



## **BERLIN MAYOR AND COUNCIL**

### **Meeting Agenda**

**Berlin Town Hall**

**10 William Street**

**Monday, February 14, 2022**

#### **5:00 PM BUDGET WORK SESSION – Council Chambers**

Discussion:

1. FY 2023 General Fund Capital Projects
2. FY 2023 Real Estate Tax Rate Projections

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

1. Approval of the Minutes for:
  - a. Closed Session of 01.24.22
  - b. Statement of Summary of Closed Session of 01.24.22
  - c. Regular Session of 01.24.22
2. Swearing in Taylor Bakke to the Berlin Housing Review Board – Mayor Zack Tyndall
3. Introduce Samantha Steltzer – Salisbury University Communications Intern – Mayor Zack Tyndall
4. Board, Commission, and Committee Appointments – Mayor Zack Tyndall
5. Resolution 2022-02: Adoption of the Enterprise Reserve Policy – Finance Director Natalie Saleh
6. Town Administrator's Report
7. Departmental Reports
8. Comments from the Council
9. Comments from the Mayor
10. Comments from the Public
11. Comments from the Press
12. Adjournment

**\*\* 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](mailto:info@berlinmd.gov), please use Meeting Comments as your subject.
- Fax to: 410-641-2316.
- Mail to: Berlin Town Hall, Attn: Meeting Comments, 10 Williams St., Berlin, MD 21811. It is recommended that mail be posted no later than the close of business on the Friday before the meeting to help ensure delivery. The Town of Berlin is not responsible for delays or delivery failures on the part of the USPS or other delivery service.
- Drop off: Drop off in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.

To access the Meeting via live stream on Facebook, please click on the blue Facebook icon at the top of any page on the Town website, [www.berlinmd.gov](http://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.

**MAYOR AND COUNCIL OF BERLIN, INC**  
**TOWN OF BERLIN, MARYLAND**  
**FY 2023 CAPITAL BUDGET DEPARTMENT HEAD REQUESTS**  
**GENERAL FUND**

**REVENUES**

General Fund Revenues	430,350
State HWY User Grant	230,000
Community Parks and Playgrounds Grant	111,650

<b>TOTAL REVENUES</b>	<b>\$ 772,000</b>
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**EXPENDITURES****5130 Building and Grounds**

Town Hall Entrance Renovation	40,000
Total Building and Grounds Development	40,000

**5200 Police Department**

2023 Chevrolet Tahoe	1	45,000
To replace 2014 Chevrolet Tahoe		
Radar and Vehicle Video Equipment		6,100
Duty Hand Guns		7,400
Mobile Radio and Portable Unit 800 MGH		11,500
Tasers X26 Replacement		5,000
Total Police Department Department		75,000

**5300 Public Works Department**

Concrete Pad 20x40 Oil Separator	8,000
Fleet Maintenance Tracking Software	5,000
Total Public Works Department	13,000

**5320 Streets Department**

Elizabeth Street	65,000
Schoolfield Street	70,000
Quillin Drive to Broad Street	65,000
Tripoli Street to SD Park Sidewalk	50,000
Total Concrete/Sidewalk/Streets Projects	250,000

John Deer Zero Turn Mower	15,000
To Replace 2007 Zero Turn Mower	
Ford F250 Pick Up	45,000
To Replace 2003 F150 #51	
Ford F550 Dump Truck	87,000
To Replace 2000 GMC 3500	
Backhoe Tractor	125,000
To Replace 2001 John Deer	
	272,000

<b>Total Public Works Department</b>	<b>535,000</b>
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**5500 Parks and Recreation**

Henry Park Basketball Lighting	122,000
Total Parks and Recreation	122,000

<b>TOTAL EXPENDITURES</b>	<b>\$ 772,000</b>
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<b>TOTAL REVENUES</b>	<b>772,000</b>
<b>TOTAL EXPENDITURES</b>	<b>772,000</b>
<b>TOTAL REVENUES OVER EXPENDITURES</b>	<b>-</b>





TOWN OF BERLIN

# **NEEDS ASSESSMENT: THE FIRST STEP IN ESTABLISHING BERLIN'S 5-YEAR CAPITAL PLAN**

Prepared by Mayor Zack Tyndall

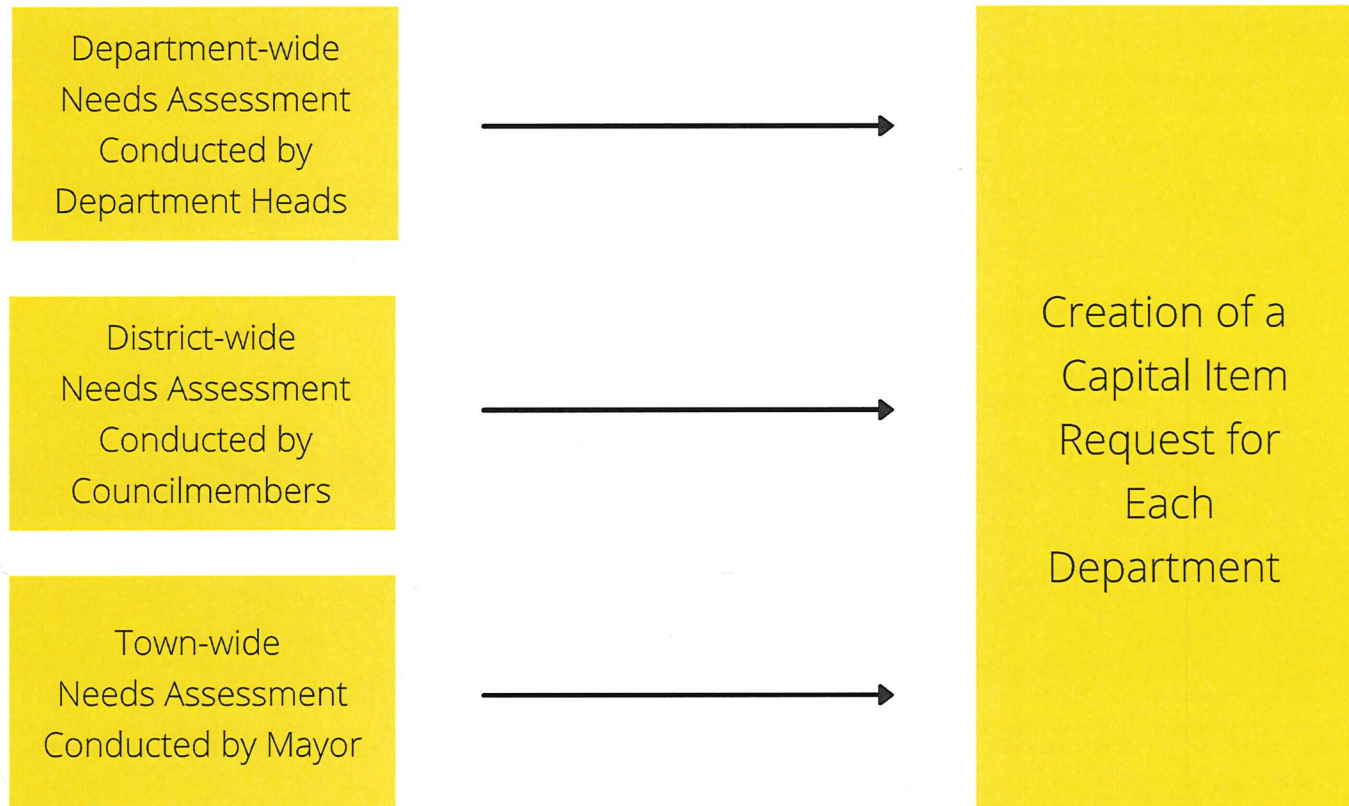


# WHAT IS A CAPITAL PLAN?

- A framework for understanding our Town's aging infrastructure
- A crucial step toward allocating our town's financial and professional resources



# STARTING THE 5-YEAR CAPITAL PLANNING PROCESS



# Elected Officials

## PUBLIC MEETING ACCESS

- FY23
  - Improvements to Council Chambers audio and visual system and public access channel technology upgrades: \$45,000

## STRATEGIC PLAN

- FY23
  - Update the town's expired strategic plan: \$27,5000



# Administration

## POOL VEHICLE

- FY26
  - Pool vehicle replacement: \$30,000

## DOCUMENT RETENTION

- FY26
  - Digitizing town documents: \$TBD

# Finance

NO CAPITAL REQUEST

No capital requests were  
received from the Finance  
Department

# Customer Account

NO CAPITAL REQUEST

No capital requests were  
received from  
Customer Accounts



# Building and Grounds

## TOWN HALL RENOVATION

- FY25
  - Renovation of vacant police station at Town Hall: \$250,000

## SECURITY IMPROVEMENTS

- FY23
  - Security improvements to Town-owned buildings: \$27,5000

## AED: TOWN HALL

- FY23:
  - AED with automatic alarm for in front of Town Hall: \$TBD

# Police Department

## VEHICLES

- Vehicles and Equipment
- FY23: \$41,000
- FY24: \$82,000
- FY25: \$41,000
- FY26: \$41,000
- FY27: \$82,000

## MISC EQUIPMENT

- Examples: MDT, E-Tix, and Radios
- FY23: \$3,000
- FY24: \$6,000
- FY25: \$3,000
- FY26: \$9,000
- FY27: \$6,000

## RADAR

- Radar
- FY23: \$2,200
- FY25: \$2,200
- FY27: \$2,200

## Police Department Continued

### CAR VIDEO

- FY23: \$4,200
- FY26: \$4,200

### WEAPONS

- FY23: \$7,400
- FY25: \$2,200

### TASERS (CONTRACT)

- FY23: \$7,000
- FY24: \$7,000
- FY25: \$7,000
- FY26: \$7,000
- FY27: \$7,700



# Police Department Continued

## RADIOS

- FY23 - \$11,500
- FY25 - \$23,000

## COMPUTERS

- FY26 - \$22,000

# Public Works

## FACILITIES

- FY24
  - Public Works Building  
(120 ft x 60 ft): \$400,000

# Sanitation

## TRASH

- FY25
  - Garbage Truck  
Replacement: \$450,000

## RECYCLING

- FY26
  - Recycling Truck  
Replacement: \$400,000



# Streets

## PAVING

- FY23
  - East Graham Avenue: \$50,000
  - Stevenson Lane: \$50,000
  - Decatur Street: \$70,000
- FY26
  - West Street: \$1,000,000

## SIDEWALKS

- FY23
  - Tripoli to SD Park: \$50,000
- FY25
  - Washington Street: \$250,000
  - East Branch Street: \$150,000
- No specific FY
  - Maple Avenue: \$TBD
  - Decatur Street: \$TBD
  - Schoolfield Street: \$TBD
  - Showell Street: \$TBD
  - Elizabeth Street: \$TBD

# Streets Continued

## VEHICLES & MACHINERY

- FY23
  - F-150 Replacement: \$35,000
  - Backhoe Tractor: \$125,000
- FY24
  - Dump Truck (split with Water Resources): \$150,000
  - 2 Lawn Mowers: \$40,000

## NEW PROJECTS

- FY23
  - Pedestrian Bridge at Bay Street and Route 113: \$TBD
  - Roundabout Main Street and Old Ocean City Blvd: \$TBD
  - Roundabout Flower St, Railroad Ave, Schoolfield St, and Branch St: \$TB
  - Rails-to-Trails: \$TBD
- FY27
  - Decatur Street Realignment: \$300,000

# Economic and Community Development

## VEHICLE

- FY25:
  - Vehicle Replacement: \$35,000

## WELCOME CENTER

- FY 24:
  - HVAC System: \$120,000
- FY26
  - Window Replacement: \$50,000

## COMMUNITY DEVELOPMENT

- FY23
  - Pocket Park Memorial on the Corner of Flower Street and Bay Street: \$TBD
  - New Sign on Route 50 just West of Main Street: \$TBD
  - Parking Improvements: \$TBD

# Planning and Zoning

## BUILDING

- FY24
  - Improvements to ceiling in the planning and zoning building: \$15,000

## GIS MAPPING

- FY23
- Infrastructure Mapping: \$TBD

## NEW PROJECTS

- FY TBD
  - Community Center: \$TBD
  - Broadband: \$TBD
  - Alignment of AGH Driveway with Stephen Decatur Apartments: \$TBD



# Parks and Recreation

## HENRY PARK

- FY23
  - Basketball Court Lighting: \$122,000
  - Playground Equipment: \$37,500
  - Dog Park: \$TBD

## STEPHEN DEACTUR PARK

- FY23
  - Walking Path: \$100,000
  - SAM Boxes (pond): \$TBD
  - Playground Equipment: \$37,500

## BURBAGE PARK

- FY23
  - Pavillion: \$TBD
  - Parking: \$TBD
  - Landscaping: \$TBD

## HERON PARK

- FY23
  - SAM Boxes (pond): \$TBD
  - Walking Path: \$TBD
- FY24
  - Fishing Piers: \$TBD
- Pond Cleanup
  - FY - \$TBD
- Unknown FY
  - Playground Equipment: \$TBD
  - Entertainment Pavilion: \$TBD

# Electric Administration

## VEHICLES

- FY23
  - F-150 Replacement:  
\$30,000

## EQUIPMENT

- Unknown FY
  - Lighting on Bottle  
Branch Road: \$TBD

# Electric Distribution

## VEHICLES

- FY24
  - Small Bucket Truck: \$100,000
- FY 26
  - F-150 Replacement: \$35,000
  - Large Bucket Truck: \$300,000

## EQUIPMENT

- Pools
  - FY23 - \$20,000
  - FY24 - \$20,000
  - FY25 - \$20,000
  - FY26 - \$20,000
  - FY27 - \$20,000
- Transclosure Replacement
  - FY23 - \$10,000
  - FY24 - \$10,000
  - FY25 - \$13,000
  - FY26 - \$13,000
  - FY27 - \$10,000

## EQUIPMENT

- FY23:
  - Purnell Crossing South S&C Switch: \$30,000
- 3 Phase Transformer
  - FY23 - \$25,000
  - FY24 - \$25,000
  - FY25 - \$25,000
  - FY26 - \$35,000

## EQUIPMENT

- FY23
  - Purnell Crossing South - Underground: \$25,000
- Underground Services
  - FY23 - \$25,000
  - FY24 - \$25,000
  - FY25 - \$25,000
  - FY26 - \$25,000
  - FY27 - \$25,000



# Power Plant

## GENERATION

- FY23
  - Replacement of #4 Engine with Natural Gas Generator: \$2,500,000
  - Replacement of #2 Engine with Natural Gas Generator \$2,500,000
- FY24
  - Replacement of #1 Engine with Natural Gas Generator: \$2,500,000

## EQUIPMENT

- FY23
  - Power Plant ABB Cabinet: \$110,000
  - Power Plant S&C Cabinet: \$35,000
  - Power Plant Trans Fans: \$45,000

## EQUIPMENT

- FY23
  - Battery Pack: \$TBD
  - Power Plant S&C Cabinet: \$35,000
  - Power Plant Trans Fans; \$45,000



# Treatment

## VEHICLES

- FY24
  - 2 F-150 Replacements: \$50,000
- FY25
  - Service Body Truck: \$150,000
  - Vac Truck: \$500,000

## EQUIPMENT

- FY23
  - Valves: \$110,000
- FY24
  - West Street Water Main: \$750,000
  - Water Meter Replacement: \$1,000,000
- FY25
  - Washington Street Sewer and Water: \$2,000,000

## EQUIPMENT

- FY25
  - Well: \$1,000,000
- FY26
  - Showell Street Sewer: \$500,000
- FY27
  - Water Tower: \$5,000,000

# Distribution

## EQUIPMENT

- FY23
  - Powellton Pump House:  
\$250,000
  - Well Maintenance:  
\$20,000

# Collection

## VEHICLES

- FY24
  - 2 F-150 Replacements: \$50,000

## EQUIPMENT

- FY24
  - West Street Sewer: \$2,000,000
  - West Street Lift Station: \$1,000,000
  - Broad Street Lift Station: \$1,000,000
- FY26
  - Main Street Sewer Main Line: \$2,500,000

# Plant

## EQUIPMENT

- FY24
  - Wastewater Treatment Plant Expansion:  
\$2,500,000



# Spraysite

## VEHICLES

- FY23
  - Utility Vehicle: \$20,000
- FY24
  - F-150 Replacement: \$25,000
- FY27
  - F-150 Replacement: \$25,000
- Lawn Mower
  - FY24 - \$20,000
  - FY25 - \$20,000
  - FY26 - \$20,000

## EQUIPMENT

- FY23
  - HVAC System: \$12,500
- FY25
  - Spraysite Upgrade: \$1,000,000
- FY26
  - Tractor Replacement: \$90,000

# Stormwater

## EQUIPMENT

- FY23
  - Flooding on Maple Avenue: \$TBD
  - Washington Street Pipe Replacement: \$100,000
- FY24
  - West Street Stormwater Drain: \$3,000,000

## EQUIPMENT

- FY23
  - Ditch Maintenance: \$TBD
- FY26:
  - Franklin Avenue and Nelson Street Stormwater Improvements: \$4,000,000
  - Offline wetland behind Southwest Portion of Berlin: \$TBD

# Next Steps



## REVIEW OF REVENUE

Next the Mayor and Council will review the available revenue using conservative estimates for each fund.



## ADOPTION OF CAPITAL PLAN

The five year capital plan will be presented to the Mayor and Council during regular open session for adoption.



## CAPITAL PRIORITIZATION

The Mayor and Council will prioritize the capital needs for each fiscal year.

## FY 2023 Estimated

## RE Tax Rate Scenarios 02/14/2022 - Meeting / Informational purposes only.

## Net RE Base is Per Department of Assessment- Estimated values

		Additional Revenues	Revenue % Increase
FY 2022 Net assessable real property base	463,872,510		
Tax Rate per \$100	0.8150		
FY 2022 Current Revenue Projected	\$ 3,780,561		

<b>ESTIMATED FY 2023</b>			
Net assessable real property base	476,571,675		
Tax Rate per \$100	0.8150		
Revenue Estimated	3,884,059	103,498	2.74%
		\$ 103,498	

Net assessable real property base	476,571,675		
Tax Rate per \$100	0.8200		
Revenue Estimated	3,907,888	127,327	3.37%
		\$ 230,825	

Net assessable real property base	476,571,675		
Tax Rate per \$100	0.8250		
Revenue Estimated	3,931,716	151,155	4.00%
		\$ 254,654	

Net assessable real property base	476,571,675		
Tax Rate per \$100	0.8300		
Revenue Estimated	3,955,545	174,984	4.63%
		\$ 278,482	

Net assessable real property base	476,571,675		
Tax Rate per \$100	0.8400		
Revenue Estimated	4,003,202	222,641	5.89%
		\$ 326,139	

RE Property Assessed at	\$300,000	Tax Bill @.815C	\$2,445.00
		Tax Bill @.82C	\$2,460.00
		Tax Bill @.825C	\$2,475.00
		Tax Bill @.83C	\$2,490.00
		Tax Bill @.84C	\$2,520.00

Residential	1603	82.76	394,395,661
Commercial	334	17.24	82,176,014
	1937	%	476,571,675
*** same RE tax rate applies to both***			



CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, January 24, 2022

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

**Staff Present:** Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, and Town Attorney David Gaskill

**Absent:** None

**Others present:** None

This meeting was held via Zoom, with the start of the meeting and vote to close the session streamed live via Facebook.

On Monday, January 24, 2022, at approximately 5:45 PM, Mayor Tyndall reviewed several protocols for the open meeting portion of the session. He noted that the purpose of the Closed Session was to consult with legal counsel, and it was being closed pursuant to Maryland Code; General Provisions Article; Sec 3-305(b)(7): To consult with counsel to obtain legal advice on a legal matter.

At the request of Mayor Tyndall, Councilmember Burrell moved to close the session, Councilmember Purnell seconded and the vote to close the session was unanimous. The Facebook livestream was ended at approximately 5:48 PM.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
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Mayor Tyndall asked for a motion to adjourn the Closed Session. Councilmember Purnell so moved, Councilmember Knerr seconded, and approval was unanimous. The meeting was adjourned at approximately 5:58 PM.

Respectfully Submitted,



Mary T. Bohlen  
Deputy Town Administrator



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

- 1. Statement of the time, place, and purpose of the closed session:**
  - a. Time of closed session: January 24, 2022 at 5:45 PM
  - b. Place (location) of closed session: Virtual via Zoom with public statement and vote open to the public using Facebook Live
  - c. Purpose of the closed session: Discussion re: Opioid Class Action Litigation.
  - d. Date and time that returned to public meeting: January 24, 2022 at 6:00 PM
- 2. Record of the vote of each member as to closing the session:**
  - a. Motion to close meeting made by: Burrell
  - b. Seconded by: Purnell
  - c. Members voting in favor: Knerr, Nichols, Orris
  - d. Members opposed: None
  - e. Members abstaining: None
  - f. Members absent: None
- 3. Statutory authority to close session:**
  - a. This meeting was closed under the following provisions of General Provisions Article § 3-305(b) (7) To consult with counsel to obtain legal advice on a legal matter.
- 4. Listing of each topic actually discussed, persons present, and each action taken in the session:**

Topic description	Persons present for discussion	Action taken/each recorded vote
Opioid Class Action Litigation.	M&C: Z. Tyndall, D. Burrell, J. Knerr, S. Nichols, J. Orris, T. Purnell Staff: J. Fleetwood, M. Bohlen, D. Gaskill	None

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

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



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, January 24, 2022**

**6:00 PM      REGULAR SESSION – Via Zoom**

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

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

Due to the Coronavirus/Covid-19 State of Emergency, this meeting was held via Zoom and broadcast live via Facebook. Following a moment of silence dedicated to the Baltimore City Firefighters who lost their lives in the line of duty and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 7:05 PM.

Mayor Tyndall stated that the public can participate in the meeting by joining the zoom meeting online, however, those joining by phone would only be able to listen. There will be an opportunity to ask questions and comment at the end of the meeting.

1. Approval of the Minutes for:

a. Regular Session of January 10, 2022:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Regular Session Minutes of 01.10.2022 were approved by the following vote:

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

2. Resolution 2022-01:

Mayor Zackery Tyndall stated that in light of the executive session they would be adding this resolution for approval this evening. Resolution 2022-01 allows the Town to join in the settlement agreement for the opioid class-action suit that began some time ago. A press release will be issued when they have more details about the settlement that the Town would receive.

On the motion of Councilmember Knerr, second by Councilmember Orris, Resolution 2022-01 was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Troy Purnell	X				



Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

3. Presentation of Town's 2022 Goals:

Mayor Zack Tyndall presented the State of the Town and the 2022 goals and objectives.

4. Presentation of the 2021 Fiscal Year Audit

Michael Kleger, Leslie Michalik, and Lindsey Keen with Pigg, Krah & Stern (PKS), presented the FY 2021 audit report. Mr. Kleger said the audit report layout will change next year, he wanted to make the Town aware of that. Ms. Michalik presented the Town's financial information. Mayor Tyndall stated that there will be a discussion this evening about smart meters which should help the water departments become more self-sufficient and help drastically with lost revenue; Ms. Jean Holloway said she is confident it will bring in much more revenue, the current meters are inaccurate and outdated. Councilmember Purnell added that the past rate changes have helped but have not been enough; Mr. Kleger said that is correct, there is a long way to go to break even, but the meter replacement sounds like a good start.

5. Contract Award Recommendations for Request for Proposals (RFP):

a. RFP 2021-03: Paving of Town Streets and Pathway

Town Administrator Jeffrey Fleetwood recommended that the Town move forward with the bid presented by George and Lynch in the amount of \$166,343, which is below the original estimate. On the motion of Councilmember Purnell, second by Vice-President Burrell, the recommendation to move forward with the services provided by George and Lynch for RFP 2021-03 was approved by the following vote:

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

Councilmember Nichols said she does not want this scheduled during the school year in areas that would affect the traffic for school, specifically East Graham; Mr. Fleetwood said start times will depend on materials, weather, and when contractors can start, but they would do their best. Mayor Tyndall asked Finance Director Natalie Saleh to mention how this would be paid for; Ms. Saleh said it will be paid for by using Highway User Revenues and Impact Fees.

b. RFP 2021-04: Branch Street Well #3 – Replacement Well Project

Town Administrator Jeffrey Fleetwood recommended A.C. Shultes in the amount of \$64,581 for phase one of the Branch Street Well #3 Replacement Project. The entire project will include a test well and a production well and should be no more than \$350,000 and they planned to use ARPA funding to cover the project. Vice-President Burrell asked what position not replacing the well puts the Town in; Mr. Fleetwood said thankfully it is winter and usage is down, but operations could not be maintained year-round. Mayor Tyndall said once this is completed, they will be seeking grant funding for a fourth well. Councilmember Knerr thanked Mr. Fleetwood for trying to save money and exploring re-coring the current well, but it was not suitable.



On the motion of Councilmember Knerr, second by Councilmember Purnell, the motion to use ARPA funding not to exceed \$350,000 for the Branch Street Well #3 Replacement Project was approved by the following vote:

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

On the motion of Councilmember Orris, second by Vice-President Burrell, the recommendation of using A.C. Shultes for phase one of the Branch Street Well #3 Replacement Project was approved by the following vote:

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

Mayor Tyndall noted that wells are not a guarantee, and he does not want to jinx the project, but it is possible that after the project begins, they may find that the well location is not suitable. Unfortunately, there is no way to tell until the project is underway, but they are confident in the location selected.

6. Draft Request for Proposal (RFP) Discussion:

Town Administrator Jeffrey Fleetwood and Josh Taylor of Davis, Bowen & Friedel presented information on the Smart Meter project and their desire to produce an RFP for two items, one to procure the equipment and one to install the equipment, they believe two RFP's will produce more responses and work to the Town's advantage financially. Water Resources Director Jamey Latchum added that based on the water study that was done for the Town they feel confident that the meters would pay for themselves in one to two years. Councilmember Orris said page three of ten states 60 and 90 days, he asked which it should be, Mr. Taylor said it should be 90 days. Councilmember Orris also asked about the four tablets mentioned on page eight of ten; Mr. Latchum said more would be nice, but they were going to start with four, one for the Department Head, one for each Superintendent, and one extra to have on hand. Mr. Fleetwood asked Ms. Holloway if she felt that the new meters would produce a sizable revenue increase; she said she thought it would. Mr. Taylor asked if once they approve the RFP's can he still make minor adjustments; Mayor Tyndall said yes, but nothing of substance without approval. Mr. Taylor said this will also be beneficial when the new lead and copper rules go into effect. Ms. Holloway added that these types of smart meters allow for the ability to detect a leak much sooner than the current meters, which is beneficial to both the Town and its users. She believes the meters will pay for themselves in one to three years.

a. RFP 2022-01 Smart Water Meter Equipment Procurement

On the motion of Councilmember Orris, second by Councilmember Knerr, the request to move forward with RFP 2022-01 for Procuring the Smart Water Meter Equipment was approved by the following vote:

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

b. RFP 2022-02 Smart Water Meter Installation

On the motion of Vice-President Burrell, second by Councilmember Orris, the request to move forward with RFP 2022-02 for Installation of the Smart Water Meters was approved by the following vote:

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

7. Discussion:

a. Water and Wastewater Recommendations

Finance Director Natalie Saleh and Jean Holloway, Southeast Rural Community Assistance Project presented findings and recommendations for the Mayor and Council; Ms. Holloway said it was important to delay restructuring rates until the new meters are in place. Councilmember Knerr asked Mayor Tyndall if he wishes to see the increase of fees; Mayor Tyndall said he does not want to see any increases, but it is necessary for the Town to break even. Councilmember Knerr said he would prefer to wait until the start of the new fiscal year before restructuring the rates. Councilmember Purnell said they are kicking the can down the road if they do not do it now. Councilmember Orris said he agrees with Councilmember Knerr, that we should take things one step at a time and install the new meters before imposing any new fees. Ms. Saleh added that it is a burden on taxpayers, but it needs to be done, and who is to say the economy is not worse in six months and then they may be in a position where they need to wait even longer. Mayor Tyndall said the public is facing a lot of pressure right now, but this is not a new problem, the enterprise funds are in distress, and they must fix the issue. Mayor Tyndall then thanked Ms. Holloway for her recommendations and said this may need to go back to the drawing board, he then suggested some sort of tax break or rebate for residents.

b. Stormwater Utility Adjustments

Finance Director Natalie Saleh and Darl Kolar, EA Engineering presented the proposed stormwater utility adjustments. Mr. Kolar said once the Town is in a positive position, they will be better positioned for grants. Mr. Fleetwood asked what percentage of the \$2.3 million that has been utilized for projects has come from the Town; Mr. Kolar said roughly 25% has been from the Town and 75% has been from grants. Councilmember Knerr said this would be easier to follow if they used the term commercial instead of non-residential; he also said he does not feel it is fair to residents to hit them with water, wastewater, and stormwater fee restructuring all at once, he thinks they need to wait until the start of a new fiscal year. Councilmember Purnell said he keeps hearing breakeven, but we must do more than breakeven, so we have leverage for funding. Vice-President Burrell said it is important to him to hear from the public. Mayor Tyndall said he is hearing that it is too much for residents, but they need to break even, each day they put this off non-spendable funds will increase. Mayor Tyndall does think it is important to listen to residents, but he also feels it is important to listen to Town staff and the



professionals. Mr. Fleetwood said while it is not an easy decision, they are going backward, and the reality is that the funds are needed. Councilmember Orris said the proposed rates still do not allow the fund to break even; Ms. Saleh said it is not just about breaking even but stopping the bleed, it is to fix the fund and operating losses, the Town needs to establish a positive cash flow. Councilmember Nichols suggested discounts for residents if you can pay upfront or some sort of incentive for early payment. Vice-President Burrell said it is still important for him to hear from residents on both topics discussed this evening. Mayor Tyndall said he is hoping this can be done at the February 14<sup>th</sup> Mayor and Council Meeting.

8. Introduction of the Enterprise Funds Reserve Policy

Finance Director Natalie Saleh went over the policy and said it is important that the funds be independent and that a policy is established. Mayor Tyndall said they are not looking for any action tonight he would like to receive input before the February 14<sup>th</sup> meeting, they will be looking for action then.

9. Berlin Fire Company and EMS Quarterly Presentation

President David Fitzgerald and Fire Chief RJ Rhodes presented the Fire and EMS information. Mayor Tyndall said it is important that they continue to share promotional information to the Town to share online. Councilmember Orris asked if the COVID decontamination tent was still being used; Mr. Fitzgerald said it was not, they do all the cleaning on their own. Councilmember Orris asked how the Fire and EMS County meetings were going; Mr. Fitzgerald said going well and there will be information distributed soon. Vice-President Burrell said it is hard to see how things are progressing when they do not include comparison numbers in their presentation, it would be helpful to see a year-to-year comparison or see where they stand with what was budgeted. Vice-President Burrell asked if there was a law or regulation that prevented them from billing a non-transport; Mr. Fitzgerald said they are not allowed to bill a non-transport, even if they provide treatment on the scene. Mayor Tyndall said House Bill 44 may change that and he would like the Fire Company to provide their support and an estimate on what they have not been able to collect due to the regulations in place and the Town can compile the information to submit written testimony.

10. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood that much of that was heard tonight was capital increases and inflation. This is something that will greatly affect expenditures, so it is best to keep it in mind when moving forward with the FY 2023 budget.

11. Departmental Reports:

a. Finance Director – Natalie Saleh

Ms. Saleh said she is working on establishing capital projects with each department. There will be a budget work session at 5 pm on February 14, 2022. Also, if you have any questions about the PKS audited financial statements, please call her.

b. Administrative Manager – Kelsey Jensen

Ms. Jensen said W2's, Total Compensation Statements, and 1095's will all be distributed this week. She then mentioned that they will be interviewing three individuals for the Plant Operator Trainee Position on Wednesday. Lastly, she reminded all that Chris Carroll will be conducting a Social Security and Medicare Presentation via Zoom on Thursday at 10 am and a link was sent to all employees if they are interested in joining.

c. Police Chief – Arnold Downing

Chief Downing said tomorrow they are meeting with Lexipol to go over implementation. They are working on the FY 2023 budget numbers and are seeing most costs increase. They are also looking into the police reform mandates and how they will affect the town and manpower.

## d. Electric Utility Director – Tim Lawrence

Mr. Lawrence said they will be conducting meter reads this week. On February 7<sup>th</sup> and 8<sup>th</sup> they will perform MDE three-year stack testing. Verizon pole inspections are taking place this week by a third party, but they are Town poles, so benefits the Town to have someone do an inspection. On Friday at 9 pm there was an accident on Flower Street that broke a utility pole in half, it was repaired that evening and replaced the following morning. Mayor Tyndall asked what the banding on the poles was for; Mr. Lawrence said it is done to extend the life of the pole.

## 12. Comments from the Council:

Councilmember Knerr said he wants to discuss short-term rentals again, he does not want it to be forgotten. Mayor Tyndall said he agrees but wants it to be something that is discussed when they are back to an in-person meeting.

Councilmember Orris reminded the Mayor that he is still interested in receiving information about the committee openings and said that flags should be at ½ staff. Mayor Tyndall said his assistant JoAnn Unger is working on pulling the committee information together and he will send it out when it is available. He also said they are aware of the flags and they were lowered this evening.

Councilmember Purnell thanked the police for having more presence at intersections. He was also happy to see that the speed cameras have been hard-wired; Mayor Tyndall pointed out that they are radar boards and are not photo enforced. Chief Downing thanked Mr. Lawrence for installing them.

## 13. Comments from the Mayor:

Mayor Tyndall thanked the Town staff that made it possible to bury the Town Mascot Althea the chicken.

## 14. Comments from the Public

Ms. Bohlen read a letter that was submitted by Sara Simon.

## 15. Comments from the Press – none.

## 16. Adjournment:

On the motion of Vice-President Burrell, the Mayor and Council meeting was adjourned at approximately 9:20 PM.

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

Respectfully Submitted,

  
Kelsey Jensen  
Administrative Manager





# Mayor & Council of Berlin

Agenda Item #2



## OATH OF OFFICE

I, Taylor Bakke, 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 14th DAY OF FEBRUARY, 2022.

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Taylor Bakke

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Zack Tyndall, Mayor



# **TOWN OF BERLIN, MARYLAND**

## **Office of the Mayor**

**February 9, 2022**

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

As Mayor, I am honored to make the following nominations:

### **Housing Board of Review (Three Year Term)**

- **Jonathan Hill:** New appointment
  - Mr. Hill has a firm understanding of the Town Code and the roles and responsibilities of the Housing Board of Review.

### **Tattoo Advisory Committee (Two Year Term)**

- **Matthew Amey:** Reappointment
  - Mr. Amey is a world-renowned tattoo artist and has previously served as Chairman of the committee.
- **Patricia Dufendach:** Reappointment
  - Ms. Dufendach previously served on this committee.
- **Natalee DeHart:** New Appointment
  - Berlin resident with a passion for the industry.

Please let me know if you have any questions regarding my nominations. I respectfully ask for your support in appointing the above member during the Mayor and Council Meeting on Monday, February 14, 2022.

Respectfully,

Zack Tyndall, Mayor



RESOLUTION 2022-02

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN,  
ESTABLISHING A RESERVE POLICY FOR ENTERPRISE FUNDS.

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 Enterprise Funds 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

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 Enterprise Funds 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.

**Enterprise Funds**

In compliance with the Government Accounting Standards, state and local government should use the enterprise fund to account for "business-type activities" - which include services primarily funded through user charges. Each enterprise fund shall strive to maintain positive unrestricted fund balance to help mitigate impacts of unplanned revenue shortfalls and losses during economic downturns, and to protect against a reduction of service.

### Category and Purpose of Each Fund Balance

<i>Category</i>	<i>Purpose</i>
Capital Reserve	Funds in this category are reserved and must be spent for a specific capital purpose. This fund established to help to maintain capital replacements, to fund major infrastructure projects and equipment needs.
Debt Service	Funds in this category can only be used to pay debt services, including the early retirement or reduction of outstanding debt.
Utility Stabilization	Funds in this category include reserved portion of "Unrestricted Net Position". The use of the funds shall be limited to unanticipated and non-recurring needs, to fund emergency or natural disaster situations of all Enterprise Funds departments.

### 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. Capital Reserve: The recommended fund balance for this category is equal or greater than one fiscal year of Capital Projects expenditures outlined in Town's Capital Plan.
2. Debt Service: The recommended fund balance for this category is equal or greater than one year of the Enterprise Fund debt service (principal and interest) for any outstanding debt instrument.
3. Utility Stabilization Reserve: The recommended fund balance for this category is equal or greater than ninety (90) days of Enterprise Fund total budgeted operating expenses.



### Use, Transfer and Replenishment of Fund Balance

1. All transfers, replenishments, or expenditures from Enterprise Fund Reserves require the expressed approval of the Mayor and Council during an open and public meeting.
2. Mayor and Council retains the authority to assign and amend the Enterprise Fund Reserves balance.
3. Enterprise Fund Reserves are to be replenished annually through the annual budget surplus, one-time revenues, and special assessment revenues.

### 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 Enterprise Fund Reserves 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 replenish the Enterprise Fund Balance to a positive balance and maintain sustainable level.

Approved this 14th day of February 2022 by the Mayor and the Town of Berlin, Maryland, by

affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining, and \_\_\_\_\_ absent.

\_\_\_\_\_  
Dean Burrell, Vice President

Approved this 14th day of February 2022 by the Mayor and Town of Berlin.

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

ATTEST:

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

## Check Run Reports for:

01.20.22

01.21.22

01.27.22

01.28.22

02.02.22

02.07.22

02.08.22



# Town of Berlin, MD

UBPKT07961 - 20220119mt

*8/1/22*

*MTB 1/21/22*

## Refund Check Register Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-520000-00	SHORE UP-REFUNDS	1/19/2022	21587	1,125.83			1125.83	Deposit
44-1270081-14	JACEK, DANIELLE	1/19/2022	21588	151.29			151.29	Deposit
66-0451621-02	DENNIS, SAMUEL	1/19/2022	21589	187.72			187.72	Deposit
Total Refunds: 3				Total Refunded Amount:	1,464.84			

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1464.84
Revenue Total:	1464.84

## General Ledger Distribution

Posting Date: 01/20/2022

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-1,464.84	Yes
10-2010-2074	UNAPPLIED CREDITS	1,464.84	
10 Total:		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-1,464.84	
98-2498-2200	DUE TO OTHER FUNDS	1,464.84	Yes
98 Total:		0.00	
Distribution Total:		0.00	



# Town of Berlin, MD

UBPKT07909 - Refunds 1 UBPKT07908 Single Billing

*J. J. J. J.*  
1/21/22

## Refund Check Register Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0471871-10	DEUTSCH, MARC	1/20/2022	21590	61.55			61.55	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	61.55			

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	61.55
Revenue Total:	61.55

## General Ledger Distribution

Posting Date: 12/29/2021

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-61.55	Yes
10-2010-2074	UNAPPLIED CREDITS	61.55	
10 Total:		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-61.55	
98-2498-2200	DUE TO OTHER FUNDS	61.55	Yes
98 Total:		0.00	
Distribution Total:		0.00	





Town of Berlin, MD

UBPKT07911 - Refunds 1 UBPKT07910 Single Billing

*Handwritten signature*

*Handwritten date: 12/21/21*

# Refund Check Register

## Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0461241-15	PEREZ, NORMA	1/20/2022	21591	19.78			19.78	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	19.78			

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	19.78
Revenue Total:	19.78

## General Ledger Distribution

Posting Date: 12/29/2021

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-19.78	Yes
10-2010-2074	UNAPPLIED CREDITS	19.78	
10 Total:		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-19.78	
98-2498-2200	DUE TO OTHER FUNDS	19.78	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

*1/21/22*

# Check Register

Packet: APPKT02233 - 20220121SW

*myB 1/21/22*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000224	ASHTON WELDING	01/21/2022	Regular	0.00	3,339.94	21592
0002056	AXON ENTERPRISES INC	01/21/2022	Regular	0.00	4,738.50	21593
0000455	CARD'S TECHNOLOGY	01/21/2022	Regular	0.00	4,117.00	21594
0003317	CARTER MACHINERY COMPANY INC	01/21/2022	Regular	0.00	350.00	21595
0000511	CHOPTANK ELECTRIC COOPERATIVE	01/21/2022	Regular	0.00	2,490.70	21596
0000529	CINTAS FIRST AID & SAFETY	01/21/2022	Regular	0.00	50.46	21597
0002647	CINTAS RUGS	01/21/2022	Regular	0.00	269.58	21598
0000572	COMCAST	01/21/2022	Regular	0.00	27.03	21599
0000572	COMCAST	01/21/2022	Regular	0.00	50.82	21600
0000572	COMCAST	01/21/2022	Regular	0.00	356.56	21601
0000847	ENVIROCORP, INC.	01/21/2022	Regular	0.00	392.50	21602
0000867	ETSI	01/21/2022	Regular	0.00	10,200.00	21603
0000894	FEDEX	01/21/2022	Regular	0.00	19.85	21604
0000897	FERGUSON ENTERPRISES	01/21/2022	Regular	0.00	1,999.74	21605
0000907	FLAG PUBLICATIONS INC	01/21/2022	Regular	0.00	35.00	21606
0001032	HILL'S ELECTRIC MOTOR SERVICE IN	01/21/2022	Regular	0.00	495.64	21607
0002800	LLOYD KEVIN	01/21/2022	Regular	0.00	640.00	21608
0003315	OCEAN BREEZE	01/21/2022	Regular	0.00	1,850.00	21609
0001652	PASCO OF FRUITLAND	01/21/2022	Regular	0.00	20.00	21610
0001677	PENINSULA DRY CLEANERS, INC	01/21/2022	Regular	0.00	79.00	21611
0001717	PNC BANK, N A	01/21/2022	Regular	0.00	2,128.53	21612
0001757	RACETRACK AUTO CENTER	01/21/2022	Regular	0.00	58.72	21613
0002795	SANDPIPER ENERGY INC	01/21/2022	Regular	0.00	80.54	21614
0003207	UNITED ENERGY TRADING LLC	01/21/2022	Regular	0.00	1,212.29	21615
0002233	VALERIE J MANN	01/21/2022	Regular	0.00	210.00	21616
0002246	VERIZON-000014448231	01/21/2022	Regular	0.00	790.49	21617
0002247	VERIZON-000718605643	01/21/2022	Regular	0.00	54.37	21618
0002857	VERIZON-850462866001-13	01/21/2022	Regular	0.00	45.57	21619
0002284	WATER TESTING LABS	01/21/2022	Regular	0.00	4,145.00	21620
0002348	WOR WIC COMMUNITY COLLEGE	01/21/2022	Regular	0.00	100.00	21621
0002384	WORCESTER YOUTH & FAMILY COU	01/21/2022	Regular	0.00	2,973.84	21622

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	31	0.00	43,321.67
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>33</b>	<b>31</b>	<b>0.00</b>	<b>43,321.67</b>



Town of Berlin, MD

# Payment Register

APPKT02233 - 20220121SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000224</a>	ASHTON WELDING					3,339.94
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2943</a>	REPLACE #1 ENGINE STACK PIPE - POWER PLANT	01/19/2022	01/19/2022	0.00	3,339.94	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002056</a>	AXON ENTERPRISES INC					4,738.50
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INUS046297</a>	BASIC EVIDENCE LICENSE FEES	01/19/2022	01/19/2022	0.00	4,738.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000455</a>	CARD'S TECHNOLOGY					4,117.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">49072</a>	FY2022 ANNUAL AGREEMENT-COMPLETE & MANAGED N	01/19/2022	01/19/2022	0.00	4,117.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003317</a>	CARTER MACHINERY COMPANY INC					350.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1030255</a>	POWER PLANT -2022- #3 ENGINE MAINTENANCE AGREEI	01/21/2022	01/21/2022	0.00	350.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000511</a>	CHOPTANK ELECTRIC COOPERATIVE, INC.					2,490.70
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">414700 JAN FY 22</a>	UTILITY SERVICE FOR SPRAY SITES	01/21/2022	01/21/2022	0.00	2,490.70	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000529</a>	CINTAS FIRST AID & SAFETY					50.46
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5085864323</a>	FIRST AID AND OTHER SUPPLIES	01/21/2022	01/21/2022	0.00	50.46	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002647</a>	CINTAS RUGS					269.58
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">DEC FY 22</a>	POWER PLANT RAGS AND RUGS	01/21/2022	01/21/2022	0.00	269.58	

**Payment Register**
**APPKT02233 - 20220121SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000572</a>	COMCAST					434.41
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						01/21/2022 356.56
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">41 016 0052845 FEB FY 22</a>	COMCAST INTERNET & DIGITAL SVC	01/19/2022	01/19/2022	0.00	356.56	
Check						01/21/2022 50.82
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">41 016 0053157 DEC JAN</a>	TELEVISION SERVICE - POLICE DEPARTMENT	01/19/2022	01/19/2022	0.00	50.82	
Check						01/21/2022 27.03
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">41 016 0053157 FEB FY 22</a>	TELEVISION SERVICE - POLICE DEPARTMENT	01/19/2022	01/19/2022	0.00	27.03	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000847</a>	ENVIROCORP, INC.					392.50
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						01/21/2022 392.50
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">IN2200095</a>	WEEKLY MONITORING DISCHARGE SAMPLES	01/21/2022	01/21/2022	0.00	392.50	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000867</a>	ETSI					10,200.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						01/21/2022 10,200.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">-4902</a>	REPLACEMENT CATALYST	01/19/2022	01/19/2022	0.00	10,200.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000894</a>	FEDEX					19.85
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						01/21/2022 19.85
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">7-604-10271</a>	SHIPPING	01/21/2022	01/21/2022	0.00	19.85	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000897</a>	FERGUSON ENTERPRISES					1,999.74
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						01/21/2022 1,999.74
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0566180,0568607</a>	SUPPLIES FOR METERS	01/21/2022	01/21/2022	0.00	1,409.16	
<a href="#">0567326</a>	METER REPAIR SUPPLIES	01/21/2022	01/21/2022	0.00	590.58	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					35.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						01/21/2022 35.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">343663</a>	ADVERTISING	01/21/2022	01/21/2022	0.00	35.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001032</a>	HILL'S ELECTRIC MOTOR SERVICE INC.					495.64
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						01/21/2022 495.64
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0127787</a>	WORKED ON HOOKING UP DECANT PUMP AND MOLES	01/21/2022	01/21/2022	0.00	495.64	



# Payment Register

APPKT02233 - 20220121SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002800</a>	LLOYD KEVIN					640.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/21/2022	640.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PER DIEM</a>	CRASH INVESTIGATION CLASSES - MEALS	01/19/2022	01/19/2022	0.00	640.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003315</a>	OCEAN BREEZE					1,850.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/21/2022	1,850.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1-10822-1</a>	HVC REPAIR	01/21/2022	01/21/2022	0.00	1,850.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001652</a>	PASCO OF FRUITLAND					20.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/21/2022	20.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">179917-3</a>	BATTERY FOR PUSH CAMERA	01/21/2022	01/21/2022	0.00	20.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001677</a>	PENINSULA DRY CLEANERS, INC					79.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/21/2022	79.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">20-3528</a>	MONTHLY DRY CLEANING SERVICE	01/19/2022	01/19/2022	0.00	79.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001717</a>	PNC BANK, N A					2,128.53
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/21/2022	2,128.53	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">603869013 FEB FY 22</a>	GRICE, GRAHAM, VINE STS PROJECT	01/19/2022	01/19/2022	0.00	2,128.53	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001757</a>	RACETRACK AUTO CENTER					58.72
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/21/2022	58.72	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">138913</a>	PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	01/19/2022	01/19/2022	0.00	58.72	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002795</a>	SANDPIPER ENERGY INC					80.54
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/21/2022	80.54	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">06-605972-67941-1 DEC FY</a>	NATURAL GAS - POLICE DEPT	01/21/2022	01/21/2022	0.00	80.54	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003207</a>	UNITED ENERGY TRADING LLC					1,212.29
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/21/2022	1,212.29	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">209313</a>	NATURAL GAS TRANSPORT	01/19/2022	01/19/2022	0.00	1,212.29	

Payment Register

APPKT02233 - 20220121SW

<b>Vendor Number</b> <a href="#">0002233</a>	<b>Vendor Name</b> VALERIE J MANN					<b>Total Vendor Amount</b> 210.00
<b>Payment Type</b> Check	<b>Payment Number</b>				<b>Payment Date</b> 01/21/2022	<b>Payment Amount</b> 210.00
<b>Payable Number</b> <a href="#">01132022</a>	<b>Description</b> PREPARATION OF GRANT APPLICATION	<b>Payable Date</b> 01/19/2022	<b>Due Date</b> 01/19/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 210.00	
<b>Vendor Number</b> <a href="#">0002246</a>	<b>Vendor Name</b> VERIZON-000014448231					<b>Total Vendor Amount</b> 790.49
<b>Payment Type</b> Check	<b>Payment Number</b>				<b>Payment Date</b> 01/21/2022	<b>Payment Amount</b> 790.49
<b>Payable Number</b> <a href="#">14448231 JAN FY 22</a>	<b>Description</b> VERIZON TELEPHONE SERVICE 14448231	<b>Payable Date</b> 01/21/2022	<b>Due Date</b> 01/21/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 790.49	
<b>Vendor Number</b> <a href="#">0002247</a>	<b>Vendor Name</b> VERIZON-000718605643					<b>Total Vendor Amount</b> 54.37
<b>Payment Type</b> Check	<b>Payment Number</b>				<b>Payment Date</b> 01/21/2022	<b>Payment Amount</b> 54.37
<b>Payable Number</b> <a href="#">000718605643 JAN FY 22</a>	<b>Description</b> VERIZON TELEPHONE 5 MILE BRANCH RD	<b>Payable Date</b> 01/21/2022	<b>Due Date</b> 01/21/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 54.37	
<b>Vendor Number</b> <a href="#">0002857</a>	<b>Vendor Name</b> VERIZON-850462866001-13					<b>Total Vendor Amount</b> 45.57
<b>Payment Type</b> Check	<b>Payment Number</b>				<b>Payment Date</b> 01/21/2022	<b>Payment Amount</b> 45.57
<b>Payable Number</b> <a href="#">410-641-0158 JAN FY 22</a>	<b>Description</b> VERIZON TELEPHONE 410-641-0158	<b>Payable Date</b> 01/21/2022	<b>Due Date</b> 01/21/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 45.57	
<b>Vendor Number</b> <a href="#">0002284</a>	<b>Vendor Name</b> WATER TESTING LABS					<b>Total Vendor Amount</b> 4,145.00
<b>Payment Type</b> Check	<b>Payment Number</b>				<b>Payment Date</b> 01/21/2022	<b>Payment Amount</b> 4,145.00
<b>Payable Number</b> <a href="#">SAL3911</a>	<b>Description</b> YEARLY TESTING PER MDE	<b>Payable Date</b> 01/21/2022	<b>Due Date</b> 01/21/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 4,145.00	
<b>Vendor Number</b> <a href="#">0002348</a>	<b>Vendor Name</b> WOR WIC COMMUNITY COLLEGE					<b>Total Vendor Amount</b> 100.00
<b>Payment Type</b> Check	<b>Payment Number</b>				<b>Payment Date</b> 01/21/2022	<b>Payment Amount</b> 100.00
<b>Payable Number</b> <a href="#">12568/12579</a>	<b>Description</b> EMPLOYEE & K-9 TRAINING	<b>Payable Date</b> 01/19/2022	<b>Due Date</b> 01/19/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 40.00	
<b>Payable Number</b> <a href="#">12580</a>	<b>Description</b> EMPLOYEE & K-9 TRAINING	<b>Payable Date</b> 01/19/2022	<b>Due Date</b> 01/19/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 60.00	
<b>Vendor Number</b> <a href="#">0002384</a>	<b>Vendor Name</b> WORCESTER YOUTH & FAMILY COUNSELING SERVICES					<b>Total Vendor Amount</b> 2,973.84
<b>Payment Type</b> Check	<b>Payment Number</b>				<b>Payment Date</b> 01/21/2022	<b>Payment Amount</b> 2,973.84
<b>Payable Number</b> <a href="#">01/07/2022</a>	<b>Description</b> FY2022 ANNUAL CONTRACT	<b>Payable Date</b> 01/19/2022	<b>Due Date</b> 01/19/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 2,973.84	

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	33	31	0.00	43,321.67
Packet Totals:		33	31	0.00	43,321.67



Town of Berlin, MD

# Check Register

Packet: APPKT02237 - 20220127SW

*Handwritten:* 2/8/22  
*Signature:* MMB 2/8/22

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	422.79	DFT0000165
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	140.02	DFT0000166
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	1,326.70	DFT0000167
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	2,351.69	DFT0000168
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	3,569.49	DFT0000169
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	1,064.68	DFT0000170
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	635.22	DFT0000171
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	54.20	DFT0000172
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	6.36	DFT0000173
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	146.42	DFT0000174
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	237.82	DFT0000175
0003138	CARD SERVICES CENTER	01/27/2022	Bank Draft	0.00	465.68	DFT0000176

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	10,421.07
EFT's	0	0	0.00	0.00
	12	12	0.00	10,421.07





Town of Berlin, MD

# Payment Register

APPKT02237 - 20220127SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003138</a>	CARD SERVICES CENTER					10,421.07
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Bank Draft	<a href="#">DFT0000165</a>	<a href="#">0125 DEC JAN FY 22</a>	BOC CREDIT CARD JEFF FLEETWOOD	01/27/2022	01/27/2022	01/27/2022 422.79
						Discount Amount Payable Amount
						0.00 422.79
Bank Draft	<a href="#">DFT0000166</a>	<a href="#">0447 DEC JAN FY 22</a>	BOC CREDIT CARD - DAVE EVANS	01/27/2022	01/27/2022	01/27/2022 140.02
						Discount Amount Payable Amount
						0.00 140.02
Bank Draft	<a href="#">DFT0000167</a>	<a href="#">0496 DEC JAN FY 22</a>	JENSEN CREDIT CARD	01/27/2022	01/27/2022	01/27/2022 1,326.70
						Discount Amount Payable Amount
						0.00 1,326.70
Bank Draft	<a href="#">DFT0000168</a>	<a href="#">0389 DEC JAN FY 22</a>	BOC CREDIT CARD - TIM LAWRENCE	01/27/2022	01/27/2022	01/27/2022 2,351.69
						Discount Amount Payable Amount
						0.00 2,351.69
Bank Draft	<a href="#">DFT0000169</a>	<a href="#">0421 DEC JAN FY 22</a>	BOC CREDIT CARD - ARNOLD DOWNING	01/27/2022	01/27/2022	01/27/2022 3,569.49
						Discount Amount Payable Amount
						0.00 3,569.49
Bank Draft	<a href="#">DFT0000170</a>	<a href="#">0117 DEC JAN FY 22</a>	BOC CREDIT CARD AUGUST WIENHOLD	01/27/2022	01/27/2022	01/27/2022 1,064.68
						Discount Amount Payable Amount
						0.00 1,064.68
Bank Draft	<a href="#">DFT0000171</a>	<a href="#">0397 DEC JAN FY 22</a>	BOC CREDIT CARD - IVY WELLS	01/27/2022	01/27/2022	01/27/2022 635.22
						Discount Amount Payable Amount
						0.00 635.22
Bank Draft	<a href="#">DFT0000172</a>	<a href="#">0504 DEC JAN FY 22</a>	BOC CREDIT CARD - JOANN UNGER	01/27/2022	01/27/2022	01/27/2022 54.20
						Discount Amount Payable Amount
						0.00 54.20
Bank Draft	<a href="#">DFT0000173</a>	<a href="#">0413 DEC JAN FY 22</a>	BOC CREDIT CARD - JAMEY LATCHUM	01/27/2022	01/27/2022	01/27/2022 6.36
						Discount Amount Payable Amount
						0.00 6.36
Bank Draft	<a href="#">DFT0000174</a>	<a href="#">0470 DEC JAN FY 22</a>	BOC CREDIT CARD - ROBERT CLARK	01/27/2022	01/27/2022	01/27/2022 146.42
						Discount Amount Payable Amount
						0.00 146.42
Bank Draft	<a href="#">DFT0000175</a>	<a href="#">0595 DEC JAN FY 22</a>	BOC CREDIT CARD - JAMES CHARLES	01/27/2022	01/27/2022	01/27/2022 237.82
						Discount Amount Payable Amount
						0.00 237.82
Bank Draft	<a href="#">DFT0000176</a>	<a href="#">0371 DEC JAN FY 22</a>	BOC CREDIT CARD MARY BOHLEN	01/27/2022	01/27/2022	01/27/2022 465.68
						Discount Amount Payable Amount
						0.00 465.68

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-10,421.07
Packet Totals:		-10,421.07



Town of Berlin, MD

UBPKT07913 - Refunds 1 UBPKT07912 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-1520641-02	JONES, BONITA	1/27/2022	21623	164.85			164.85	Deposit
22-5200000-00	SHORE UP-REFUNDS	1/27/2022	21624	834.71			834.71	Deposit
Total Refunds: 2				Total Refunded Amount:	999.56			

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1/28/22

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1/28/22

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	999.56
Revenue Total:	999.56

General Ledger Distribution

Posting Date: 12/29/2021

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-999.56	Yes
10-2010-2074	UNAPPLIED CREDITS	999.56	
10 Total:		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-999.56	
98-2498-2200	DUE TO OTHER FUNDS	999.56	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

# Check Register

Packet: APPKT02239 - 20220128SW

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*Handwritten date 1/28/22*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000088	AFFORDABLE BUSINESS SYSTEMS	01/28/2022	Regular	0.00	1,755.48	21625
0000312	BENEFITMALL	01/28/2022	Regular	0.00	75,595.23	21626
0000334	BERLIN FIRE CO	01/28/2022	Regular	0.00	10,674.00	21627
0000390	BMI	01/28/2022	Regular	0.00	391.00	21628
0000572	COMCAST	01/28/2022	Regular	0.00	135.20	21629
0000572	COMCAST	01/28/2022	Regular	0.00	155.15	21630
0000572	COMCAST	01/28/2022	Regular	0.00	128.39	21631
0000572	COMCAST	01/28/2022	Regular	0.00	155.15	21632
0000571	COMCAST BUSINESS	01/28/2022	Regular	0.00	1,010.25	21633
0000713	DELMARVA K9 LLC	01/28/2022	Regular	0.00	70.00	21634
0000794	EASTERN SHORE COFFEE	01/28/2022	Regular	0.00	62.52	21635
0000897	FERGUSON ENTERPRISES	01/28/2022	Regular	0.00	1,008.02	21636
0000899	FIRE PROTECTIVE SERVICE	01/28/2022	Regular	0.00	49.00	21637
0000899	FIRE PROTECTIVE SERVICE	01/28/2022	Regular	0.00	283.03	21638
0000977	GREAT AMERICA FINANCIAL	01/28/2022	Regular	0.00	383.25	21639
0001032	HILL'S ELECTRIC MOTOR SERVICE IN	01/28/2022	Regular	0.00	85.71	21640
0001083	J & A BOTTLELESS WATER COOLERS	01/28/2022	Regular	0.00	150.00	21641
0001495	MIDDLE DEPARTMENT INSPECTION	01/28/2022	Regular	0.00	330.00	21642
0002524	QUADIENT LEASING USA INC	01/28/2022	Regular	0.00	840.12	21643
0001757	RACETRACK AUTO CENTER	01/28/2022	Regular	0.00	482.09	21644
0001992	ST PAUL UNITED METHODIST CHURCH	01/28/2022	Regular	0.00	100.00	21645
0002928	UNIFIRST CORPORATION	01/28/2022	Regular	0.00	472.80	21646
0002220	USA BLUEBOOK	01/28/2022	Regular	0.00	167.42	21647
0003055	WASHINGTON NATIONAL INSURANCE	01/28/2022	Regular	0.00	574.83	21648
0002348	WOR WIC COMMUNITY COLLEGE	01/28/2022	Regular	0.00	40.00	21649
0002398	ZEP SALES & SERVICE	01/28/2022	Regular	0.00	863.02	21650

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	32	26	0.00	95,961.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>32</b>	<b>26</b>	<b>0.00</b>	<b>95,961.66</b>





Town of Berlin, MD

## Check Register

Packet: APPKT02244 - 20220202SW

*J 2/10/22*

*mtb 2/2/22* By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0003392	J T CONSTRUCTION & HOME IMPRO	02/02/2022	Regular	0.00	22,877.50	21652

### Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	22,877.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>22,877.50</b>



Town of Berlin, MD

# Payment Register

APPKT02244 - 20220202SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number Vendor Name  
[0003392](#) J T CONSTRUCTION & HOME IMPROVEMENT

Total Vendor Amount

22,877.50

Payment Type Payment Number  
Check

Payment Date Payment Amount

02/02/2022 22,877.50

Payable Number Description  
[12722-01](#) TOWN HALL WINDOW REPLACEMENT

Payable Date Due Date  
02/02/2022 02/02/2022

Discount Amount Payable Amount  
0.00 22,877.50

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	22,877.50
Packet Totals:		1	1	0.00	22,877.50



Town of Berlin, MD

# Check Register

Packet: APPKT02246 - 20220207SW

*2/8/22*  
*mrb 2/8/22*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0002633	ACCURATE CALIBRATION SERVICES I	02/07/2022	Regular	0.00	1,400.00	21653
0000088	AFFORDABLE BUSINESS SYSTEMS	02/07/2022	Regular	0.00	73.60	21654
0000166	ANIXTER POWER SOLUTIONS, LLC	02/07/2022	Regular	0.00	812.30	21655
0000249	ATLANTIC TRACTOR	02/07/2022	Regular	0.00	100.98	21656
0000271	BAKERS HARDWARE	02/07/2022	Regular	0.00	537.36	21657
0000323	BERLIN AUTOMOTIVE	02/07/2022	Regular	0.00	146.07	21658
0000455	CARD'S TECHNOLOGY	02/07/2022	Regular	0.00	1,216.23	21659
0003317	CARTER MACHINERY COMPANY INC	02/07/2022	Regular	0.00	983.76	21660
0000480	CATO OIL CO., INC.	02/07/2022	Regular	0.00	11,148.46	21661
0000570	COLLINS JESSICA	02/07/2022	Regular	0.00	74.19	21662
0000572	COMCAST	02/07/2022	Regular	0.00	70.20	21663
0000572	COMCAST	02/07/2022	Regular	0.00	108.35	21664
0000572	COMCAST	02/07/2022	Regular	0.00	80.17	21665
0000572	COMCAST	02/07/2022	Regular	0.00	95.35	21666
0003098	DAVIS JR DAVID	02/07/2022	Regular	0.00	108.00	21667
0000678	DAVIS, BOWEN & FRIEDEL	02/07/2022	Regular	0.00	16,889.47	21668
0000784	EA ENGINEERING, SCIENCE AND TEC	02/07/2022	Regular	0.00	4,286.25	21669
0000794	EASTERN SHORE COFFEE	02/07/2022	Regular	0.00	38.25	21670
0000803	EASTON UTILITIES COMMISSION	02/07/2022	Regular	0.00	3,811.00	21671
0000975	GRAVES UNIFORM	02/07/2022	Regular	0.00	46.99	21672
0000977	GREAT AMERICA FINANCIAL	02/07/2022	Regular	0.00	137.04	21673
0001068	INTERCOASTAL TRADING INC.	02/07/2022	Regular	0.00	13,264.00	21674
0001080	IRIE RADIO INC	02/07/2022	Regular	0.00	450.00	21675
0001495	MIDDLE DEPARTMENT INSPECTION	02/07/2022	Regular	0.00	110.00	21676
0001565	NATIONWIDE RETIREMENT SOLUTIC	02/07/2022	Regular	0.00	4,569.96	21677
0001625	ONE CALL CONCEPTS, INC.	02/07/2022	Regular	0.00	81.38	21678
0001677	PENINSULA DRY CLEANERS, INC	02/07/2022	Regular	0.00	75.00	21679
0001757	RACETRACK AUTO CENTER	02/07/2022	Regular	0.00	594.82	21680
0002119	THERMCO PRODUCT INC	02/07/2022	Regular	0.00	2,185.92	21681
0003149	TRANSAMERICA	02/07/2022	Regular	0.00	271.98	21682
0002185	TYLER TECHNOLOGIES INC	02/07/2022	Regular	0.00	2,994.00	21683
0002928	UNIFIRST CORPORATION	02/07/2022	Regular	0.00	115.88	21684
0002205	UNITED WAY OF THE EASTERN SHO	02/07/2022	Regular	0.00	40.00	21685
0002248	VERIZON BUSINESS	02/07/2022	Regular	0.00	101.16	21686
0002252	VERIZON WIRELESS-720117503-000	02/07/2022	Regular	0.00	527.55	21687
0002363	WORCESTER COUNTY LANDFILL	02/07/2022	Regular	0.00	10,702.55	21688

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	36	0.00	78,248.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	50	36	0.00	78,248.22





Town of Berlin, MD

# Payment Register

APPKT02246 - 20220207SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002633</a>	ACCURATE CALIBRATION SERVICES LLC					1,400.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					02/07/2022	1,400.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">74843</a>	ANNUAL CALIBRATION & CERTIFICATION PROBEWELL TE	02/01/2022	02/01/2022	0.00	1,400.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS					73.60
Payment Type	Payment Number				Payment Date	Payment Amount
Check					02/07/2022	73.60
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN182716</a>	OFFICE EQUIPMENT LEASING	02/01/2022	02/01/2022	0.00	73.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000166</a>	ANIXTER POWER SOLUTIONS, LLC					812.30
Payment Type	Payment Number				Payment Date	Payment Amount
Check					02/07/2022	812.30
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5169437-00.5166654-00</a>	CONCRETE TRANSFORMER PADS 44" X 57" X 4"	02/01/2022	02/01/2022	0.00	812.30	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000249</a>	ATLANTIC TRACTOR					100.98
Payment Type	Payment Number				Payment Date	Payment Amount
Check					02/07/2022	100.98
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">P26997</a>	ANTIFREEZE	02/03/2022	02/03/2022	0.00	100.98	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000271</a>	BAKERS HARDWARE					537.36
Payment Type	Payment Number				Payment Date	Payment Amount
Check					02/07/2022	537.36
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">192200</a>	REPLACEMENT HANDLE FOR T-435 HUSQVARNA CHAINS.	02/02/2022	02/02/2022	0.00	58.16	
<a href="#">193103</a>	HUSQVARNA T 540-XP CHAINSAW 14" BLADE	02/02/2022	02/02/2022	0.00	479.20	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000323</a>	BERLIN AUTOMOTIVE					146.07
Payment Type	Payment Number				Payment Date	Payment Amount
Check					02/07/2022	146.07
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">386676</a>	VEHICLE 53 - REPLACED OXGEN SENSOR	02/01/2022	02/01/2022	0.00	123.49	
<a href="#">388496</a>	DI ELECTRICAL GREASE	02/03/2022	02/03/2022	0.00	22.58	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000455</a>	CARD'S TECHNOLOGY					1,216.23
Payment Type	Payment Number				Payment Date	Payment Amount
Check					02/07/2022	1,216.23
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">49146</a>	MICROSOFT OFFICE 365 FY 2022	02/02/2022	02/02/2022	0.00	1,216.23	

## Payment Register

APPKT02246 - 20220207SW

Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0003317</a>	CARTER MACHINERY COMPANY INC						983.76
Payment Type	Payment Number						Payment Date Payment Amount
Check							02/07/2022 983.76
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">1033261</a>	PERFORMED PM MAINTENANCE - 113 SCHOOLFIELD ST C	02/01/2022	02/01/2022	0.00	385.00		
<a href="#">1036074</a>	113 SCHOOLFIELD ST GENERATOR FUEL LINE REPLACEME	02/02/2022	02/02/2022	0.00	598.76		
							Total Vendor Amount
							11,148.46
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0000480</a>	CATO OIL CO., INC.						11,148.46
Payment Type	Payment Number						Payment Date Payment Amount
Check							02/07/2022 11,148.46
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">2203101</a>	TOWN VEHICLE GAS	02/03/2022	02/03/2022	0.00	11,148.46		
							Total Vendor Amount
							74.19
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0000570</a>	COLLINS JESSICA						74.19
Payment Type	Payment Number						Payment Date Payment Amount
Check							02/07/2022 74.19
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">REIMB 1/27/2022</a>	PURCHASED RECORDER FOR INTERVIEWS	02/01/2022	02/01/2022	0.00	74.19		
							Total Vendor Amount
							354.07
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0000572</a>	COMCAST						354.07
Payment Type	Payment Number						Payment Date Payment Amount
Check							02/07/2022 70.20
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">41 016 0023325 FEB FY 22</a>	COMCAST INTERNET & DIGITAL SVC	02/01/2022	02/01/2022	0.00	70.20		
Check							02/07/2022 95.35
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">41 016 0024711 FEB FY 22</a>	COMCAST INTERNET & DIGITAL SVC	02/01/2022	02/01/2022	0.00	95.35		
Check							02/07/2022 108.35
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">41 016 0042978 FEB FY 22</a>	COMCAST INTERNET & DIGITAL SVC	02/02/2022	02/02/2022	0.00	108.35		
Check							02/07/2022 80.17
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">41 016 0149930 FEB FY 22</a>	COMCAST INTERNET & DIGITAL SVC	02/01/2022	02/01/2022	0.00	80.17		
							Total Vendor Amount
							108.00
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0003098</a>	DAVIS JR DAVID						108.00
Payment Type	Payment Number						Payment Date Payment Amount
Check							02/07/2022 108.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">REIMB 1/28/2022</a>	VEHICLE FUEL - TRIP FROM METER SCHOOL	02/01/2022	02/01/2022	0.00	62.00		
<a href="#">REIMB JAN 28, 2022</a>	MEALS - METER TRAINING	02/01/2022	02/01/2022	0.00	46.00		
							Total Vendor Amount
							16,889.47
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0000678</a>	DAVIS, BOWEN & FRIEDEL						16,889.47
Payment Type	Payment Number						Payment Date Payment Amount
Check							02/07/2022 16,889.47
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">162231</a>	PROJ 0050A002.001 MDE DEN DIS PERMIT WTR SYS & H	02/03/2022	02/03/2022	0.00	470.00		
<a href="#">162232</a>	PROJ 0050A002.009 PURNELL CROSSING	02/03/2022	02/03/2022	0.00	1,345.90		
<a href="#">162233</a>	PROJ 0050A002.056 MD RT 376 SHA WATER/SEWER	02/03/2022	02/03/2022	0.00	8,849.23		
<a href="#">162236</a>	0050A002.062 BERLIN AUTOZONE	02/03/2022	02/03/2022	0.00	553.09		
<a href="#">162238</a>	PROJ 0050A002.065 DECATUR PARK COMFORT STATION	02/03/2022	02/03/2022	0.00	538.75		
<a href="#">162239</a>	PROJ BRANCH ST WELL #3	02/03/2022	02/03/2022	0.00	1,975.00		
<a href="#">162240</a>	PROJ 0050A002.070 SMART METER UPGRADE PROJ	02/03/2022	02/03/2022	0.00	2,162.50		
<a href="#">162241</a>	PROJ 0050A112.A01 BROAD ST PUMP STATION EVALUAT	02/03/2022	02/03/2022	0.00	620.00		
<a href="#">162243</a>	PROJ 0050A114.A01 PUMP STATION REHAB - WM STREE	02/03/2022	02/03/2022	0.00	375.00		

**Payment Register**
**APPKT02246 - 20220207SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000784</a>	EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC					4,286.25
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/07/2022	4,286.25	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">151484</a>	PROJ 1470404	02/07/2022	02/07/2022	0.00	4,286.25	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000794</a>	EASTERN SHORE COFFEE					38.25
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/07/2022	38.25	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">621571</a>	DISTILLED WATER	02/03/2022	02/03/2022	0.00	38.25	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000803</a>	EASTON UTILITIES COMMISSION					3,811.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/07/2022	3,811.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0000002057</a>	BERLIN PRORATED PORTION OF LOBBYING COST	02/02/2022	02/02/2022	0.00	3,811.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000975</a>	GRAVES UNIFORM					46.99
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/07/2022	46.99	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">105767</a>	30 YEAR COMMENDATION BAR	02/07/2022	02/07/2022	0.00	46.99	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					137.04
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/07/2022	137.04	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">30992316</a>	MONTHLY LEASING - OFFICE EQUIPMENT	02/07/2022	02/07/2022	0.00	137.04	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001068</a>	INTERCOASTAL TRADING INC.					13,264.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/07/2022	13,264.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">220116</a>	BLEACH FOR MONTH OF JANUARY	02/03/2022	02/03/2022	0.00	1,504.00	
<a href="#">220224</a>	SODA ASH	02/03/2022	02/03/2022	0.00	11,760.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001080</a>	IRIE RADIO INC					450.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/07/2022	450.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">643-00023-0011</a>	MONTHLY RADIO ADVERTISING	02/02/2022	02/02/2022	0.00	450.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001495</a>	MIDDLE DEPARTMENT INSPECTION AGENCY					110.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/07/2022	110.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">146354</a>	INSPECTION SERVICES	02/02/2022	02/02/2022	0.00	110.00	



# Payment Register

APPKT02246 - 20220207SW

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					4,569.96
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						02/07/2022   4,569.96
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">PPE 01/30/2022</a>	EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	02/01/2022	02/01/2022	0.00	4,569.96	
						<b>Total Vendor Amount</b>
						81.38
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001625</a>	ONE CALL CONCEPTS, INC.					81.38
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						02/07/2022   81.38
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">2016158</a>	MISS UTILITY TICKETS	02/07/2022	02/07/2022	0.00	81.38	
						<b>Total Vendor Amount</b>
						75.00
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001677</a>	PENINSULA DRY CLEANERS, INC					75.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						02/07/2022   75.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">20-3594</a>	MONTHLY DRY CLEANING SERVICE	02/07/2022	02/07/2022	0.00	75.00	
						<b>Total Vendor Amount</b>
						594.82
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001757</a>	RACETRACK AUTO CENTER					594.82
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						02/07/2022   594.82
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">130252</a>	PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	02/07/2022	02/07/2022	0.00	284.07	
<a href="#">139378</a>	PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	02/07/2022	02/07/2022	0.00	310.75	
						<b>Total Vendor Amount</b>
						2,185.92
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002119</a>	THERMCO PRODUCT INC					2,185.92
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						02/07/2022   2,185.92
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">69122.1</a>	REBUILD CORD REELS	02/03/2022	02/03/2022	0.00	2,185.92	
						<b>Total Vendor Amount</b>
						271.98
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003149</a>	TRANSAMERCIA					271.98
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						02/07/2022   271.98
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">2504475973</a>	TRANSAMERICA SUPPLEMENTAL LIFE INSURANCE	02/01/2022	02/01/2022	0.00	271.98	
						<b>Total Vendor Amount</b>
						2,994.00
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002185</a>	TYLER TECHNOLOGIES INC					2,994.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						02/07/2022   2,994.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">025-362650</a>	TYLER SOFTWARE SUPPORT	02/07/2022	02/07/2022	0.00	2,994.00	
						<b>Total Vendor Amount</b>
						115.88
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002928</a>	UNIFIRST CORPORATION					115.88
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b> <b>Payment Amount</b>
Check						02/07/2022   115.88
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">092 1879882</a>	UNIFORMS AND CLEANING SERVICES	02/02/2022	02/02/2022	0.00	115.88	



Payment Register

APPKT02246 - 20220207SW

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE	40.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/07/2022	40.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">PPE 1/30/2022</a>	UNITED WAY EMPLOYEE CONTRIBUTION	02/01/2022	02/01/2022	0.00	40.00

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0002248</a>	VERIZON BUSINESS	101.16			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/07/2022	101.16		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">05728847</a>	VERIZON BUSINESS TELEPHONE SERVICE	02/01/2022	02/01/2022	0.00	101.16

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0002252</a>	VERIZON WIRELESS-720117503-00001	527.55			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/07/2022	527.55		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">9898028262</a>	MDT CARD FEE	02/01/2022	02/01/2022	0.00	527.55

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0002363</a>	WORCESTER COUNTY LANDFILL	10,702.55			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/07/2022	10,702.55		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">124 JAN FY 22</a>	REFUSE, RECYCLE AND CAN PULLS	02/03/2022	02/03/2022	0.00	10,702.55

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	50	36	0.00	78,248.22
Packet Totals:		50	36	0.00	78,248.22



Town of Berlin, MD

UBPKT07997 - Refunds 1 UBPKT07996 Disconnect

*8/21/22*

## Refund Check Register

### Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-3040041-14	DEVOE, CARA	2/8/2022	21689	206.85			206.85	Deposit
11-3040461-17	SHOWELL, ANN SHOWELL FBO ELIZABETH	2/8/2022	21690	8.67			8.67	Generated From Billing
22-5200000-00	SHORE UP-REFUNDS	2/8/2022	21691	1,289.99			1,289.99	Deposit
33-0260481-19	CHAVIS, NICOLE	2/8/2022	21692	50.39			50.39	Generated From Billing
Total Refunds: 4				Total Refunded Amount:	1,555.90			

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1555.90
Revenue Total:	1555.90

### General Ledger Distribution

Posting Date: 02/02/2022

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-1,555.90	Yes
10-2010-2074	UNAPPLIED CREDITS	1,555.90	
10 Total:		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-1,555.90	
98-2498-2200	DUE TO OTHER FUNDS	1,555.90	Yes
98 Total:		0.00	
Distribution Total:		0.00	



# Town of Berlin, MD

UBPKT07785 - Refunds 1 UBPKT07781 Regular

## Refund Check Register

### Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
33-1280001-08	ALVINO, ANGELITA	2/8/2022	21693	93.95			93.95	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	93.95			

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	93.95
Revenue Total:	93.95

### General Ledger Distribution

Posting Date: 11/15/2021

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-93.95	Yes
10-2010-2074	UNAPPLIED CREDITS	93.95	
10 Total:		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-93.95	
98-2498-2200	DUE TO OTHER FUNDS	93.95	Yes
98 Total:		0.00	
Distribution Total:		0.00	





Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT08005 - Refunds 1 UBPKT08004 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0473821-08	SMITH, ANDREW	2/8/2022	21694	150.06			150.06	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	150.06			

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	150.06
Revenue Total:	150.06

### General Ledger Distribution

Posting Date: 02/07/2022

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-150.06	Yes
10-2010-2074	UNAPPLIED CREDITS	150.06	
10 Total:		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-150.06	
98-2498-2200	DUE TO OTHER FUNDS	150.06	Yes
98 Total:		0.00	
Distribution Total:		0.00	