall be: \$1,600,000 + Like-kind Exchange

Parcel 57: \$798,718 (Seven Hundred Ninety-Eight Thousand Seven Hundred

Eighteen Dollars)

Parcel 410: \$801,282 (Eight Hundred One Thousand Two Hundred Eighty-Two

Dollars)

Like-kind Exchange of Property Owned by Affiliate to Town ("5 Parcels"): Tax

Map 0300 Parcels 1503, 1504, 1508, 1513 and Tax Map 0302 Parcel 1098.

Adjustment to

Purchase Price: In the event the grant received by the Town is insufficient to cover the costs of

complete demolition and removal of the structures identified in the scope of the grant, any further demolition and removal required by the Developer will be a reduction of the Purchase Price in the amount evidenced in a proposal from a 3rd

party contractor and agreed upon by both parties prior to Closing.

Deposit: Shall be 10% of Purchase Price: \$235,000

Calculation

Parcel 57: 10% of \$798,718 = \$79,871.80 Parcel 410: 10% of \$801,282 = \$80,128.20

5 Parcels: 10% of estimated value \$750,000 = \$75,000.00

Deposit must be refundable until execution of LDC. After execution the deposit

will be non-refundable.

Study Period: 60 Days after acceptance of proposal.

Due Diligence: Town will provide Purchaser with all relevant due diligence documents.

Closing: Will be determined at LDC

Closing Costs: Customary costs of Closing, such as title review, document preparation, etc., shall

be paid by purchaser. Normal state and local jurisdiction transfer and recordation taxes and stamps shall be paid by Seller. Any agricultural rollback or similar tax shall be paid by Seller. Real estate taxes are to be adjusted to the date of Closer and therefore assumed by Purchaser. Each party shall pay for the cost o their

respective legal counsel.

Warranties: Seller shall provide Purchaser with standard warranties as to the merchantability

of title, no knowledge of hazardous substances, etc.

Conditions Precedent: Title must be good and marketable.

The Property must be environmentally clean and free from any hazardous

material that would prohibit Purchaser's intended use.

All typical warranties and representations of Seller shall be true and accurate.

The Town must accept a like-kind exchange as part of the Purchase.

All existing buildings on the property, within the scope of the \$500,000 grant received by the Town, must be demolished and removed from the site. Any further demolition and removal required by the Developer will be a reduction of the Purchase Price in the amount evidenced in a proposal from a 3rd party contractor and agreed upon by both parties prior to Closing.

Successful negotiation to remove Section 3.4 - a. - ix. from the LDC and replace with a provision that affords the Town a similar intent and comfort and will allow the Developer to secure financing for Land Acquisition and Development of the Property.

Brokerage: The parties shall represent to one another that neither has engaged any brokers

to represent them in this transaction and agree to indemnify one another from

any claims that may arise therefrom.

Cooperation: The parties agree that, prior to and after Closing, each shall reasonably cooperate

with the other to facilitate approvals and subsequent development of the

property.

Like-kind Exchange: In the event the Purchaser wishes to pursue an exchange of other real estate for

> the Property, Purchaser shall have the right to structure a like-kind exchange under IRS Code Section 1301 by providing written notice to Seller. Any additional

costs resulting therefrom shall be the responsibility of the Purchaser.

Exclusivity: Upon acceptance of the proposal, Seller and Purchaser agree to ender exclusively

with one another into good faith negotiations to reach final agreement

acceptable to both parties.

The Parties hereto acknowledge that this is a non-binding Letter of Intent, the purpose of which is to establish basic terms under which the parties would be willing to ender a binding contract, if these terms were to be incorporated into a Land Disposition Contract, containing customary provisions required by law and such other provisions mutually agreeable to the Parties. This offer is valid until 180 days after Proposal opening, unless expressly extended by Purchaser.

We look forward to finalizing an arrangement that meets our mutual objectives so that we can get to work on comprehensively planning the overall development of the Property.

Sincerely,

TNJr

Thomas Natelli, Jr.

Vice President Natelli Communities

Letter of Interest

Natelli Communities is headed by Tom Natelli and his sons Michael and Tom Jr. Together, they have built Natelli Communities into one of the most respected and accomplished privately held real estate development concerns in the nation. A third-generation company, Natelli Communities is guided by the principles of the late Anthony M Natelli, father and grandfather, who is remembered as one of the Washington area's prominent real estate developers until his passing in 2004.

By focusing on excellence in all aspects of design, development, construction and managerial processes, the company has consistently developed the best-selling master planned communities in their operating markets. Thoughtful Planning, Timeless Design, and Attention to Detail are the hallmarks of their award-winning reputation. The company is well versed in local and regional planning, regulatory market, environmental and development matters, and principally acquires unimproved, un-entitled property in the Mid-Atlantic and Southeast region for long-term development.

Natelli Communities develops a vision for each property, seeks the input of local communities and other interested parties, undertakes the rezoning and entitlement processes, and physically develops the properties into finished communities. Residential, retail and office components are sold to national and regional builders under coordinated programs that govern the type, style, and level of finish of each of the products constructed by third parties. Natelli builds some of the products through its affiliates, Main Street Homes, Main Street Commercial and Natelli Homes.

Natelli Communities has developed over 15,000 homesites and several million square feet of office and retail space. Communities range in size from several hundred to several thousand units. The company has received dozens of local and national awards including the "Award for Excellence" for Avenel in 1996 for best planned community in the nation by the Urban Land Institute, and "Best Community in the Nation" by the National Association of Homebuilders for Bay Forest in 2018 as well as Washington Metro Environmental Developer of the Year and Suburban Maryland Builder of the Year.

Thoughtful Planning, Timeless Design, and Attention to Detail. These concepts in large part capture the essence of our company's operating philosophy. After having developed properties for over 40 years now, we've come to believe there are fundamental principles that should drive our development efforts, if, we are to achieve our goal of creating great places that home buyers and business owners will seek out over all others.

AT THE OUTSET – Because we develop large-scale communities, we realize that we bring tremendous change to the local communities that were already there before we arrived. We realize that it's important to hear from those living and working in these communities at the outset, so we can better understand their concerns and observations and so we can incorporate their suggestions into our development plans, to the extent reasonably possible. If we can do it better than we thought, we ought to consider it. If we can reasonably mitigate the impacts, we ought to accommodate it.

IT WILL BE THERE FOR A LONG, LONG, TIME – We also realize that what we design, and implement will ultimately become part of the built environment that others will experience, for perhaps the next 75 or 100 years, until redevelopment occurs sometime in the distant future. We can design our communities thoughtfully and execute them well. Frankly, given the significant role we play in helping to create the fabric of the local communities in which we operate, we have an obligation to those that are there now, and to those that come after us, to do it well.

THE MOST IMPORTANT INVESTMENT – To move into one of our communities means that an individual or family has made a life decision to choose an environment created by us in which to raise a family, share a home, shop, work, relax, enjoy, simply live. This is a fundamental decision that bears on almost all aspects of a person's life. It's vital to them, it's vital to us.

FIND THE RIGHT BALANCE – Trends come and go, but true quality is lasting. Some innovations in design and materials make sense, and some come at too great a price, too great a compromise to the quality of the built environment. We take a thoughtful approach to preserving the environment and to finding balance between the needs of our residents and appropriate preservation techniques and systems.



February 10, 2022

Town of Berlin 10 William Street Berlin MD 21811

Re: Berlin Property RFP

To whom it may concern:

Sandy Spring Bank has financed numerous projects with Natelli Communities in multiple states, including a 191-unit residential community called Seagrove, which is located 5 miles west of Bethany Beach. Based on the financial information that Natelli Communities provides to us on an annual basis and our understanding of the Berlin Property proposal, Natelli Communities possesses the ability to purchase the Berlin Property entirely with their own internal equity. Natelli Communities can also request a loan from us to finance a portion of the acquisition.

Natelli Communities, LLC, as described in their corporate documents, has a permanent place of business located at 506 Main Street, Third Floor, Gaithersburg, MD, 20878. I have personally visited their permanent place of business on a number of occasions.

Natelli Communities, LLC, and its affiliates have a large development operation based in the Eastern Shore of Maryland and Delaware. They have developed thousands of lots in the Eastern Shore market, and they have recently completed major development activities at their active selling projects, including their master planned community Bay Forest, and they have the available organization and qualified manpower to add future projects to their operations, including developing the proposed improvements at the Berlin Property. Based on our understanding of the development scope of the Berlin Property, Natelli Communities has the adequate financial status to meet the financial obligations required to fund the improvements, and they possess the ability to request a loan from us to finance some or all of the development costs, subject to our typical loan approval requirements.

As part of our loan approval process, we verify that Natelli Communities is in good standing in the jurisdictions that it operates in. To our knowledge, there are no just or proper claims pending against them. In fact, Natelli Communities, per their loan agreements with us, warrant that that there are no judgments, claims, suits, or any type of proceeding pending against them.

Sincerely,

Doug Greene

Senior Vice President

Bay Forest Community – Ocean View, DE



Named "Best Community in the Nation" by the NAHB and "The 2018 Best in American Living Awards" Bay Forest is located just three miles from the Atlantic coastline. A shimmering lake and graceful causeway mark the entrance to Bay Forest. Nestled into 400 acres of woodlands and meadows surrounding the Collins Creek tributary off the Indian River Bay, this year-round community of single-family homes and

villas artfully preserves the natural surrounding environment and enjoys resort status with first-class amenities, including free shuttle service to the beach.

The community opened in 2006 and consists of 430 acres that yield 944 units. There are multiple product offerings built in the community across the single family and villa townhouse platforms. This active community boasts an elaborate clubhouse with pool and grille, and second clubhouse setting with state-of-the-art fitness building and yoga studio, outdoor pool with bar and separate recreation barn. A tennis center, putting green, indoor pickle ball courts, bocce ball courts and community potting shed with herb gardens play host to the many resident groups that come together for social gathering. A private pier with boat launch into Collins Creak and miles of paths and trails wind throughout the community's neighborhoods making jogging and cycling a community event.

Sunset Island – Ocean City, MD

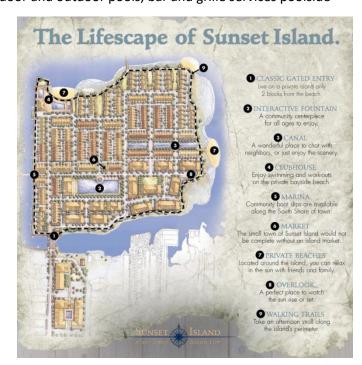


The community plan takes full advantage of fantastic bay views by organizing public spaces around the perimeter of the island, and by opening views out from the center of the island through thoughtful neighborhood design. At Sunset Island, roads are narrowed to create a serene sense of community, garages are tucked in alleyways, and comprehensive architectural guidelines manage exterior architectural details and color palettes.

Amenities rule in this majestic setting. A world-class clubhouse located at the edge of one of the community's three sandy beaches includes indoor and outdoor pools, bar and grille services poolside

and outdoor dining facility at the water's edge. The Sunset Island Market is centrally located within the island and fronts an elaborate plaza, interactive fountain, and pond.

Located just two blocks from the beaches of the Atlantic Ocean with a 24-hour guarded entry and 108 slip marina – Sunset Island is a premier address in Ocean City.



References

Rodgers Consulting – Dusty Rood

19847 Century Boulevard, Suite 200

Germantown, Maryland 20874

Corporate Office (301)-948-4700

Morris and Ritchie Associates – Sean Davis

1414 Key Highway, Suite M301

Baltimore, MD 21230

(443) -490-7175

NVR, Inc – Tyler Malone

(410) 251-0043

Kinsley Construction – Mike Royer

1922 Greenspan Drive, Suite 5

Timonium, MD 21093

Bunting and Murray Construction – Jay Murray

32924 Lighthouse Road

Selbyville, DE 9975

(302) 436-5144

TAB 8

Section 5: Required Forms - Form of Proposal RFP 2021-02

Date: 02 10 2022

To Whom It May Concern:		
We hereby submit our propos 410 at Heron Park as indicated		y, described as Parcel 57 and/or Parcel s.
	doubt arose, the undersigne	aving received clarification on all items ed hereby requests consideration of
Proposal Amount for Parcel 5	7 at Heron Park.	\$ SEE ATTACHED SHEET
Proposal Amount for Parcel 4:	10 at Heron Park	\$ SEE ATTACHED SHEET
Total Proposal Amount		SEE ATTACHED SHEET
Firm Name:	NATELLI CON	MMUNITIES, LLC
Firm Address:	506 MAIN S	TREET, FLOOR 3
City/State/Zip:	CAITHERS BUR	eg, MD 20878
Telephone Number:	(301) 670 -	4020
Fax Number:		
Email Address:	Tommy @ N	ATELLI, COM
Signature		THOMAS NATALI, JR. Printed Name

Summary of Payment for RFP 2021-02:

Proposal Amount for Parcel 57 at Heron Park. \$798,718.00

Proposal Amount for Parcel 410 at Heron Park. \$801,282.00

In addition to the monetary value proposed we are offering a like-kind exchange of Parcels owned by Main Street Homes at Berlin, LLC, an affiliate of Natelli Communities.

Tax Map 0300 Parcels 1503, 1504, 1508, 1513

Tax Map 0302 Parcel 1098

Total Proposal Amount

\$1,600,000.00 + Like-kind Exchange

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

Section 6. Regulied Tollis Developer's Alliquete of Qualification to Flopose (pg. 2 of 2)
I hereby affirm that:
(Printed Name) (Title) and
The duly authorized representative of the Developer of:
NATELLI CommuniTIES, LLC (Name of Firm) whose address is:
Street) STREET, FLOOR 3
(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.)
NONE

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 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.

Signature

Printed Name

Section 7: Required Forms - Ownership Disclosure From NATELLI COMMUNITIES Type of Company (circle one): **Company Name:** 506 MAIN ST, FL3 Address: *Sole Proprietorship (IAITHERSBORG, MD ZORA Partnership *Corporation 45-4240469 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. Office Held **Ownership Interest** Name (Shares Owned or % of Partnership) SEE ATTACHED SHEE 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. Office Held Name **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.

Printed Name:	THOMAS NATELLI, JR.	Affix Corporate Seal Here
Signature:	THE	_
Date:	02 10 2022	_
Witness:	to the	_,

F-1

Name of Entity:	Natelli Communities, LLC		State: MD				
Former Name, if applicable	Natelli Family Investments, LLC						
Project/Purpose	To invest in Elgin Energy, own Windsong – Midwest and Bloomfields, LLC (Alderbrook/Crum/Bloomfields); own Ashford Woods, LLC (Egan); own new Health Sciences stock; JP Morgan Investment Account; Linganore Goddard; Mid-Atlantic W&S Two (Crum/Bloomfields); Sugarloaf Goddard, LLC, Quantum Loophole Inc. (2021), DF Residential Fund II, LP (2021), Insoma Bio (2020 Superb Al (2020) Pending: non real estate assets to be transfer to new entity						
Membership and Percentage Interests	Thomas A. Natelli and Karen M. N the Entirety, TOD to KMN Revocal agreement dated July 31, 2009			50%			
	Thomas D. Eckert, Trustee of the Jr. December 2011 Receiving Trustee		telli,	12.5%			
	Thomas D. Eckert, Trustee of the I December 2011 Receiving Trust		elli	12.5%			
	Thomas D. Eckert, Trustee of the December 2011 Receiving Trust	Joseph C. Nate	elli	12.5%			
	Thomas D. Eckert, Trustee of the I December 2011 Receiving Trust	telli	12.5%				
Management	Title: Majority Members (80%), but very broad authority for either General Manager; see section 9A-9D of OA; Major Decisions requiring Majority Members listed in 9.3						
	General Managers:		nd Michael cting alone				
	Authorized Person: General Manager I appoint an Authorized (section 9.2)						
Foreign Entity	State:	Date:					
Date of Filing Articles	December 27, 2011						
Amendment to Articles of Organization	Articles of Amendment - Name Ch						
SDAT # and Federal EIN#	SDAT: W14444855 EIN: 45-4240469						
Resident Agent and address	Thomas A. Natelli 506 Main Street, 3 rd Floor Gaithersburg, MD 20878						
Principal Office	506 Main Street, 3 rd Floor Gaithersburg, MD 20878						

Date of Operating Agreement	December 27, 2011
Amendments to Operating Agreement	Amended and Restated Operating Agreement dated March 17, 2021

Section 8: Required Forms - Non-Collusive Affidavit

T	HOMAS NATELLI JE	being first duly sworn, deposes
and sa	ys that:	
1.		Person, (Owner, Partner, Officer,
	Representative or Agent) of National	ELLI COMMUNITIES, LLS the Developer
	that has submitted the attached Pro	•
2.	He/she is fully informed respecting t	he preparation and contents of the attached
	Proposal Document and of all pertin	ent circumstances respecting such Proposal
	Documents;	
3.		and is not a collusive or sham Proposal Document;
4.		of its officers, partners, owners, agents,
		es in interest, including this affiant, have in any way
		eed, directly or indirectly, with any other
		a collusive or sham Proposal Document in
		ch the attached Proposal Document has been
	• •	sing in connection with such Services; or have in any
	•	t by agreement or collusion, or communication, or
		, or person to fix the price or prices in the attached
	-	Developer, or to fix any overhead, profit, or cost
	-	price or the Proposal Document price of any other
		collusion, conspiracy, connivance, or unlawful t (Recipient), or any person interested in the
	Services:	t (Recipient), or any person interested in the
5	•	ached Proposal Document are fair and proper and
٥.		spiracy, connivance, or unlawful agreement on the
	• •	f its agents, representatives, owners, employees or
	parties in interest, including this affi	
6.	Signed, sealed, and delivered in the	
	, ,	1
	K M	
	mbe	Ву:
	Witness	Signature
	Muss	Almerica la
~	in your care	THOMAS NATECU JE
	Witness	Printed Name

TAB 9

Redacted per the submitters request

Redacted per the submitters request

TAB 10

Residential House Exterior Elevations





Disclaimer: These pictures are to show the architectural intent of the development. Actual product may vary.

Commercial Exterior Elevations





Disclaimer: This are renderings of commercial/office space we developed in Urbana, MD. They show the architectural intent planned for the commercial/office space of the development.

Work Session 02.14.2022



BERLIN MAYOR AND COUNCIL Meeting Minutes-Work Session Monday, February 14, 2022

5:00 PM

WORK 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, Public Works Director Jimmy Charles, Police Chief Arnold Downing, Planning

Director Dave Engelhart, and Administrative Manager Kelsey Jensen.

Mayor Tyndall called the meeting to order at approximately 5:00 PM.

Town Administrator Jeffrey Fleetwood gave an overview of the past five years of capital expenditures. Finance Director Natalie Saleh discussed the revenue projections and then discussed the Building and Grounds capital requests that included upgrades to the customer service area and security upgrades.

Police Chief Arnold Downing went through his capital items and Vice-President Burrell asked what the state of the current equipment was; Chief Downing said the equipment they are looking to replace is either up for replacement or non-operational. Councilmember Nichols asked if the Tahoe could be replaced through a grant; Chief Downing said it is not likely to be done through a grant again.

Public Works Director Jimmy Charles went through the requests for Public Works and Streets, some of which was equipment that would be shared between departments. Vice-President Burrell asked if the costs would be split between the departments; Ms. Saleh said they would be when the budget is done, and they have better estimates. Councilmember Orris asked if Quillen to Broad would be paved; Mr. Fleetwood said it would be done through mill and overlay.

Deputy Town Administrator Mary Bohlen said the Henry Park Basketball court lighting has been submitted through the Community Parks and Playgrounds Grant and if approved \$10,350 could be done through in-kind services or cash. These lights would operate the same way as the tennis courts.

Mayor Tyndall asked Ms. Saleh if budgeting 50% of the Highway User Revenue Funds would still allow the Town to accomplish the recommended streets; Ms. Saleh she would budget 90% because people are starting to get out again and travel. Mayor Tyndall asked if we typically get what is budgeted each year, specifically 90%, Ms. Saleh said yes.

Mayor Tyndall said homeowners tax credits open tomorrow, information can be found on the back of all assessment bills or on SDAT's website. No action of any type was taken during this meeting.

Respectfully Submitted

Kelsev Jensen

Administrative Manager



BERLIN MAYOR AND COUNCIL

Meeting Minutes

Monday, February 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, 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. Executive Session of 01.24.22:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Executive Session minutes of January 24, 2022, were approved by the following vote:

Name	Coun	Counted toward Quorum			
*	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	Х				
Troy Purnell					Х
Jack Orris	Х				
Shaneka Nichols	Х				
Jay Knerr	Х				
Voting Tally	4				1

b. Statement of Closure for Executive Session of 01.24.22: Mayor Tyndall read the Statement of Closure.

c. Regular Session of 01.24.22:

On the motion of Councilmember Knerr, second by Councilmember Orris, the Regular Session Minutes of January 24, 2022, were approved by the following vote:

Name	Coun	ted to	ward Quorum		
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	Х				
Troy Purnell					Χ
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
Voting Tally	4				1

2. Mayor Zack Tyndall swore-in Taylor Bakke to the Berlin Housing Review Board.

3. Mayor Zack Tyndall introduced Samantha Steltzer, a Salisbury University Communications Intern.

4. Board, Commission, and Committee Appointments

Mayor Zack Tyndall made recommendations for nominations to the Housing Board of Review and to the Tattoo Advisory Committee.

On the motion of Vice-President Burrell, second by Councilmember Knerr, Jonathan Hill's appointment to the Housing Board of Review was approved by the following vote:

Name	Coun	Counted toward Quorum			
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	Х				
Troy Purnell					X
Jack Orris	X				
Shaneka Nichols	Х				
Jay Knerr	Х		(
Voting Tally	4				1

On the motion of Councilmember Orris, second by Councilmember Nichols, Matthew Amey, Patricia Dufendach, and Natalee DeHart's appointments to the Tattoo Advisory Committee were approved by the following vote:

Name	Coun	Counted toward Quorum			
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	Х				
Troy Purnell					Χ
Jack Orris	Х				
Shaneka Nichols	Х				
Jay Knerr	Х				
Voting Tally	4			/	1

5. Resolution 2022-02: Adoption of the Enterprise Reserve Policy

Finance Director Natalie Saleh discussed the purpose of putting this policy in place. Mayor Tyndall said it is recommended by The Government Finance Officers Association and does not establish rates, just policies.

On the motion of Councilmember Orris, second by Councilmember Nichols, Resolution 2022-02, was approved by the following vote:

Name	Coun	ted to	ward Quorum		
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	Х		7		
Troy Purnell					Х
Jack Orris	Х				
Shaneka Nichols	Х				
Jay Knerr	Х				
Voting Tally	4				1

6. Town Administrator's Report - Jeffrey Fleetwood

Mr. Fleetwood said the bid opening for Heron Park will take place at 10 am tomorrow and would be reviewed by the Mayor and Council at the February 28th executive session. Mayor Tyndall added that the opening will take place via Facebook Live, and the grading and evaluation will be done in executive; Mr. Gaskill added that the documents will then be made public after the process has been completed. Mr. Fleetwood then mentioned that there will be a meeting on the

16th to discuss the Graham Avenue Submerged Gravel Wetland Project and Stormwater Grants. Lastly, on Thursday and Friday he will meet with the Mayor, Ms. Saleh, a Councilmember, and each Department Head of the General Fund to go over budgets.

7. Departmental Reports:

a. Economic and Community Development Director - Ivy Wells

Ms. Wells said the Bee City Redesignation has been completed. They are doing a 'Pose like George' contest for Presidents' Day Weekend. She is working on grant season prep now. Lastly, there is a new income tax form for no State deductions for artists, musicians, performers, etc. called the 502AE form, you can find it on the State's site.

b. Planning and Zoning Director - David Engelhart

Mr. Engelhart said they are working on the bikeways grant. The Flower Street and Willows Apartments are nearing completion and are coming together nicely. Oceans East will be starting their new phase. Ms. Wells asked if the sidewalk by Dollar General would be addressed; Mr. Fleetwood said SHA would be addressing that. Mayor Tyndall thanked the County for half of the 25% match required for the Rails to Trails program.

c. Electric Utility Director - Tim Lawrence

Mr. Lawrence said they assisted with tree trimming at the pump house. They undergrounded wires and Willows hit a primary, it was repaired, and they will be billed. They passed the MDE required stack testing. They had an outage at Food Lion on Saturday. Lastly, employee David Davis completed the next step in the meter program and is more than a quarter of the way done now.

d. Finance Director - Natalie Saleh

Ms. Saleh said she is working on the General Fund budget with departments. The next Council Meeting she will have a mid-year fund report for the Council. Lastly, some bills were estimated during the snowstorm, but will be corrected this month. Vice-President Burrell thanked Ms. Saleh and her team for the positive audit.

e. Water Resources Director - Jamey Latchum

Mr. Latchum said they tested the well at Branch Street and are hoping to drill within 30 days if they do not run into supply issues; he added that it will take two full days and around the clock noise when they drill the well. Mayor Tyndall suggested letting residents in the area know well in advance. Mr. Latchum added that all infrastructure is aging and that needs to be kept in mind for budgeting and supply issues, when they need something quick it may not be available.

f. Public Works Superintendent – Jimmy Charles

Mr. Charles said he met with Sean Johnson at Stephen Decatur Park to go over the layout and he will walk back through this week so baskets can be installed soon. Mr. Fleetwood thanked Mr. Charles and all the other staff and departments that assisted with the snowstorm, everything went smoothly. Mayor Tyndall added that there were no outages and the Electric Department kept lines clear, he then thanked the Fire Company for their assistance and willingness to help.

g. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen reminded all that most Town offices will be closed on Monday for Presidents' Day.

h. Administrative Manager – Kelsey Jensen

Ms. Jensen reported that she onboarded two new employees, a part-time Police Communications Officer, and a full-time Waste Water Plant Operator Trainee. A pre-renewal meeting was held last week with One-Digital, and they have a tentative date for open enrollment of May 17-19. There

was a vehicle accident, and three workplace injuries, thankfully no one seriously hurt, and the vehicle incident was at no fault of the Town. She also echoed Mr. Fleetwood's comments regarding the snowstorm and said she saw only positive feedback online about staff services. Mayor Tyndall added that due to the severity of the storm they would like to add snow blowers to the FY 2023 budget, they may not get used often, but are very helpful when needed.

8. Comments from the Council:

Vice-President Burrell asked when the roadway projects will take place, Mr. Fleetwood said summer; Vice-President Burrell said he would like them to make some repairs now. He also said the entrance to Ocean's East is too tight and needs to be re-worked. Lastly, he said the packets are fine double-sided, but would be much easier if they were in a binder.

Councilmember Knerr said the owner of Dollar General reached out with concerns about their property and the damage SHA has caused; Mr. Fleetwood said SHA has said it will be repaired.

9. Comments from the Mayor:

Mayor Tyndall reported that Mr. Engelhart, Mr. Fleetwood, and himself have been working on the Short-Term Rental Ordinance and it will be up for a first reading next meeting and a public hearing on March 14th, where they will seek action from the Council. He then said a press release was done regarding the parcel transfer on Flower Street to have the community center built there.

- 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 7:55 PM.

Name	Coun	Counted toward Quorum			
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Troy Purnell					Χ
Jack Orris	X				
Shaneka Nichols	Х				
Jay Knerr	Х				
Voting Tally	4				1

Respectfully Submitted,

Kelsey Jensen

Administrative Manager



Mayor & Council of Berlin

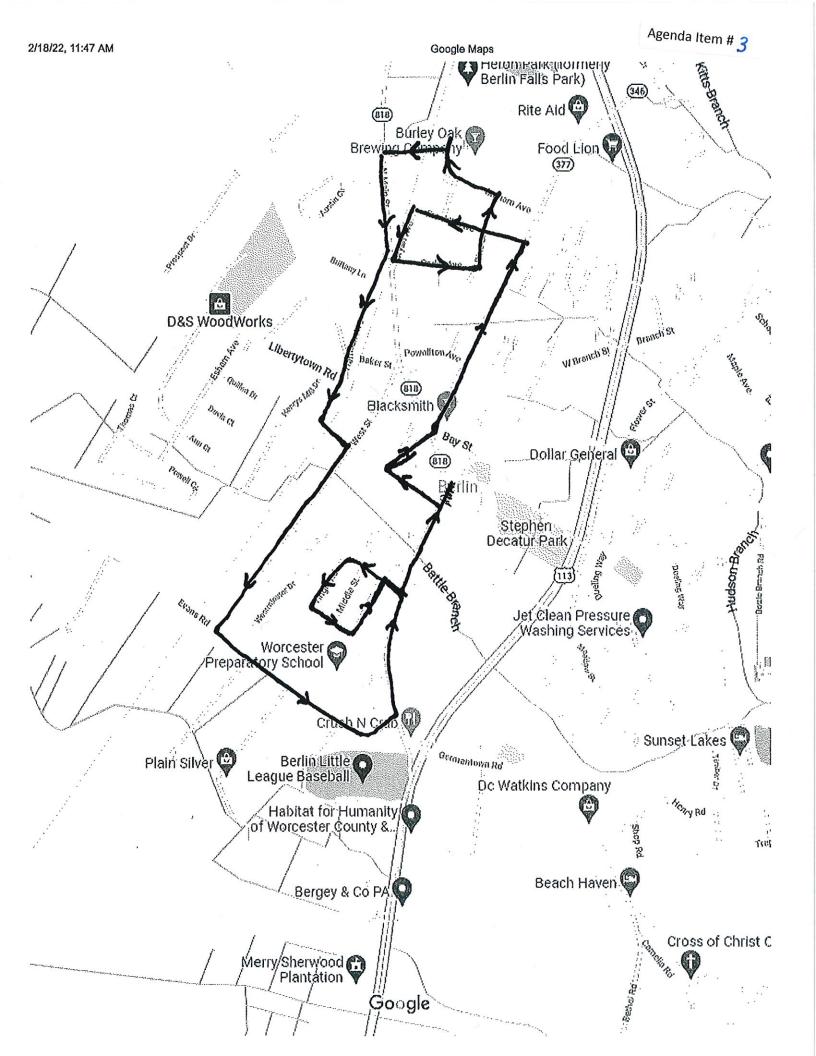


OATH OF OFFICE

I, Jonathan Hill, 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 Housing Review Board according to the Constitution and the Laws of the State.

SWORN THIS 28th DAY OF FEBRUARY, 2022.

Jonathan Hill	



Heron to Main

Main to Harrison

Harrison to Washington

Washington to West

West to Buckingham

Buckingham to Main

Main to Buckingham

Buckingham to Tripoli

Tripoli to Upshur

Upshur to Purnell

Purnell to Buckingham

Buckingham to Main

Main to Washington

Washington to Jefferson

Jefferson to William

William to Franklin

Franklin to Bryan

Bryan to Cedar

Cedar to Pine

Pine to Grice

Grice to Graham

Graham to Heron

Almost five miles



Town of Berlin, Maryland

FY 2022 SIX MONTHS FINANCIAL OVERVIEW

General Fund



The General Fund is the general operating fund of the Town.

General Fund – used to account and report all the financial resources not accounted for and reported in other funds. It includes all transactions for general governmental services.

Revenues are derived primarily from:

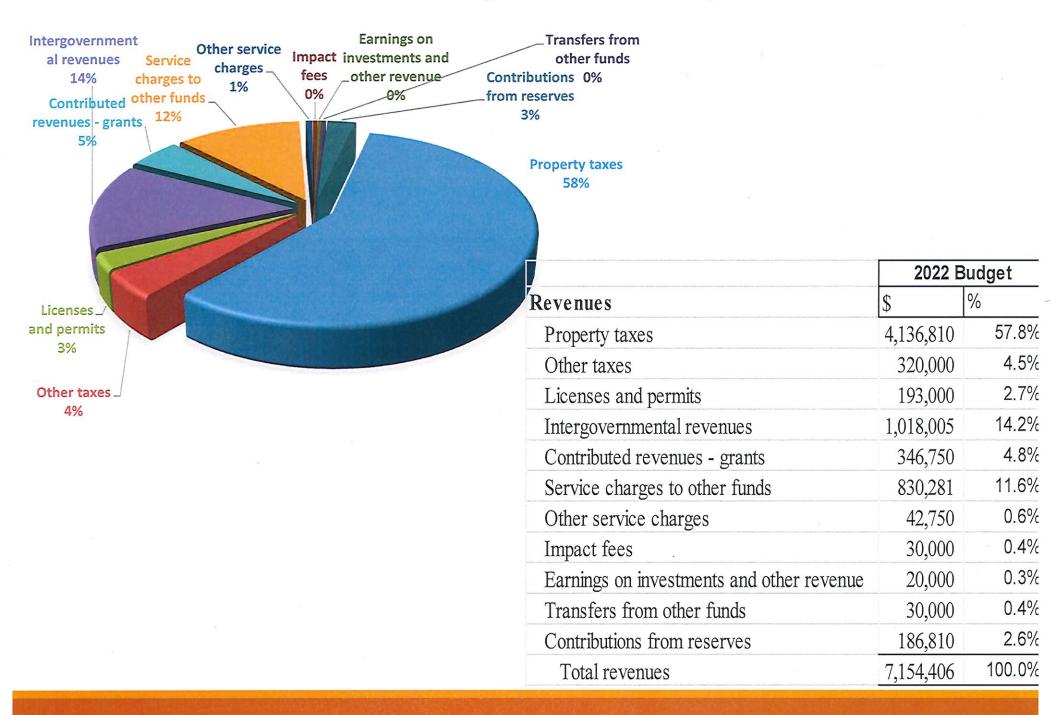
- Taxes, grants, licenses and permit fees, intergovernmental revenues (highway user revenue, slots revenue).

Resources generated by fund are spent for general government and in accordance with the annual appropriated budget approved by Mayor and Council.

FINANCIAL HIGHLIGHTS GENERAL FUND FY 2022 SIX MONTHS ENDED DECEMBER 31, 2021

	FY	2022		ary countrians (Africa) are the company of the fraction of the country and the country africance of the country africance of the country africance of the country and the country africance of the country africanc		FY 2021
			July-	Jul-Dec		
	Budget		Actual	Diff\$	Diff %	Actual
Revenues						
Property taxes	\$ 4,136,810	\$	3,222,844	913,966	-22% \$	2,990,295
Other taxes	320,000		145,875	174,125	-54%	348,346
Licenses and permits	193,000		81,345	111,655	-58%	69,633
Intergovernmental revenues	1,018,005		787,395	230,610	-23%	840,276
Contributed revenues - grants	346,750		2,287,136	(1,940,386)	560%	-
Service charges to other funds	830,281		415,141	415,140	-50%	398,260
Other service charges	42,750		52,953	(10,203)	24%	27,349
Impact fees	30,000		98,000	(68,000)	227%	4,000
Earnings on investments and other revenue	20,000		42,338	(22,338)	112%	26,460
Transfers from other funds	30,000		-	30,000	-100%	-
Contributions from reserves	186,810			186,810	-100%	-
Total revenues	\$ 7,154,406	\$	7,133,027	21,379	-0.3% \$	4,704,619

General Fund Budgeted Revenues by Source

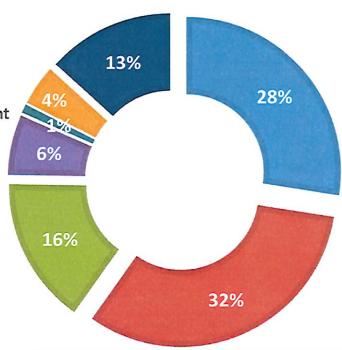


FINANCIAL HIGHLIGHTS GENERAL FUND FY 2022 SIX MONTHS ENDED DECEMBER 31, 2021

		FY	2022				FY 2021
				July-I	December		Jul-Dec
		Budget		Actual	Diff\$	Diff %	Actual
Expenditures							
General government		1,951,459		818,580	1,132,879	-58%	660,099
Public safety		2,322,099		1,218,451	1,103,648	-48%	1,116,566
Public works		1,110,518		460,587	649,931	-59%	397,230
Planning and community development		454,733		225,935	228,798	-50%	166,276
Recreation and parks		64,910		29,817	35,093	-54%	19,185
Debt service		301,187		237,297	63,890	-21%	240,477
Capital outlay		949,500		464,458	485,042	-51%	471,671
Total expenditures	\$	7,154,406	\$	3,455,125	3,699,281	-52% \$	3,071,504
Net change in fund balance	\$ _	-	\$ _	3,677,902		\$	1,633,115
ARPA Grant Contributed Revenues				(2,287,136)			
Net change in fund balance as of 12/31/21	\$		\$	1,390,766			

GENERAL FUND FY 22 BUDGETED EXPENSES BY CATEGORY

- General government
- Public safety
- Public works
- Planning and community development
- Recreation and parks
- Debt service
- Capital outlay



	2022 B	udget
Expenditures	\$	%
General government	1,968,245	27.5%
Public safety	2,311,812	32.3%
Public works	1,106,185	15.5%
Planning and community development	452,567	6.3%
Recreation and parks	64,910	0.9%
Debt service	301,187	4.2%
Capital outlay	949,500	13.3%
Total expenditures	7,154,406	100.0%

CHANGES IN GENERAL FUND BALANCE FY 2022 SIX MONTHS ENDED DECEMBER 31, 2021

		Y 2022	FY 2021	
Fund balances, end of December				
Nonspendable (due to/due from other funds)	\$	1,609,137	\$ 3,375,304	
Restricted (slots)		26,026	74,534	
Committed (impact fees)		901,509	617,274	
Assigned (insurance and community center)		907,192	759,305	
Unassigned		1,390,766	1,633,115	
Total fund balances, end of December	\$	4,834,630	\$ 6,459,532	

General Fund Balance

<u>Nonspendable fund balance</u> - amounts that cannot be spent because they are either not in a spendable form (such as inventories and prepaid amounts) or are legally or contractually required to be maintained intact.

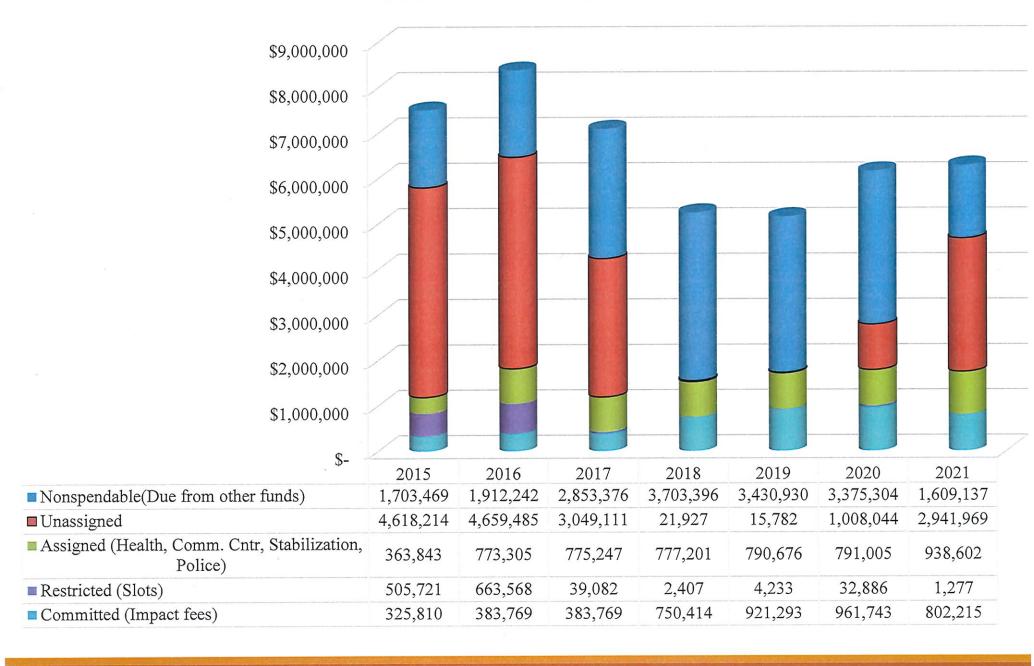
<u>Restricted fund balance</u> - amounts that can be spent only for specific purposes because of constraints imposed by external providers (such as grantors, bondholders, and higher levels of government), or imposed by constitutional provisions or enabling legislation.

<u>Committed fund balance</u> - amounts that can be spent only for specific purposes determined by a formal action of the Mayor and Council.

<u>Assigned fund balance</u> - amounts the Mayor and Council intend to use for specific purposes that do not meet the criteria to be classified as restricted or committed.

<u>Unassigned fund balance</u> - amounts that are available for any purpose; these amounts can be reported only in the Town's General Fund.

General Fund Balance



General Fund Balance as of December 31, 2021

Nonspendable	\$ 1,609,137
Due from Sewer and Storm Water Funds-reduced	eed by half in FY'21
Restricted	26,026*
Slot revenues – limitations on how monies can	be spent by higher level of
government. *Balance as of 12/31/2021	
Committed	901,509
Impact fees – limitations on how monies can b	e spent placed by M&C by ordinance.
- Assigned	907,192
Health care, community center – M&C assigned	ed specific purposes for the funds.
Unassigned	1,390,766
Amount available for spending in the event of	unexpected contingencies.
Total fund balance FYE 2021	\$ 4,834,630

General Fund Capital Projects and Assets FY 2022 as of December 31, 21

Building and Grounds:

Planning Department Roof	\$ 9,100
Town Hall Windows	\$ 22,293
Flower Street Land	\$ 41,777

Police Department:

Chevrolet Tahoe (2)	\$ 80,515
Tasers	\$ 20,000

Streets:

Elgin Street Sweeper	\$ 2	49,000
Power Washer	\$	6,500

Parks and Recreation:

Pavilion Roofs SD and HP \$ 12,745



FINANCIAL HIGHLIGHTS ELECTRIC FUND FY 2022 SIX MONTHS ENDED DECEMBER 31, 2021

	20	22					2021
			Jı	uly-December			Jul-Dec
	Budget		Actual	Diff\$	Diff %		Actual
Revenues							
Operating revenues							
Charges for services	\$ 5,213,554	\$	2,071,055	3,142,499	-60%	\$	2,173,791
Sales and Services	88,000		24,085	63,915	-73%		34,155
Interest on delinquent accounts	20,000		13,529	6,471	-32%		8,585
Miscellaneous	1,700		10,122	(8,422)	495%		99,931
Total operating revenues	\$ 5,323,254	\$	2,118,791	3,204,463	-60%	_ \$_	2,316,462
Operating expenses							
Purchased power	2,112,284		1,163,457	948,827	-45%		1,360,684
Personnel expenses	1,080,324		567,352	512,972	-47%		466,273
Supplies and operating	725,324		241,429	483,895	-67%		196,444
Professional services	110,000		46,787	63,213	-57%		43,222
Contracted services	69,720		13,924	55,796	-80%		122,851
Insurance	25,650		23,200	2,450	-10%		22,000
Repairs and maintenance	51,400		14,675	36,725	-71%		7,367
General overhead	391,557		195,779	195,778	-50%		187,519
Debt service	473,995		64,479	409,516	-86%		73,423
Capital outlay	283,000		136,699	146,301	-52%		109,580
Total operating expenses	\$ 5,323,254	\$	2,467,781	2,855,473	-54%	\$	2,589,363
Operating income (loss) as of 12/31/21	\$. —	\$	(348,990)			\$	(272,901)

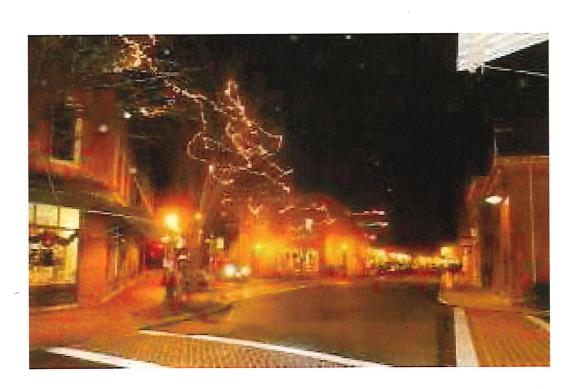
Electric Fund Capital Projects and Assets FY 2022 as of December 31, 21

Power Plant:

Power Plant Building Roof \$ 89,991 Substation Reclosures \$ 35,356

Power Distribution:

Accent Lights \$ 11,351



FINANCIAL HIGHLIGHTS WATER FUND FY 2022 SIX MONTHS ENDED DECEMBER 31, 2021

		FY	2022					FY 2021	
		Budget		July-1	July-December			Jul-Dec	
				Actual	Diff\$	Diff %		Actual	
Revenues	-								
Operating revenues			-				_		
Water service	\$	670,000	\$	310,276	359,724	-54%	\$	307,714	
Service charges		27,100		13,412	13,688	-51%		10,198	
Special connection fees		150,450		214,200	(63,750)	42%		17,304	
Sales and Services		20,000		10,657	9,343	-47%		2,410	
Interest on delinquent accounts		5,600		4,083	1,517	-27%		1,054	
Miscellaneous		64,600		33,351	31,249	-48%		28,876	
Total operating revenues	\$	937,750	\$	585,979	351,771	-38%	\$_	367,556	
Operating expenses									
Personnel expenses		370,563		182,843	187,720	-51%		159,914	
Supplies and operating		169,875		69,134	100,741	-59%		51,046	
Contracted services		22,600		6,727	15,873	-70%		3,569	
Insurance		10,125		9,640	485	-5%		9,230	
Repairs and maintenance		82,500		62,091	20,409	-25%		40,781	
General overhead		167,087		83,530	83,557	-50%		77,985	
Capital outlay		115,000		62,684	52,316	-45%		84,495	
Total operating expenses	\$	937,750	\$	476,649	461,101	-49%	\$	427,020	
Operating income (loss) as of 12/31/21	\$	-	\$	109,330			\$	(59,464)	

FINANCIAL HIGHLIGHTS SEWER FUND FY 2022 SIX MONTHS ENDED DECEMBER 31, 2021

			FY 2022			FY 2021	
			July	-December		Jul-Dec	
	Budget		Actual	Diff\$	Diff%	Actual	
Revenues							
Operating revenues							
Sewer service	\$ 1,900,000	\$	935,065	964,935	-51% \$	932,516	
Service charges	104,000		43,405	60,595	-58%	44,729	
Special connection fees	416,874		592,528	(175,654)	42%	47,140	
Sales and Services	2,000		-	2,000	-100%	5,155	
Hauler fees	100,000		354,728	(254,728)	255%	62,183	
Interest on delinquent accounts	10,500		11,573	(1,073)	10%	2,992	
Miscellaneous	100		2,102	(2,002)	2002%	2,133	
Total operating revenues	\$ 2,533,474	\$	1,939,401	594,073	-23% \$	1,096,848	
Operating expenses							
Personnel expenses	797,313		389,819	407,494	-51%	339,925	
Supplies and operating	391,547		169,555	221,992	-57%	143,979	
Professional services	1,000		-	1,000	-100%	_	
Contracted services	22,100		20,528	1,572	-7%	10,592	
Insurance	22,677		20,213	2,464	-11%	19,194	
Repairs and maintenance	67,500		29,253	38,247	-57%	35,187	
General overhead	271,679	-	135,833	135,846	-50%	132,756	
Debt service	592,158		205,227	386,931	-65%	207,060	
Capital outlay	57,500		35,358	22,142	-39%	14,448	
Total operating expenses	\$ 2,223,474	\$	1,005,786	1,217,688	-55% \$	903,141	
Contribution to capital reserve	300,000		-			-	
Transfers to general fund	10,000		-			-	
Operating income (loss) as of 12/31/2	\$ _	\$	933,615		\$	193,707	

Water Resources Funds Capital Assets FY 22 as of December 31, 21

Water Fund

Sewer Fund

Distribution:

Franklin Ave Well #2 Rehab \$ 23,280 Harrison Ave Water Valves \$ 33,293 Branch Street Well #3 Rehab \$ 6,112

Collection:

346 East Lift Station

\$ 9,364

Treatment Plant:

Kubota UTV \$ 18,789 SS HVAC System \$ 12,519



FINANCIAL HIGHLIGHTS STORM WATER FUND

FY 2022 FIRST QUARTER ENDED SEPTEMBER 30, 2021

	FY 2022						FY 2021	
				Ju	ıly-December			Jul-Dec
		Budget		Actual	Diff\$	Diff %		Actual
Revenues								
Operating revenues								
Service charges	\$	182,200	\$	77,728	104,472	-57%	\$	85,388
Contributed revenues - grants		110,000		110,000	-	-		-
Interest on delinquent accounts		500		390	110	-22%		171
Miscellaneous		50		21	29	-58%		14
Total operating revenues	\$	292,750	\$	188,139	104,611	-36%	\$_	85,573
Operating expenses								
Personnel expenses		109,438		53,972	55,466	-51%		45,159
Supplies and operating		24,122		7,555	16,567	-69%		9,746
Professional services		22,000		6,898	15,102	-69%		5,135
Contracted services		5,680		215	5,465	-96%		4,967
Insurance		1,510		1,200	310	-21%		935
Capital outlay		110,000		-	110,000	-100%		6,807
Total operating expenses	\$	272,750	\$	69,840	202,910	-74%	\$_	72,749
Transfers to general fund		20,000		-		n 4		_
ARPA Grant Contributed Revenues		-		(110,000)				-
Operating income (loss) as of 12/31/21	\$	-	\$	8,299			\$	12,824

In Conclusion ...



Questions?

ORDINANCE 2022-01

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND ESTABLISHING A CREMATORIUM AS A CONDITIONAL USE IN THE M-1A INDUSTRIAL ZONING DISTRICT

BE IT ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT SECTIONS 108-5 AND 108-557 BE AMENDED AS FOLLOWS:

Sec. 108-5. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory building means a structure subordinate to an existing principal building on the same lot and serving a purpose customarily incidental to the use of the principal building or land use.

Accessory living quarters means an accessory building used solely as the temporary dwelling of guests of the occupants of an existing principal use; such dwelling having no kitchen facilities and not rented or otherwise used as a separate dwelling unit.

Accessory use means a use conducted on the same lot as the primary use of the structure to which it is related; a use which is clearly incidental to, and customarily found in connection with such primary use.

Agriculture means the use of land for agricultural purposes, including field cropping, pasturing, aquaculture, horticulture, floriculture, viticulture, forestry, tree farming and the necessary accessory uses for packing, treatment or storing the produce thereof; provided, however, that the operation of any such accessory uses shall be secondary to that of normal agriculture activities and provided further that the above uses shall not include the business of keeping poultry or garbage feeding of hogs or other animals, or fur farms, or the raising of such animals as rats, mice, monkeys, reptiles and the like.

Alley means a public or private way affording secondary means of access to abutting property, having a width more than ten feet, but less than 16 feet in width, which has been dedicated or deeded to the public for public use.

Basement means a story where the floor is more than 12 inches, but not more than one-half of its story height, below the average level of the adjoining ground.

Bed-and-breakfast means a dwelling or part thereof, where meals and/or lodging is provided for compensation for transient persons and designed for or used exclusively as the primary residence of one family.

Billboards and signs.

- (1) Billboard means any off-premises structure or portion thereof, situated on private premises, on which lettered, figured or pictorial matter is displayed for commercial advertising purposes other than the name and occupation of the user of such premises or the nature of the business conducted there on or the principal products sold or manufactured thereon.
- (2) Combination sign means a sign incorporating any combination of the features of pole, projecting, wall and roof signs.
- (3) Display surface means the area made available by the sign structure for the purpose of displaying the advertising message.
- (4) Electric sign means any sign containing electrical wiring, but not including signs illuminated by an exterior light source.
- (5) Ground sign means a billboard or similar type of sign which is supported by one or more uprights, poles or braces in or upon the ground other than a combination sign or pole sign, as defined by this chapter.
- (6) Marquee means a permanent roofed structure attached to and supported by the building and projecting over public or private property.
- (7) Pole sign means a sign wholly supported by a sign structure in the ground.
- (8) *Portable display surface* means a display surface, temporarily fixed to a standardized advertising structure, which is regularly moved from structure to structure.
- (9) *Projecting sign* means a sign other than a wall sign which projects from and is supported by a wall of a building or structure.
- (10) Real estate sign means a sign advertising for sale or rent the premises on which it is located.
- (11) Roof sign means a sign erected upon or above a roof or parapet of a building or structure.
- (12) Sidewalk sign means an accordion-type sign which may be placed on the sidewalk, displaying only the name and nature of the business.
- (13) Sign means any sign, including its structure and component parts, which is used or intended to be used to attract attention to the subject matter for advertising purposes other than paint on the surface of a building.
- (14) Sign structure means any structure, which supports or is capable of supporting a sign as defined by this chapter.
- (15) Temporary sign means any sign, banner, pendant valance or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, wood or other light

materials, with or without frames, intended to be displayed for a limited period of time.

(16) Wall sign means any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall.

Board means the board of appeals established hereunder.

Boardinghouse means a dwelling containing not more than six guest rooms or suites of rooms, where lodging is provided with or without meals, for compensation for persons not transients.

Building means any structure having a roof supported by columns or walls, used or intended to be used for the shelter or enclosure of persons, animals or chattels, and any tent, cabin or mobile house. When such a structure in single ownership is divided by one or more unpierced walls extending from the ground up, it shall be considered one building for the purpose of applying the provisions of this chapter.

Building, height of, means the vertical distance from the average finished grade at the building line to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the mean height level between eaves and ridge for gable, hip and gambrel roofs.

Cellar means a story having more than one-half of its height below average finished grade. A cellar is counted as a story for the purpose of height regulations only if used as a separate dwelling.

Comprehensive plan means the long-range plan for desirable use of land, as approved by the planning and zoning commission and officially adopted by the Mayor and Council and as amended from time to time, the purpose of such plan being, among other purposes, to serve as a guide in zoning and progressive changes in the zoning of land to meet changing community needs, in the subdividing and use of undeveloped land and in the acquisition of rights-of-way or sites for such public facilities as streets, parks, schools and public buildings.

Conditional use means a use which may be permitted in a district through the granting by the board of appeals of a special exception as defined in Md. Ann. Code art. 66B, § 1.00, as amended upon a finding by the board that it meets specified conditions.

Construction, start of, means the combining of labor and material into any portion of the structure on the site thereof.

Court means an open, unoccupied and unobstructed space, other than a yard, on the same lot with a building or group of buildings.

CREMATORIUM MEANS A BUILDING OR FACILITY CONTAINING FURNACES FOR CREMATING DEAD HUMAN BODIES

Day-care center means a nursery school or child-care facility providing adult supervision and care for not fewer than five persons not members of the caregiver's family in the caregiver's home or in a building outside of the home.

Day-care, residential, means a dwelling unit in which daytime adult supervision is provided for up to eight children not members of caregiver's family under the age of 21 and in which the dwelling is

the primary residence of the caregiver.

District means a designated geographical area of the town within which certain uniform regulations and requirements, or various combinations thereof, apply under the provisions of this chapter. The term "R District" shall mean any R-1, R-2, R-3 and R-4 District; the term "B District" shall mean any B-1, B-2, and B-3 District; the term "M District" shall mean any M-1 and M1-A District; the term "H District" shall mean any H-1 District.

Domiciliary care unit means any institution, which admits four or more non-related aged or disabled persons, maintains the necessary facilities and provides a protective institutional or home-type environment to persons of advanced age or mental or physical disability. This shall not include "limited dwellings."

Dwelling means any building or portion thereof occupied or intended to be occupied exclusively for the residence purposes, but not including a tent, cabin, recreational vehicle or mobile home or a room in a hotel or motel.

- (1) *Dwelling, single-family*, means a detached building designed for or used exclusively for residence purposes by one family or housekeeping unit.
- (2) Dwelling, two-family, means a detached building designed for or used exclusively for residential purposes by not more than two families or housekeeping units.
- (3) *Dwelling, multifamily,* means a detached building designed for or used exclusively for residence purposes by more than two families or housekeeping units.
- (4) Dwelling, townhouse, means a single-family attached dwelling unit with one dwelling unit from ground to roof, two points of independent outside access, at least two other dwellings built in conjunction therewith and any portion of one or two unpierced party walls in common with an adjoining dwelling and having yards on at least two sides.
- (5) Dwelling, limited, means a dwelling unit consisting of no more than two rooms, exclusive of bath facilities, designed or intended for retirement living or temporary assisted living, including nursing homes, assisted living facilities and retirement housing having shared dining and recreational facilities.

Essential services means facilities owned or maintained by public utility companies or public agencies, located in public ways or in easements provided for the purpose or on a customer's premises and not requiring a private right-of-way, and reasonably necessary for the furnishing of adequate water, sewer, gas, electric, communication or similar services to adjacent customers, but not including any building or any yard, station or facility requiring a site in excess of 400 square feet and not including any cross-country pipeline or transmission line on towers or any line requiring a private right-of-way.

Family means a person living alone or two or more persons living together as a single housekeeping unit, but not including a group of persons occupying a boardinghouse, lodging house, hotel, dormitory or institution.

Farm means a parcel of land not less than five acres in size used for agricultural purposes as

defined in this chapter.

Fence means a fixed structure designed to define a designated area or property.

Flag lot means a polygonal-shaped lot that has the appearance of a flag with staff or panhandle in which the handle or staff is used as the point to a street or road. The term "flag lot" and "panhandle" are synonymous.

Garage, private, means a garage intended for and used for the storage of the private motor vehicles of the families resident upon the premises.

Garage, public, means a space or structure other than a private garage for the storage, sale, hire, care, repair or refinishing of self-propelled vehicles or recreational vehicles.

Group home means a state licensed community residential facility housing and providing habilitative services to eight or fewer persons, not including staff, who are developmentally disabled or are recovering from drug or alcohol addiction.

Home occupation means a business conducted in a dwelling or a single accessory building and in accordance with the provisions of section 108-867.

Junkyard means any area where waste, discarded or salvaged materials are bought, sold, exchanged, baled, parked, stored, disassembled or handled, including auto wrecking yards, house wrecking yards, used lumber yards and places or yards for storage of salvaged house wrecking and structural steel materials and equipment, but not including areas where such uses are conducted entirely within a completely enclosed building and not including pawnshops and establishments for sale, purchase or storage of used furniture and household equipment, used cars in operable condition, or salvaged materials as a part of manufacturing operations.

Lot means any plot or parcel of land occupied or intended to be occupied by a principal building or use, or a group of buildings conforming to the regulations of this chapter and its accessory buildings and uses, including all open spaces required by this chapter, and having frontage on a street as defined herein. In the case of a farm or estate, five acres or more in size, the lot shall be deemed to be that part of the property on which the principal building and its accessory buildings and uses are located, together with the yards and other open spaces required by this chapter, and such lot need not front directly on a public road if connected therewith by a private lane or road which serves no other lot.

- (1) Lot, corner, means a lot abutting upon two or more streets at their intersection or upon two parts of the same street and, in either case, forming an interior angle of less than 135;deg;.
- (2) Lot, through, means a lot having frontage on two non-intersecting streets as distinguished from a corner lot.

Lot depth means the mean horizontal distance between the front and rear lot lines.

Lot line, front, means the line separating the lot from the street right-of-way upon which it fronts.

Lot line, rear, means the lot line opposite and most distant from the front lot line.

Lot line, side, means any lot line other than the front or rear lot line.

Lot line, street or alley, means any lot line separating the lot from a street or alley.

Lot width means the width of the lot measured at right angles to its center line at the front setback line.

Manufactured home means a structure that is transportable in one or more sections, built on a permanent chassis, designed for use with or without a permanent foundation when attached to the required utilities, and constructed to the Federal Mobile Home Construction and Safety Standards and rules and regulations promulgated by the U.S. Department of Housing and Urban Development. This term also includes mobile homes, park trailers, travel trailers and similar transportable structures that are placed on a site for 180 consecutive days or longer.

State Law reference — Similar definition, Md. Real Property Code Ann. § 8A-101.

Motel or hotel means any establishment consisting of two or more guest rooms or suites, with separate outside entrances and adjacent parking spaces, designed and maintained for the accommodation of transients; or any establishment for the accommodation of transients which proclaims itself a "motel."

Noncombustible means, as applied to building construction material, a material which, in the form in which it is used, is either one of the following:

- (1) Material of which no part will ignite and burn when subjected to fire. Any material conforming to specifications in the building code in effect in the town and other applicable codes shall be considered noncombustible.
- (2) Material having a structural base of noncombustible material as defined in subsection (1) of this definition, with a surfacing material not over one-eighth-inch thick, which has a flame-spread rating of 50 or less.

Nonconforming use means an existing building, structure or premises legally devoted to or occupied by or for a use that does not conform to the use provisions of this chapter, or amendments thereto, for the district in which it is located.

Nursing or hospice facility means a facility, licensed by the state, to provide basic or skilled nursing care for physical, emotional, or mental diseases or disabilities to three or more individuals who, by reason of advanced age, chronic illness, or infirmity, are unable to care for themselves. The term "nursing or hospice facility" shall not include hospitals or facilities for the primary treatment of sickness or injuries or for surgical care.

Open space means the area of a lot or parcel unoccupied by principal or accessory structures, streets, driveways or parking areas, but including areas occupied by walkways, patios, porches without roofs, playgrounds, outdoor recreation or play apparatus, gardens or trees.

Parking lot, commercial, means a surfaced area of one or more parking spaces designed or used

for the parking of vehicles and available to the public whether for a fee or as an accommodation to clients or customers.

Parking space means a surfaced area either within a structure or in the open, exclusive of driveways or access drives, for the parking of one vehicle.

Planned unit development (PUD) means a residential and/or commercial development guided by a total design plan in which one or more of the zoning or subdivision regulations, other than use regulations, may be waived or varied by the planning and zoning commission to allow flexibility and creativity in site and building design and location in accordance with general guidelines.

Planning and zoning commission means the town planning and zoning commission.

Planning director means the planning director or an authorized representative, appointed in accordance with the provisions of division 2 of article II of this chapter.

Recreational vehicle means any vehicle or structure constructed in such a manner as to provide sleeping and cooking facilities or the conduct of any business, trade or occupation, or use as a selling or advertising device, and so designed that it is or may be mounted on wheels and transported over highways and streets, propelled, or drawn by its own or other power.

Recreational vehicle park means any park, tourist park, camp court, site, lot, parcel or tract of land which is designed, maintained or intended for the purpose of supplying a location or accommodation for two or more recreational vehicles for living purposes or upon which two or more recreational vehicles are parked or mounted for living purposes.

Roadside stand means a structure designed or used for the display or sale of neighborhood agricultural products or goods produced on the premises upon which a stand is located.

Self-service storage facility means a building or group of buildings with controlled access, containing varying sizes of individual, compartmentalized and controlled access stalls, lockers or rooms to be leased or rented for the storage of goods, wares, merchandise, substances or articles.

Setback line means the minimum building line along the front or rear of a lot, or along the side of a corner lot adjoining the side street, as determined by the yard requirements of this chapter or of any superior regulation.

Sewage disposal plant means a plant or lagoon for the treatment of sewage, which serves the town or any group of properties, as distinguished from a private septic tank or package treatment plant which is accessory to and located on the same premises with a principal use.

Stable, private, means a stable with a capacity of not more than two animals.

Story means that portion of a building, other than a cellar as defined herein, included between the surface of any floor and the surface of the floor next above it or, if there is no floor above it, the space between the ceiling next above it.

(1) Story, ground, means the lowest story, or ground story, or first story of any building, the

floor of which is not more than 3½ feet below the average contact ground level at the exterior walls of the building, except that any basement used as a separate dwelling by other than a janitor or caretaker or his family shall be deemed a ground or first story.

(2) Story, half, means a partial story under a gable, hip or gambrel roof, the wall plates of which on at least two opposite exterior walls are not more than four feet above the floor of such story; provided, however, that any partial story used as a separate dwelling, other than for a janitor or caretaker and his family, shall be deemed a full story.

Street means a public right-of-way 50 feet or more in width which provides a means of public access to abutting property, or any such public or private right-of-way not less than 30 feet in width which existed prior to the enactment of the ordinance from which this chapter is derived. The term "street" shall include road, avenue, drive, lane, circle, square, court, highway, beach, way or similar term.

Street line means the right-of-way or property line.

Street, major, means a street or highway designated as a major street or expressway on the official major street plan of the town.

Structural alteration means any change in the structural members of a building, such as bearing walls columns, beams or girders or as may be defined by the building code in effect in the town.

Structure means anything constructed, the use of which requires a fixed location on the ground or is attached to something having such location, but not including sidewalks, driveways, curbs or essential services defined in this chapter.

Use first permitted means a use, which in the sequence of successively listed zoning districts, occurs as a permitted use for the first time in a special zoning district.

Warehouse means a building or part of a building that is used for the storage and distribution of goods, wares, merchandise, substances or articles.

Yard, front, means an open space extending the full width of the lot between any part of a building and the front lot line, unoccupied and unobstructed from the ground upward except as hereinafter specified in article VII of this chapter.

(1) Front yard, least width, means the shortest distance, measured horizontally, between any part of a building, other than such parts as excepted in section 108-245, and the front lot line.

Yard, rear, means an open space extending the full width of the lot between a building and the rear lot line, unoccupied and unobstructed from the ground upward except as hereinafter specified in article VII of this chapter.

(1) Rear yard, least depth, means the shortest distance, measured horizontally, between any part of a building, other than such parts as excepted in section 108-245, and the

rear lot line.

Yard sale means the temporary display and sale of personal property along any public or approved private road.

Yard, side, means an open space extending from the front yard to the rear yard between a building and the nearest side lot line, unoccupied and unobstructed from the ground upward except as herein specified in article VII of this chapter.

(1) Side yard, least width, means the shortest distance, measured horizontally, between any part of a building, other than such parts as excepted in section 108-245, and the nearest side lot line.

Zoning certificate means a written statement issued by the planning director authorizing the use and occupancy of buildings, structures, or premises consistent with the terms of this chapter and for the purpose of carrying out and enforcing its provisions.

Zoning map means the zoning map of the town, dated April 5, 1966, together with all amendments thereto subsequently adopted.

Sec. 108-557 - Conditional Uses

Conditional uses requiring board of appeals authorization in accordance with sections <u>108-160</u> through <u>108-166</u> and article V of this chapter, site plan review are as follows:

- (1) Commercial grain dryers, feed mills, grain, fertilizer, feed, seed, implement and other agricultural storage and repair and sales facilities. Facilities for the bulk handling of grain, fertilizer and other materials shall be located at least 200 feet from all perimeter property lines and public road rights-of-way.
- (2) Commercial repair of seafood harvesting and agriculture equipment (not including general highway vehicles). All work and storage areas shall be enclosed within a building or screened from public view.
- (3) Storage and processing facilities for seafood, including the sale of seafood processed on site.
- (4) Processing and storage of locally grown vegetables and field crops.
- (5) Livestock purchase and sales yards. All building and yards designed for the concentrated containment of animals shall be located at least 200 feet from any perimeter property line or public road right-of-way.
- (6) Aquaculture packing, canning and processing facilities. Minimum yard requirements shall apply for structures only.
- (7) Sawmills and the manufacturing or processing of wood products. No logs, lumber or

by-products shall be stored in any required yard setback, and all power-driven machinery shall be located at least 200 feet from all perimeter property lines and public road rights-of-way.

- (8) Schools subject to all yard requirements in division 2 of article VI of this chapter.
- (9) Concrete and asphalt-mixing plants. No raw materials shall be stored in any required setback and all mixing and power driven machinery shall be located at least 200 feet from all perimeter property lines and public road rights-of-way.
- (10) Commercial riding and boarding stables for three or more animals. Stables shall be located at least 200 feet from any perimeter property line or public road right-of-way, and there shall be an area of one acre per animal stabled.
- (11) Garden centers and single-story garden-center structures offering nursery related products and services for sale. In addition to plants, other items which may be sold at a garden center include gardening equipment, garden tools, gardening supplies and related items necessary and appropriate to gardening activities. No other items may be sold or stored unless otherwise permitted.
- (12) Veterinary clinics and kennels for raising, breeding and boarding of household pets. All pens and runways shall be at least 200 feet from any perimeter property line or public road right-of-way.
- (13) Marine yards for the construction and major repair of watercraft, including marine railways, general marine activities and incidental retail sales of parts and accessories.
- (14) Structures and storage yards for contractors shops, equipment and material storage yards, such as electrician, carpenter, plumber, heating, sheet metal, sign painting, printing, upholstery, furniture painting or interior decorating, merchandise fabrication and repair. Such structures and storage yards shall be screened on all sides.
- (15) Public utility structures and properties other than essential services including cross country lines and mains of all kinds. The planning and zoning commission may require screening, buffering or landscaping where deemed necessary to protect adjoining properties.
- (16) Storage yards and buildings for storage of watercraft and recreational vehicles.
- (17) Telecommunications, television and radio broadcasting facilities, which consist of antennas, including but not limited to panels, dishes and omnidirectional, mounting hardware and all related equipment necessary to operate various telecommunications systems, including personal communications services (PCS) and cellular transmitting and receiving sites as well as monopoles, freestanding towers, guyed towers and other support and elevational assisting devices, subject to section 108-241.
- (18) A CREMATORIUM AS DEFINED IN SECTION 108-5
- (19) Any other use which is determined by the board of appeals to be of the same general character as those specified, but not including any first permitted use

found in other districts.

THIS ORDINANCE was introduced and read at a	meeting of the Town Council held on the
day of,2022, and thereafter a states	ment of the substance of the Ordinance having
been published as required by law.	
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A PUBLIC HEARING was held and this Ordinance	was adopted this day of
2022, by the Mayor and Council of the Town of Berlin, N	
favor, to opposed, with abstaining, and	
ravor, to opposed, with abstaining, and	absent.
	Dean Burrell, Vice-President
Approved on this day of	, 2022 by the Mayor of the Town of Berlin
and was therefore effective twenty (20) calendar days l	ater on the day of
and was therefore effective thenty (20) salendar days	ator on the aa, o
2022.	
	Zacham Turadall Marray
	Zackery Tyndall, Mayor
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ATTEST: Jeffrey Fleetwood, Town Administrator	/

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) <u>Generally</u>. 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) <u>Definitions.</u> (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) <u>Eligible Zone.</u> (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) <u>Requirements.</u> (1) Any dwelling unit or portion thereof offered as a short term rental shall conform to the provisions of this Section.
 - (2) <u>License</u>. 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) <u>Duration of License.</u> 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) <u>Renewal of License.</u> 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) <u>Lapse of License.</u> 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) <u>Occupancy</u>. 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) <u>Parking.</u> 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) <u>Violations</u>. 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) <u>Other Violations.</u> 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	a meeting of the Town Council held on the day of
,2022, and thereafter a sta	tement of the substance of the Ordinance having been
published as required by law.	
A PUBLIC HEARING was held and this O	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 abstain	ing.
	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) caler	ndar days later on the day of,
2022.	
	Zack Tyndall, Mayor and President of the Council
ATTECT Is first to the state of	
ATTEST: Jeffrey Fleetwood, Town Administrator	

RESOLUTION NO. 2022-03

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND ESTABLISHING AN ABATEMENT FUND

WHEREAS, the Mayor and Council of the Town of Berlin have engaged in litigation with certain manufacturers, distributors, and dispensers of harmful opioids; and

WHEREAS, a National Settlement Agreement has been entered into between Johnson & Johnson, Amerisource Bergen, Cardinal Health and McKesson in which the State of Maryland and the Mayor and Council are participants; and

WHEREAS, the Mayor and Council and the State of Maryland have entered into a State-Subdivision Agreement on Proceeds Relating to The Settlement of Opioids Litigation; and

WHEREAS, the State-Subdivision Agreement requires the Mayor and Council to establish a Local Abatement Fund consistent with State Law for the purpose of receiving and spending direct payments made to the Mayor and Council by the Settlement Administrator.

NOW THEREFORE WITNESSETH, the Mayor and Council of the Town of Berlin RESOLVES to create a Local Abatement Fund to receive and spend direct payments made by the Settlement Administrator, and the Mayor and Council further RESOLVES that the Local Abatement Fund shall be a separate account that shall not be commingled with any other Town funds.

APPROVED THISDAY OF	, 2022 BY	THE MAYOR AND THE TOWN O	F BERLIN, MARY	LAND,
BY AFFIRMATIVE VOTE OF ABSENT.	_TO	OPPOSED, WITH	_ ABSTAINING,	AND
		Dean Burrell, Vice President of	the Council	-
Approved this day of	, 2022 by	the Mayor and Town of Berlin.		
		Zask Tandall Massar		_
ATTEST:		Zack Tyndall, Mayor President of the Council		
Jeffrey Fleetwood, Town Administrator	<u>_</u>			



TOWN OF BERLIN, MARYLAND

Office of the Mayor February 23, 2022

Councilmembers Burrell, Knerr, Nichols, Orris, and Purnell,

On March 22, 2021, the Mayor and Council unanimously approved the creation of a General Fund Reserve Policy to help guard against service disruptions in the event of economic uncertainties, local disasters, and other financial hardships. The policy created a Disaster Recovery, Debt Service, Stabilization, and Capital reserve fund and established recommended funding levels for each of the funds. On Monday, January 24, 2022, PKS & Company, P.A., the Town's independent auditors, presented the Town's FY21 Audited Financial Statements indicating the Town of Berlin had an unassigned fund balance of \$2,941,969. The Town works to maintain an unassigned fund balance of approximately \$1,000,000 each fiscal year, allowing the Town to transfer \$1,941,969 into the newly created reserve funds safely.

The Town Charter defines one of the Mayor's duties as overseeing the financial administration of the town government and making recommendations to the Council as deemed proper for the public good and welfare of the town. Therefore, to meet the objectives defined by the adopted General Fund Reserve Policy, I recommend transferring \$1,941,969 into the Town's following reserve funds:

Fund	Target Balance	Current Balance	Recommended Transfer Amount	% of Recommended Transfer to Target Balance
Disaster Recovery	\$250,000	\$0	\$250,000	100%
Debt Reduction	Equal to 1-year of debt service (FY23 \$294,845)	\$0	\$290,000	98.37%
Stabilization 20% of current FY operating budget (FY22 \$1,305,434 not including debt service)		\$0	\$1,300,000	99.58%
Capital	\$100,000	\$0	\$101,969	101%
Total Transfer			\$1,941,969	

I look forward to discussing this recommendation in more detail during our meeting on Monday, February 28, 2022, at 7:00 PM.

Respectfully,

Zack Tyndall, Mayor



RESOLUTION 2021 - 02

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

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

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

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

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

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

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

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

Purpose

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

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

General Fund Reserves

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

Category and Purpose of Each Fund Balance

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

Reserve Calculation Factors.

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

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

Reserves Established and Target Balances.

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

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

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

Use, Transfer and Replenishment of Fund Balance

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

Report on Fund Balance Levels

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

Approved this day of day of by the Mayor and the To affirmative vote of 5 to opposed, with abs	wn of Berlin, Maryland, by taining and absent.
Dean Burrell, Vice P	esident
Approved this 22 nd day of March, 2021 by the Mayor and Town o	f Berlin.
ATTEST: Zack Tyndall, Mayor	7
The wood	

Jeffrey Fleetwood, Town Administrator

Check Run Reports for:

02.14.22 02.18.22



Town of Berlin, MD

Check Register
Packet: APPKT02249 - 20220214SW

MAD 2115127 By Check Number

TOWN.						(
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BO	C AP Checks					,
0000054	ACE PRINTING AND MAILING	02/14/2022	Regular	0.00	731.25	21695
0002406	AE MOORE JANITORIAL INC	02/14/2022	Regular	0.00	202.85	21696
0000088	AFFORDABLE BUSINESS SYSTEMS	02/14/2022	Regular	0.00	9.58	21697
0000090	AFLAC	02/14/2022	Regular	0.00	975.72	21698
0000158	AN ANGEL'S TOUCH CLEANING SER\	02/14/2022	Regular	0.00	1,000.00	21699
0000166	ANIXTER POWER SOLUTIONS, LLC	02/14/2022	Regular	0.00	182.70	21700
0000224	ASHTON WELDING	02/14/2022	Regular	0.00	749.26	21701
0000323	BERLIN AUTOMOTIVE	02/14/2022	Regular	0.00	441.46	21702
0000394	BOOTH & ASSOCIATES INC	02/14/2022	Regular	0.00	11,806.75	21703
0000405	BRASURE'S PEST CONTROL INC	02/14/2022	Regular	0.00	116.02	21704
0000529	CINTAS FIRST AID & SAFETY	02/14/2022	Regular	0.00	114.23	21705
0000529	CINTAS FIRST AID & SAFETY	02/14/2022	Regular	0.00	244.58	21706
0002647	CINTAS RUGS	02/14/2022	Regular	0.00	415.86	21707 ~
0000534	CJIS-CR	02/14/2022	Regular	0.00	62.50	21708
0001040	HOME DEPOT CREDIT CARD SERVICI	02/14/2022	Regular	0.00	998.92	21709
0001394	MARYLAND DEPT OF THE ENVIRONI	02/14/2022	Regular	0.00	200.00	21710
0001439	MD DEPARTMENT OF AGRICULTURE	02/14/2022	Regular	0.00	3,721.45	21711
0001495	MIDDLE DEPARTMENT INSPECTION	02/14/2022	Regular	0.00	447.00	21712
0003076	NCSI	02/14/2022	Regular	0.00	20.00	21713
0001707	PITTSVILLE MOTORS	02/14/2022	Regular	0.00	306.82	21714
0001740	PUBLIC SERVICE COMMISSION	02/14/2022	Regular	0.00		21715 -
0003127	QUADIENT FINANCE USA, INC	02/14/2022	Regular	0.00	500.00	21716
0001757	RACETRACK AUTO CENTER	02/14/2022	Regular	0.00	3,186.55	
0003171	RICKY JARMON	02/14/2022	Regular	0.00	866.71	
0002942	ROMBLAD CONNOR A	02/14/2022	Regular	0.00	26.95	21719
0002795	SANDPIPER ENERGY INC	02/14/2022	Regular	0.00	230.83	
0001978	SOUTHEASTERN TRANSFORMER CO.	02/14/2022	Regular	0.00	429.41	
0001997	STAPLES BUSINESS CREDIT	02/14/2022	Regular	0.00		21722 -
0002092	THE DEPT OF PUBLIC SAFETY & COR	02/14/2022	Regular	0.00		21723
0002894	TPC WIRE & CABLE CORP	02/14/2022	Regular	0.00	1,567.37	
0002169	TRACTOR SUPPLY CO	02/14/2022	Regular	0.00	111.95	
0002304	WEST OCEAN CITY ILLNESS & INJUR'	02/14/2022	Regular	0.00		21726
0002348	WOR WIC COMMUNITY COLLEGE	02/14/2022	Regular	0.00		21727
0002363	WORCESTER COUNTY LANDFILL	02/14/2022	Regular	0.00	2,280.00	21728

Bank Code BOC AP Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	43	34	0.00	32,862.73
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
	43	34	0.00	32,862.73



Town of Berlin, MD

Payment Register

APPKT02249 - 20220214SW

01 - Vendor Set 01

BOC AP - BOC AP Checks

Vendor Number

Vendor Name

0000054

ACE PRINTING AND MAILING

Payment Type

Payment Number

Check

Payable Number

55442

Vendor Name

Vendor Name

Vendor Name

Vendor Name

Vendor Name

ASHTON WELDING

Payment Number

Payment Number

Payment Number

Payment Number

AFLAC

Vendor Number 0002406

> **Payment Type** Check

Payable Number

410987

Vendor Number

0000088

Payment Type

Check

Payable Number

IN183095

Vendor Number

0000090

Payment Type Check

Payable Number

902869

Vendor Number

0000158

Payment Type Check

Payable Number

Vendor Number

0000166

Payment Type

Check

Payable Number

5205471-00 **Vendor Number**

0000224 **Payment Type**

Check **Payable Number**

2960

Description

BILLING FORMS 1/0, BLACK ON 3.5 PERF

AE MOORE JANITORIAL INC **Payment Number**

> Description PAPER PRODUCTS RESTROOMS

Vendor Name AFFORDABLE BUSINESS SYSTEMS

Payment Number

Description

CUST SERV PRINTER REMOVED FROM CONTRACT LAST BI 02/08/2022

Payable Date

Payable Date

Payable Date

02/09/2022

Payable Date

02/14/2022

02/14/2022

02/08/2022

Due Date

Due Date

Due Date

02/08/2022

Due Date

Due Date

Due Date

Due Date

02/14/2022

02/09/2022

02/14/2022

02/08/2022

02/14/2022

02/08/2022

Description **Payable Date** AFLAC SUPPLEMENTAL INSURANCE EMPLOYEE FUNDED 02/08/2022

AN ANGEL'S TOUCH CLEANING SERVICES

Payable Date CLEANING SERVICE FOR TOWN OF BERLIN BATHROOMS

02/14/2022

ANIXTER POWER SOLUTIONS, LLC Payable Date

Description FUSE LINK T-6 AMP 23" REMOVABLE BUTTON HEAD

Description SOUTH DIGESTER MIXER **Total Vendor Amount** 731.25

731.25

Payment Date **Payment Amount** 02/14/2022 Discount Amount Payable Amount

Total Vendor Amount

202.85 Payment Date **Payment Amount** 202.85

02/14/2022 Discount Amount Payable Amount 0.00 202.85

0.00

Total Vendor Amount

Payment Date Payment Amount 02/14/2022 9.58

Discount Amount Payable Amount 0.00 9.58

> **Total Vendor Amount** 975.72

Payment Date Payment Amount 02/14/2022 975.72

Discount Amount Payable Amount 0.00 975.72

> **Total Vendor Amount** 1,000.00 **Payment Amount**

02/14/2022 1.000.00 Discount Amount Payable Amount 0.00 1,000.00

Payment Date

Total Vendor Amount

182,70

Payment Date Payment Amount 02/14/2022 182.70 Discount Amount Payable Amount

182.70 0.00

> **Total Vendor Amount** 749.26

Payment Date Payment Amount 02/14/2022 749.26

Discount Amount Payable Amount 0.00 749.26

2/14/2022 4:35:54 PM

Payment Register APPKT02249 - 20220214SW Vendor Number **Vendor Name Total Vendor Amount** 0000323 **BERLIN AUTOMOTIVE** 441.46 Payment Date Payment Amount **Payment Type Payment Number** Check 02/14/2022 441.46 **Payable Number** Description Payable Date **Due Date** Discount Amount Payable Amount 388608, 390080 TOOLS, PARTS AND OTHER SUPPLIES 02/08/2022 02/08/2022 0.00 441.46 Vendor Number **Vendor Name Total Vendor Amount** 0000394 **BOOTH & ASSOCIATES INC** 11,806.75 Payment Type **Payment Number Payment Date Payment Amount** Check 02/14/2022 11.806.75 **Payable Number** Payable Date **Due Date** Discount Amount Payable Amount Description POWER PLANT BOX STRUCTURE CONVERSATION 02/09/2022 02/09/2022 0.00 5,640.00 53261 53371 **ELECTRIC RATE SERVICES** 02/09/2022 02/09/2022 0.00 6,027.62 02/09/2022 02/09/2022 53372 MICS ENG TOWN OF BERLIN MD 0.00 139.13 Vendor Number **Vendor Name Total Vendor Amount** BRASURE'S PEST CONTROL INC 0000405 116.02 **Payment Type Payment Number** Payment Date **Payment Amount** Check 02/14/2022 116.02 Payable Number Description Payable Date **Due Date** Discount Amount Payable Amount 705833 TERMITE INSPECTION AT SCHOOLFIELD 02/14/2022 02/14/2022 0.00 116.02 **Vendor Number Vendor Name Total Vendor Amount CINTAS FIRST AID & SAFETY** 0000529 358.81 **Payment Type Payment Number** Payment Date **Payment Amount** Check 02/14/2022 114.23 **Payable Number** Description Payable Date **Due Date** Discount Amount Payable Amount 4092419048,4104499422 FIRST AID CABINET 02/14/2022 02/14/2022 0.00 114.23 02/14/2022 Check 244.58 **Payable Number** Description Payable Date **Due Date** Discount Amount Payable Amount FIRST AID CABINET 8405534655 02/14/2022 02/14/2022 0.00 244.58

Vendor Number Vendor Name 0002647 **CINTAS RUGS Payment Number** Payment Date **Payment Type**

Check 02/14/2022 415.86 **Payable Number** Description **Payable Date Due Date** Discount Amount Payable Amount 17363075 JANUARY FY 22 CLEAN RUGS, AND RAGS 02/14/2022 02/14/2022 0.00 359.44 4109966720 ANNUAL RUG SERVICE 02/14/2022 02/14/2022 0.00 56.42

Vendor Number Vendor Name Total Vendor Amount 0000534 CJIS-CR **Payment Type Payment Number** Payment Date **Payment Amount**

Check 02/14/2022 62.50 Payable Number Description **Payable Date Due Date** Discount Amount Payable Amount APP-1M-023 FINGERPRINTING 02/14/2022 02/14/2022 0.00 62.50

Vendor Number Vendor Name **Total Vendor Amount** HOME DEPOT CREDIT CARD SERVICES 0001040 998.92

Payment Type Payment Date **Payment Amount** Check 02/14/2022 998.92 **Payable Number** Description **Payable Date Due Date** Discount Amount Payable Amount 02/08/2022 VARIOUS 1/13/2022 MONTHLY SUPPLIES 02/08/2022 0.00 413.63 -VARIOUS 1/13/2022 HOME DEOPT CREDIT CARD 02/08/2022 02/08/2022 0.00 585.29

Payment Number

Total Vendor Amount

Payment Amount

415.86

APPKT02249 - 20220214SW

200.00

3.721.45

3,721.45

200.00

100.00

100.00

Payment Register Vendor Number Total Vendor Amount Vendor Name 0001394 MARYLAND DEPT OF THE ENVIRONMENT **Payment Number** Payment Date **Payment Amount Payment Type** 02/14/2022 Check Payable Date **Due Date** Discount Amount Payable Amount Payable Number Description OPERATOR CERTIFICATION MPFALLER 02/14/2022 02/14/2022 0.00 3411 7384 LICENSE RENEWAL JLATCHUM 02/14/2022 02/14/2022 0.00 Vendor Number **Total Vendor Amount** Vendor Name MD DEPARTMENT OF AGRICULTURE 0001439 **Payment Amount Payment Type Payment Number** Payment Date Check 02/14/2022 **Payable Number** Description Payable Date **Due Date** Discount Amount Payable Amount **MOSQUITO CONTROL SPRAYING 2021** 02/08/2022 02/08/2022 0.00 AA077875 **Vendor Number Vendor Name** MIDDLE DEPARTMENT INSPECTION AGENCY 0001495 Payment Date **Payment Type Payment Number** 02/14/2022 Check Payable Date **Due Date Payable Number** Description **INSPECTION SERVICES** 02/09/2022 02/09/2022 146488,146490,146491 0.00 Vendor Number **Vendor Name** 0003076 NCSI **Payment Type Payment Number** Payment Date

Check

Payable Number

18419

BACKGROUND CHECK NEW HIRE

Description

Description

Description

Description

KEYS MADE AND FILTER ASSEMBLY

Vendor Number Vendor Name PITTSVILLE MOTORS 0001707

Payment Type Payment Number Check

Payable Number

179752,180925, 51995

Vendor Number **Vendor Name** PUBLIC SERVICE COMMISSION

Payment Type Payment Number Check

0001740

Payable Number

01/13/2022 JANUARY FY 22 ANNUAL SET UP FEE

Vendor Number Vendor Name QUADIENT FINANCE USA, INC 0003127

Payment Type Check

Payment Number

Payable Number 7900 0440 8091 8273 2/1/2 POSTAGE FOR POSTAGE MACHINE

Vendor Name Vendor Number

0001757 RACETRACK AUTO CENTER **Payment Type Payment Number**

Check

Payable Number Description MOUNT AND BALANCE 1 TIRE 139180

139293, 139292 SET OF TIRES VEHICLES #1007 & #1003 139394

OIL, FILTERS, BRK PADS, BRK ROTOR, FUEL PUMP ASSMBY

Payable Date

Payable Date

Payable Date

Payable Date

Payable Date

02/14/2022

02/08/2022

02/14/2022

02/14/2022

02/08/2022

02/08/2022

02/08/2022

Due Date

Due Date

Due Date

Due Date

Due Date

02/14/2022

02/08/2022

02/14/2022

02/14/2022

02/08/2022

02/08/2022

02/08/2022

3,721.45 **Total Vendor Amount**

> **Payment Amount** 447.00

Discount Amount Payable Amount 447.00

Total Vendor Amount

20.00 **Payment Amount**

02/14/2022 20.00

Discount Amount Payable Amount 0.00 20.00

Total Vendor Amount 306.82

Payment Date Payment Amount 02/14/2022 306.82

Discount Amount Payable Amount 306.82 0.00

> 250.00 **Payment Date Payment Amount**

02/14/2022 250.00 Discount Amount Payable Amount

0.00 250.00

> **Total Vendor Amount** 500.00

Total Vendor Amount

Payment Date Payment Amount 02/14/2022 500.00

Discount Amount Payable Amount 0.00 500.00

> **Total Vendor Amount** 3,186.55

Payment Date Payment Amount 02/14/2022 3,186.55

Discount Amount Payable Amount 0.00 116.91 0.00 1,885.14 0.00 1,184.50 **Payment Register**

APPKT02249 - 20220214SW

Vendor Number **Vendor Name** **Total Vendor Amount** 866.71

RICKY JARMON 0003171

JANUARY FY 22

Payment Date Payment Amount

Payment Type **Payment Number**

02/14/2022

0.00

866.71

Check **Payable Number**

Description

MONTHLY CLEANING SERVICE - POLICE DEPT

Payable Date **Due Date** 02/14/2022 02/14/2022

Discount Amount Payable Amount

866.71

Vendor Number

Vendor Name

Total Vendor Amount 26.95

0002942 **Payment Type** ROMBLAD CONNOR A

Payment Date

Payment Amount

Check

Payment Number

02/14/2022

26.95

Payable Number

Description

Payable Date Due Date Discount Amount Payable Amount

REIMB 2/8/2022

BATTERY FOR UPS - PASCO OF FRUITLAND

02/14/2022

02/14/2022

0.00

26.95

Vendor Number

Vendor Name

Total Vendor Amount 230.83

0002795

SANDPIPER ENERGY INC

Payment Date

Payment Amount

230.83

Payment Type

Payment Number

02/14/2022

230.83

Check

Payable Number

Description

Payable Date

Due Date

06-605972-67941-1 FEB FY 7 NATURAL GAS - POLICE DEPT

02/14/2022 02/14/2022

0.00

Discount Amount Payable Amount

Vendor Number

Vendor Name

SOUTHEASTERN TRANSFORMER CO, INC

Total Vendor Amount

429 41

320.01

0001978 **Payment Type**

Payment Number

Payment Date

Payment Amount

Check

Due Date Payable Date

02/14/2022

429.41

Payable Number Description

Vendor Name

Payment Number

SENT OUT FOR REPAIRS GE 25 KVA O.H. TRANSFORMER 02/14/2022

02/14/2022

Discount Amount Payable Amount 0.00

79870

Vendor Number

Total Vendor Amount

429.41

0001997

STAPLES BUSINESS CREDIT

Payment Date

Payment Amount

Payment Type Check

Payable Number

Description **OFFICE SUPPLIES** **Payable Date Due Date** 02/08/2022 02/08/2022

02/14/2022 Discount Amount Payable Amount

320.01

1640103570

320.01 **Total Vendor Amount**

Vendor Number 0002092

THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC

0.00

91.00

Payment Type

Payment Number

Payment Date

Payment Amount

Check

Payable Number

AB2-01-420

Description

Payable Date

Due Date

02/14/2022

91.00

91.00

Discount Amount Payable Amount

02/14/2022 METER LOG ON FEE 02/14/2022 0.00

Payable Date

02/09/2022

Vendor Number

Vendor Name

Vendor Name

0002894

754540

TPC WIRE & CABLE CORP

Total Vendor Amount 1,567.37

Payment Type

Payment Number

Payment Amount 1,567.37

Check

Payable Number

Payable Number

100365501,200277084

Description **CABLE FOR MOLES**

Description

TOOLS, PARTS AND OTHER SUPPLIES

Payable Date Due Date

Payment Date 02/14/2022 Discount Amount Payable Amount

Vendor Number

Vendor Name

TRACTOR SUPPLY CO

02/14/2022 02/14/2022 0.00 1,567.37

> **Total Vendor Amount** 111.95

> > 240.00

0002169 **Payment Type** Check

Payment Number

Due Date

02/09/2022

Payment Date Payment Amount

02/14/2022 Discount Amount Payable Amount

111.95

Vendor Number

Vendor Name

0.00

Total Vendor Amount

0002304

WEST OCEAN CITY ILLNESS & INJURY CENTER **Payment Number**

Payment Date

Payment Amount

111.95

Check

Description

Payable Date **Due Date**

02/14/2022 Discount Amount Payable Amount

240.00

Payable Number

Payment Type

17333611

DOT PHYSICAL - DAVID FLUHART GOOD THRU 12/08/23 02/14/2022

02/14/2022

0.00

80.00

2/14/2022 4:35:54 PM

Page 4 of 7

APPKT02249 - 20220214SW **Payment Register**

17416230 DOT PHYSICAL CALEB HUNTER GOOD THRU 12/22/23 02/14/2022 02/14/2022 0.00 80.00

DOT PHYSICAL PFALLER 02/09/2022 02/09/2022 0.00 80.00 17644312

Vendor Name

Vendor Number WOR WIC COMMUNITY COLLEGE 15.00 0002348

Payment Date **Payment Amount Payment Number Payment Type** 02/14/2022 15.00 Check

Payable Date **Payable Number** Description **Due Date** Discount Amount Payable Amount

EMPLOYEE & K-9 TRAINING 02/14/2022 02/14/2022 0.00 15.00 12603

Vendor Number Vendor Name Total Vendor Amount

0002363 WORCESTER COUNTY LANDFILL 2,280.00 **Payment Number** Payment Date **Payment Amount Payment Type**

2,280.00 02/14/2022 Check

Discount Amount Payable Amount **Payable Number** Description Payable Date **Due Date** SLUDGE 02/14/2022 02/14/2022 0.00 2,280.00 309 JAN FY 22

Total Vendor Amount

Payment Register

Payment Summary

			Payable	Payment		
Bank Code	Туре		Count	Count	Discount	Payment
BOC AP	Check		43	34	0.00	32,862.73
		Packet Totals:	43	34	0.00	32,862.73



Town of Berlin, MD

Check Register
Packet: APPKT02253 - 20220218SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number			
Bank Code: BOC AP-BOC AP Checks									
0000015	ABC PRINTERS INC	02/18/2022	Regular	0.00	45.00	21729			
0002717	BENCHMARK LAND SURVEYING INC	02/18/2022	Regular	0.00	400.00	21730			
0000312	BENEFITMALL	02/18/2022	Regular	0.00	70,579.65	21731			
0000511	CHOPTANK ELECTRIC COOPERATIVE	02/18/2022	Regular	0.00	4,754.39	21732			
0000377	CLAIRVILLE W BLOXOM	02/18/2022	Regular	0.00	175.00	21733			
0000572	COMCAST	02/18/2022	Regular	0.00	197.74	21734			
0000572.	COMCAST	02/18/2022	Regular	0.00	168.07	21735			
0000572	COMCAST	02/18/2022	Regular	0.00	369.46	21736			
0000572	COMCAST	02/18/2022	Regular	0.00	3.24	21737			
0000581	COMPTROLLER OF MARYLAND	02/18/2022	Regular	0.00	805.35	21738			
0000584	COMPTROLLER OF MARYLAND	02/18/2022	Regular	0.00	2,398.86	21739			
0000847	ENVIROCORP, INC.	02/18/2022	Regular	0.00	314.00	21740			
0000897	FERGUSON ENTERPRISES	02/18/2022	Regular	0.00	525.36	21741			
0000907	FLAG PUBLICATIONS INC	02/18/2022	Regular	0.00	208.75	21742			
0002920	FORTUNE BRIAN	02/18/2022	Regular	0.00	7.69	21743			
0000977	GREAT AMERICA FINANCIAL	02/18/2022	Regular	0.00	75.60	21744			
0001066	INNOVATIVE HEALTH SERVICES, LLC	02/18/2022	Regular	0.00	11.86	21745			
0003109	JAMES BRADFORD FARM TRUST	02/18/2022	Regular	0.00	2,022.50	21746			
0003110	JESSE JONES FARM TRUST	02/18/2022	Regular	0.00	2,022.50	21747			
0001286	LEGAL SHIELD	02/18/2022	Regular	0.00	31.90	21748			
0003399	LEXIPOL LLC	02/18/2022	Regular	0.00	19,833.90	21749			
0003393	LIND ELECTRONIC DESIGN CO INC	02/18/2022	Regular	0.00	1,194.02	21750			
0001505	MML POLICE EXECUTIVE ASSOCIATION	02/18/2022	Regular	0.00	455.00	21751			
0002877	MONTROSE AIR QUALITY SERVICES,	02/18/2022	Regular	0.00	7,800.00	21752			
0001565	NATIONWIDE RETIREMENT SOLUTION	02/18/2022	Regular	0.00	4,569.96	21753			
0001711	PLASTIC PLACE	02/18/2022	Regular	0.00	523.12	21754			
0001755	RACE TRACK AUTO BODY & MARINE	02/18/2022	Regular	0.00	2,258.80	21755			
0001757	RACETRACK AUTO CENTER	02/18/2022	Regular	0.00	63.58	21756			
0001839	ROY CASE INC	02/18/2022	Regular	0.00	5,585.74	21757			
0001998	STAPLES CREDIT PLAN	02/18/2022	Regular	0.00	181.93	21758			
0002163	TOWN OF BERLIN	02/18/2022	Regular	0.00	28,207.39	21759			
0002928	UNIFIRST CORPORATION	02/18/2022	Regular	0.00	241.60	21760			
0002205	UNITED WAY OF THE EASTERN SHOI	02/18/2022	Regular	0.00	40.00	21761			
0002246	VERIZON-000014448231	02/18/2022	Regular	0.00	788.47	21762			
0002247	VERIZON-000718605643	02/18/2022	Regular	0.00	54.38	21763			
0002857	VERIZON-850462866001-13	02/18/2022	Regular	0.00	45.57	21764			

Bank Code BOC AP Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	40	36	0.00	156,960.38
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
	40	36	0.00	156.960.38



Town of Berlin, MD

Payment Register

APPKT02253 - 20220218SW 01 - Vendor Set 01

Bank: **BOC AP - BOC AP Checks**

Vendor Number 0000015

Vendor Name ABC PRINTERS INC

Payment Type

Check

Payment Number

Payable Number

Description

60796

BUSINESS CARDS FOR CHARLES

Vendor Number 0002717

Vendor Name

BENCHMARK LAND SURVEYING INC

Check

Payment Number Payment Type

Payable Number

Description

9748

FRANKLIN AVE WELL #2 SURVEY

Vendor Number

Vendor Name BENEFITMALL

0000312 **Payment Type**

Payment Number

Check

Pavable Number

Description

321525 MAR FY 22

MARCH 2022 BILLING HEALTH, DENT, VIS, LIFE

Vendor Number

Vendor Name

0000511

CHOPTANK ELECTRIC COOPERATIVE, INC. **Payment Number**

Description

Payment Type

Check

Payable Number

414700 FEB FY 22 UTILITY SERVICE FOR SPRAY SITES 9913024900 JAN FY 22 UTILITY SERVICE FOR SPRAY SITES

Vendor Number

Vendor Name

0000377 **Payment Type** CLAIRVILLE W BLOXOM

Payment Number

Check

Payable Number Description

2113

Vendor Number

DECAL REPLACEMENT 6733

0000572

Vendor Name COMCAST

Payment Type

Payment Number

Check

Payable Number Description 41 016 0024711 MAR FY 22 COMCAST INTERNET & DIGITAL SVC

Check

Payable Number 41 016 0052845 MAR FY 22

Description **COMCAST INTERNET & DIGITAL SVC**

Payable Number

Description

41 016 0053157 FY 22

TELEVISION SERVICE - POLICE DEPARTMENT

Check

Payable Number

Description

41 016 0149930 MAR FY 22 COMCAST INTERNET & DIGITAL SVC

Total Vendor Amount

45.00

Payment Amount

Payment Date 02/18/2022

Payable Date

Payable Date

Pavable Date

Payable Date

02/18/2022

02/16/2022

Payable Date

Payable Date

Payable Date

Payable Date

Payable Date

02/18/2022

02/16/2022

02/18/2022

02/18/2022

02/18/2022

02/18/2022

02/18/2022

02/16/2022

Due Date

Due Date

Due Date

Due Date

02/18/2022

02/16/2022

Due Date

Due Date

Due Date

Due Date

Due Date

02/18/2022

02/16/2022

02/18/2022

02/18/2022

02/18/2022

02/18/2022

02/18/2022

02/16/2022

45.00

Discount Amount Payable Amount

0.00

45.00

Total Vendor Amount 400.00

Payment Date Payment Amount

400.00

02/18/2022

Discount Amount Payable Amount

0.00 400.00

Total Vendor Amount 70.579.65

Payment Date Payment Amount

02/18/2022

70.579.65

Discount Amount Payable Amount

0.00 70,579.65

Total Vendor Amount 4,754.39

Payment Date Payment Amount

02/18/2022

4,754.39

Discount Amount Payable Amount

0.00 2,913.12

0.00 1,841.27

> **Total Vendor Amount** 175.00

Payment Amount

Payment Date

02/18/2022

02/18/2022

02/18/2022

0.00

0.00

0.00

Discount Amount Payable Amount

0.00 175.00

Total Vendor Amount

738.51

Payment Date Payment Amount 197.74

02/18/2022 Discount Amount Payable Amount

0.00 197.74

369.46

Discount Amount Payable Amount

369,46

3.24

02/18/2022 Discount Amount Payable Amount

3.24

168.07

Discount Amount Payable Amount

168.07

2/18/2022 12:29:57 PM

Page 1 of 7

Payment Register

APPKT02253 - 20220218SW

Vendor Number

Vendor Name

0000581

COMPTROLLER OF MARYLAND

805.35 **Payment Amount**

Total Vendor Amount

Payment Type Check

Payment Number

Payable Number

Description

JAN FY 22

ENVIRONMENTAL TRUST FUND REPORT

Payable Date 02/15/2022

02/15/2022

Due Date

Discount Amount Payable Amount

02/18/2022

Payment Date 02/18/2022 0.00

805.35

Total Vendor Amount

Vendor Number 0000584

Vendor Name

COMPTROLLER OF MARYLAND

Payment Date

2.398.86 **Payment Amount** 2,398.86

805.35

Check

Payment Type Payment Number

Payable Number JAN FY 22

Description

Description

Description

Description

ADVERTISING

ADVERTISING

Description

Description

Description

ELECTRIC UNIVERSAL SERVICE PROGRAM FUND

Payable Date **Due Date** 02/15/2022 02/15/2022

Discount Amount Payable Amount

Payment Date

0.00

0.00 2,398.86

Vendor Number 0000847

Vendor Name ENVIROCORP, INC.

Payment Type

Payment Number

Check

Payable Number

IN2200342

WEEKLY MONITORING DISCHARGE SAMPLES

Payable Date 02/15/2022

Payable Date

Payable Date

02/15/2022

02/18/2022

Payable Date

Pavable Date

02/15/2022

02/18/2022

Due Date 02/15/2022

Due Date

Due Date

02/15/2022

02/18/2022

Due Date

Due Date

02/18/2022

02/15/2022

02/18/2022

02/18/2022 Discount Amount Payable Amount

Vendor Number 0000897

Vendor Name

FERGUSON ENTERPRISES **Payment Number**

Payment Type Check

Payable Number

0567769

METER FLANGES Vendor Name

Vendor Name

FORTUNE BRIAN

Payment Number

Payment Number

0000907 **Payment Type**

FLAG PUBLICATIONS INC **Payment Number**

Check

Vendor Number

Payable Number 344415 344625

Vendor Number 0002920

> **Payment Type** Check

Payable Number

REIMB 2/14/2022

Vendor Number Vendor Name 0000977 GREAT AMERICA FINANCIAL

Payment Type Check

Payable Number

30992317

Vendor Number Vendor Name 0001066 INNOVATIVE HEALTH SERVICES, LLC **Payment Type Payment Number**

Check **Payable Number**

02142022, 282022

INNOVATIVE CARD FEES FOR NEW CARDS

1/2" SB CAP LF SHARKBITE CAP - FIX FAUCETT

EQUIP. LEASE FOR TOWN HALL, FINANCE, AND PLANNING 02/18/2022

Payment Amount 314.00

314.00

Total Vendor Amount

314.00

Total Vendor Amount 525.36

Payment Date **Payment Amount**

02/18/2022 525.36

Discount Amount Payable Amount 0.00 525.36

> **Total Vendor Amount** 208.75

Payment Date **Payment Amount** 02/18/2022 208.75

Discount Amount Payable Amount

0.00 175.00 0.00 33.75

> **Total Vendor Amount** 7.69

Payment Date **Payment Amount** 02/18/2022 7.69

Discount Amount Payable Amount 0.00 7.69

Payment Date

Payment Date

02/18/2022

0.00

Total Vendor Amount

75.60

Payment Amount

02/18/2022 75.60 Discount Amount Payable Amount

Total Vendor Amount

75.60

Payment Amount

11.86 Discount Amount Payable Amount

Payable Date **Due Date** 02/16/2022 02/16/2022

0.00

11.86

Payment Register

APPKT02253 - 20220218SW

Total Vendor Amount

2,022.50

Payment Amount

2,022.50

2.022.50

Vendor Number

Vendor Name

0003109

JAMES BRADFORD FARM TRUST

Payment Type

Payment Number

Check

Payable Number

BOUNDS BOND FEB FY 22

Description

Description

Description

Description

Description

MML POLICE EXECUTIVE ASSOCIATION

Description

MONTROSE AIR QUALITY SERVICES, LLS

Description

MML PEA MEMBERSHIP

LIND ELECTRONIC DESIGN CO INC

LEGAL SHIELD EMPLOYEE FUNDED CONTRIBUTION

LEXIPOL LAW ENFOREMENT IMPLEMENTATION

INVERTERS FOR NEW COMPUTERS

BOUNDS SPRAY SITE BOND

Vendor Name

0003110

JESSE JONES FARM TRUST

Payment Type Payment Number

Check

Vendor Number

Payable Number

BOUND BOND FEB FY 22

BOUNDS SPRAY SITE BOND

Payment Number

Vendor Name

Vendor Name

Vendor Name

Payment Number

Payment Number

Payment Number

Vendor Number Vendor Name

0001286

LEGAL SHIFLD **Payment Number Payment Type**

Check

Payable Number

139007 FEB FY 22

Vendor Number Vendor Name LEXIPOL LLC 0003399

Payment Type

Check

Payable Number

INVLEX8571, 8572

Vendor Number

0003393

Payment Type

Check

Payable Number 59201

Vendor Number

0001505

Payment Type

Check

Payable Number DOWNING & FISHER

REGISTRATION FISHER & DC MML PEA CONF REGISTRATION

Vendor Number 0002877

Payment Type

Check **Payable Number**

CINV-084250

Vendor Number Vendor Name

NATIONWIDE RETIREMENT SOLUTIONS 0001565 **Payment Type Payment Number**

Check Payable Number

PPE 02/13/2022

Description

EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457

EMISSIONS COMPLIANCE TESTING #1 & #5 ENGINES

Payable Date Due Date 02/16/2022

Payable Date

Payable Date

Payable Date

Pavable Date

Payable Date

02/18/2022

02/15/2022

Payable Date

Payable Date

02/15/2022

02/18/2022

02/16/2022

02/16/2022

02/16/2022

02/16/2022

02/16/2022

Due Date

Due Date

Due Date

Due Date

Due Date

02/18/2022

02/15/2022

Due Date

Due Date

02/15/2022

02/18/2022

02/16/2022

02/16/2022

02/16/2022

02/16/2022

Discount Amount Payable Amount

0.00

Payment Date

Payment Date

0.00

02/18/2022

02/18/2022

2.022.50 **Total Vendor Amount**

Payment Amount

2,022.50 Discount Amount Payable Amount

2,022.50

Total Vendor Amount 31.90

Payment Date Payment Amount 02/18/2022 31.90

Discount Amount Payable Amount 0.00 31.90

Total Vendor Amount

19,833.90 **Payment Date Payment Amount**

02/18/2022 19,833.90 Discount Amount Payable Amount

19,833.90 0.00

> **Total Vendor Amount** 1,194.02

Payment Date Payment Amount 02/18/2022 1,194.02

Discount Amount Pavable Amount

0.00 1.194.02

> **Total Vendor Amount** 455.00

Payment Date Payment Amount

02/18/2022 455.00 Discount Amount Payable Amount

0.00 125.00 0.00 330.00

> **Total Vendor Amount** 7,800.00

Payment Date Payment Amount 02/18/2022 7,800.00

Discount Amount Payable Amount 0.00 7,800.00

> **Total Vendor Amount** 4,569.96

Payment Date Payment Amount 02/18/2022 4,569.96

Discount Amount Payable Amount

0.00 4,569.96 **Payment Register** APPKT02253 - 20220218SW

Vendor Number **Vendor Name** PLASTIC PLACE 0001711

Total Vendor Amount 523.12

Payment Type Payment Number Payment Date **Payment Amount**

Check 02/18/2022 523.12

Payable Number Payable Date Description **Due Date** Discount Amount Payable Amount

LARGE TRASH BAGS INV444091 02/16/2022 02/16/2022 0.00 523.12

Total Vendor Amount Vendor Number **Vendor Name**

2,258.80 0001755 RACE TRACK AUTO BODY & MARINE **Payment Type Payment Number** Payment Date **Payment Amount**

Check 02/18/2022 2,258.80

Payable Date Payable Number Description **Due Date** Discount Amount Payable Amount

REPAIRS TO 6733 COLLISION REPAIR ORDER 8956 02/16/2022 02/16/2022 0.00 2,258.80

Vendor Number Vendor Name Total Vendor Amount RACETRACK AUTO CENTER 0001757 63.58

Payment Type Payment Number Payment Date Payment Amount

Check 02/18/2022 63.58 Discount Amount Payable Amount **Due Date**

Payable Number Description **Payable Date** 139584 PERFORM TOP ENGINE CLEAN 2016 FORD INTERCEPTOR 02/15/2022 02/15/2022 0.00 63.58

Vendor Number Vendor Name Total Vendor Amount 0001839 **ROY CASE INC** 5,585.74

Payment Type Payment Number Payment Date Payment Amount Check 02/18/2022 5,585.74

Payable Number Description **Payable Date Due Date** Discount Amount Payable Amount

FRANKLIN AVE WELL HOUSE ELECTRIC 02/18/2022 02/18/2022 0.00 5,585.74 4498

Vendor Number Vendor Name Total Vendor Amount 0001998 STAPLES CREDIT PLAN 181.93

Payment Type Payment Number Payment Date Payment Amount Check 181.93

02/18/2022 **Payable Number** Description **Payable Date Due Date**

Discount Amount Payable Amount

6035 5178 2026 3951 JAN F' STAPLES OFFICE SUPPLIES 02/15/2022 02/15/2022 0.00 181.93

Vendor Number Vendor Name Total Vendor Amount 0002163 TOWN OF BERLIN 28,207.39

Payment Number Payment Date Payment Amount Payment Type Check 02/18/2022 28,207,39

Payable Number Description Payable Date **Due Date** Discount Amount Payable Amount

TOWN UTILITY BILLINGS 02/16/2022 02/16/2022 0.00 28,207.39 MAR FY 22

Vendor Number Vendor Name Total Vendor Amount UNIFIRST CORPORATION 241.60 0002928

Payment Type Payment Number Payment Date Payment Amount

Check 02/18/2022 241.60

Payable Number Description Payable Date **Due Date** Discount Amount Payable Amount 092 1880967 UNIFORMS AND CLEANING SERVICES 02/15/2022 02/15/2022 0.00 115.88

UNIFORMS AND CLEANING SERVICES 092 1882085 02/15/2022 02/15/2022 125.72 0.00

Vendor Name Vendor Number Total Vendor Amount UNITED WAY OF THE EASTERN SHORE 0002205 40.00

Payment Type Payment Number Payment Date Payment Amount

Check 02/18/2022 40.00 **Payable Number** Description **Payable Date Due Date** Discount Amount Payable Amount

UNITED WAY EMPLOYEE CONTRIBUTION PPE 02/13/2022 02/15/2022 02/15/2022 0.00 40.00 **Payment Register**

APPKT02253 - 20220218SW

Vendor Number

Vendor Name

0002246

VERIZON-000014448231

Payment Type

Payment Number

Check

Payable Number

Description

14448231 MAR FY 22

VERIZON TELEPHONE SERVCE 14448231

Payable Date 02/18/2022

02/18/2022

Due Date

Discount Amount Payable Amount

Payment Date Payment Amount

02/18/2022

Payment Date

0.00

788.47

Total Vendor Amount

Payment Amount

788.47

Total Vendor Amount

788.47

54.38

Vendor Number

0002247

Vendor Name

VERIZON-000718605643

Payment Number

Check

Payment Type

Payable Number

Description

718605643 MAR FY 22

VERIZON TELEPHONE 5 MILE BRANCH RD

Payable Date 02/18/2022

Payable Date

02/18/2022

Due Date 02/18/2022

Due Date

02/18/2022

02/18/2022

54.38

Discount Amount Payable Amount

0.00

54.38

Vendor Number

Vendor Name

0002857 Payment Type

VERIZON-850462866001-13 **Payment Number**

Check

Payable Number

Description

850462866001-13 MAR FY 2 VERIZON TELEPHONE 410-641-0158

Total Vendor Amount

Payment Date Payment Amount

02/18/2022

45.57

Discount Amount Payable Amount

0.00 45.57 **Payment Register**

APPKT02253 - 20220218SW

Payment Summary

			Payable	Payment		
Bank Code	Туре		Count	Count	Discount	Payment
BOC AP	Check		40	36	0.00	156,960.38
		Packet Totals:	40	36	0.00	156,960.38