



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall
10 William Street
July 26, 2021

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Regular Session of 07.12.21
2. Quarterly Presentation – President David Fitzgerald
 - a. Berlin Fire Company
 - b. Berlin Fire Company Emergency Medical Services
3. Equivalent Dwelling Unit Agreement for Auto Zone – Planning Director David Engelhart
4. Motion 2021-16: Henry Park Basketball Courts Painting Project – ‘We Heart Berlin’
5. Motion 2021-14: FY2023 Annual Parks Program for Development – Deputy Town Administrator Mary Bohlen
6. Discussion of ARPA Planning Timeline – Mayor Tyndall
7. Discussion and review of the goals and objectives of the Community Center Planning Committee – Mayor 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**

Per Mayor Zack Tyndall: EFFECTIVE JUNE 7, 2021, Mayor and Council Meetings will be held in-person with no restrictions and will continue to be streamed live to Facebook for viewing purposes only.

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

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

- Email: info@berlinmd.gov, please use Meeting Comments as your subject.
- Fax to: 410-641-2316.

- Mail to: Berlin Town Hall, Attn: Meeting Comments, 10 Williams St., Berlin, MD 21811. It is recommended that mail be posted no later than the close of business on the Friday before the meeting to help ensure delivery. The Town of Berlin is not responsible for delays or delivery failures on the part of the USPS or other delivery service.
- Drop off: Drop off in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.

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

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



BERLIN MAYOR AND COUNCIL
Meeting Minutes
July 12, 2021

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

Present: Mayor Zackery Tyndall, Councilmembers Troy Purnell, Jack Orris, Shaneka Nichols, and Jay Knerr.

Absent: Vice-President Dean Burrell.

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Water Resources Director Jamey Latchum, Economic and Community Development Director Ivy Wells, Public Works Superintendent 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 07.12.21:

On the motion of Councilmember Orris, second by Councilmember Knerr, the Executive Session minutes of July 12, 2021, were approved by the following vote:

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

b. Statement of Closure for Executive Session of 07.12.21:

Mayor Tyndall read the Statement of Closure and made a note that 1d. should read June 28th not June 14th.

c. Regular Session of 07.12.21:

On the motion of Councilmember Knerr, second by Councilmember Nichols, the Regular Session Minutes of July 12, 2021, were approved by the following vote:

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

d. Work Session of 07.12.21:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Work Session Minutes of July 12, 2021, were approved by the following vote:

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

2. Motion 2021-13: Stephen Decatur Park Disc Golf

Austin Widdowson, Shawn Johnson, Randy Preston, Paul Whitney, and Joshua Maxfield were all present and representing Eastbound Disc Golf. They presented their idea of adding a disc golf course to Stephen Decatur Park and that they would like to donate the materials to the Town and come up with some sort of agreement to bring their plan to fruition. Town Administrator Jeffrey Fleetwood expressed concerns about the potential risks of injury associated with the baskets and said he would like to have a chance to contact LGIT to get a quote to add the equipment to our liability insurance. Mr. Johnson said they have their own insurance when they hold tournaments, but it was noted that that insurance covered the players and the organization, not non-players or the Town. Councilmember Orris expressed concerns about people who run and walk in the park and the risk associated with getting hit with a disc. Councilmember Orris also said he sees issues with the course being in the pond areas. Councilmember Orris also asked if they are in good standing with the Town and Mr. Johnson said the organization is new and therefore in good standing with the Town. Councilmember Knerr said he would like an opportunity to review the course setup temporarily before voting on its permanency. Deputy Town Administrator Mary Bohlen said the parks commission did support the idea but did have concerns with impeding on property lines. Mayor Tyndall suggested approving the set up on a temporary basis for the few tournaments that were proposed and see how they progress before fully approving the idea. Chief of Police Arnold Downing said he has concerns about parking, space, and logistics, he felt that holding events in the fall would be more appropriate. Mr. Fleetwood then asked if they were a 501C3 organization; Mr. Widdowson said they are non-profit and the IRS is experiencing processing delays, but he questioned the necessity. Town Attorney David Gaskill said if Vice-President Burrell were here, he would have concerns with them not being a true 501C3 at this time because it has always been the practice of the Council to only allow 501C3 organizations to utilize park space for events.

On the motion of Councilmember Purnell, second by Councilmember Orris, the group is approved to hold the three proposed tournaments while working towards obtaining their 501C3 and providing proof, and working with the Town to determine the status on liability insurance, 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>	3	1			1

Administrative Manager Kelsey Jensen then asked about parking if another group has reserved the park, she was unsure if the organization should select another date if their dates were already occupied. Mayor Tyndall said if the dates are available then to have East Bound Disc Golf reserve the park, but to have Customer Service work with them to select a date that works once they submit the required forms.

3. Parks Commission Motions:

a. Motion 2021-14: FY2023 Annual Parks Program for Development

Deputy Town Administrator Mary Bohlen explained the program and the recommended schedule that they would suggest for pursuing grant funding. Mayor Tyndall suggested putting this decision off for two weeks while determining if this schedule is the best option for the Town while looking into other projects to consider.

Resident Donna Pellingier said she has a disabled son and feels it would be important to have more inclusive playground equipment. Resident Carol Rose said she feels it is important to stick with Henry Park Basketball Lighting as the number one option again this year because the residents have asked for it so many times and have been told it would be a priority. Ms. Rose then said she has been told that We Heart Berlin cannot come before the Council until their 501C3 came in and feels that it is unfair that Eastbound Disc Golf could attend tonight without theirs. Mayor Tyndall said he has told both Tony Weeg and Jeff Smith that they can come before the Council, but he believes they were not ready, he also said there is a national backup with the IRS for 501C3's. Ms. Rose then said Eastbound Disc Golf's Articles of Incorporation did not even seem legitimate.

On the motion of Councilmember Knerr, second by Councilmember Purnell, the decision to hold off on Motion 2021-14 for two weeks was approved by the following vote:

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

Deputy Town Administrator Mary Bohlen asked for direction in what she should be looking into and Mayor Tyndall said he would get with her to determine a plan.

b. Motion 2021-15: Berlin Parks Commission Commemorative Program

Deputy Town Administrator Mary Bohlen explained the purpose of the commemorative program and said they have had inquiries in the past about it. Councilmember Knerr asked about the upkeep and lifespan of the memorials and Ms. Bohlen said it is addressed in the programs policy. Councilmember Orris said so it is clear for those at home, the money will be given to the town and the town will then purchase the materials needed.

On the motion of Councilmember Orris, second by Councilmember Nichols, Motion 2021-15 was approved by the following vote:

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

4. Flower Street Arts Festival for Saturday, August 14, 2021, from 10 AM – 5 PM at Henry Park
Mayor Tyndall said this item has been postponed at this time.

5. PKS Audit – Three years engagement approval

Finance Director Natalie Saleh said they held a meeting with PKS and determined a three-year contract was more cost effective.

On the motion of Councilmember Knerr, second by Councilmember Purnell, approval of the PKS three-year engagement was approved by the following vote:

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

6. National Night Out, August 3, 2021

Police Chief Arnold Downing said Retired Officer Claude Holland will be organizing the event that will be held on August 3rd rain or shine from 3:30 PM until 7:00 PM at Henry Park. He said they typically get about 500 people in attendance, and he has already met with the construction crews on Flower Street and arranged for them to be moved out that night. Mayor Tyndall asked if they would have anyone monitoring foot traffic on 113; Chief Downing said it has never been an issue with people crossing, but if it becomes one they will address it.

On the motion of Councilmember Orris, second by Councilmember Purnell, the National Night Out Event was approved by the following vote:

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

7. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood thanked all who helped on the 4th of July. He said they have received about \$2.4M in ARP funding and will be establishing the new account for the funds. He signed three contracts for new roofs at the parks and at the planning building. He will be making milkshakes on Friday at 12:30 PM in Town Hall and all are invited. Lastly, he asked Water Resources Director Jamey

Latchum to discuss the 113 project; Mr. Latchum said it was delayed because State Highway had received the wrong man-hole covers.

8. Departmental Reports:

a. Planning and Zoning Director – Jeffrey Fleetwood on behalf of David Engelhart

Mr. Fleetwood said the Board of Zoning Appeals approved 33 new dwelling units behind Maple Avenue. Councilmember Knerr asked about the exception that was approved and Mr. Fleetwood said townhouses should be at least 18' wide and they received an exception for 16'. He also said that the Homes for America build is coming along quickly.

b. Economic and Community Development Director – Ivy Wells

Ms. Wells said the Worcester County Health Department will be offering vaccines at the Farmers Market. They are applying for a grant to have an African American Mural painted on the side of Bruder Hill through the Beach to Bay Program.

c. Electric Utility Director – Tim Lawrence

Mr. Lawrence said the solar project is completed, they need an inspection done by MDA and then the grant will be released, but the project is producing 50% of the electric so far for the plant. They did the install for two new homes on Prospect Drive. They are working on tree trimming at the tie point. They had two outages with recent storms and had both outages back on within an hour and a half. Peak shaving has happened several times this month already. Lastly, he showed a demonstration of the new proposed up lighting in Town. Mayor Tyndall asked how many lights would be installed; Mr. Lawrence said 15 and it would run about \$10K. Mr. Lawrence said he would like to pick an evening to do a demonstration to determine if this would be something they were interested in.

d. Police Chief – Arnold Downing

Chief Downing thanked Ms. Wells and staff for the fireworks. Chief Downing also said he is the new president of Maryland Municipal League's Police Executive Association.

e. Finance Director – Natalie Saleh

Ms. Saleh said the ARP funds have been deposited into the Bank of Ocean City Account. Shore Up Funds and Public Service Commission Funds will allow for a reduction of 20% to electric bills for those who were unable to pay during COVID. Mayor Tyndall mentioned that we get to keep the ARP funds interest. Lastly, Jean Holloway will do a presentation soon about her findings.

f. Public Works Superintendent – Jimmy Charles

Mr. Charles said they were prepared with the tropical storm and thankfully there was no major impact. They helped with the bathtub races. On July 8th the single stream recycling was removed from Heron Park, but there is still a cardboard drop off, he also mentioned several other options for recycling disposal. Mayor Tyndall thanked Mr. Charles for the removal of the weeds.

9. Comments from the Council:

Councilmember Purnell thanked the Electric Department for their quick response on the outages from the storm.

Councilmember Nichols said the fireworks were great. She is glad to see all the weeds gone. The new up lights are very neat. She then expressed concerns about the disc golf in the pond area and wanted to be sure that was noted in the minutes.

10. Comments from the Mayor – none.

11. Comments from the Public:

Residents Donna Main and Carol Rose were present with Worcester County Library Director Jennifer Ranck and wanted to publicly thank Mr. Fleetwood for working with State Highway to connect the sidewalks and allow for safe passage to the library. Ms. Rose also thanked staff for being so diligent when Governor Hogan came to be sure everything looked great.

12. Comments from the Press – none.

13. Adjournment:

On the motion of Councilmember Purnell second by Councilmember Knerr, the Mayor and Council meeting was adjourned at approximately 9:30 PM.

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

Respectfully Submitted,



Kelsey Jensen
Administrative Manager

Berlin Fire Company

Quarterly Update

April 1 to June 30, 2021

End of Contract Summary

July 1, 2020 to June 30, 2021

Fire-Rescue

April 1 – June 30, 2021

In-Town Fire/Rescue Call Responses

31

40% of calls

(Out Town—48-60%)

Fire-Rescue

July 1, 2020 – June 30, 2021

In-Town Fire/Rescue Call Responses

125

36.5% of calls

(Out Town—217-63.5%)

Fire-Rescue April - June 2021

Busiest Day

Tuesday

Followed by Friday/Saturday

Busiest Times of Day

5 pm to 6 pm

Followed by 10 am to 11 am

Fire-Rescue July 2020 - June 2021

Busiest Day

Tuesday

Followed by Friday/Saturday

Busiest Times of Day

3 pm to 4 pm

Followed by 2 pm to 3 pm

Fire-Rescue April - June 2021

Response Time

3.48 minutes

County response time standard to respond from station is 6 minutes
pg 29-Matrix report—nine minutes or less to respond

Fire-Rescue July 2020 – June 2021

Response Time

3.57 minutes

County response time standard to respond from station is 6 minutes
pg 29-Matrix report—nine minutes or less to respond

Fire-Rescue April – June 2021

- Revenue Budget Highlights
 - Fund Raisers—
 - Chicken BBQ—\$1100
 - Delmarva Fire Assoc--\$5000

Fire-Rescue April - June 2021

- Expense Budget Highlights

Light Tower Repair-Engine 604-\$10,000

HVAC Failure Replaced-16 yr old-\$6,000

Server Failure-Replaced-13 yr old \$14,000

Capital Budget Updates

- Future breathing apparatus and capital apparatus replacement must be addressed

Fire-Rescue July 2020 - June 2021

- Revenue Budget Highlights

Donations higher than projected- \$8,000
(Memorial Donations)

Fund Raisers Due to COVID

Hall/Conference Center Rentals-COVID

Other Fundraisers—Ice Rink--COVID

Fire-Rescue July 2020 – June 2021

- Expense Budget Highlights

Computer Failures

Light Tower Repair-Engine 604

Other Vehicle Repairs—increase parts costs

HVAC Replacement

Server Replacement

Preparing for FY22 Cost Increases

Products and Delivery Fees (Fuel Cost)

Berlin Fire Company Emergency Medical Services

**Quarterly Update
April 1 – June 30, 2021**

**End of Contract Summary
July 1, 2020 – June 30, 2021**

EMS April 1 – June 30, 2021

In-Town EMS Call Responses

255

56.7% of calls

(195 Out of Town-43.3%)

EMS July 1, 2020 – June 30, 2021

In-Town EMS Call Responses

979

57% of calls

(Out of Town-740--43%)

EMS April 1 – June 30, 2021

In-Town

TRANSPORTS 186

72.9 %

NON-TRANSPORTS 69

(Out Town-111 trans—61 non)

EMS July 1, 2020 – June 30, 2021

In-Town

TRANSPORTS 700

71.5 %

NON-TRANSPORTS 279

(Out Town- 455 trans—285 non)

EMS April 1 – June 30, 2021

Busiest Days

Thursday followed by Saturday

Busiest Times of Day

9 am to 10 am

Followed by 10 am to 11 am

EMS July 1, 2020 – June 30, 2021

Busiest Days

Thursday followed by Monday

Busiest Times of Day

10 am to 11 am

Followed by 1 pm to 2 pm

EMS- April 1 – June 30, 2021

Response Times

1.27 minute average

(This includes second and third run calls that may be full volunteer response from home)

Review of random staffed EMS calls meet 60 second standard

(page 29-Matrix report—60 seconds for staffed station)

EMS- June 1, 2020 – June 30, 2021

Response Times

1.13 minute average

(This includes second and third run calls that may be full volunteer response from home)

Review of random staffed EMS calls meet 60 second standard

(page 29-Matrix report—60 seconds for staffed station)

EMS April 1 – June 30, 2021

- Revenue Budget Highlights
None for Quarter

EMS April 1 – June 30, 2021

- Expense Budget Highlights
 - Payroll—shift coverage costs due to leave
 - Medical Supply increased costs

EMS July 1, 2020 – June 30, 2021

- Revenue Budget Highlights

Higher Donations--\$7,000

Lower Invoices--\$8,000

Decreased Town Funds--\$84,285 from FY20

(-27.54%)

EMS July 1, 2020 – June 30, 2021

- Expense Budget Highlights

- Payroll—\$20,000

- Medical Supply increased costs--\$5,000

- Computer Failures--\$2,500

Covered by several accounts below budget

EMS Capital Funds Summary

No Capital Funds for Ambulance Replacements

All County Funds Received for per ambulance allocation are being used to pay ambulance Loan Payment—No Town Funds provided

Cardiac Monitors are at end of life—
\$85,000-\$100,000

EMS has NO contingency funds for emergencies

WATER AND SEWER USE AND ALLOCATION AGREEMENT

Made this 26th day of July, 2021 by and between Autozone Development, LLC, hereinafter referred to as “Owner”, and the Town of Berlin, hereinafter referred to as “Berlin or “Town of Berlin”.

WITNESSETH:

Whereas, the Owner is the owner in fee simple of certain property located in Worcester County, Maryland and known as 10712 Ocean Gateway, Berlin, MD., Tax Map 25, Parcel 6-430; hereinafter referred to as the “Property”; and

Whereas, the Property consists of a 6,816 square foot commercial building. (“Building”). The Building contains one unit (“Unit”); and

Whereas, Berlin Standards and Specifications require the following:

Whereas, the Property is allocated under policies and procedures of Berlin a Water and Sewer allocation of 1 (one) Equivalent Dwelling Unit (“EDU) equal to 250 gpd; and

Whereas, the Owner may in the future desire to subdivide the Property, or divide the Property by metes and bounds or by other means for the purpose of sale or otherwise change the permitted uses or intensify or increase a previously permitted use on the Property so as to modify the water and sewer usage attributable to the Property; and

Whereas, this Agreement is not intended and shall not be construed as authorizing any EDU’s in addition to the 1 (one) EDU(s) allocated to the Property; and

Whereas, this Agreement is intended only to authorize the specific uses so as to assure the Town of Berlin that the use of the Property does not utilize in excess of 1 (one) EDU(s), not to exceed 250 gpd.

Now, Therefore, in consideration of permission granted by the Town of Berlin to allow Owner or Owner’s successors, personal representatives and assigns, a water and sewer allocation from the Town of Berlin equal to 1 (one) EDU(s) or 250 gpd for the Project, the Owner does hereby covenant and agree for itself, and for all its purchasers, lessees, successors and assigns, to and with the Town of Berlin, as follows:

1. Historical metered flows were determined by the master meter on the Property from 24 months of continuous usage immediately prior to the

approval date of this agreement and these flows were used in the allocation of 1 (one) EDU(s) or 250 gpd.

2. Owner specifically acknowledges and agrees that any changes to the approved use including any increase to or enhancement of a previously approved use may not be made without the prior express written approval of the Town of Berlin.
3. The Property is only approved for 1 (one) EDU(s), Owner is to notify the Town of Berlin for approval of any change in use or ownership. The Owner further agrees and understands that a Zoning Permit shall be required for any change of use.
4. The Town shall monitor water consumption as an indication of actual sewer flow to a non-residential unit or project for a period of twenty-four months following completion of the entire project. If the flow exceeds the established EDU's allocated to the property, the owner of the non-residential unit or project will be assessed additional Special Connection Charges as appropriate, at the rate previously paid by the owner to reflect the additional flow in excess of the previously allocated number of EDU's. Any fractional portion shall be rounded to the next highest whole number. The owner agrees that it is required to purchase additional EDU'S if the actual flow exceeds the established EDU'S allocated to the property, and understands and agrees that the failure to purchase additional EDU'S may result in the termination of water and sewer service to the property at the discretion of the Town of Berlin.
5. Flow projections for the Property shall be calculated by the Town utilizing the flow projections provided in the Guidance Document, titled Wastewater Capacity Management Plans, 2006, published by the State of Maryland Department of the Environment, as amended, ("Guideline") except for medical office use.
6. Effective December 31, 2006, when the proposed use is for medical office space, flow projections for such use shall be calculated by the Town by multiplying the gross square footage of such medical office space times 0.10 to determine the projected flow in gallons per day ("Medical Office Guideline".)
7. Effective February 25, 2008, when the proposed use is for carry-out only, flow projection for such use shall be calculated by the Town by multiplying the gross square footage, to include all seating and food preparation area, including non-public space behind the counter but not a walk in refrigerated space if within the footprint of the building, times 0.5 gpd to determine the projected flow in gallons per day. If seating is planned the numbers of seats are multiplied by 25 gpd and the greater flow of the seating or square foot flow will be used. ("Carry –out Guideline".)
8. The Town shall review each request for a change in use, expansion of the use, or intensification of the use and, within 45 days of submission, calculate the projected flow pursuant to the Guidelines and Medical Office Guideline. Uses, which result in projected or actual flows in excess of the EDU allocated hereunder, shall not be permitted. The Town may extend

the 45-day period provided that it notifies the Owner in writing that it requires additional time to calculate the projected flow.

9. The foregoing covenants shall be deemed to run with and bind the Property and shall inure to the benefit of and be enforceable by the parties hereto and their respective successors and assigns. Enforcement by the Town may include but not be limited to injunctive relief, the application of use surcharges or other fees or any other remedy deemed appropriate by the Town.

IN WITNESS WHEREOF, the parties hereto set their hands and seals as of the day and year first above written.

ATTEST:	OWNER's Names
_____	_____(Seal)
	----- (Seal)
	Type name & title if any

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this ____ day of _____, 2021, before me, a Notary Public of the State and County aforesaid, personally appeared _____ and acknowledged the foregoing agreement to be his/her respective act.

AS WITNESS my hand and Notarial Seal.

	_____ Notary Public My commission expires:
ATTEST:	OWNER's Name
_____	_____(Seal)
	Type name & title if any

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2021, before me a Notary Public of the State and County aforesaid, personally appeared _____ and acknowledged the foregoing agreement to be his/her respective act.

AS WITNESS my hand and Notarial Seal.

Notary Public
My Commission expires:

Lien Holder Consent

The undersigned is joining in the execution of this Water and Sewer Allocation Agreement, solely for the purposes of (a) consenting to the terms hereof, and (b) agreeing that this Agreement shall not be terminated or affected in any manner by a foreclosure or other transfer of the Property under the Deed of Trust recorded in Liber _____ Folio _____.

WITNESS

By: _____
Name: _____
Title: _____

Town of Berlin

ATTEST:

MAYOR

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2021,
before me, a Notary Public of the State and County aforesaid, personally appeared
_____ and acknowledged himself to be the _____ of the
Town of Berlin, and that he, as such _____, being authorized
so to do, executed the foregoing agreement for the purposes therein contained.

AS WITNESS my hand and Notarial Seal.

Notary Public

My commission expires:



MOTION TO APPROVE No. 2021-16
Dr. William Henry Park Basketball Courts Painting Project

A motion of the Mayor and Council of the Town of Berlin approving the We Heart Berlin Basketball Courts Painting Project for Dr. William Henry Park contingent upon those conditions as may be required before final execution of a Memorandum of Understanding/Agreement.

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

 Dean Burrell, Vice-President

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

 Zack Tyndall, Mayor

ATTEST: _____
 Jeffrey Fleetwood, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Deputy Town Administrator Mary Bohlen *MB*

CC: Berlin Parks Commission

MEETING DATE: July 26, 2021

SUBJECT: Proposal for Painting of Basketball Courts in William Henry Park

SUMMARY

Adrian Bowen and Carol Rose, representing We Heart Berlin, Inc. appeared before the Parks Commission at their meeting on Tuesday, May 4, 2021, to seek support for painting the Henry Park Basketball Courts. The project was proposed to be funded by We Heart Berlin with volunteers to do the actual painting.

Mr. Shelton Hawkins, the designer/artist, has done a number of similar projects, including one in Easton, Maryland. The Parks Commission and Mr. Bowen and Ms. Rose discussed whether the designs were favorably received in the subject communities – particularly if the designs were confusing for the players - and some of the concerns that the Parks Commission had, particularly regarding future maintenance and the need to protect the project while being painted. Discussion regarding the funding and funding for future maintenance and Ms. Rose and Mr. Bowen indicated that We Heart Berlin would fund the initial project and future maintenance.

It was noted that the Parks Commission could not approve or deny the project itself but moved to support the project concept for presentation to the Mayor and Council.

ADDITIONAL INFORMATION

We Hart Berlin, Inc. has provided the following documents, which are included in your packet:

1. Proposed Design
2. We Heart Berlin, Inc. Mission Statement
3. Board of Directors list
4. Verification of Business in Good Standing
5. Articles of Incorporation
6. Bylaws
7. Copy of Application for 501(c)(3) – successful designation could not be determined as of the writing of this report.

PARKS COMMISSION RECOMMENDATION

The Parks Commission was favorable of the concept and voted to support We Heart Berlin seeking approval from the Mayor and Council but expressed concerns including:

- a. Future Maintenance
- b. Protection of the project site during development

The Commission also strongly recommends a binding agreement between We Heart Berlin and the Town addressing the particular concerns as expressed.

WE HEART BERLIN, INC.

July 16, 2021

Mayor & Council of Berlin
10 Williams Street
Berlin, Maryland 21811

RE: Dr. William Edward Henry Park
Painting Project – Basketball Courts

Lady & Gentlemen:

This communication will serve as a request from the non-profit corporation, We Heart Berlin, Inc., to be added to the agenda of the July 26th Mayor & Council Meeting to request approval for the proposed painting project of the basketball courts located at the Dr. William Edward Henry Park.

Board President, Tony Weeg and Board Director/Project Designer, Adrian Bowen will make the presentation. The Board of Directors of We Heart Berlin, Inc., chose this project to be our first project as it will involve the whole Berlin community and funding is in hand via grants and fundraising. The Town of Berlin will not be asked for any financial contribution.

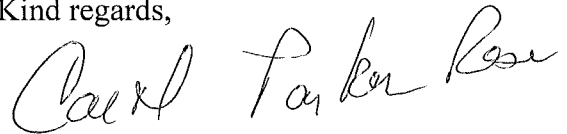
A presentation of the project was given to the Berlin Parks Commission. Unanimous support was given for the project.

Mr. Shelton Hawkins toured the property and advised that the courts are the best looking he has seen and has had to work with and there will not be a need for surface preparation other than a good power washing.

If the project is approved, work is scheduled to begin Monday, September 13th or if there is inclement weather, Monday, September 20th.

Attached is the documentation required for your review.

Kind regards,

A handwritten signature in cursive script that reads "Carol Parker Rose".

Carol Parker Rose, Secretary

Attachments: 7

Adrian Bowen <adrianmbowen2@gmail.com>

3/1/2021 7:34 PM

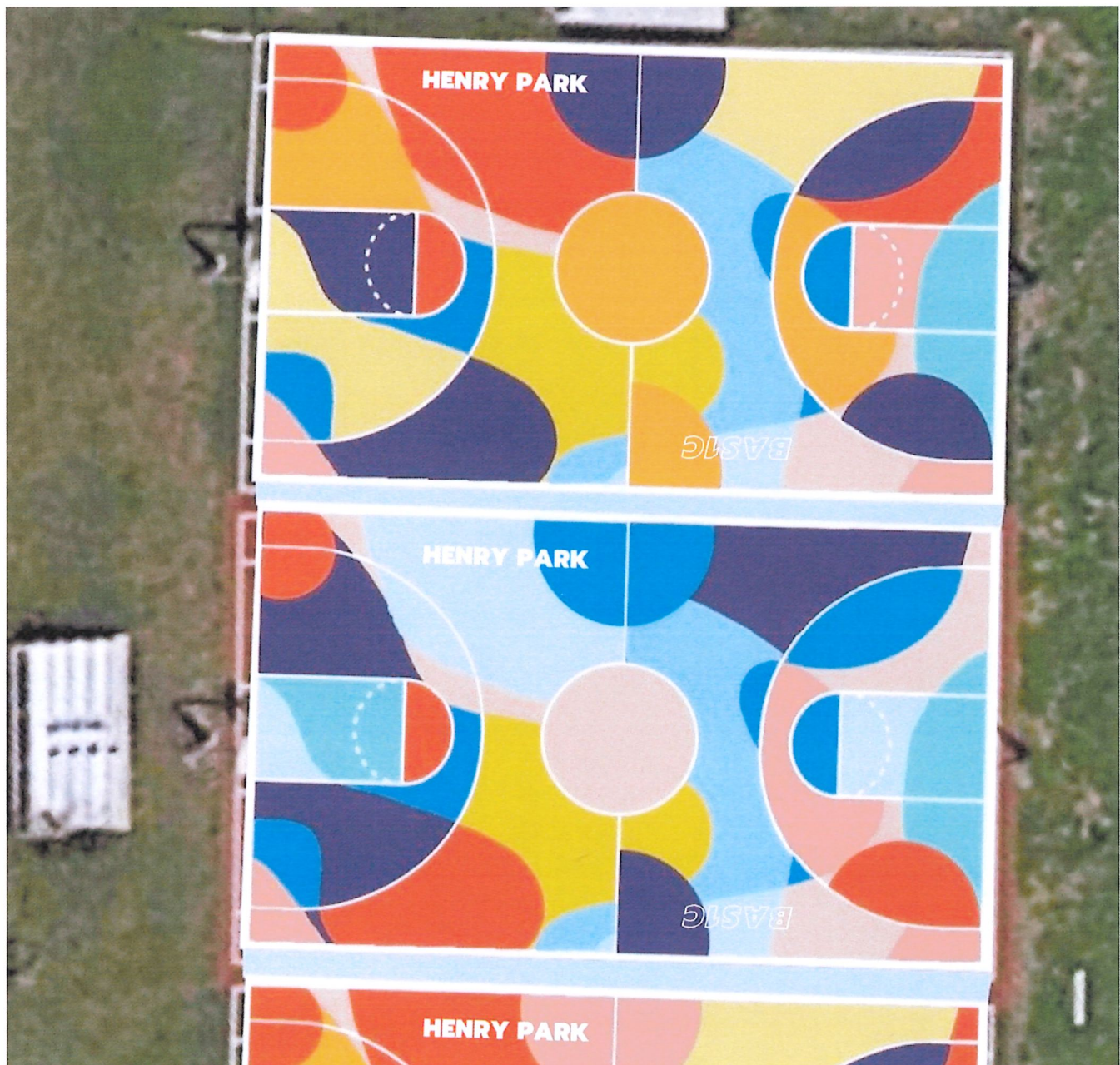
Proposed Digital Design

To CAROL ROSE <c.rose.307@comcast.net> Copy Brian Robertson <robertsonart@hotmail.com> •
Kate Patton <kpatton@lowershorelandtrust.org> • Tom Simon <bobweirisajedi@gmail.com> •
denee10@yahoo.com <denee10@yahoo.com> • tonyweeg@gmail.com <tonyweeg@gmail.com> •
wrtsmith@mac.com <wrtsmith@mac.com>

Hey everyone,

I've attached the proposed digital design of the basketball court surface at Henry Park in this email.

Also, I didn't get to add that I would like to get new basketball goals put up as well, but for now, painting the surface is the first place I'd like to start.



MISSION STATEMENT

WE HEART BERLIN, INC.

The mission of We Heart Berlin, Inc., is to promote healthy and sustainable activities and to support the creation and improvement of recreational opportunities for the benefit of Berlin and its residents.

BOARD OF DIRECTORS
WE HEART BERLIN, INC.

President: Tony Weeg
302 Bay Street, Berlin, Md. 21811
410-422-7535
443-420-7386
tonyweeg@gmail.com

Vice President: Jeff Smith
101 Davis Court, Berlin, Md. 21811
646-229-4175
wrtsmith@mac.com

Secretary: Carol Rose
307 Ann Drive, Berlin, Md. 21811
410-430-7540
c.rose.307@comcast.net

Treasurer: Denee Bowen
120 Schoolfield Street, Berlin, Md. 21811
Denee10@yahoo.com

Tom Simon
8 Baker Street, Berlin, Md. 21811
bobweirisajed@gmail.com

Brian Robertson
103 Broad Street, Berlin, Md. 21811
443-944-3979
robertsonart@hotmail.com

Adrian Bowen, Sr.
9100 Reedy Cove Dr. Apt 301, Berlin, Md. 21811
443-513-1950
adrianmbowen2@gmail.com

Kate Patton
443-234-5587 (O)
410-713-2443 (M)
kpatton@lowershorelandtrust.org

WE HEART BERLIN, INC.: D21279120

Notice



Effective July 1, 2021, SDAT no longer charges a base filing fee for the cancellation, dissolution, or termination of a registered business. Please be mindful that neither **cancellations, dissolutions, or terminations** submitted before July 1, 2021, nor resubmissions of these filings through a transaction originally completed before July 1, 2021, will be eligible for a refund.

Please be aware of an **ongoing scam** in which newly registered businesses are being instructed to send additional payment in order to obtain a Certificate of Status. *Any 3rd party solicitation from a company attempting to represent the 'Maryland Secretary of State' via mail or email should be fully vetted before submitting additional payment information.*

Department ID Number:

D21279120

Business Name:

WE HEART BERLIN, INC.

Principal Office:

302 BAY ST

BERLIN MD 21811

Resident Agent:

UNITED STATES CORPORATION AGENTS, INC.

6959 GOLDEN RING RD.

ROSEDALE MD 21237

Status:

INCORPORATED

Good Standing:

THIS BUSINESS IS IN GOOD STANDING

Business Type:

CORPORATION

Business Code:

04 ORDINARY BUSINESS - NON-STOCK

Date of Formation/ Registration:

01/07/2021

State of Formation:

MD

Stock Status:

NONSTOCK

Close Status:

NO

ARTICLES OF INCORPORATION FOR A TAX-EXEMPT NONSTOCK CORPORATION

FIRST: The undersigned:

Cheyenne Moseley

whose address(es) is/are:

6959 Golden Ring Rd., Rosedale, MD, 21237

being at least eighteen years of age, do(es) hereby form a corporation under the laws of the State of Maryland.

SECOND: The name of the corporation is:

We Heart Berlin, Inc. (D21279120)

THIRD: The purpose(s) for which the corporation is formed is/are as follows:

raise funding, and use those monies to embellish Berlin, Maryland with fun, environmentally-friendly projects that are accessible to anyone that wants to enjoy them.

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

In order to operate in Maryland, will the registering entity require a business or industry license that is issued by the state or any other local agency? Uncertain

FOURTH: The street address of the principal office of the corporation in Maryland is:

302 Bay St, Berlin, MD, 21811

FIFTH: The name(s) of the Resident Agent(s) of the corporation in Maryland is/are:

United States Corporation Agents, Inc.

whose address(es) is/are:

6959 Golden Ring Rd., Rosedale, MD, 21237

SIXTH: The corporation has no authority to issue capital stock.

SEVENTH: The number of directors of the corporation shall be 1 which number may be increased or decreased pursuant to the bylaws of the corporation. The name(s) of the director(s) who shall act until the first meeting or until their successors are duly chosen and qualified is/are:

Anthony Weeg

ARTICLES OF INCORPORATION FOR A TAX-EXEMPT NONSTOCK CORPORATION

EIGHTH:

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, I have signed these articles
and acknowledge the same to be my act.

SIGNATURE(S) OF INCORPORATOR(S):

Cheyenne Moseley

I hereby consent to my designation in this document
as Resident Agent(s) for this corporation.

SIGNATURE OF RESIDENT AGENT(S) LISTED IN FIFTH:

Cheyenne Moseley, Officer

Filing party's name and return address:

Mrs . Cheyenne Moseley, 6959 Golden Ring Rd., Rosedale, MD, 21237

WE HEART BERLIN, INC.

BYLAWS

These sample bylaws are compliant with Maryland Law,
IRS regulations, and the *Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector®*

1. **NAME AND PURPOSES:** The name of this organization is We Love Berlin, Inc. Its mission is to create and improve recreational opportunities for the benefit of Berlin and its residents.
2. **PRINCIPAL OFFICE OF THE CORPORATION:** The principal office of the Corporation shall be 302 Bay Street, Berlin, MD, 21811.
3. **MEMBERS OF THE CORPORATION:** The Members of the Board of Directors of the Corporation (hereinafter "Directors") shall constitute the members of the Corporation.
4. **BOARD OF DIRECTORS:**
 - 4.1. **Classes:** There shall be only one class of Directors.
 - 4.2. **Role/Number:** The business and affairs of the Corporation shall be governed by a Board of Directors (hereinafter the "Board") which shall be composed of no more than seven (7) persons and no fewer than five (5) persons.
 - 4.3. **Composition:** The Board shall, at all times, be composed of persons dedicated to the mission of the organization, possessing the skills to govern the organization and inclusive of the diversity of the community being served, taking into account race, gender, economic status, age, subject matter expertise, and other factors.
 - 4.4. **Election/Vacancies:** At each annual meeting of the Board, Directors to serve for the ensuing term shall be elected by the existing Directors. Vacancies occurring between annual meetings may be filled for the balance of the term by election by the remaining Directors.
 - 4.5. **Term:** Each Director shall hold office for a term of two (2) years. The initial Directors shall be divided into three (3) approximately equal groups, one-third (1/3) of them to serve for an initial term of one (1) year, one-third (1/3) to serve for an initial term of two (2) years, and one-third (1/3) to serve for an initial term of three (3) years. No person shall serve more than three (3) consecutive full terms on the Board. Except upon approval by the Board, a director may extend their term for one year to serve as immediate past president or immediate past treasurer. Persons serving an initial term of less than two (2) years may serve for three (3) additional two year terms. After serving the maximum time allowed, a person may again serve after being off the Board for one year. Directors may not serve perpetually.

- 4.6. Removal: Any Director may be removed from office, with or without the assignment of any cause, by a vote of the majority of the Directors in office. A vote for removal may occur at any meeting of the Board convened in compliance with these bylaws, provided that written notice of the intention to consider removal of such Director has been included in the notice of the meeting. No Director shall be removed without having the opportunity to be heard at such meeting, but no formal hearing procedure need be followed.
- 4.7. Employment by the Corporation shall disqualify an individual and any member of the individual's immediate family from eligibility for election to the Board of Directors. Employment of a Director or a member of a Director's immediate family by the Corporation shall lead to the resignation of the Director from the Board.
- 4.8. Resignation: A Director may resign by submitting a written resignation to the President or to the other Directors, if the resigning Director is the President. Failure of any director to participate in the activities of the Board of directors as evidenced by the failure to attend at least $\frac{3}{4}$ of the meetings of the Board of Directors in a 12month period will be considered an automatic resignation.

5. OFFICERS OF THE BOARD:

- 5.1. Election/Vacancies: The officers shall consist of President, Vice-President, Secretary, and Treasurer and such additional vice presidents or assistant secretaries or assistant treasurers as the Board may from time to time appoint. The officers shall be elected by the Board, from among the Directors, at the first meeting of the Board following the annual meeting of the Corporation. Any vacancy occurring in any office, for whatever reason, shall be filled by the Board and any Director so elected shall fulfill the term of his/her predecessor.
- 5.2. Term: Officers shall serve a term of 2 years. No officer shall serve more than two (2) consecutive terms in the same office. Officers may not serve perpetually.
- 5.3. Removal: An officer may be removed from office, with or without cause, as determined by a two-thirds ($\frac{2}{3}$) majority vote of the Board present at any meeting at which there is a quorum.
- 5.4. Resignation: An officer may resign by submitting a written resignation to the President or Secretary. If the resigning officer is the President, the officer may resign by submitting a written resignation to the other Directors. Resignation as an officer does not constitute resignation from the Board.
- 5.5. Authority and Duties: The Officers shall have the authority and responsibility delegated by the Board as follows:

5.5.1. The President shall preside at and conduct all meetings of the Board and of the Executive Committee. The President may sign all contracts and agreements in the name of the Corporation after they have been approved by the Board, serve as the representative of the Corporation in meetings and discussions with other organizations and agencies, and otherwise perform all of the duties which are ordinarily the function of the office, or which are assigned by the Board.

5.5.2. The Vice-President shall perform the duties of the President if the President is unable to do so or is absent; and perform such other tasks as may be assigned by the Board and, at the request of the President, assist in the performance of the duties of the President.

5.5.3. The Secretary shall keep accurate records and minutes of all meetings of the Corporation; make available minutes of the previous meeting and distribute them in advance of each meeting; cause to be delivered all notices of meetings to those persons entitled to vote at such meeting; and maintain the minutes and a current listing, with contact information, of the Directors at the office of the Corporation.

5.5.4. The Treasurer shall ensure there is timely and adequate management of financial resources and reporting to enable the Board to monitor the organization's financial resources. The Treasurer shall advise the Board of any significant financial matters that require action by the Board. If required, the Treasurer shall ensure that the Board engages a qualified auditor for an annual examination of the financial statements. The Treasurer shall serve as a member of the Finance Committee and may serve as this committee's chair.

5.5.5. Other officers appointed by the Board shall perform such duties as may be specified in writing by the Board or by officers given authority over them.

6. BOARD MEETINGS:

6.1. Annual Meeting: The Annual Meeting of the Corporation shall be held at such date and time as is determined by the Board.

6.2. Regular Board Meetings: Regular meetings of the Board shall be held at least quarterly and may be scheduled more often by the President

6.3. Special Meetings: Special meetings of the Board shall be held at any time and at any place when called by the President or by at least three (3) Directors or twenty-five percent (25%) of the Directors, whichever is greater. Business transacted at special meetings shall be confined to the purposes of the meeting stated in the notice of the meeting.

- 6.4. Notice of Meetings: Notice of regular Board meetings, including the annual meeting, shall be in writing and delivered at least 10 days and no more than 30 days before the day of the meeting to all Board members. Notices of special meetings shall state that it is a special meeting being called and may be given orally or in writing at least 48 hours prior to the meeting time. Written notice of meetings may be delivered by electronic transmission. Failure of any member to respond to notice shall not invalidate the meeting or any action taken at the meeting.
- 6.5. Executive Session: At any meeting of the Board, where a quorum is present, the Board may, by a majority vote, decide to enter an executive session in which only voting Directors and other persons invited by the Board may be present. The decision to enter executive session shall be recorded in the minutes, and actions taken may be recorded in the minutes. Executive session minutes may be kept separately and confidentially, and need not include the discussion, only actions taken.
- 6.6. Quorum: At meetings of the Board, a quorum shall consist of a simple majority or fifty percent (50%) plus one (1) of the Directors then serving, present in person including as defined in (6.8) below.
- 6.7. Voting: Except as otherwise provided in these bylaws, decisions of the Board shall be by vote of a majority (fifty percent (50%) plus one (1) of those present assuming a quorum), but not less than one-third (1/3) of the Directors then serving. Each Director shall have one vote. Directors may vote only in person or as defined in section 6.8 below. There shall be no proxy voting.
- 6.8. Telephone and Electronic Participation: Directors may participate in Board meetings and vote on matters discussed therein, by means of a conference telephone or similar communications equipment by means of which all persons participating in such meeting can hear each other at the same time. Participation by such means shall constitute in person presence of the Director at the meeting.
- 6.9. Action without Meeting: Any action which may be properly taken by the Board assembled in a meeting may also be taken without a meeting, if unanimous consent in writing setting forth the action taken is signed by all of the Directors entitled to vote with respect to the action. Such consent shall have the same force and effect as a vote of the Directors assembled and shall be filed with the minutes.
7. COMMITTEES: The Board of Directors, by resolution adopted by a majority of the Board of Directors present at a meeting where there is quorum may designate one

or more committees. Committees may be formed on an ad-hoc basis or may be a standing committee as provided below or in the resolution. The Board Chair shall appoint the members and the Chair of all committees. All such appointments must be approved by the Board either prior to the appointment or be ratified at the next Board meeting. The Board Chair may appoint to a committee persons who are not Directors of the Corporation. All committees created by the Board of Directors shall be chaired by a member of the Board of Directors or in the case of co-chairs at least one chair must be a member of the Board unless otherwise specified herein. The Board Chair shall serve as an ex officio member of all committees. Committee minutes must be kept and record the date and meeting agenda, those in attendance and any action taken by the committee minutes must be shared with the Board, and must become part of the corporate record.

- 7.1. Each committee shall exercise the authority of the Board of Directors to the extent authorized by the Board of Directors. However, a committee may not by itself:
 - 7.1.1. Approve action that requires full Board approval by law;
 - 7.1.2. Fill vacancies on the Board of Directors or any of its committees;
 - 7.1.3. Amend the Articles of Incorporation;
 - 7.1.4. Adopt, amend or repeal the Bylaws;
 - 7.1.5. Approve a plan of merger, consolidation or dissolution; or transfer of assets of the corporation;
 - 7.1.6. Employ or discharge anyone from employment with the Corporation;
 - 7.1.7. Other than the executive committee if so charged, committees may not enter into any agreement, contract or obligation on behalf of the organization;
 - 7.1.8. Other than the executive committee if so charged, Committees and their members shall not portray themselves as representing the organization as a whole publicly.
- 7.2. There shall be the following standing committees:
 - 7.2.1. Executive Committee. The Executive Committee shall be comprised of the President, the Vice President, the Secretary, the Treasurer, and one (1) member of the Board elected at large for each two year officer term by the Board of Directors. When the Board of Directors is not in session, the Executive Committee shall possess and exercise all powers of the Board of Directors in the management of the business and affairs of the Corporation that lawfully may be exercised by the Executive Committee, except as specified in Section 7.1. The Executive Committee shall provide reasonable notice of meetings of the executive committee to all board members and shall include a summary of the circumstances requiring any expeditious action taken by the Executive Committee. The Executive Committee shall then provide a complete report on such action along with minutes of the meeting at the next meeting of the Board, and may elect to do so in executive session. Care will be taken to ensure that only those issues necessitating discussion/action prior to the next Board

meeting be addressed. The Executive Committee is responsible for recommending and overseeing procedures for the evaluation of the job performance of the Chief Executive Officer and, as necessary, for succession planning.

7.2.2. Finance Committee. The Finance Committee shall be responsible for oversight of the financial operations of the Corporation. While serving on the Finance Committee, a member of the Committee shall not: (i) accept any consulting fee, advisory fee, or other compensation or benefits from the Corporation; or (ii) have participated in any other transactions with the Corporation in which he or she has a financial interest within the previous year. The Committee shall undertake at a minimum the following responsibilities:

- 7.2.2.1. Review, discuss and recommend changes to the proposed annual Corporation budget and submit for approval to the Board of Directors;
- 7.2.2.2. Review, discuss and present the financial statements to the Board of the Corporation for approval, at least quarterly;
- 7.2.2.3. Oversee the Corporation's audit if required, including appointing the auditor and receiving the auditor's report. The Finance Committee should ensure that the full board approves the audited financial statements and receives a copy of the management letter (if any) and the Finance Committee should monitor implementation of the management letter if applicable. A separate committee or a subcommittee of the Finance Committee may be appointed to oversee the audit provided the full board has the opportunity to approve the audited financial statements;
- 7.2.2.4. Recommend and review policy and procedures for: (a) the receipt, retention, and treatment of complaints received by the Corporation regarding accounting, internal accounting controls, or auditing matters; and (b) the confidential, anonymous submission by employees of the Corporation of concerns regarding questionable accounting, auditing or other financial matters;
- 7.2.2.5. Periodically, review and discuss the quality, quantity, substance and dissemination of financial information provided to the Board of Directors and the Committee, recommending improvements as necessary; and
- 7.2.2.6. Monitor the investments of the Corporation and develop and recommend to the Board changes to the Corporation's investment and endowment policies as appropriate.
- 7.2.2.7. Monitor board member participation, making recommendations to the Board regarding the removal of Directors from the Board;
- 7.2.2.8. Monitoring compliance by Directors with the Corporation's conflict of interest policy, reviewing disclosure statements submitted by Directors, and reporting any conflicts of interest to the full Board of

Directors for further action in accordance with the policy;

8. APPOINTED OFFICERS AND STAFF:

- 8.1. The Board may appoint a chief executive officer, with a title appropriate to the functions of the officer. Other staff shall be appointed by the chief executive officer.
- 8.2. The Board may delegate duties and customary authority to the chief executive officer and staff of the Corporation. The duties and authority delegated shall be memorialized in written job descriptions.
- 8.3. The chief executive officer shall be subject to hire and termination by the Board. Other appointed staff shall be subject to hire and termination by the chief executive officer.
- 8.4. Except when the Board is meeting in executive session, the chief executive officer shall attend and participate in meetings of the Board and of committees as staff to the Board and the committees but shall not be entitled to a vote.

9. CONFLICT OF INTEREST: The Board shall adopt a conflict of interest policy that covers board members, staff members, and volunteers with significant decision making authority with respect to the resources of the organization. The conflict of interest policy should identify the types of conduct or transactions that raise conflict of interest concerns, set forth procedures for disclosure of actual or potential conflicts, and should provide for review of individual transactions by the uninvolved Directors. Approval by the disinterested Directors shall be by vote of a majority of Directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, nor for purposes of determining what constitutes a majority vote of Directors in attendance. The policy should also require that the minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

10. INDEMNIFICATION: The Corporation shall indemnify its directors and officers to the fullest extent permitted by state and federal law including the payment of related legal expenses.

11. EXONERATION: To the fullest extent permitted by state or federal law, no director or officer of this Corporation shall be personally liable to the Corporation or its members for damages. Board members shall not be automatically exonerated in the case of intentional misconduct. No amendment of the Articles of Incorporation or repeal of any of its provisions shall limit or eliminate the benefits provided to directors and officers under this provision with respect to any act or omission which occurred prior to such amendment or repeal.

12. INSURANCE: The Board shall evaluate the organization's needs for insurance

coverage as appropriate for its activities including but not limited to general liability insurance, and directors and officers' liability insurance.

13. **COMPENSATION:** The Directors of the Corporation shall serve without compensation. Directors may be reimbursed for pre-approved expenses reasonably incurred on behalf of the Corporation. Nothing in this paragraph is intended to preclude a Director from receiving compensation for his/her service to the Corporation in some other capacity, provided the transaction is consistent with the organization's conflict of interest policy and these Bylaws.
14. **CORPORATE RECORDS:** The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors, and all committees, and shall keep at the principal office of the Corporation a record of the names and addresses of the Directors as well as its Articles of Incorporation, Bylaws, and board approved policies. The Corporation shall make available to the public its application to the IRS for tax exempt status, its IRS determination letter, and its three most recently filed IRS Form 990s. Upon written request, all books and records of the Corporation may be inspected by any Director within three (3) business days.
15. **SIGNATURE AUTHORITY:** All checks, notes, acceptances, and orders for payment of money shall be signed by any individual(s) authorized by the Board as described in the organization's financial policies. All contracts, leases and deeds of any kind shall be signed by the President, Vice President or any other agent of the Corporation designated by the Board.
16. **FISCAL YEAR:** The fiscal year of the Corporation shall be from January 1st to December 31st.
17. **AMENDMENTS:** These bylaws may be amended by a two-thirds (2/3) vote of the Directors present and entitled to vote at a meeting at which a quorum is present. Any proposed amendment(s) must be submitted to the Directors in writing with written notice of the meeting to decide on the proposed amendment(s) at least ten (10) days prior to the meeting date.
18. **NON-DISCRIMINATION:** The Corporation shall not discriminate against any person on the basis of age (40 and older), marital status, sex (including pregnancy, childbirth, and related medical conditions), race, color, national origin, citizenship status, ethnicity, sexual orientation, gender identity, disability: physical or mental, genetic information, or political or religious opinion or affiliation in any of its policies, procedures or practices.
19. **DISSOLUTION:** The Corporation may be dissolved by a two-thirds (2/3) vote of the Directors then serving provided that notice of the proposed dissolution has been submitted to the Directors in writing with written notice of the meeting date to decide on the proposed dissolution at least thirty (30) days prior to the meeting date. In the event of dissolution, the Board shall dispose of all of the net assets of the

Corporation exclusively to such organization(s) which are organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code. Any remaining assets not disposed of by the Board shall be disposed of by the Court in the jurisdiction in which the principal office of the Corporation is then located, exclusively for such purposes or to such organizations.

Adopted by the Board this ___ day of _____ 2021

President

Dated

I, the undersigned, being Secretary of the Corporation, hereby certify that the above is a true, complete and accurate copy of the Bylaws adopted by the Board.

Secretary

Dated

**Streamlined Application for Recognition of Exemption
Under Section 501(c)(3) of the Internal Revenue Code**

Do not enter Social Security numbers on this form as it will be made public.

Information about Form 1023-EZ and its separate instructions is at www.irs.gov/form1023*Note: If exempt status is approved,
this application will be open for
public inspection.*

- ☐ Check this box to attest that you have completed the Form 1023-EZ Eligibility Worksheet in the current instructions, are eligible to apply for exemption using Form 1023-EZ, and have read and understand the requirements to be exempt under section 501(c)(3).

Have your annual gross receipts exceeded \$50,000 in any of the past 3 years and/or do you project that your annual gross receipts will exceed \$50,000 in any of the next 3 years? If yes, stop. Do not file Form 1023-EZ. See Instructions. ☐ Yes ☒ No

Do you have total assets the fair market value of which is in excess of \$250,000? If yes, stop. Do not file Form 1023-EZ. See Instructions. ☐ Yes ☒ No

Part I Identification of Applicant

1a Full Name of Organization WE HEART BERLIN INC		b Care Of Name (if applicable)	
c Mailing Address (number, street, and room/suite). If a P.O. box, see Instructions. 302 BAY ST		d City BERLIN	e State MD
f Zip code + 4 21811			
2 Employer Identification Number 86-1817856	3 Month Tax Year Ends (MM) 12	4 Person to Contact if More Information Is Needed TONY WEEG	
5 Contact Telephone Number 410-422-7535		6 Fax Number (optional)	7 User Fee Submitted \$275.00
8 List the names, titles, and mailing addresses of your officers, directors, and/or trustees. (If you have more than five, see Instructions.)			
First Name: JEFFREY		Last Name: SMITH	Title: VICE PRESIDENT
Street Address:		City: BERLIN	State: MD Zip code + 4: 21811
First Name: CAROL		Last Name: ROSE	Title: SECRETARY
Street Address:		City: BERLIN	State: MD Zip code + 4: 21811
First Name: TOM		Last Name: SIMON	Title: OFFICER
Street Address:		City: BERLIN	State: MD Zip code + 4: 21811
First Name: DENEEN		Last Name: BOWEN	Title: TREASURER
Street Address:		City:	State: Zip code + 4:
First Name: ADRIAN		Last Name: BOWEN	Title: OFFICER
Street Address:		City:	State: Zip code + 4:
9a Organization's Website (if available): www.weheartberlin.org			
b Organization's Email (optional):			

Part II Organizational Structure

- 1** To file this form, you must be a corporation, an unincorporated association, or a trust. **Select the box** for the type of organization.
☒ Corporation ☐ Unincorporated association ☐ Trust
- 2** ☒ Check this box to attest that you have the organizing document necessary for the organizational structure indicated above.
(See the instructions for an explanation of **necessary organizing documents**.)
- 3** Date incorporated if a corporation, or formed if other than a corporation (MMDDYYYY): 02022021
- 4** State of Incorporation or other formation: Maryland
- 5** Section 501(c)(3) requires that your organizing document must limit your purposes to one or more exempt purposes within section 501(c)(3).
☒ Check this box to attest that your organizing document contains this limitation.
- 6** Section 501(c)(3) requires that your organizing document must not expressly empower you to engage, otherwise than as an insubstantial part of your activities, in activities that in themselves are not in furtherance of one or more exempt purposes.
☒ Check this box to attest that your organizing document does not expressly empower you to engage, otherwise than as an insubstantial part of your activities, in activities that in themselves are not in furtherance of one or more exempt purposes.
- 7** Section 501(c)(3) requires that your organizing document must provide that upon dissolution, your remaining assets be used exclusively for section 501(c)(3) exempt purposes. Depending on your entity type and the state in which you are formed, this requirement may be satisfied by operation of state law.
☒ Check this box to attest that your organizing document contains the dissolution provision required under section 501(c)(3) or that you do not need an express dissolution provision in your organizing document because you rely on the operation of state law in the state in which you are formed for your dissolution provision.

Part III Your Specific Activities

- 1 Briefly describe the organization's mission or most significant activities (limit 250 characters)

- 2 Enter the appropriate 3-character NTEE Code that best describes your activities (See the instructions): _____

- 3 To qualify for exemption as a section 501(c)(3) organization, you must be organized and operated exclusively to further one or more of the following purposes. By checking the box or boxes below, you attest that you are organized and operated exclusively to further the purposes indicated. **Check all that apply.**

- | | | |
|---|---|--|
| <input type="checkbox"/> Charitable | <input type="checkbox"/> Religious | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Scientific | <input type="checkbox"/> Literary | <input type="checkbox"/> Testing for public safety |
| <input type="checkbox"/> To foster national or international amateur sports competition | <input type="checkbox"/> Prevention of cruelty to children or animals | |

- 4 To qualify for exemption as a section 501(c)(3) organization, you must:

- ☐ Refrain from supporting or opposing candidates in political campaigns in any way.
- ☐ Ensure that your net earnings do not inure in whole or in part to the benefit of private shareholders or individuals (that is, board members, officers, key management employees, or other insiders).
- ☐ Not further non-exempt purposes (such as purposes that benefit private interests) more than insubstantially.
- ☐ Not be organized or operated for the primary purpose of conducting a trade or business that is not related to your exempt purpose(s).
- ☐ Not devote more than an insubstantial part of your activities attempting to influence legislation or, if you made a section 501(h) election, not normally make expenditures in excess of expenditure limitations outlined in section 501(h).
- ☐ Not provide commercial-type insurance as a substantial part of your activities.

☐ **Check this box** to attest that you have not conducted and will not conduct activities that violate these prohibitions and restrictions.

- 5 Do you or will you attempt to influence legislation? _____ ☐ Yes ☐ No
(If yes, consider filing Form 5768. See the instructions for more details.)
- 6 Do you or will you pay compensation to any of your officers, directors, or trustees? _____ ☐ Yes ☐ No
(Refer to the instructions for a definition of **compensation**.)
- 7 Do you or will you donate funds to or pay expenses for individual(s)? _____ ☐ Yes ☐ No
- 8 Do you or will you conduct activities or provide grants or other assistance to individual(s) or organization(s) outside the United States? _____ ☐ Yes ☐ No
- 9 Do you or will you engage in financial transactions (for example, loans, payments, rents, etc.) with any of your officers, directors, or trustees, or any entities they own or control? _____ ☐ Yes ☐ No
- 10 Do you or will you have unrelated business gross income of \$1,000 or more during a tax year? _____ ☐ Yes ☐ No
- 11 Do you or will you operate bingo or other gaming activities? _____ ☐ Yes ☐ No
- 12 Do you or will you provide disaster relief? _____ ☐ Yes ☐ No

Part IV Foundation Classification

Part IV is designed to classify you as an organization that is either a private foundation or a public charity. Public charity status is a more favorable tax status than private foundation status.

- 1 Are you applying for recognition as a church, school, or hospital (described in section 170(b)(1)(A)(i), (ii), or (iii) of the Internal Revenue Code)? If yes, stop. Do not file Form 1023-EZ. See Instructions ☐ Yes ☐ No
- 2 If you qualify for public charity status, check the appropriate box (2a - 2c below) and skip to **Part V** below.
- a ☐ **Select this box** to attest that you normally receive at least one-third of your support from public sources or you normally receive at least 10 percent of your support from public sources and you have other characteristics of a publicly supported organization. **Sections 509(a)(1) and 170(b)(1)(A)(vi).**
- b ☐ **Select this box** to attest that you normally receive more than one-third of your support from a combination of gifts, grants, contributions, membership fees, and gross receipts (from permitted sources) from activities related to your exempt functions and normally receive not more than one-third of your support from investment income and unrelated business taxable income. **Section 509(a)(2).**
- c ☐ **Select this box** to attest that you are operated for the benefit of a college or university that is owned or operated by a governmental unit. **Sections 509(a)(1) and 170(b)(1)(A)(iv).**
- 3 If you are not described in Items 2a - 2c above, you are a private foundation. As a private foundation, you are required by section 508(e) to have specific provisions in your organizing document, unless you rely on the operation of state law in the state in which you were formed to meet these requirements. These specific provisions require that you operate to avoid liability for private foundation excise taxes under sections 4941-4945.
- ☐ **Select this box** to attest that your organizing document contains the provisions required by section 508(e) or that your organizing document does not need to include the provisions required by section 508(e) because you rely on the operation of state law in your particular state to meet the requirements of section 508(e). (See the instructions for explanation of the section 508(e) requirements.)

Part V Reinstatement After Automatic Revocation

Complete this section only if you are applying for reinstatement of exemption after being automatically revoked for failure to file required annual returns or notices for three consecutive years, and you are applying for reinstatement under section 4 or 7 of Revenue Procedure 2014-11. (Check only one box.)

- 1 ☐ Check this box if you are seeking retroactive reinstatement under section 4 of Revenue Procedure 2014-11. By checking this box, you attest that you meet the specified requirements of section 4, that your failure to file was not intentional, and that you have put in place procedures to file required returns or notices in the future. (See the instructions for requirements.)
- 2 ☐ Check this box if you are seeking reinstatement under section 7 of Revenue Procedure 2014-11, effective the date you are filling this application.

Part VI Signature

- ☐ I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, and to the best of my knowledge it is true, correct, and complete.

(Type name of signer)

(Type title or authority of signer)

02232021

(Date)



MEMO

DATE: July 12, 2021

TO: Mayor and Council

FROM: Mary Bohlen, Deputy Town Administrator *MB*

SUBJECT: Program Open Space Development Programs for FY23

Attached, please find the following relative to this evening's discussion:

- Motion 2021-14 approving the FY23 Annual Program for Development
- FY23 Program Open Space Annual Program for Development
- Attachment A-1: July 6, 2021 Memo to the Parks Commission regarding the FY23 Program
- Attachment A-2: Strikethrough copy of the FY2020 Program as discussed by the Parks Commission

Summary

Briefly, the Maryland Department of Natural Resources (DNR) provides grant funding for parks to counties through Program Open Space (POS) and to municipalities through the Community Parks and Playgrounds Program (CPP). Before the creation of the CPP program, Worcester County would typically re-allocate a portion of POS funds to the municipalities and Berlin successfully completed many projects with those funds.

In years past, Worcester County has requested annual submission of the Program Open Space Annual Program for Development, (commonly referred to as our "Wishlist") which is used as a guide to prioritize projects for funding application. The last plan submitted to Worcester County was for FY2020 (the county has not requested Development Plans in subsequent years, including for FY23).

Although the County has not requested it, the Program for Development remains useful for our use for planning. The "Wishlist" is NOT a grant application; rather it is more like a capital improvements plan for our parks.

The Community Parks and Playgrounds grant application is typically submitted in late summer, with awards being made in early to mid-summer of the following year. For instance, the current

application under review – for the Stephen Decatur Park restrooms – was submitted in August 2020 and notification of whether or not it is approved is expected at any time.

At their meeting on Tuesday, July 6, 2021, the Parks Commission reviewed the 2020 list and discussed what projects should be included for as attached.

Because the Henry Park basketball courts lighting project has been a priority project for several years, the Parks Commission recommends keeping it as item #1 with the intent to apply for FY2023 (applications due August 26, 2021).

The other projects are based on recent discussions in the community.

It is the Parks Commission's intent to submit application for the Basketball Courts Lighting Project in August.



MOTION TO APPROVE No. 2021-14

A motion of the Mayor and Council of the Town of Berlin approving the FY2023 ANNUAL PARKS PROGRAM FOR DEVELOPMENT.

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

Dean Burrell, Vice-President

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

Zack Tyndall, Mayor

ATTEST: _____
Jeffrey Fleetwood, Town Administrator

PROGRAM OPEN SPACE *ANNUAL PROGRAM* FOR DEVELOPMENT
FISCAL YEAR 2023

Source of Funds (for Annual Program Only)

<u>Sponsor</u>	<u>Project Name, Project Description</u>			<u>Acreage Project</u>	<u>Total</u>	<u>Local</u>	<u>State(POS Local Funds)</u>	<u>Federal</u>
BERLIN								
1	Dr. William Henry Park:	Map 307	Parcel 0692					
	Purchase and Installation of Lighting for Basketball Courts (application pending with Community Parks and Playgrounds)			<.5	\$122,000	\$10,000	\$112,000	
2	John Howard Burbage Park	Map 300	Parcel 1629	+/- .5				
	Development as Ping Pong Park							
	(leverage funds from We Heart Berlin)							
3	Skate Park Study							
	Engage contractor to assess suitable locations/other aspects							
4	Inclusive Playground Components							
TOTALS								



MEMO

DATE: July 6, 2021

TO: Parks Commission

FROM: Mary Bohlen, Deputy Town Administrator

SUBJECT: Program Open Space Development Programs for FY23

In years past, Worcester County has requested annual submission of the Program Open Space Annual Program for Development, which is commonly referred to as our "Wishlist" and is used as a guide to prioritize projects for funding application. The attached is the POS Development Plan for FY2020, which was the last plan submitted to Worcester County (the county has not requested Development Plans for FY21, FY22, or (to date) FY23).

Although the County has not requested it, the Program for Development remains a useful tool for planning and project prioritization.

On the attached:

- I have struck Item #2: Stephen Decatur Park Prefabricated restrooms. We applied for Community Parks and Playgrounds grant funds for FY22 and it appears to be on track for approval in the State's FY22 budget; we should have final word at any time.
- Item #3 is recommended to hold until further action, if any, is determined by the Mayor and Council regarding the sale of certain parcels of Heron Park.

Because the Henry Park basketball courts lighting project has been a priority project for several years, it is my recommendation to leave it as item #1 with the intent to apply for FY2023 (applications due August 26, 2021). The Burbage Park project could also remain on the Development list pending further communication from We "Heart" Berlin's fundraising efforts toward a Ping-Pong Park.

Any other projects to be considered for inclusion on the list should be discussed and added at this time. Once the Parks Commission approves a complete list, it will be submitted to the Mayor and Council for final approval, then can be submitted to Worcester County should they request it.

AH, A-2

**PROGRAM OPEN SPACE ANNUAL PROGRAM FOR DEVELOPMENT
FISCAL YEAR 2020**

Source of Funds (for Annual Program Only)

<u>Sponsor</u>	<u>Project Name, Project Description</u>			<u>Acreage Project</u>	<u>Total</u>	<u>Local</u>	<u>State(POS Local Funds)</u>	<u>Federal</u>
BERLIN								
1	Dr. William Henry Park:	Map 307	Parcel 0692					
	Purchase and Installation of Lighting for Basketball Courts (application pending with Community Parks and Playgrounds)			<.5	\$114,500	\$9,000	\$105,500	
* 2	Stephen Decatur Park:	Map 302	Parcel 873					
	Purchase and Installation of Pre- fabricated Permanent Restroom			<.5	\$135,000	\$13,500	\$121,500	
**3	Berlin Falls Park	Map 25	Parcels 52; 410; 57	70 +/-	\$45,000	\$4,500	\$40,500	
	Purchase of amenities (benches, picnic tables, waste receptacles, etc.)							
4	John Howard Burbage	Map 300	Parcel 1629	+/- .5				
	Development of complete specs for improvements				\$10,000	\$1,000	\$9,000	
	Development of area into neighborhood park			+/- .5	\$50,000	\$5,000	\$45,000	
TOTALS					\$354,500	\$33,000	\$321,500	

* TENTATIVELY Approved for FY22

** Suggest Holding off until Mayor and Council makes decision regarding potential sale of parcels



playground
Specialists Inc.

ABOUT US

ABOUT US



A leading, innovative recreation company with turn-key service!

Established in 1998 as an installation company we have evolved into a leading full service recreation company

Qualified Experienced Team:

We have over 16 Certified Playground Safety Inspectors on staff to ensure all designs meet or exceed guidelines

- Project Manager
- In-House Design Team
- Sales Support Team
- Administrative Support
- 3 Inclusive Play Design Specialists on Staff
- Installation Crews Work Year- Round

Playground Specialists, Inc is a full service recreation company that can assist you with all your park and playground needs, from design to installation. We offer a variety of products to meet your needs. At Playground Specialists, Inc we work hard to maintain a strong foundation by building relationships with customers and recreation professionals. Each day we're working with customers to create the perfect recreation area. We believe that all kids (and adults!) deserve a safe, fun place to play.



INSTALLATION

All of our services give you the best and most professional installation in the industry!

Expect the following to be included with your playground installation:

- Coordination and shipment
 - Forklift unloading of skids and heavy pipes
 - Indoor, dry and secure storage
 - Check the shipment for missing or damaged pieces
 - Pre-assembly of most equipment prior to construction
 - Pre- construction meetings
 - Properly recycle or dispose of all waste materials and construction debris
 - Lifetime warranty on installation
- Installation of over 5000 projects since 2008
 - Lifetime warranty on installation
 - 4 professional installation crews
 - Certified Playground Safety Inspectors on site
 - Qualified contractor with the International Playground Contractors Association (NPCAI)
 - Factory-trained for all our projects
 - Experts in everything from demolition, retaining walls, grading, drainage, equipment installation and rubber surfacing
 - Bonded and insured for Recreational Product installation





Stephen Decatur Park

playground
Specialists Inc.

800.385.0075
www.playspec.com
sales@playspec.com



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***PLAYGROUND SUPERVISION REQUIRED**



Playground Specialists Inc
29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

TOWN OF BERLIN
ATTN: ZACKERY TYNDALL
10 WILLIAMS ST
BERLIN, MD 21811

SHIP TO

STEPHEN DECATUR PARK
C/O PLAYGROUND
SPECIALISTS

Proposal 24545A**DATE** 07/20/2021**SALES REP**

ERIC BLACK

TYPE	QTY	RATE	AMOUNT
REMOVAL REMOVE AND DISPOSE OF EXISTING PLAY EQUIPMENT, BORDERS, AND MULCH OVER MULTIPLE AREAS TO PREP FOR NEW PLAYGROUND AREA - INCLUDES DUMPSTER CHARGES	1	19,500.00	19,500.00
GRADING GRADING TO PREP AREA FOR NEW EQUIPMENT, SURFACING, CONCRETE WALKWAYS, BOULDERS, BORDERS, AND WOODEN DECKWAYS	1	5,500.00	5,500.00
PLAYWORLD EQUIPMENT P071921-21A - CUSTOM PLAYGROUND DESIGN PER DRAWING (STANDARD PLAYWORLD EQUIPMENT)	1	289,900.00	289,900.00
PLAYWORLD EQUIPMENT P071921-21A - CUSTOM PLAYWORLD EQUIPMENT PER DRAWING	1	69,818.00	69,818.00
PSI-NB24 APPROX 24" X 36" X 18" NATURAL BOULDER - INDIVIDUAL	24	900.00	21,600.00
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	129,995.00	129,995.00
CONCRETE INSTALL 333 LIN FT CONCRETE BORDERS	333	39.00	12,987.00
CONCRETE INSTALL CONCRETE WALKWAYS TO CONNECT PATHWAYS, DECKS, AND ENTRY POINTS TO THE PLAYGROUND AND PARKING LOTS - INCLUDES STONE BASE	1	34,040.00	34,040.00
MISC. INSTALL CUSTOM WOODEN DECK TO ATTACH TO THE CONCRETE AND PLAYGROUND FOR "BOARDWALK" FEEL	1	32,775.00	32,775.00

TYPE	QTY	RATE	AMOUNT
EPDM RUBBER INSTALL 6,633 SQ FT 1/2" EPDM CAP 100% COLOR OVER 3.5" BASE RUBBER	6,633	19.00	126,027.00
EPDM RUBBER UPCHARGE PER DAY FOR CUSTOM GRAPHICS	3	1,500.00	4,500.00
FILTER FABRIC PROVIDE AND SPREAD 6,633 SQ FT FILTER FABRIC	6,633	0.60	3,979.80
STONE COMPACTED # 57 STONE FOR RUBBER BASE	1	26,500.00	26,500.00
GRADING FINISHED GRADING TO COMPLETE PROJECT - INCLUDES UP TO 30 CY OF FILL DIRT AS NEEDED, SEED AND STRAW	1	7,500.00	7,500.00
NOTE SEED WATERING NOT INCLUDED IN PRICING ABOVE AND TO BE DONE BY TOWN AFTER WORK IS COMPLETED			

*Net 30 w/ PO

*3% service charge for all credit card payments.

*Pricing only guaranteed for 30 days unless specified above.

*Absolutely no engineering, permit fees, bonding, or additional insurance included in above pricing unless specified on line item.

*Additional mobilization, poor soils, limited access, or utility issues may result in change orders.

*Standard lead times always apply. Contact sales agent for details.

**Sign and return when approved. Thank you!

SUBTOTAL	784,621.80
TAX (0)	0.00
SHIPPING	15,000.00

TOTAL	\$799,621.80
-------	---------------------

Accepted By

Accepted Date

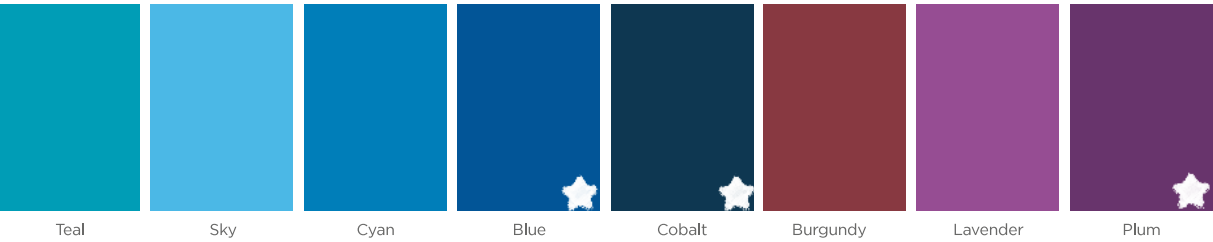
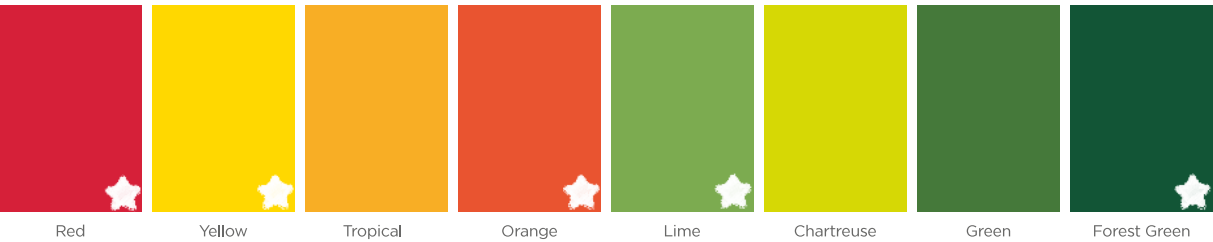
Color Me Confident

While color is a small detail in the larger scope of playground planning, it shouldn't be an afterthought. Colors can tell a story and evoke a feeling. They guide the eye and inspire play.

From warm, sunset shades that invigorate to cool, tropical tones that calm, there's a perfect combination for every play space.

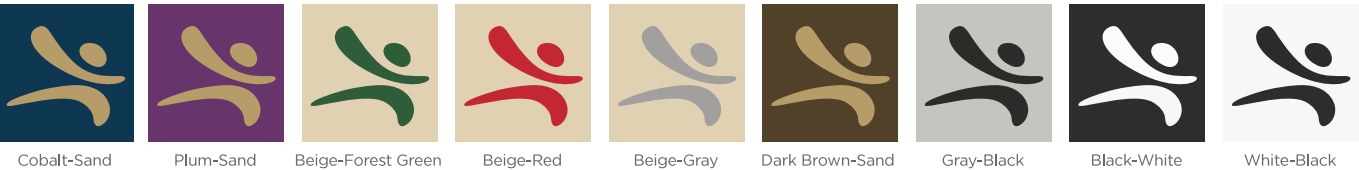
Choosing a color palette can be fun, but it's also a lot of work. Not sure where to start? Try assigning certain colors to a material or type of activity. When in doubt, take inspiration from your environment, whether it's your school colors or the native flora and fauna. Don't be shy—color yourself confident.

Rotomolded Colors



★ = available in sheet plastic

2-Color Sheet Plastic



Pre-selected color palettes streamline the ordering process and allow us to provide exceptionally great prices on select product lines.

Primary

Natural

PlaySimple®

Primary

Natural

Warm

Firstplay Toddler

Primary

Natural

Cool

Fun Centers™

Component & Post Colors

Red

Yellow

Tropical Yellow

Orange

Lime

Chartreuse

Green

Forest Green

Teal

Azure

Blue

Cobalt

Burgundy

Lavender

Plum

Beige

Sand

Brown

Dark Brown

White

Silver

Light Gray

Metallic Gray

Black
(Posts & Clamps Only)

Eco-Armor® Colors

Hunter Green

Blue

Brown

Red

Gray

Boulders

Desert Sand

Slate

Rope Colors

Red

Green

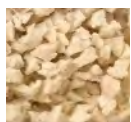
Black
(Select products only)

Colors are subject to change without notice. Color swatches are for reference only. For accurate color samples and the most up-to-date specifications consult your local representative. Playworld uses high quality materials and state-of-the-art manufacturing processes. Commercial playgrounds and products are subjected to years of environmental and solar exposure. Such extreme exposure takes its toll on paints and pigments, and all colors will fade over time. Playworld does not warrant against color fading or discoloration. It is important to properly maintain your playground to ensure its longevity. Depending on environmental conditions at your location, the installation of fabric shade structures may help to delay fading and discoloration.

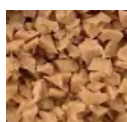


PLAYSPEC COLORED POURED RUBBER

100% color options
NO black like most suppliers



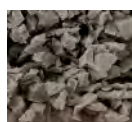
Cream



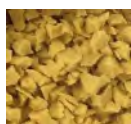
Beige



Brown



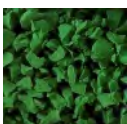
Grey



Bright Yellow



Blue



Bright Green



Bright Red

- Most widely used type of two layer poured rubber surfacing
- Fully accessible
- Design and graphic options
- Installed by our certified installers
- 5 year warranty if maintained properly

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PLAYSPEC COLORED POURED RUBBER MIXES



cream-gray



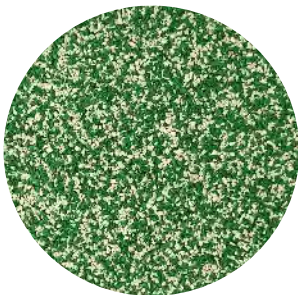
beige-gray



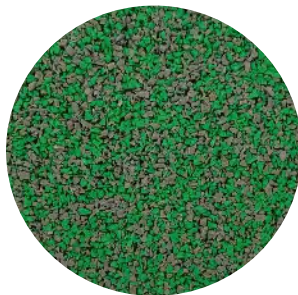
cream-brown



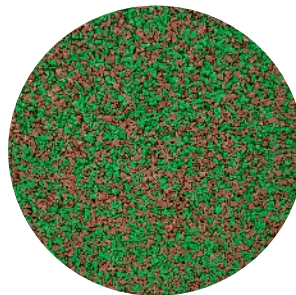
beige-brown



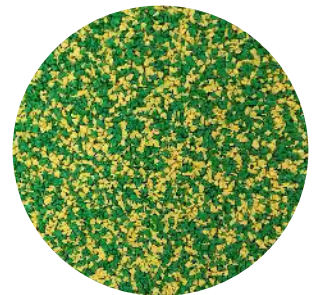
cream-green



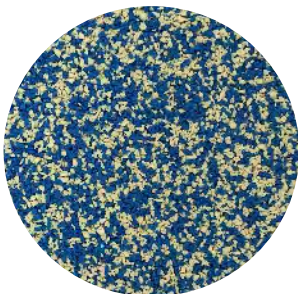
gray-green



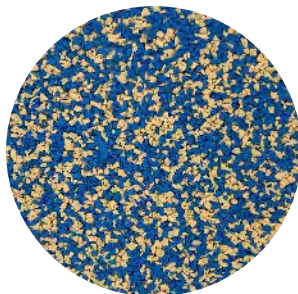
brown-green



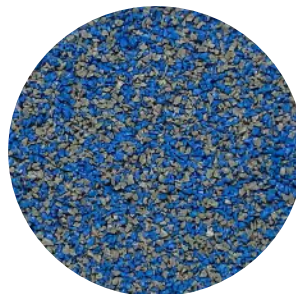
green-yellow



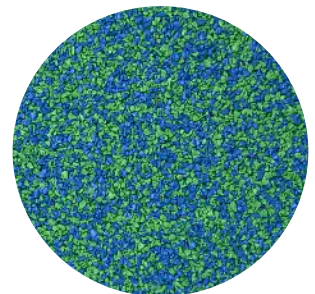
cream-blue



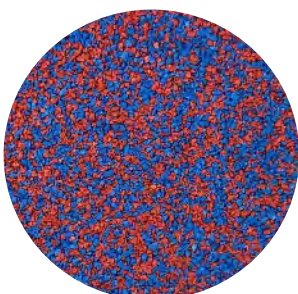
beige-blue



gray-blue



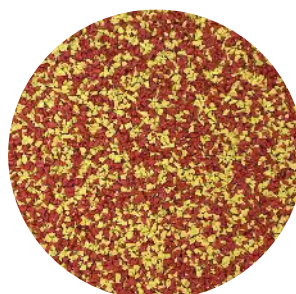
green-blue



red-blue



cream-red



red-yellow



cream-yellow

PLAYSPEC COLORED POURED RUBBER MIXES



cream



beige



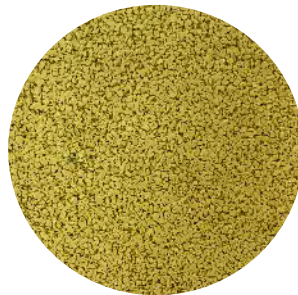
brown



gray



bright green



bright yellow



bright red



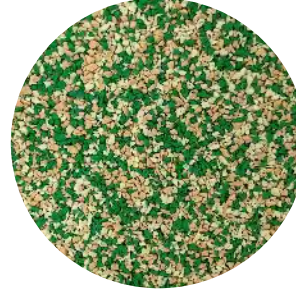
blue



cream-beige-brown



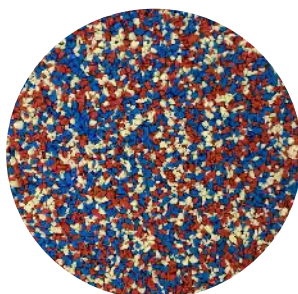
cream-beige-gray



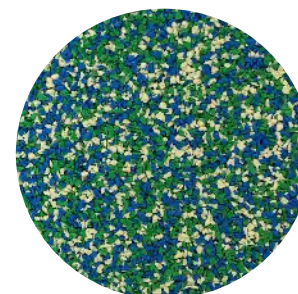
cream-beige-green



cream-yellow-red



cream-red-blue



cream-blue-green

Solid Color • 2 Color Blend • 3 Color Blend

contact us: sales@playspec.com

WARRANTY⁺

Your warranty from Playground Specialists:

Items *not* covered under this warranty:

- Cosmetic damage or defects such as surface scratches, dents, marring, fading or discoloration
- Damage due to normal wear and tear
- Damage due to “Acts of God”, such as hail, flooding, lightning, tornadoes, sandstorms, earthquakes and windstorms
- Damage due to “environmental factors”, such as windblown sand, salt water, salt spray, airborne emissions from industrial sources (sulfur, acids or corrosive chemicals, other than normal photochemical smog)



- Playground Specialists Inc and Playworld warrants its products to be free from defect in materials or workmanship during normal use and installation in accordance with our published specifications.
- Playworld further warrants as follows:
 - ❑ Limited lifetime warranty on steel and aluminum posts, stainless steel hardware, clamps, deck hangers, post caps, and cast aluminum parts except as otherwise specified below
 - ❑ Limited 25- year warranty on Spring Mates® aluminum castings
 - ❑ Limited 15- year warranty on all perforated steel decks and stairs, steel rails, stationary weldments, rotationally-molded and sheet plastic lumber, roof panels, stainless steel slides, aluminum slide, and PlayWeb® tubular steel parts, except as otherwise specified below by product family type
 - ❑ Limited 10- year warrant on fiberglass signage, RockBlocks® handholds, shade fabric and components, accessible swing seats, steel-core cable, all Fun Centers™ and FirstPlay™ play structures, and pre-cast PolyFiberCrete® or reinforced concrete products. The warranty for pre case concrete products does not cover minor chips, hairline cracks or efflorescence
 - ❑ Limited 5- year warranty on all PlaySimple®, Drop Zone Tower™, LiveWire Zip Line™, AeroGlider™, Border Timbers™, swing seats, steel coil, C Springs, and site amenities
 - ❑ Limited 2- year warranty on NEOS®, electronic based play products, swing chain, swing clevises, swing galvanized attachment hardware, flex treads and any other materials not covered above
 - ❑ See Playworld catalog for additional factory warranties

REFERENCES⁺

With over 20 years of experience in the recreation industry we have established an excellent reputation as a premier recreational equipment company!

Recently Completed:



Madison Manor Park
Arlington, VA



Heurich Park
PG County, MD



Woodland Park
Herndon, VA



Cleveland ES
DC Public Schools

serving:
MD, DC, VA, & WV

Eric Black
Sales Representative, CPSI
301-748-6702
Eric@playspec.com



playground
Specialists Inc.

29 Apples Church Rd,
Thurmont, MD 21788
800.385.0075 | sales@playspec.com
www.playspec.com



Community Center Planning Committee

Goals and Objectives:

Solicit input from community members, including youth, through interactions, including but not limited to interviews, focus groups, surveys, and town hall-style meetings to determine the following:

- The location of a community center
- The potential services, programs, and amenities that may be offered at the community center
- The availability of funding for the community center through grants, donations, and non-profit organizations

Structure of the Committee:

- Staff Liaison:
 - Economic and Community Development Director – Ivy Wells
- Voting members:
 - Five members of the public who are residents of the Town of Berlin
- This committee is an advisory committee that acts at the direction of the Mayor and Council. Motions shall be structured as a recommendation for or against a particular issue, and each recommendation shall be sent to the Mayor and Council for their review and/or action.
- The committee shall provide quarterly progress reports during a regular session of the Mayor and Council

Check Run Report for:

07/12/21

07/19/21

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



Town of Berlin, MD

Check Register

Packet: APPKT02061 - 20210712SW

7/12/21

207B7/12/21

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	07/12/2021	Regular	0.00	110.00	20460
0002702	ABSOLUTE SECURITY GROUP INC	07/12/2021	Regular	0.00	564.00	20461
0000073	ADP, INC	07/12/2021	Regular	0.00	1,015.71	20462 -
0000455	CARD'S TECHNOLOGY	07/12/2021	Regular	0.00	4,628.47	20463
0000563	CODY COMPUTER SERVICES	07/12/2021	Regular	0.00	6,777.04	20464
0003294	EVERETT A SPELLS	07/12/2021	Regular	0.00	150.00	20465
0002858	FIDELITY POWER SYSTEMS	07/12/2021	Regular	0.00	1,081.66	20466
0000907	FLAG PUBLICATIONS INC	07/12/2021	Regular	0.00	23.75	20467
0001066	INNOVATIVE HEALTH SERVICES, LLC	07/12/2021	Regular	0.00	250.00	20468
0003109	JAMES BRADFORD FARM TRUST	07/12/2021	Regular	0.00	2,022.50	20469
0003110	JESSE JONES FARM TRUST	07/12/2021	Regular	0.00	2,022.50	20470
0002859	KASEY SCOTT BRIGGS	07/12/2021	Regular	0.00	150.00	20471
0003336	LINDWOOD HARMON	07/12/2021	Regular	0.00	25.00	20472
0001403	MARYLAND MUNICIPAL CLERKS ASS	07/12/2021	Regular	0.00	50.00	20473 ~
0001979	SOUTHERN CORROSION INC	07/12/2021	Regular	0.00	36,127.36	20474
0002202	UNITED STATES POSTAL SERVICE	07/12/2021	Regular	0.00	5,000.00	20475
0002233	VALERIE J MANN	07/12/2021	Regular	0.00	1,115.00	20476
0003055	WASHINGTON NATIONAL INSURANCE	07/12/2021	Regular	0.00	574.83	20477

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	20	18	0.00	61,687.82
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
	20	18	0.00	61,687.82

Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	7/2021	61,687.82
			61,687.82



Town of Berlin, MD

Payment Register

APPKT02061 - 20210712SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount	
0000015	ABC PRINTERS INC					110.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/12/2021	110.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
59889	BUSINESS CARDS DUFFY & ENGELHART	07/12/2021	07/12/2021	0.00	110.00		

Vendor Number	Vendor Name					Total Vendor Amount	
0002702	ABSOLUTE SECURITY GROUP INC					564.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/12/2021	564.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
07092021 FY 22	SECURITY CAMERA ANNUAL MAINTENANCE CONTRACT	07/12/2021	07/12/2021	0.00	564.00		

Vendor Number	Vendor Name					Total Vendor Amount	
0000073	ADP, INC					1,015.71	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/12/2021	1,015.71
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
583604184	ADP PAYROLL PROCESSING	07/12/2021	07/12/2021	0.00	1,015.71		

Vendor Number	Vendor Name						Total Vendor Amount	
0000455	CARD'S TECHNOLOGY						4,628.47	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							07/12/2021	4,628.47
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
47378	FY2022 ANNUAL AGREEMENT-COMPLETE & MANAGED	07/12/2021	07/12/2021	0.00	3,190.00			
-47378	FY2022 ANNUAL AGREEMENT-COMPLETE & MANAGED	07/12/2021	07/12/2021	0.00	677.47			
47468	MICROSOFT OFFICE 365 FY 2022	07/12/2021	07/12/2021	0.00	761.00			

Vendor Number	Vendor Name					Total Vendor Amount	
0000563	CODY COMPUTER SERVICES					6,777.04	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/12/2021	6,777.04
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
9546	MAINTENANCE FEES	07/12/2021	07/12/2021	0.00	6,777.04		

Vendor Number	Vendor Name					Total Vendor Amount	
0003294	EVERETT A SPELLS					150.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						07/12/2021	150.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
#6	FARMERS MARKET MUSIC 7/11	07/12/2021	07/12/2021	0.00	150.00		

Vendor Number	Vendor Name						Total Vendor Amount	
0002858	FIDELITY POWER SYSTEMS						1,081.66	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							07/12/2021	1,081.66
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
FPSMC0042539	BI-ANNUAL GENERATOR MAINTENANCE CONTRACT	07/12/2021	07/12/2021	0.00	1,081.66			

Payment Register
APPKT02061 - 20210712SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0000907</u>	FLAG PUBLICATIONS INC					23.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	23.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>338187</u>	AD PUBLIC HEARINGS,ZONING, & ORDINATES	07/12/2021	07/12/2021	0.00	23.75	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001066</u>	INNOVATIVE HEALTH SERVICES, LLC					250.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	250.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>HRA INSURANCE FEES FY 22</u>	HRA INSURANCE FEES	07/12/2021	07/12/2021	0.00	250.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003109</u>	JAMES BRADFORD FARM TRUST					2,022.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	2,022.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>JULY BOND PAYMENT FY 22</u>	BOUNDS SPRAY SITE BOND	07/12/2021	07/12/2021	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003110</u>	JESSE JONES FARM TRUST					2,022.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	2,022.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>JULY BOND PAYMENT FY 22</u>	BOUNDS SPRAY SITE BOND	07/12/2021	07/12/2021	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002859</u>	KASEY SCOTT BRIGGS					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>#2</u>	FARMERS MARKET MUSIC 7/18	07/12/2021	07/12/2021	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003336</u>	LINDWOOD HARMON					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>REFUND</u>	PARK RESERVATION DEPOSIT	07/12/2021	07/12/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001403</u>	MARYLAND MUNICIPAL CLERKS ASSOCIATION					50.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	50.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>FY 2022 RENEWAL</u>	RENEWAL OF CLERKS MEMBERSHIP MMCA	07/12/2021	07/12/2021	0.00	50.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001979</u>	SOUTHERN CORROSION INC					36,127.36
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	36,127.36			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>14331</u>	ANNUAL WATER TOWER MAINTENANCE	07/12/2021	07/12/2021	0.00	36,127.36	

Payment Register

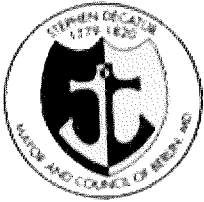
APPKT02061 - 20210712SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002202</u>	UNITED STATES POSTAL SERVICE					5,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	5,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>07122021 FY 22</u>	BULK MAILING UTILITY BILLING	07/12/2021	07/12/2021	0.00	5,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002233</u>	VALERIE J MANN					1,115.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	1,115.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>07062021</u>	GRANT WRITING SERVICES	07/12/2021	07/12/2021	0.00	1,115.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003055</u>	WASHINGTON NATIONAL INSURANCE COMPANY					574.83
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	574.83			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>P2135745</u>	WASHINGTON NATIONAL SUPPLEMENTAL INSURANCE	07/12/2021	07/12/2021	0.00	574.83	

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		20	18	0.00	61,687.82
		Packet Totals:	20	18	0.00	61,687.82

Fund	Name	Amount
98	POOLED CASH	-61,687.82
Packet Totals:		-61,687.82



Town of Berlin, MD

Check Register

Packet: APPKT02059 - 20210712SW

7/12/21

m7B 7/12/21

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0003323	AMERICAN TESTING AND INSPECTIC	07/12/2021	Regular	0.00	300.00	20444 ✓
0000158	AN ANGEL'S TOUCH CLEANING SERV	07/12/2021	Regular	0.00	1,000.00	20445
0000323	BERLIN AUTOMOTIVE	07/12/2021	Regular	0.00	305.06	20446
0000697	DELAWARE ELEVATOR SERVICE INC	07/12/2021	Regular	0.00	1,450.00	20447
0003214	DELMARVA ARMORY LLC	07/12/2021	Regular	0.00	286.00	20448
0000847	ENVIROCORP, INC.	07/12/2021	Regular	0.00	884.00	20449
0000897	FERGUSON ENTERPRISES	07/12/2021	Regular	0.00	1,731.79	20450
0000977	GREAT AMERICA FINANCIAL	07/12/2021	Regular	0.00	308.65	20451
0001032	HILL'S ELECTRIC MOTOR SERVICE IN	07/12/2021	Regular	0.00	630.00	20452
0001040	HOME DEPOT CREDIT CARD SERVI	07/12/2021	Regular	0.00	1,369.15	20453—
0001066	INNOVATIVE HEALTH SERVICES, LLC	07/12/2021	Regular	0.00	5.89	20454
0003076	NCSI	07/12/2021	Regular	0.00	60.00	20455
0001677	PENINSULA DRY CLEANERS, INC	07/12/2021	Regular	0.00	97.00	20456
0003171	RICKY JARMON	07/12/2021	Regular	0.00	866.71	20457
0002790	SCHUMAN CLEANING SERVICE INC	07/12/2021	Regular	0.00	1,375.00	20458
0002550	SITE ONE LANDSCAPE SUPPLY LLC	07/12/2021	Regular	0.00	2,073.70	20459

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	19	16	0.00	12,742.95
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
	19	16	0.00	12,742.95

Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	7/2021	12,742.95
			12,742.95



Town of Berlin, MD

Payment Register

APPKT02059 - 20210712SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0003323	AMERICAN TESTING AND INSPECTION SERVICES LLC					300.00
Payment Type	Payment Number					Payment Date
Check						07/12/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN184005	ANNUAL INSP & CAT 5 TEST	06/30/2021	06/30/2021	0.00	300.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000158	AN ANGEL'S TOUCH CLEANING SERVICES					1,000.00
Payment Type	Payment Number					Payment Date
Check						07/12/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1926	JUNE CUSTODIAL SVCS	06/30/2021	06/30/2021	0.00	1,000.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000323	BERLIN AUTOMOTIVE					305.06
Payment Type	Payment Number					Payment Date
Check						07/12/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
361368, 361541	FRONT CALIBER - LITTLETON'S VEHICLE	06/30/2021	06/30/2021	0.00	305.06	

Vendor Number	Vendor Name					Total Vendor Amount
0000697	DELAWARE ELEVATOR SERVICE INC					1,450.00
Payment Type	Payment Number					Payment Date
Check						07/12/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
329264	COMPLETED CAT 5 TESTING ON CHAIR LIFT - ELEVATOR	06/30/2021	06/30/2021	0.00	1,450.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003214	DELMARVA ARMORY LLC					286.00
Payment Type	Payment Number					Payment Date
Check						07/12/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1021	LEO MEMBERSHIP MONTH OF APRIL	06/30/2021	06/30/2021	0.00	286.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					884.00
Payment Type	Payment Number					Payment Date
Check						07/12/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2106300	QUARTERLY HYDRANT TESTING	06/30/2021	06/30/2021	0.00	884.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000897	FERGUSON ENTERPRISES					1,731.79
Payment Type	Payment Number					Payment Date
Check						07/12/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0543356	319 S MAIN	06/30/2021	06/30/2021	0.00	281.81	
WY002229	MISC PARTS	06/30/2021	06/30/2021	0.00	1,449.98	

Payment Register
APPKT02059 - 20210712SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0000977</u>	GREAT AMERICA FINANCIAL					308.65
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	308.65			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>29569667</u>	OFFICE EQUIPMENT LEASING	06/30/2021	06/30/2021	0.00	308.65	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001032</u>	HILL'S ELECTRIC MOTOR SERVICE INC.					630.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	630.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>0122942</u>	CONTROLS AT LIFT STATIONS	06/30/2021	06/30/2021	0.00	630.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001040</u>	HOME DEPOT CREDIT CARD SERVICES					1,369.15
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	1,369.15			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>3025098,8523679,3025169</u>	TOOLS, PARTS, AND OTHER SUPPLIES	06/30/2021	06/30/2021	0.00	45.78	
<u>5621829,3023596</u>	TOOLS PARTS AND OTHER SUPPLIES	06/30/2021	06/30/2021	0.00	498.68	
<u>6020700,2023841,3016941</u>	MONTHLY SUPPLIES	06/30/2021	06/30/2021	0.00	824.69	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001066</u>	INNOVATIVE HEALTH SERVICES, LLC					5.89
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	5.89			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>06042021</u>	NEW CARD-DAVID DAVIS PIN FOR EDWARD CARMEAN	06/30/2021	06/30/2021	0.00	5.89	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003076</u>	NCSI					60.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	60.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>11601</u>	BACKGROUND CHECK SERVICES	06/30/2021	06/30/2021	0.00	60.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001677</u>	PENINSULA DRY CLEANERS, INC					97.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	97.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>20-3249</u>	JUNE DRY CLEANING - POLICE DEPT	06/30/2021	06/30/2021	0.00	97.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003171</u>	RICKY JARMON					866.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	866.71			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>JUNE FY 21</u>	OFFICE CLEANING SERVICE - POLICE DEPT	06/30/2021	06/30/2021	0.00	866.71	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002790</u>	SCHUMAN CLEANING SERVICE INC					1,375.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/12/2021	1,375.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>22514</u>	OFFICE CLEANING	06/30/2021	06/30/2021	0.00	1,375.00	

Payment Register**APPKT02059 - 20210712SW**

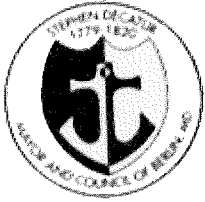
Vendor Number		Vendor Name		Total Vendor Amount	
<u>0002550</u>		SITE ONE LANDSCAPE SUPPLY LLC		2,073.70	
Payment Type		Payment Number		Payment Date	Payment Amount
Check				07/12/2021	2,073.70
Payable Number		Description		Payable Date	Due Date
<u>109828931-001</u>		SPRAY HEADS		06/30/2021	06/30/2021
				Discount Amount	Payable Amount
				0.00	2,073.70

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	19	16	0.00	12,742.95
Packet Totals:		19	16	0.00	12,742.95

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-12,742.95
Packet Totals:		-12,742.95



Town of Berlin, MD

Check Register

Packet: APPKT02072 - 20210720SW

7/19/21
m7B 7/19/21

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0002406	AE MOORE JANITORIAL INC	07/19/2021	Regular	0.00	214.13	20497
0000088	AFFORDABLE BUSINESS SYSTEMS	07/19/2021	Regular	0.00	2,331.57	20498
0000312	BENEFITMALL	07/19/2021	Regular	0.00	70,023.73	20499
0000323	BERLIN AUTOMOTIVE	07/19/2021	Regular	0.00	146.68	20500
0002736	BRYAN DOUGLAS RUSSO	07/19/2021	Regular	0.00	150.00	20501
0000455	CARD'S TECHNOLOGY	07/19/2021	Regular	0.00	3,945.00	20502
0003317	CARTER MACHINERY COMPANY INC	07/19/2021	Regular	0.00	1,123.50	20503
0002647	CINTAS RUGS	07/19/2021	Regular	0.00	31.68	20504
0000572	COMCAST	07/19/2021	Regular	0.00	13.64	20505
0000572	COMCAST	07/19/2021	Regular	0.00	23.79	20506
0000572	COMCAST	07/19/2021	Regular	0.00	182.99	20507
0000572	COMCAST	07/19/2021	Regular	0.00	108.35	20508
0000572	COMCAST	07/19/2021	Regular	0.00	154.69	20509
0000624	CROSS MATCH TECHNOLOGIES, INC	07/19/2021	Regular	0.00	860.80	20510
0003337	DUNCAN SHOWELL AMERICAN LEGI	07/19/2021	Regular	0.00	100.00	20511
0000907	FLAG PUBLICATIONS INC	07/19/2021	Regular	0.00	130.50	20512
0002920	FORTUNE BRIAN	07/19/2021	Regular	0.00	14.28	20513
0000930	GALLS LLC	07/19/2021	Regular	0.00	157.91	20514
0000977	GREAT AMERICA FINANCIAL	07/19/2021	Regular	0.00	137.04	20515
0001080	IRIE RADIO INC	07/19/2021	Regular	0.00	450.00	20516
0001081	IRON SOURCE	07/19/2021	Regular	0.00	304.44	20517
0001083	J & A BOTTLELESS WATER COOLERS	07/19/2021	Regular	0.00	209.95	20518
0000223	JUDY ASHTON	07/19/2021	Regular	0.00	800.00	20519
0001316	LOCAL GOVERNMENT INSURANCE T	07/19/2021	Regular	0.00	97,221.00	20520
0001418	MATT CORBIN	07/19/2021	Regular	0.00	50.00	20521
0001504	MML - PARKS AND RECREATION	07/19/2021	Regular	0.00	35.00	20522
0001565	NATIONWIDE RETIREMENT SOLUTIC	07/19/2021	Regular	0.00	4,149.96	20523
0001682	PEP-UP, INC.	07/19/2021	Regular	0.00	1,784.86	20524
0002795	SANDPIPER ENERGY INC	07/19/2021	Regular	0.00	47.71	20525
0001997	STAPLES BUSINESS CREDIT	07/19/2021	Regular	0.00	194.26	20526
0002163	TOWN OF BERLIN	07/19/2021	Regular	0.00	27,231.42	20527
0002928	UNIFIRST CORPORATION	07/19/2021	Regular	0.00	195.84	20528
0003207	UNITED ENERGY TRADING LLC	07/19/2021	Regular	0.00	1,104.96	20529
0002205	UNITED WAY OF THE EASTERN SHO	07/19/2021	Regular	0.00	38.00	20530
0002210	UNIVERSITY OF MARYLAND	07/19/2021	Regular	0.00	2,282.00	20531
0003338	WELDON TIMMONS	07/19/2021	Regular	0.00	60.00	20532
0002361	WORCESTER COUNTY	07/19/2021	Regular	0.00	618.00	20533

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	41	37	0.00	216,627.68
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	41	37	0.00	216,627.68

Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	7/2021	216,627.68
			216,627.68



Town of Berlin, MD

Payment Register

APPKT02072 - 20210720SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					214.13
Payment Type	Payment Number					Payment Date
Check						07/19/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
399811	PAPER PRODUCTS FOR RESTROOMS	07/15/2021	07/15/2021	0.00	214.13	

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					2,331.57
Payment Type	Payment Number					Payment Date
Check						07/19/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
VARIOUS INVOICES FY 22	OFFICE LEASING EQUIPMENT	07/15/2021	07/15/2021	0.00	2,331.57	

Vendor Number	Vendor Name					Total Vendor Amount
0000312	BENEFITMALL					70,023.73
Payment Type	Payment Number					Payment Date
Check						07/19/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AUGUST FY 22	AUGUST 2021 HEALTH, DENTAL, VISION, LIFE AND TERM	07/15/2021	07/15/2021	0.00	70,023.73	

Vendor Number	Vendor Name					Total Vendor Amount
0000323	BERLIN AUTOMOTIVE					146.68
Payment Type	Payment Number					Payment Date
Check						07/19/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
362665,620,976	BEARING	07/15/2021	07/15/2021	0.00	146.68	

Vendor Number	Vendor Name					Total Vendor Amount
0002736	BRYAN DOUGLAS RUSSO					150.00
Payment Type	Payment Number					Payment Date
Check						07/19/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
#1	FARMERS MARKET MUSIC 7/25	07/15/2021	07/15/2021	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000455	CARD'S TECHNOLOGY					3,945.00
Payment Type	Payment Number					Payment Date
Check						07/19/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
47544	MICROSOFT 365 SECURITY PROJECT	07/15/2021	07/15/2021	0.00	3,945.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003317	CARTER MACHINERY COMPANY INC					1,123.50
Payment Type	Payment Number					Payment Date
Check						07/19/2021
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0902127	113 SCHOOLFIELD STREET - BACKUP GEN REPAIR FUEL LI	07/15/2021	07/15/2021	0.00	1,123.50	

Payment Register
APPKT02072 - 20210720SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002647</u>	CINTAS RUGS					31.68
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	31.68			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>4089884627</u>	ANNUAL RUG SERVICE	07/15/2021	07/15/2021	0.00	31.68	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000572</u>	COMCAST					483.46
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	13.64			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>41 016 0023325 JUL FY 22</u>	INTERNET & DIGITAL SERVICE	07/15/2021	07/15/2021	0.00	13.64	
Check		07/19/2021	182.99			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>41 016 0024711 JUL FY 22</u>	INTERNET & DIGITAL SERVICE	07/15/2021	07/15/2021	0.00	182.99	
Check		07/19/2021	108.35			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>41 016 0042978 JUL FY22</u>	DOWNTOWN WIFI	07/15/2021	07/15/2021	0.00	108.35	
Check		07/19/2021	23.79			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>41 016 0053157 FY 22</u>	TELEVISION SVC POLICE DEPT	07/19/2021	07/19/2021	0.00	23.79	
Check		07/19/2021	154.69			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>41 016 0149930 JUL FY 22</u>	INTERNET & DIGITAL SERVICE	07/15/2021	07/15/2021	0.00	154.69	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000624</u>	CROSS MATCH TECHNOLOGIES, INC					860.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	860.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>RENEWAL</u>	MAINTENANCE AND SOFTWARE AGREEMENT	07/16/2021	07/16/2021	0.00	860.80	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003337</u>	DUNCAN SHOWELL AMERICAN LEGION POST #231					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>DONATION FY22</u>	IN MEMORY OF ZANDER LEE BAKER	07/15/2021	07/15/2021	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000907</u>	FLAG PUBLICATIONS INC					130.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	130.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>337251</u>	AD - EQUIPMENT OPERATOR	07/14/2021	07/14/2021	0.00	108.00	
<u>338186</u>	AD TOWN HALL WINDOW REPLACEMENT	07/15/2021	07/15/2021	0.00	22.50	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002920</u>	FORTUNE BRIAN					14.28
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	14.28			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>7/8/2022</u>	REIMB - BERLIN POLICE DEPT LED SPEED SIGNS	07/15/2021	07/15/2021	0.00	14.28	

Payment Register
APPKT02072 - 20210720SW

Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000930</u>	GALLS LLC	157.91			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	157.91		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>018789260,018796395</u>	UNIFORM PANTS	07/15/2021	07/15/2021	0.00	157.91
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000977</u>	GREAT AMERICA FINANCIAL	137.04			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	137.04		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>29642698</u>	MONTHLY LEASING - OFFICE EQUIPMENT	07/16/2021	07/16/2021	0.00	137.04
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001080</u>	IRIE RADIO INC	450.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	450.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>643-00023-0004</u>	MONTHLY RADIO ADVERTISING	07/15/2021	07/15/2021	0.00	450.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001081</u>	IRON SOURCE	304.44			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	304.44		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>CT124942</u>	VENTRAC SERVICE PARTS	07/15/2021	07/15/2021	0.00	304.44
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001083</u>	J & A BOTTLELESS WATER COOLERS INC	209.95			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	209.95		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>59279</u>	WATER COOLER	07/15/2021	07/15/2021	0.00	75.00
<u>59429, 59495</u>	113 SCHOOLFIELD STREET - WATER COOLER	07/16/2021	07/16/2021	0.00	134.95
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000223</u>	JUDY ASHTON	800.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	800.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>632557</u>	GARDENING AT MEMORIAL	07/15/2021	07/15/2021	0.00	800.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001316</u>	LOCAL GOVERNMENT INSURANCE TRUST	97,221.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	97,221.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>120061</u>	LGIT FY 2022 LIABILITY INSURANCE	07/15/2021	07/15/2021	0.00	97,221.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001418</u>	MATT CORBIN	50.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	50.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>06232021</u>	DISTRICT COURT FROM 2011	07/14/2021	07/14/2021	0.00	50.00

Payment Register
APPKT02072 - 20210720SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0001504</u>	MML - PARKS AND RECREATION					35.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	35.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>FY 2020 RENEWAL</u>	ANNUAL MEMBERSHIP	07/15/2021	07/15/2021	0.00	35.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001565</u>	NATIONWIDE RETIREMENT SOLUTIONS					4,149.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	4,149.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>PPE 07/04/2022</u>	EMPLOYEE CONTRIBUTIONS	07/15/2021	07/15/2021	0.00	4,149.96	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001682</u>	PEP-UP, INC.					1,784.86
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	1,784.86			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>2391309</u>	DIESEL FUEL	07/16/2021	07/16/2021	0.00	1,560.77	
<u>2391609</u>	DIESEL FUEL	07/16/2021	07/16/2021	0.00	224.09	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002795</u>	SANDPIPER ENERGY INC					47.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	47.71			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>06-605972-67941-1 FY 22</u>	NATURAL GAS POLICE DEPT	07/19/2021	07/19/2021	0.00	47.71	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001997</u>	STAPLES BUSINESS CREDIT					194.26
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	194.26			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>1636415025</u>	OFFICE SUPPLIES	07/15/2021	07/15/2021	0.00	194.26	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002163</u>	TOWN OF BERLIN					27,231.42
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	27,231.42			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>JULY FY 22</u>	TOWN UTILITY BILLINGS	07/16/2021	07/16/2021	0.00	27,231.42	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002928</u>	UNIFIRST CORPORATION					195.84
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	195.84			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>092 1846247</u>	UNIFORMS AND CLEANING SERVICES	07/16/2021	07/16/2021	0.00	97.92	
<u>092 1847359</u>	UNIFORMS AND CLEANING SERVICES	07/16/2021	07/16/2021	0.00	97.92	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003207</u>	UNITED ENERGY TRADING LLC					1,104.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		07/19/2021	1,104.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>204685</u>	NATURAL GAS TRANSPORT	07/16/2021	07/16/2021	0.00	1,104.96	

Payment Register
APPKT02072 - 20210720SW

Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002205</u>	UNITED WAY OF THE EASTERN SHORE	38.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	38.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>PPE 07/04/2022</u>	EMPLOYEE CONTRIBUTIONS	07/15/2021	07/15/2021	0.00	38.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002210</u>	UNIVERSITY OF MARYLAND	2,282.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	2,282.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>22-CW-007 FY 22</u>	11 DEVICES W/CAPWIN INSTALLED	07/15/2021	07/15/2021	0.00	2,282.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0003338</u>	WELDON TIMMONS	60.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	60.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>REFUND</u>	PARK RESERVATION DEPOSIT	07/15/2021	07/15/2021	0.00	60.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002361</u>	WORCESTER COUNTY	618.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/19/2021	618.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>03016897</u>	SE SIDE OLD RT-50	07/15/2021	07/15/2021	0.00	618.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	41	37	0.00	216,627.68
Packet Totals:		41	37	0.00	216,627.68

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-216,627.68
	Packet Totals:	-216,627.68



Town of Berlin, MD

Check Register

Packet: APPKT02069 - 20210720SW

Handwritten: 7/19/21 7m78 7/19/21

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	07/19/2021	Regular	0.00	536.21	20483
0002727	AMANDA CHAFFEE	07/19/2021	Regular	0.00	25.00	20484
0000166	ANIXTER POWER SOLUTIONS, LLC	07/19/2021	Regular	0.00	3,149.74	20485
0000323	BERLIN AUTOMOTIVE	07/19/2021	Regular	0.00	599.95	20486
0000480	CATO OIL CO., INC.	07/19/2021	Regular	0.00	9,982.61	20487
0000534	CJIS-CR	07/19/2021	Regular	0.00	786.00	20488
0003214	DELMARVA ARMORY LLC	07/19/2021	Regular	0.00	572.00	20489
0000794	EASTERN SHORE COFFEE	07/19/2021	Regular	0.00	33.91	20490
0000897	FERGUSON ENTERPRISES	07/19/2021	Regular	0.00	1,039.54	20491
0001066	INNOVATIVE HEALTH SERVICES, LLC	07/19/2021	Regular	0.00	6.23	20492
0001068	INTERCOASTAL TRADING INC.	07/19/2021	Regular	0.00	1,839.25	20493
0001625	ONE CALL CONCEPTS, INC.	07/19/2021	Regular	0.00	39.02	20494
0002092	THE DEPT OF PUBLIC SAFETY & COR	07/19/2021	Regular	0.00	91.00	20495
0003087	THERMAL PROCESS SYSTEMS INC	07/19/2021	Regular	0.00	298.00	20496

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	17	14	0.00	18,998.46
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
	17	14	0.00	18,998.46

Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	7/2021	18,998.46
			18,998.46



Town of Berlin, MD

Payment Register

APPKT02069 - 20210720SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0000088	AFFORDABLE BUSINESS SYSTEMS	536.21			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	20483	07/19/2021	536.21		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
VARIOU INVS	OVERAGE FEES FOR PRINTERS FY 21	06/30/2021	06/30/2021	0.00	536.21

Vendor Number	Vendor Name	Total Vendor Amount			
0002727	AMANDA CHAFFEE	25.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	20484	07/19/2021	25.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
REFUND FY 22	PARK RESERVATION DEPOSIT	06/30/2021	06/30/2021	0.00	25.00

Vendor Number	Vendor Name	Total Vendor Amount			
0000166	ANIXTER POWER SOLUTIONS, LLC	3,149.74			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	20485	07/19/2021	3,149.74		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4879554-00	TRANSFORMER PADS	06/30/2021	06/30/2021	0.00	2,272.00
4962832-00	MPS J744Z PIN PT W/NA THD	06/30/2021	06/30/2021	0.00	201.90
4963334-00	CURRENT LIMITED FUSES 12 AMP	06/30/2021	06/30/2021	0.00	675.84

Vendor Number	Vendor Name	Total Vendor Amount			
0000323	BERLIN AUTOMOTIVE	599.95			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	20486	07/19/2021	599.95		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
VARIOUS INS	TOOLS PARTS AND OTHER SUPPLIES	06/30/2021	06/30/2021	0.00	599.95

Vendor Number	Vendor Name	Total Vendor Amount			
0000480	CATO OIL CO., INC.	9,982.61			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	20487	07/19/2021	9,982.61		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2118101	TOWN VEHICLE GAS	06/30/2021	06/30/2021	0.00	9,982.61

Vendor Number	Vendor Name	Total Vendor Amount			
0000534	CJIS-CR	786.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	20488	07/19/2021	786.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
APP-6K-023	FINGER PRINTING	06/30/2021	06/30/2021	0.00	786.00

Vendor Number	Vendor Name	Total Vendor Amount			
0003214	DELMARVA ARMORY LLC	572.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	20489	07/19/2021	572.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1022, 1023	MAY & JUNE RANGE FEES	06/30/2021	06/30/2021	0.00	572.00

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Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000794</u>	EASTERN SHORE COFFEE	33.91			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>20490</u>	07/19/2021	33.91		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>236965</u>	WATER COOLER PUBLIC WRKS - JUNE	07/16/2021	07/16/2021	0.00	8.75
<u>610294</u>	4 5GAL BOTTLES OF DRINKING WATER	06/30/2021	06/30/2021	0.00	25.16
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0000897</u>	FERGUSON ENTERPRISES	1,039.54			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>20491</u>	07/19/2021	1,039.54		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>WY002251</u>	WATER FITTINGS	06/30/2021	06/30/2021	0.00	1,039.54
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001066</u>	INNOVATIVE HEALTH SERVICES, LLC	6.23			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>20492</u>	07/19/2021	6.23		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>JUNE</u>	7 PIN MAILERS	06/30/2021	06/30/2021	0.00	6.23
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001068</u>	INTERCOASTAL TRADING INC.	1,839.25			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>20493</u>	07/19/2021	1,839.25		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>203606</u>	CHLORINE & HYPOCHLORITE SOLUTION	06/30/2021	06/30/2021	0.00	1,839.25
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0001625</u>	ONE CALL CONCEPTS, INC.	39.02			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>20494</u>	07/19/2021	39.02		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>1066157</u>	MISS UTILITY TICKETS	06/30/2021	06/30/2021	0.00	39.02
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0002092</u>	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC	91.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>20495</u>	07/19/2021	91.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>AB1-06-423</u>	METER LOG ON FEES	06/30/2021	06/30/2021	0.00	91.00
Vendor Number	Vendor Name	Total Vendor Amount			
<u>0003087</u>	THERMAL PROCESS SYSTEMS INC	298.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<u>20496</u>	07/19/2021	298.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>66721.2</u>	MOLE B WHEEL HUB BEARING	06/30/2021	06/30/2021	0.00	298.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	17	14	0.00	18,998.46
Packet Totals:		17	14	0.00	18,998.46

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-18,998.46
Packet Totals:		-18,998.46