



## **BERLIN MAYOR AND COUNCIL**

### **Meeting Agenda**

**Berlin Town Hall**  
**10 William Street**  
**Monday, March 13, 2023**

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

1. Approval of the Minutes for:
  - a. Work Session of 2.27.2023
  - b. Regular Session of 2.27.2023
2. Taylor House Museum Special Event Requests – Heather Nottingham
3. Discussion: Rails and Trails Grant Application – Town Administrator Mary Bohlen, Economic and Community Development Director Ivy Wells, and Planning Director Dave Engelhart
4. Town Administrator's Report
5. Departmental Reports
6. Comments from the Council
7. Comments from the Mayor
8. Comments from the Public
9. Comments from the Press
10. Adjournment

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**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Work Session**  
**Monday, February 27, 2023**

**6:00 PM      WORK SESSION – Berlin Town Hall Council Chambers**

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

**Absent:** Councilmember Shaneka Nichols

**Staff Present:** Town Administrator Mary Bohlen, Town Attorney David Gaskill, Police Chief Arnold Downing, Finance Director Natalie Saleh, Human Resources Director Kelsey Jensen, and Administrative Assistant Kate Daub.

This meeting was also broadcast live via Facebook. Mayor Tyndall called the meeting to order at approximately 6:06 PM.

Mayor Tyndall explained the purpose of the Work Session is to continue the discussion regarding a multi-year plan for the Local Development Council (LDC) and use of Local Impact Grant (LIG) funds; he clarified the funds are generated from casino revenues the Town receives annually and are defined by legislation. Mayor Tyndall brought attention to the Staff Memo he prepared that was included in the meeting packet detailing the projection of LIG funds over the next three years. He said the Town is projecting approximately \$418,000 in Fiscal Year 2024, \$458,000 in Fiscal year 2025, and roughly \$502,000 in Fiscal Year 2026. He noted some of the potential projects that Mayor and Council have previously discussed including the Law Enforcement Officers' Pension System (LEOPS), a Community Center, various building projects such as Public Works and Town Hall renovations, infrastructure, Capital Projects, downtown Beautification, an entertainment venue at Heron Park and park playground equipment. He added that other items such as capital reserve funding for the Berlin Fire Company and Berlin Fire Company Emergency Medical Services, radios for improved communication, and geographic information systems (GIS) have also been discussed.

Councilmember Knerr provided a reminder that Councilmember Orris had previously made a recommendation to include the wastewater treatment plant on the list. Mayor Tyndall said he recalls a discussion concerning whether funds can go from the General Fund to an Enterprise Fund; he added he does not see anything that says it would not be possible. Councilmember Knerr asked to be more specific in terms of infrastructure and suggested making West Street a priority. Vice President Burrell asked if the infrastructure being discussed is different from mapping; Mayor Tyndall said he believes \$20,000 would be a good amount to set aside specifically for GIS work.

Acknowledging that it would likely fall under infrastructure, Councilmember Orris asked that stormwater be listed; he said he wanted to revisit an item Councilmember Green brought up last meeting concerning the increase in water and sewer capital fees and suggested looking into the possibility of using LDC funds to help offset the increase. Councilmember Orris offered the possibility of using LDC funds for a part-time Code Enforcement Officer position. He also asked the Mayor to clarify the projection included as part of the radios line item on the staff memo.

Mayor Tyndall said the \$124,613.20 amount listed was provided in a quote received for improved radio communication. Vice President Burrell asked how the radios would be used; Mayor Tyndall explained

the Town currently has a municipal channel that can be used for internal department communication as well as cross-group communication to allow multiple departments to coordinate with each other. He said this would be beneficial when cell phone communication is down during events. He added he would estimate starting with twenty radios and evaluate whether any additional radios are needed after one year. Councilmember Knerr asked if the radios would work in conjunction with the Police Department radios; Mayor Tyndall said the proposed recommendation is to give the Police Department the new radios and divide the balance among Department Directors that need them.

Councilmember Knerr asked if the proposed GIS item includes acquiring the Trimble; Mayor Tyndall said he believes there may be other ways to map a certain piece of equipment at a precise area which would be included in the \$20,000 he recommended to have on hand for GIS. Councilmember Knerr asked if it included mapping the entire underground; Mayor Tyndall said it would be a multi-year process and they would have to work to it; he added that the GIS proposal would include the possibility of implementing a dashboard and map that would allow citizens report problems and submit complaints as they arise. Councilmember Orris said he believed there would still need to be some sort of enforcement required.

Vice President Burrell said he would like the Town to be more proactive when it comes to code enforcement. He said he feels they are very dependent upon citizen complaints, adding citizens should not be put in a position to have to snitch on their neighbors. Councilmember Green said it is important to be proactive versus reactive; he acknowledged that a concern with creating a new position is the impact it will have on the budget.

Councilmember Green said he supports everything that has been discussed and recognized the challenges in figuring out the budget in a way that helps citizens bear less burden in the event of a potential revenue shortage. Mayor Tyndall said it would be difficult to begin constructing a plan prior to the General Fund and Utility Fund Work Sessions given that the budget has not been determined.

Councilmember Green asked for more explanation regarding the Automated External Defibrillators (AED) in Parks line item; Mayor Tyndall said the topic of adding AEDs was discussed among the Parks Commission to improve safety at the parks. He said each machine would cost between \$7,000 and \$10,000 each.

Councilmember Knerr suggested implementing a similar model for the projects that might have a higher dollar cost to the way the new police station was funded; Mayor Tyndall agreed, however, he added that they did not go to the financing market for the project. He confirmed the police station was financed internally.

Mayor Tyndall asked what projects would be helpful to put specific dollars and cents to; Councilmember Orris said capital due to the fees associated that could potentially be alleviated from the residents. Mayor Tyndall asked to clarify that the recommendation is to use LIG funds to eliminate capital fees for water, sewer, and stormwater; Councilmember Orris inquired about what it would look like. Finance Director Natalie Saleh stated the first step is to determine if LIG funds can be applied; she added the LDC would have to approve the future use of LDC funds for Enterprise Funds. She acknowledged that Capital Service Fees are a burden on citizens, but she confirms they were put in place to ensure funding is available for future capital projects such as improving water quality, wastewater expansion and repairs. Ms. Saleh said she would not recommend cancelling or rolling out the capital service fees. Councilmember Orris said it is important to keep in mind that the Southeast Rural Community Assistance Project (SERCAP) Study included the fees as an interim until the new water meters were installed; Ms. Saleh disagreed, adding that the Town has not recovered past capital expenditures through the regular water and sewer fee which is why the additional fee was implemented. She confirmed the additional fee was not pending the installation of new meters.

Councilmember Knerr asked if it would be worthwhile to look at raising Impact Fees to generate funds for future expansion of water and sewer. Ms. Saleh said she cannot advocate to raise Impact Fees given the variables that exist in order to remain competitive with other communities.

Lengthy discussion followed after Mayor Tyndall asked Council to highlight other projects they would like included as part of the draft capital plan. Vice President Burrell suggested adding reserve funding for the Berlin Fire Company and Fire Company EMS; Councilmember Knerr recommended setting aside an additional \$45,000 for both entities.

Councilmember Orris spoke on behalf of Councilmember Nichols who was not present at the meeting; he said Councilmember Nichols wanted to ensure that a new Public Works building remained priority. Mayor Tyndall reminded Council that there is \$400,000 currently set aside for the project. Councilmember Orris asked if the intent is for the full amount to go straight to the reserve; Mayor Tyndall confirmed the \$400,000 the Mayor and Council moved into capital is earmarked for a Public Works building. Councilmember Orris said he believes LDC funding could go towards the project and proposed an additional \$50,000. Councilmember Knerr suggested adding \$1 million dollars to the Public Works building project and suggested the total be broken down over the course of several years.

Mayor Tyndall advised Council to keep in mind the discussion serves as a brainstorm session for ideas. He said it would be wise to listen to the upcoming work sessions and regroup in May to come up with a multiyear plan for the LDC. Councilmember Orris noted the timeline for a potential decision from the LDC in relation to the budget deadline; Mayor Tyndall acknowledged it will be close and suggested they not bank on LIG funding for any critical project in FY24.

Mayor Tyndall opened the Work Session for public comments at approximately 6:49 PM.

Resident Marie Velong said she feels one thing that is forgotten about but important to the Town is infrastructure. She said development cannot be considered without the base being good. Ms. Velong said West Street has been ignored for fifty years and feels the lack of concern over the condition of the street is very frustrating. She added that she believes the lack of handicap accessibility over the sound quality in the Council Chambers during meetings may be in violation; she said there is a significant difference between the sound quality when she listens to meetings at home versus in person. Mayor Tyndall said they will look at reconfiguring the room to try and move chairs closer to the front.

Mayor Tyndall closed the Work Session at approximately 6:55 PM.

Respectfully Submitted,

*Kate Daub*

Kate Daub  
Administrative Assistant





**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, February 27, 2023**

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

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

**Staff Present:** Town Administrator Mary Bohlen, Economic and Community Development Director Ivy Wells, Finance Director Natalie Saleh, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing, Public Works Director Jimmy Charles, Water Resources Director Jamey Latchum, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, and Administrative Assistant Kate Daub.

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. Work Session of 2.13.2023:

On the motion of Councilmember Orris, second by Vice President Burrell, the Work Session Minutes of 2.13.2023 was approved by the following vote:

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

b. Regular Session Minutes of 2.13.23:

On the motion of Councilmember Knerr, second by Councilmember Orris, the Regular Session Minutes of 2.13.2023 was approved by the following vote:

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

2. Recognition of Berlin Junior and Senior Little League Teams for Winning Maryland State Championship:

Mayor Tyndall presented awards of recognition to the Berlin Little League Junior and Senior All-Star Baseball teams for winning the 2022 Maryland State Championship. He congratulated all players, coaches, and team moms for their achievement. President of the League, Mr. Nornie Bunting thanked the community and the Mayor and Council for their ongoing support.

## 3. Proclamation 2023-01: Endo Warriors of the Eastern Shore:

Mayor Tyndall proclaimed March of 2023 as Endometriosis Awareness Month. After reading the proclamation, Mayor Tyndall introduced Shannon Hannawald, Founder of the Endo Warriors of the Eastern Shore. She shared her personal journey with the Mayor and Council by saying she has battled endometriosis since the age of fifteen; she said she has made it her mission to educate and provide support for others living with the disease. Ms. Hannawald encouraged the Mayor and Council to wear yellow on March 10<sup>th</sup>, 2023, as part of the Endo Warriors of the Eastern Shore “Yellow Day” and she asked that pictures be shared on their support group advocacy Facebook page.

## 4. Motion 2023-05: Authorize the Reassignment of Remaining ARPA Funds from the Branch Street Well 3 Replacement Project to Powellton Avenue Well 1 Project to replace the Well Pump and Motor: Water Resources Director Jamey Latchum explained that the upgrades to Well 3 have been completed; he confirmed that Well 3 did not have to be entirely replaced. As a result, Mr. Latchum requested the project’s remaining funds be reassigned to the Well 1 Project. He clarified that the Well 1 pump has been deteriorating and estimates that it has not been pumping to its capability since 1992; he said the pump needs to be replaced.

Councilmember Orris referenced Mr. Latchum’s Staff Report which outlined details of his request; Councilmember Orris asked if the funds referenced under options for consideration, specifically regarding the amount budgeted for valve replacements would cause a shortage of funds for the valves. Mr. Latchum confirmed that he will still have what he planned for.

On the motion of Councilmember Orris, second by Vice President Burrell, Motion 2023-05 Authorizing the Reassignment of Remaining ARPA Funds from the Branch Street Well 3 Replacement Project to Powellton Avenue Well 1 Project to replace the Well Pump and Motor was approved by the following vote:

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

## 5. Discussion: Town Event Rain Dates:

Berlin Chamber of Commerce Executive Director Ryan Nellans acknowledged how much the events weigh on labor; he said he does not ask for a rain date lightly without awareness of its impact. He said he is requesting a rain date of Saturday, April 15<sup>th</sup>, 2023, for the Spring Celebration currently scheduled for Saturday, April 8<sup>th</sup>, 2023, in addition to a rain date of Saturday, May 13<sup>th</sup>, 2023, for the Jazz and Blues Festival currently scheduled for Saturday, May 6<sup>th</sup>, 2023. Mr. Nellans confirmed May 13<sup>th</sup> was originally used for the Reggae Play Day event, however, he confirmed the event will not be held this year.

Councilmember Orris asked when the Chamber would make the decision to switch from the original event date to the rain date; Mr. Nellans answered he would make the decision by Wednesday or Thursday prior to each event. Councilmember Orris asked Town Administrator Mary Bohlen what the rain date request would do to staff; she noted that staff is paid overtime for events, however the addition of rain dates would mean that they must commit to an additional day. She said monetary compensation is not the only factor to consider.

Mayor Tyndall asked how many weekends have events that require staff; Economic and Community Development Director Ivy Wells said she believes there are sixteen events, but she added that the number does not include the Farmer's Markets. Chief of Police Arnold Downing asked to confirm the weekends in April that are not occupied for an event; Ms. Wells said the Spring Celebration on Saturday, April 8<sup>th</sup> is the only event in the month of April.

Mr. Nellans said he appreciates the value of staff employees time and admitted that he also has had to deal with similar scheduling. He continued by saying the reason for the rain date request is due to the investment the Chamber of Commerce puts into the events; he said that spring weather is unpredictable, adding the weather has prevented them from carrying out events that attract a lot of people to the Town. Ms. Bohlen said she realizes Mr. Nellans is only requesting two days, but she said experience has taught her that one request often leads to another; she stated it is something to be cognizant of.

Mayor Tyndall asked if alternative accommodations could be made to host the events at a location that would not require Town staff; Mr. Nellans said he can see the possibility of that for the Spring Celebration, however, he admitted the scale of the Jazz and Blues event is entirely different. Mayor Tyndall asked if the event performers would be willing to commit to both the original date and rain date; Mr. Nellans confirmed. Vice President Burrell asked Mr. Nellans to confirm if his request has gone from two dates to one; Mr. Nellans said his request is still two days.

Resident Cindi Krempel was present at the meeting on behalf of the Chamber of Commerce and stated she appreciates Council looking out for Town employees; she shared that she comes from a job where she managed forty people, and her employees knew at the time of hire that overtime may be expected. She said a cancellation would impact businesses and shops that depend on the events. Vice President Burrell responded by saying employees of the Town of Berlin provide service to the Town by carrying out whatever is needed during and after an event; he continued by saying employees take away from their own personal and private plans on behalf of the Chamber which should be considered and not taken as a given. Mayor Tyndall added he believes employees of the Town care and it is shown by the level at which Main Street looks after events; he said staff is already asked to come in sixteen of the fifty-two weekends in a year but he said he feels it is admirable that the Chamber is looking out to try and find creative ways that they can work together and bring people to the Town. Mr. Nellans said he is very cognizant of the fact that the events are not just taking regular weekends away from employees, adding it is why the Chamber provides a small monetary gift to the Town in hopes that it will offset those difficulties.

Mayor Tyndall said that he appreciates the solid partnership the Town has had with the Chamber; he said he believes there is an opportunity to compromise on the request and hopes they can find a balance. Chief Downing said there was no information given prior to the meeting concerning the request; he said it would be easier to digest and review what the department may be able to do to help in the process.

On the motion of Vice President Burrell, second by Councilmember Knerr, motion to approve the rain date request of Saturday, May 13<sup>th</sup>, 2023, for the Jazz and Blues Festival event was approved by the following vote:

| Name             | Counted toward Quorum |    |         |         |        |
|------------------|-----------------------|----|---------|---------|--------|
|                  | Aye                   | No | Abstain | Recused | Absent |
| Dean Burrell, VP | X                     |    |         |         |        |
| Steve Green      | X                     |    |         |         |        |
| Jack Orris       | X                     |    |         |         |        |
| Shaneka Nichols  | X                     |    |         |         |        |

|                     |   |  |  |  |  |
|---------------------|---|--|--|--|--|
| Jay Knerr           | X |  |  |  |  |
| <i>Voting Tally</i> | 5 |  |  |  |  |

Councilmember Green said he believed the conversation towards the Berlin Chamber of Commerce turned harsh and said he does not believe it needed to go there; he said the events are very important. Vice President Burrell said he would like to think the discussion was more candid.

6. Additional Motions for Approval:

- a. 2023-06: Request to change the name of the Berlin Beautification Committee to the Berlin Horticultural Advisory Committee:

Mayor Tyndall said the request comes directly from the Berlin Beautification Committee. He explained the group has asked for a name change because they believe it could be more inclusive for recruitment of potential volunteers.

On the motion of Councilmember Knerr, second by Councilmember Orris, Motion 2023-06: Request to change the name of the Berlin Beautification Committee to the Berlin Horticultural Advisory Committee was approved by the following vote:

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

- b. 2023-07: Request to authorize a one-time increase in hours for Vacation Buy Back for Police Department:

Chief Downing explained the policy currently in place dictates the Town can buy back sixty hours at eighty percent for all Police Department staff. He said if they were to add forty hours to make the buyback total one-hundred hours, the Town would save roughly \$5,000. He added that the department is short-staffed which requires that employees work overtime to fill the shifts of individuals that take time off.

Vice President Burrell said he does not understand the math; Human Resources Director Kelsey Jensen clarified that a Police Department employee can currently sell back sixty hours at the end of the fiscal year at eighty percent of the value of their time, otherwise she said the employee would lose any additional time accrued. She explained that employees that cover the shifts are being paid time and a half, in addition to paying the individual that took off with accrued time; she said increasing the buyback would save the Town money overall.

Mayor Tyndall said he wanted to put into context that the request is a one-year request for Fiscal 23 while the department remains short staffed; he clarified it is not a change in policy outside of FY23. Chief Downing said the request, if approved, would affect seven or eight employees. Councilmember Knerr asked how many non-police employees have accrued more than two hundred forty hours; Ms. Jensen said not many staff members participate in the buyback town-wide, adding she believes approximately sixteen.

Councilmember Orris said it feels to him the Town is paying people not to take time off; Ms. Jensen said employees must use forty hours to participate in the buyback program which is one

week; she added employees are encouraged to use their time. Councilmember Orris said it would be helpful to get a report for staff townwide to evaluate the whole program but said he would approve the motion as presented.

On the motion of Councilmember Orris, second by Councilmember Nichols, Motion 2023-07: Request to authorize a one-time increase in hours for Vacation Buy Back for Police Department was approved by the following vote:

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

Ms. Jensen asked if Councilmember Orris would like the report to include any employee over two hundred forty hours or just the typical participants; Councilmember Orris answered two hundred forty hours.

7. Resolution 2023-01: Amend Tax Rate Review Policy:

Finance Director Natalie Saleh stated the tax review policy itself is amended; she clarified that Resolution 2019 was established to ensure the Town has a process in place to discuss the tax rate for the next fiscal year before the budget is adopted. She added that text in paragraph three was revised to be more accurate and assist in establishing a pattern to review the tax rate prior to the budget introduction; she said reference to a specific time frame has been eliminated.

On the motion of Councilmember Orris, second by Vice President Burrell, Resolution 2023-01: Amend the Tax Rate Review Policy was approved by the following vote:

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

8. Announcement: Tax Rate Public Hearing Date:

Mayor Tyndall declared the Tax Rate Public Hearing on the tax rate, adoption and constant yield rate by Council will be held on Monday, April 24<sup>th</sup>, 2023, at 7 PM. He said the First Reading and Introduction will be on Monday, April 10<sup>th</sup>, 2023, at 7 PM and noted the dates will be advertised in the local newspaper.

9. Town of Berlin 2022 Annual Report and 2023 Goals:

Mayor Tyndall stated the report is a culmination of work collected from all departments; he continued by sharing a PowerPoint presentation that provided a detailed overview of each department's highlights of 2022 and goals for 2023.

10. Town Administrator's Report

Ms. Bohlen said she was out of the office last week and did not have much to report.

#### 11. Departmental Reports:

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

Ms. Wells said she and Administrative Assistant Allison Early are in the process of planning Clean Up Day and Take Pride in Berlin Week. She said they are currently focusing on the nonprofits in Berlin and will designate each day of the week to a different nonprofit; she added the plan is to allow them to set up in front of the Welcome Center to handout information and fundraise. She continued by saying they received the final grant agreement for the Façade Grant from the Maryland Department of Housing and Community Development (DHCD) and funding is now available; she added the department has received multiple inquiries from property and business owners that would like to apply. She confirmed that a deadline for applications will be determined as she anticipates the amount applicants will be requesting will exceed the \$50,000 that has been awarded. She continued by saying they are working with the Harrison Group and Motor Coach Bus Tours to determine a tour schedule.

Councilmember Orris thanked Ms. Wells for her work on getting the public parking information online.

##### b. Planning Director – Dave Englehart

Mr. Englehart began his report by stating the department issued four permits and said one was for a single-family dwelling on Maple Avenue. He said he attended a meeting with the Mayor, Town Administrator, Mr. Ron Cascio from the Planning Commission, and a consultant to discuss ideas the Town may be able to address a strategic plan for future growth and annexation. He added that the next Historic District Commission meeting will be Wednesday, March 1<sup>st</sup>, 2023, and the new Horticultural Advisory Committee will be making a presentation to add planters and benches in the downtown area; Ms. Wells added that the items were funded as part of last year's Main Street Improvement Grant.

Councilmember Orris thanked Mr. Englehart for the time he spent emailing about the Animal Ordinance.

Vice President Burrell asked Mr. Englehart to share the ramifications for noncompliance with Town ordinances, specifically noncompliance with the Short-Term Rental ordinance. Mr. Englehart said the person would be notified verbally and in writing. He said the person would be told to stop the activity or face a fine; he said he believes it is \$250 per day.

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

Mr. Lawrence said his department installed electrical outlets on utility poles downtown for the new camera system. He said they replaced a defective utility pole on West Street and continued with pole top maintenance, tree trimming, and street light repairs. He said an attempt was made to do a directional bore at IG Burton Chevrolet Dealership underneath Old Ocean City Boulevard, however, he said it did not work out; he added the project will be revisited at a later date to get it installed. He stated it is the time of year that maintenance is done at the Power Plant and the department has continued with demand meter readings and net reads. He closed his report by sharing an update on the Henry Park Basketball Court Lighting Project; he said the project is roughly ninety-nine percent complete but he said they are waiting for one part to be delivered which is expected by the end of the week. He said the part will be installed the following week and he expects the lights to be fully operational at that time. Mayor Tyndall said the lights can be turned on once they are ready.

- d. Police Chief – Arnold Downing  
Chief Downing deferred to his written report.
- e. Finance Director - Natalie Saleh  
Ms. Saleh reminded Council of the upcoming budget work sessions. She said the General Fund Budget work session is scheduled for Wednesday, March 1<sup>st</sup> at 8 AM and the Utility Fund Work Session will be Friday, March 10<sup>th</sup> starting at 7:30 AM. Councilmember Orris asked to confirm the time of the Water Resources budget meeting; Ms. Saleh said the meeting on March 10<sup>th</sup> will begin with Water Resources at 7:30 AM. Mayor Tyndall said the meeting will pause at 9:30 AM but he added it will pick up again in the afternoon to discuss the Electric department.
- f. Water Resources Director – Jamey Latchum  
Mr. Latchum deferred to his written report for highlights, however, he said he wanted to report that the Wastewater Treatment Plant treated roughly one hundred fifty million gallons last year; he said it is a good statistic for the public to be aware of. He added the wastewater plant and wells run twenty-four hours a day seven days a week and wanted to give his department credit for their hard work. Mr. Latchum said IG Burton Chevrolet Dealership is scheduled for a water tie-in on March 20<sup>th</sup>, 2023; he reported that the contractor of the project, Goody Hill, will be closing off Route 346 from 8 PM to 6 AM, and they will have two staff members on-site during that time in the event of a water main break.  
  
Councilmember Orris asked for an update on the Broad Street location; Mr. Latchum said the Electric Department can start on the transformers. He clarified once an estimated delivery time is given for the transformers, they anticipate going to bid for the construction of the lift station.
- g. Public Works Director – Jimmy Charles  
Mr. Charles reported that the department made repairs to the rear loader trash truck. He said they were able to trim branches hanging over the roadway on Maple Street and continued working on pothole patrol where needed. Mr. Charles said the department has been evaluating the playground equipment and continue to work on repairs in preparation for the inspection in April.  
  
Councilmember Orris asked for an update on the catch basin at Abby and West Streets; Mr. Latchum said it appears to be just off-grade due to settling and he hopes to get it up to grade this week.
- h. Human Resources Director – Kelsey Jensen  
Ms. Jensen said she hopes to have the LEOPS Resolution paperwork by mid to late March. She said interviews were held for Sanitation Laborer, Stormwater Laborer, and Distribution and Collection Technician positions; she added she is working through pre-offer requirements. Ms. Jensen said all staff attended the Paypoint HR Focus Groups and they are waiting on a report of the findings. She said she met with Ms. Saleh to compile the FY24 personnel budget numbers and attended a job fair at Salisbury University; she added that she will be attending the job fair at Wor-Wic Community College at the end of the month. She made Council aware that a job notification sign-up form has been added to the Town website which will include employment and internship positions as they become available. She reported that Rondell Wise, the Finance Department's Senior Accountant, has put in his resignation. She closed her report by saying she will be attending her first Society for Human Resource Management (SHRM) chapter meeting in Salisbury on Tuesday, February 28<sup>th</sup> and will be attending a Reasonable Suspicion Class in Ocean City that afternoon. Lastly, she said she will be out of the office from March 1<sup>st</sup> through March 8<sup>th</sup>.

## i. Administrative Assistant – Kate Daub

Ms. Daub reported that the 2022 Financial Disclosures are expected to go out by the end of the week.

## 12. Comments from the Council

Vice President Burrell asked to revisit the need for reserved parking spaces downtown.

Councilmember Knerr asked if the We Buy Houses signs being placed throughout Town can be taken down; Mr. Englehart said yes. He added that he made the person responsible for them aware that the signs are against Town Code.

Councilmember Orris asked that the Request For Proposal (RFP) for a new Audio-Visual system for the Council Chambers go back on the radar. He asked if the Town has obtained the results from the GIS Housing Study; Mayor Tyndall said the Town has obtained the deliverable which the GIS layer, however, he added it is not a complete report. Councilmember Orris asked if the vehicle barriers have been delivered; Mr. Charles confirmed they were delivered Monday, February 20<sup>th</sup> when most Town offices were closed for President's Day. Councilmember Orris revisited the topic of rain dates for Town events, and he suggested Department Heads seek the opinions of staff. Ms. Bohlen confirmed that the issue has been discussed with staff, which was reflected in the earlier discussion. Councilmember Orris restated his suggestion that a Code Enforcement officer position be considered; Mr. Englehart said he does not see a need for a Code Enforcement officer, adding he would prefer an Administrative Assistant for his department.

Councilmember Green thanked those that reached out to him for the loss he had at his workplace. He stressed the importance of not letting life get in the way of living. Ms. Bohlen said Maryland 2-1-1 is a service provided by the State to help those struggling with various needs including mental health, utility assistance, food stamps and many others.

## 13. Comments from the Mayor

Mayor Tyndall had no comments.

## 14. Comment from the Public

Resident Marie Velong asked if other violations had been issued at The Globe; Mr. Englehart said no. He clarified that a motion was approved which required that the improvements made to the outside Tiki Bar be removed as the work was done without seeking approval. He added the new proprietor of The Globe will be attending the Historic District meeting on April 5<sup>th</sup> to further discuss a new design for the space. Ms. Velong asked if a record is kept of the overtime staff accrues for events; Ms. Jensen said the ADP payroll system keeps a record of the time each employee works per department, however, she said it is not tracked per event.

## 15. Comments from the Press – none.

## 16. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Knerr, the Mayor, and Council meeting was adjourned at approximately 9:27 PM.

| Name             | Counted toward Quorum |    |         |         |        |
|------------------|-----------------------|----|---------|---------|--------|
|                  | Aye                   | No | Abstain | Recused | Absent |
| Dean Burrell, VP | X                     |    |         |         |        |
| Steve Green      | X                     |    |         |         |        |
| Jack Orris       | X                     |    |         |         |        |



|                     |   |  |  |  |  |
|---------------------|---|--|--|--|--|
| Shaneka Nichols     | X |  |  |  |  |
| Jay Knerr           | X |  |  |  |  |
| <i>Voting Tally</i> | 5 |  |  |  |  |

Respectfully Submitted,

*Kate Daub*

Kate Daub  
Administrative Assistant

To: Ivy Wells <iwells@berlinmd.gov>

Subject: 2023 Events

Hello Ivy,

Please find attached the event forms for the upcoming season at the museum:

Sat, April 22 – Earth Day Celebration 4-8pm (Event form, Alcohol)

Sun, June 11 - Sunday Evening at the Museum: CONCERT 6pm (Event form, Alcohol)

Sun, July 9 - Sunday Evening at the Museum: CONCERT 6pm (Event form, Alcohol)

Sat, Aug 5 - PEACH FESTIVAL 10-3 (Event form, Electric, Banner, Road Closure)

Sun, Aug 13 - Sunday Evening at the Museum: CONCERT 6pm (Event form, Alcohol)

Sun, Sept 10 - Sunday Evening at the Museum: CONCERT 6pm (Event form, Alcohol)

Sat, Oct 14 - HARVEST BOOK FEST 12-4pm (Event form, Alcohol)

We are on the agenda for the upcoming City Council meeting to get Town approval for the alcohol sales.

Thank you!

Thank you,

Heather Nottingham

Museum Administrator



CALVIN B. TAYLOR HOUSE

B E R L I N T O W N M U S E U M



## SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

|   |  |   |                                   |
|---|--|---|-----------------------------------|
| Today's Date: 3/13/2023   |  | <u>Event</u><br>Start time: 4:00PM  | <u>Road Closure</u><br>Start: N/A |
| Requested Date(s) of the event: Saturday, April 22, 2023  |  | End time: 8:00PM  | End:                              |
| Name of Event:<br>Earth Day Celebration   |  | *Location of Event:<br>Taylor House Museum, 208 N Main Street<br>*If activity is in a Town park, a Parks Reservation form must be complete. |                                   |
| Estimated number of attendees: 100  |  |   |                                   |
| Applicant Name: Heather Nottingham  |  | Applicant Cell Phone: 410-422-0945  |                                   |
| Sponsoring Organization or Business Name:<br>Taylor House Museum  |  | Email:<br>info@taylorhousemuseum.org  |                                   |
| Person(s) to Contact Day of Event:  | Name: Heather Nottingham, Cell # 410-422-0945<br>Name: Melissa Reid, Cell # 443-365-0014 |   |                                   |
| Description of event:<br>Earth Day Celebration on the lawn of the museum with local music.  |  |   |                                   |
| If fundraiser, please indicate the beneficiary: Taylor House Museum   |  |   |                                   |
| How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):<br>N/A  |  |   |                                   |
| Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music rock  |  |   |                                   |
| What is your plan for the following:<br><u>Marketing/Advertising:</u><br>flyers, posters, social media<br><u>Parking/Shuttle:</u><br>Street parking and city lot<br><u>Inclement weather:</u><br>n/a  |  |   |                                   |
| <p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none"><li>1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.</li><li>2. The event sponsor is appropriately insured. Proof of insurance may be required; If the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.</li><li>3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.</li><li>4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.</li><li>5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.</li></ol> <p>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.</p> |  |   |                                   |
| Signature: Heather Nottingham<br><small>Digitally signed by Heather Nottingham<br/>Date: 2023.03.01 12:31:48 -05'00'</small>  |  | Date: 3/13/2023   |                                   |
| Printed Name: Heather Nottingham  |  |   |                                   |



**DETAILS OF EVENT:**

Shaded areas for office use only

|   |  |   |   |
|---|--|---|---|
| <b>Street Closure</b>                         | Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required. |   |   |
| Street closure?                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Barricade locations must be marked on map.                                    |   |
| Blockage/Closure Time:                        | Start:   | End:  | State Highway Form submitted if applicable? <input type="checkbox"/>                      |
| Will on-street parking need to be cleared?    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Notes: # of barricades _____<br>Barricades to be dropped off: _____ Time/Date | No-Parking signs to be placed: _____ Time/date<br>Must be placed 24 hours prior to event. |
| Will parking areas need to be cleared/closed? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   |   |

|  |  |   |  |
|--|--|---|--|
| <b>Electric</b>  | Note: The Electric Department will assist with completion of Service Form. |   |  |
| Will there be vendors or activities requiring access to electricity? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | Request for Electric Service form required including information from each vendor/activity requiring electric.<br>Request for Electric Form submitted? <input type="checkbox"/> |  |
| Will there be banners to be hung?                                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>   |  |

|   |   |   |   |    |     |            |          |
|---|---|---|---|----|-----|------------|----------|
| <b>Other Items/Services:</b>  |   | If applicable, items listed are in addition to those normally in place.   |   |    |     |            |          |
| Trash cans  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # Required _____  | Trash cans to be placed: _____ Time/date  |    |     |            |          |
| Picnic Tables   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | # Required _____<br>Maximum: 5  | To be placed: _____ Time/date   |    |     |            |          |
| Stage   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Location must be marked on map.   | Stage to be placed: _____ Time/date<br>Extensions needed: <input type="checkbox"/>  |    |     |            |          |
| Temporary Fencing   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Location must be marked on map.   | Fencing to be placed: _____ Time/date<br><input type="checkbox"/>   |    |     |            |          |
| Porta-potties   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # Standard <u>2</u><br># Accessible <u>1</u>  | Porta-potties will be placed in the alley on Pitts Street:<br>_____ Time/date   |    |     |            |          |
| Signs: Other than banners or parking  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Informational signs during the event not applicable.  | Sign Permit may be required.<br>Planning Office review _____ Date<br>Sign Permit needed/submitted? <input type="checkbox"/> |    |     |            |          |
| Will there be vendors/individuals selling goods or services as part of the event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event.<br>If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.<br>Vendor's Permit(s) needed/submitted? <input type="checkbox"/> |   |    |     |            |          |
| Additional Forms Required:  |   |   | Yes   | No | N/A | Date Rec'd | Initials |
| State Highway Administration Request for Road Closure                             |   |   |   |    |     |            |          |
| Park Reservation Application and Permit   |   |   |   |    |     |            |          |
| Request for Electric Service  |   |   |   |    |     |            |          |
| Request for Banner Placement  |   |   |   |    |     |            |          |
| Sign Permit   |   |   |   |    |     |            |          |
| Vendor's Application and Certification for Peddling and Soliciting                |   |   |   |    |     |            |          |
| Business Use of Park Application  |   |   |   |    |     |            |          |
| Proof of Insurance  |   |   |   |    |     |            |          |
| Other:  |   |   |   |    |     |            |          |

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.



**BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY**

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET – ROOM 1201  
SNOW HILL, MARYLAND 21863  
PHONE: 410-632-1908, EXTENSION 1120  
Email: [apayne@co.worcester.md.us](mailto:apayne@co.worcester.md.us)

**APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT**

**TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE PROVISIONS OF THE  
MARYLAND ALCOHOLIC BEVERAGES ARTICLE**

Date of Application: 3/13/2023

Name of Applicant: Berlin Heritage Foundation, Inc/Calvin B. Taylor House Museum

Address of Applicant: 208 N Main Street, Berlin, MD 21811

Telephone: 410-641-1019 (office) Email: [info@taylorhousemuseum.org](mailto:info@taylorhousemuseum.org)

Location for which Permit is sought: 208 N Main Street, Berlin, MD 21811

Hours Requested: 4:00 - 8:00 PM

Election District No.: 1 \_\_\_\_\_

Convention or Group for which Permit sought: Taylor House Museum Earth Day Celebration  
\_\_\_\_\_

Date for which Permit sought: Saturday, April 22, 2023

If within incorporated town, has the Mayor & Council approved issuance of Permit? \_\_\_\_\_

( ) Beer: \$100 per day ( ☒ ) Beer-Wine: \$100 per day ( ) Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

\_\_\_\_\_

*Heather Nottingham*  
\_\_\_\_\_

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



## APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

1. May purchase beer & wine from a licensed MARYLAND WHOLESALER or a licensed MARYLAND RETAILER and liquor from a licensed MARYLAND RETAILER.
2. No other person or entity, including licensed retailers and/or distributors, and/or breweries, and/or manufacturers may bring ANY alcoholic beverages on the premises.
3. Only the beer, wine and liquor that the organization has purchased from licensed MARYLAND WHOLESALERS or licensed MARYLAND RETAILERS is permitted on the premises—PERIOD. This is written in the State law and the Maryland Comptroller's rules and regulations (which carry the same weight as law). No person can make exceptions to these laws. Only the Maryland legislature can change the law.

---

As the applicant for the foregoing APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT; I certify that I have read the foregoing guidelines and agree to abide by them; and that I understand that a violation of these rules and laws could result in a fine up to \$4,000.00 levied against the organization named in the application, and that any future applications on behalf of this group may be denied.

Heather Nottingham

PRINTED NAME OF APPLICANT

Heather Nottingham  
SIGNATURE OF APPLICANT

3/13/2023

\_\_\_\_\_  
DATE

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



**SPECIAL EVENT  
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

|  |   |  |                                   |
|--|---|--|-----------------------------------|
| Today's Date: 3/13/2023  |   | <u>Event</u><br>Start time: 6:00 PM  | <u>Road Closure</u><br>Start: N/A |
| Requested Date(s) of the event: Sunday, June 11, 2023  |   | End time: 7:30 PM  | End:                              |
| Name of Event:<br>Sunday Evenings at the Museum: Concert   |   | *Location of Event:<br>Taylor House Museum, 208 N Main Street              |                                   |
| Estimated number of attendees: 100   |   | *If activity is in a Town park, a Parks Reservation form must be complete. |                                   |
| Applicant Name: Heather Nottingham   |   | Applicant Cell Phone: 410-422-0945   |                                   |
| Sponsoring Organization or Business Name:<br>Berlin Heritage Foundation/Taylor House Museum  |   | Email:<br>info@taylorhousemuseum.org                                       |                                   |
| Person(s) to Contact Day of Event:   | Name: Heather Nottingham, Cell # 410-422-0945 |  |                                   |
|  | Name: Melissa Reid, Cell # 443-365-0014       |  |                                   |
| Description of event:<br>Free concert on the museum lawn   |   |  |                                   |
| If fundraiser, please indicate the beneficiary:  |   |  |                                   |
| How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):<br>N/A   |   |  |                                   |
| Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music Rock   |   |  |                                   |
| What is your plan for the following:<br><u>Marketing/Advertising:</u><br>Newspaper, radio ads, flyers, social media  |   |  |                                   |
| <u>Parking/Shuttle:</u><br>Street parking and city lot   |   |  |                                   |
| <u>Inclement weather:</u><br>N/A   |   |  |                                   |
| The event sponsor hereby agrees to the following conditions:<br>1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.<br>2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.<br>3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.<br>4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.<br>5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street. |   |  |                                   |
| By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.  |   |  |                                   |
| Signature: Heather Nottingham<br><small>Digitally signed by Heather Nottingham<br/>Date: 2023.03.01 10:41:22 -05'00'</small>   |   | Date: 3/13/2023  |                                   |
| Printed Name: Heather Nottingham   |   |  |                                   |



**DETAILS OF EVENT:**

Shaded areas for office use only

|   |  |   |   |
|---|--|---|---|
| <b>Street Closure</b>                         | Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required. |   |   |
| Street closure?                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Barricade locations must be marked on map.                                    |   |
| Blockage/Closure Time:                        | Start:   | End:  | State Highway Form submitted if applicable? <input type="checkbox"/>                      |
| Will on-street parking need to be cleared?    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Notes: # of barricades _____<br>Barricades to be dropped off: _____ Time/Date | No-Parking signs to be placed: _____ Time/date<br>Must be placed 24 hours prior to event. |
| Will parking areas need to be cleared/closed? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   |   |

|  |  |   |  |
|--|--|---|--|
| <b>Electric</b>  | Note: The Electric Department will assist with completion of Service Form. |   |  |
| Will there be vendors or activities requiring access to electricity? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | Request for Electric Service form required including information from each vendor/activity requiring electric.<br>Request for Electric Form submitted? <input type="checkbox"/> |  |
| Will there be banners to be hung?                                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>   |  |

|   |   |   |   |    |     |            |          |
|---|---|---|---|----|-----|------------|----------|
| <b>Other Items/Services:</b>  |   | If applicable, items listed are in addition to those normally in place.   |   |    |     |            |          |
| Trash cans  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # Required _____  | Trash cans to be placed: _____ Time/date  |    |     |            |          |
| Picnic Tables   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | # Required _____<br>Maximum: 5  | To be placed: _____ Time/date   |    |     |            |          |
| Stage   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Location must be marked on map.   | Stage to be placed: _____ Time/date<br>Extensions needed: <input type="checkbox"/>  |    |     |            |          |
| Temporary Fencing   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Location must be marked on map.   | Fencing to be placed: _____ Time/date<br><input type="checkbox"/>   |    |     |            |          |
| Porta-potties   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # Standard <u>2</u><br># Accessible <u>1</u>  | Porta-potties will be placed in the alley on Pitts Street:<br>_____ Time/date   |    |     |            |          |
| Signs: Other than banners or parking  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Informational signs during the event not applicable.  | Sign Permit may be required.<br>Planning Office review _____ Date<br>Sign Permit needed/submitted? <input type="checkbox"/> |    |     |            |          |
| Will there be vendors/individuals selling goods or services as part of the event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event.<br>If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.<br>Vendor's Permit(s) needed/submitted? <input type="checkbox"/> |   |    |     |            |          |
| Additional Forms Required:  |   |   | Yes   | No | N/A | Date Rec'd | Initials |
| State Highway Administration Request for Road Closure                             |   |   |   |    |     |            |          |
| Park Reservation Application and Permit   |   |   |   |    |     |            |          |
| Request for Electric Service  |   |   |   |    |     |            |          |
| Request for Banner Placement  |   |   |   |    |     |            |          |
| Sign Permit   |   |   |   |    |     |            |          |
| Vendor's Application and Certification for Peddling and Soliciting                |   |   |   |    |     |            |          |
| Business Use of Park Application  |   |   |   |    |     |            |          |
| Proof of Insurance  |   |   |   |    |     |            |          |
| Other:  |   |   |   |    |     |            |          |

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.





BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET – ROOM 1201  
SNOW HILL, MARYLAND 21863  
PHONE: 410-632-1908, EXTENSION 1120  
Email: [apayne@co.worcester.md.us](mailto:apayne@co.worcester.md.us)

APPLICATION FOR SPECIAL ONE DAY PER DIEM

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE  
MARYLAND ALCOHOLIC BEVERAGES ARTICLE

Date of Application: 3/13/20

Name of Applicant: Berlin Heritage Foundation, Inc/Calvin B. Taylor House Museum

Address of Applicant: 208 N Main Street, Berlin, MD 21811

Telephone: 410-641-1019 (office)

Email: [info@taylorhousemuseum.org](mailto:info@taylorhousemuseum.org)

Location for which Permit is sought: 208 N Main Street, Berlin, MD 21811

Hours Requested: 6:00 - 8:00 PM

Election District No.: 1 \_\_\_\_\_

Convention or Group for which Permit sought: Sunday Evening at the Museum: Cor  
\_\_\_\_\_

Date for which Permit sought: Sunday, June 11, 2023

If within incorporated town, has the Mayor & Council approved issuance of Permit? \_\_\_\_\_

( ) Beer: \$100 per day ( X ) Beer-Wine: \$100 per day ( ) Beer

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

\_\_\_\_\_

*Heather N*

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)

## APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

1. May purchase beer & wine from a licensed MARYLAND WHOLESALER or a licensed MARYLAND RETAILER and liquor from a licensed MARYLAND RETAILER.
2. No other person or entity, including licensed retailers and/or distributors, and/or breweries, and/or manufacturers may bring ANY alcoholic beverages on the premises.
3. Only the beer, wine and liquor that the organization has purchased from licensed MARYLAND WHOLESALERS or licensed MARYLAND RETAILERS is permitted on the premises—PERIOD. This is written in the State law and the Maryland Comptroller's rules and regulations (which carry the same weight as law). No person can make exceptions to these laws. Only the Maryland legislature can change the law.

---

As the applicant for the foregoing APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT; I certify that I have read the foregoing guidelines and agree to abide by them; and that I understand that a violation of these rules and laws could result in a fine up to \$4,000.00 levied against the organization named in the application, and that any future applications on behalf of this group may be denied.

Heather Nottingham

---

PRINTED NAME OF APPLICANT

*Heather Nottingham*

---

SIGNATURE OF APPLICANT

3/13/2023

---

DATE

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



**SPECIAL EVENT  
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

|   |   |  |                                   |
|---|---|--|-----------------------------------|
| Today's Date: 3/13/2023   |   | <u>Event</u><br>Start time: 6:00 PM  | <u>Road Closure</u><br>Start: N/A |
| Requested Date(s) of the event: Sunday, July 9, 2023  |   | End time: 7:30 PM  | End:                              |
| Name of Event:<br>Sunday Evenings at the Museum: Concert  |   | *Location of Event:<br>Taylor House Museum, 208 N Main Street              |                                   |
| Estimated number of attendees: 100  |   | *If activity is in a Town park, a Parks Reservation form must be complete. |                                   |
| Applicant Name: Heather Nottingham  |   | Applicant Cell Phone: 410-422-0945   |                                   |
| Sponsoring Organization or Business Name:<br>Berlin Heritage Foundation/Taylor House Museum   |   | Email:<br>info@taylorhousemuseum.org                                       |                                   |
| Person(s) to Contact Day of Event:  | Name: Heather Nottingham, Cell # 410-422-0945 |  |                                   |
|   | Name: Melissa Reid, Cell # 443-365-0014       |  |                                   |
| Description of event:<br>Free concert on the museum lawn  |   |  |                                   |
| If fundraiser, please indicate the beneficiary:   |   |  |                                   |
| How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):<br>N/A  |   |  |                                   |
| Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music Rock  |   |  |                                   |
| What is your plan for the following:<br><u>Marketing/Advertising:</u><br>Newspaper, radio ads, flyers, social media   |   |  |                                   |
| <u>Parking/Shuttle:</u><br>Street parking and city lot  |   |  |                                   |
| <u>Inclement weather:</u><br>N/A  |   |  |                                   |
| <p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none"><li>1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.</li><li>2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.</li><li>3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.</li><li>4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.</li><li>5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.</li></ol> <p>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.</p> |   |  |                                   |
| Signature: Heather Nottingham<br><small>Digitally signed by Heather Nottingham<br/>Date: 2023.03.01 10:42:08 -05'00'</small>  |   | Date: 3/13/2023  |                                   |
| Printed Name: Heather Nottingham  |   |  |                                   |



**DETAILS OF EVENT:**

Shaded areas for office use only

|   |  |   |   |
|---|--|---|---|
| <b>Street Closure</b>                         | Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required. |   |   |
| Street closure?                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Barricade locations must be marked on map.                                    |   |
| Blockage/Closure Time:                        | Start:   | End:  | State Highway Form submitted if applicable? <input type="checkbox"/>                      |
| Will on-street parking need to be cleared?    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Notes: # of barricades _____<br>Barricades to be dropped off: _____ Time/Date | No-Parking signs to be placed: _____ Time/date<br>Must be placed 24 hours prior to event. |
| Will parking areas need to be cleared/closed? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   |   |

|  |  |  |  |
|--|--|--|--|
| <b>Electric</b>  | Note: The Electric Department will assist with completion of Service Form. |  |  |
| Will there be vendors or activities requiring access to electricity? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | Request for Electric Service form required including information from each vendor/activity requiring electric. |  |
|  |  | Request for Electric Form submitted? <input type="checkbox"/>  |  |
| Will there be banners to be hung?                                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>                    |  |

|   |   |   |   |
|---|---|---|---|
| <b>Other Items/Services:</b>  | If applicable, items listed are in addition to those normally in place. |   |   |
| Trash cans  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No     | # Required _____  | Trash cans to be placed: _____ Time/date  |
| Picnic Tables   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     | # Required _____<br>Maximum: 5  | To be placed: _____ Time/date   |
| Stage   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     | Location must be marked on map.   | Stage to be placed: _____ Time/date<br>Extensions needed: <input type="checkbox"/>  |
| Temporary Fencing   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     | Location must be marked on map.   | Fencing to be placed: _____ Time/date<br><input type="checkbox"/>   |
| Porta-potties   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No     | # Standard <u>2</u><br># Accessible <u>1</u>  | Porta-potties will be placed in the alley on Pitts Street:<br>_____ Time/date   |
| Signs: Other than banners or parking  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     | Informational signs during the event not applicable.  | Sign Permit may be required.<br>Planning Office review _____ Date<br>Sign Permit needed/submitted? <input type="checkbox"/> |
| Will there be vendors/individuals selling goods or services as part of the event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     | Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event.<br>If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.<br>Vendor's Permit(s) needed/submitted? <input type="checkbox"/> |   |

| Additional Forms Required:   | Yes | No | N/A | Date Rec'd | Initials |
|--|-----|----|-----|------------|----------|
| State Highway Administration Request for Road Closure              |     |    |     |            |          |
| Park Reservation Application and Permit                            |     |    |     |            |          |
| Request for Electric Service                                       |     |    |     |            |          |
| Request for Banner Placement                                       |     |    |     |            |          |
| Sign Permit  |     |    |     |            |          |
| Vendor's Application and Certification for Peddling and Soliciting |     |    |     |            |          |
| Business Use of Park Application                                   |     |    |     |            |          |
| Proof of Insurance   |     |    |     |            |          |
| Other:   |     |    |     |            |          |

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.



BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET – ROOM 1201  
SNOW HILL, MARYLAND 21863  
PHONE: 410-632-1908, EXTENSION 1120  
Email: [apayne@co.worcester.md.us](mailto:apayne@co.worcester.md.us)

APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE PROVISIONS OF THE  
MARYLAND ALCOHOLIC BEVERAGES ARTICLE

Date of Application: 3/13/2023

Name of Applicant: Berlin Heritage Foundation, Inc/Calvin B. Taylor House Museum

Address of Applicant: 208 N Main Street, Berlin, MD 21811

Telephone: 410-641-1019 (office)

Email: [info@taylorhousemuseum.org](mailto:info@taylorhousemuseum.org)

Location for which Permit is sought: 208 N Main Street, Berlin, MD 21811

Hours Requested: 6:00 - 8:00 PM

Election District No.: 1 \_\_\_\_\_

Convention or Group for which Permit sought: Sunday Evening at the Museum: Concert  
\_\_\_\_\_

Date for which Permit sought: Sunday, July 9, 2023

If within incorporated town, has the Mayor & Council approved issuance of Permit? \_\_\_\_\_

( ) Beer: \$100 per day    ( ☒ ) Beer-Wine: \$100 per day    ( ) Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

\_\_\_\_\_

*Heather Nottingham*  
\_\_\_\_\_

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



## APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

1. May purchase beer & wine from a licensed MARYLAND WHOLESALER or a licensed MARYLAND RETAILER and liquor from a licensed MARYLAND RETAILER.
2. No other person or entity, including licensed retailers and/or distributors, and/or breweries, and/or manufacturers may bring ANY alcoholic beverages on the premises.
3. Only the beer, wine and liquor that the organization has purchased from licensed MARYLAND WHOLESALERS or licensed MARYLAND RETAILERS is permitted on the premises—PERIOD. This is written in the State law and the Maryland Comptroller's rules and regulations (which carry the same weight as law). No person can make exceptions to these laws. Only the Maryland legislature can change the law.

---

As the applicant for the foregoing APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT; I certify that I have read the foregoing guidelines and agree to abide by them; and that I understand that a violation of these rules and laws could result in a fine up to \$4,000.00 levied against the organization named in the application, and that any future applications on behalf of this group may be denied.

Heather Nottingham

---

PRINTED NAME OF APPLICANT

*Heather Nottingham*

---

SIGNATURE OF APPLICANT

3/13/2023

---

DATE

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



## SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

|   |  |   |   |
|---|--|---|---|
| Today's Date: 3/13/2023   |  | <u>Event</u><br>Start time: 10:00AM<br>End time: 3:00PM   | <u>Road Closure</u><br>Start: 8/5/23 7:00AM<br>End: 8/5/23 3:00PM |
| Requested Date(s) of the event: Saturday, August 5, 2023  |  |   |   |
| Name of Event:<br>Peach Festival  |  | *Location of Event:<br>Taylor House Museum, 208 N Main Street<br>*If activity is in a Town park, a Parks Reservation form must be complete. |   |
| Estimated number of attendees: 3,000  |  |   |   |
| Applicant Name: Heather Nottingham  |  | Applicant Cell Phone: 410-422-0945  |   |
| Sponsoring Organization or Business Name:<br>Berlin Heritage Foundation/Taylor House Museum   |  | Email:<br>info@taylorhousemuseum.org  |   |
| Person(s) to Contact Day of Event:  | Name: Heather Nottingham, Cell # 410-422-0945<br>Name: Melissa Reid, Cell # 443-365-0014 |   |   |
| Description of event:<br>Peach Festival with music, children's activities, non-profit food vendors, cooking demonstrations, and peaches for sale.<br>If fundraiser, please indicate the beneficiary: Taylor House Museum  |  |   |   |
| How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):<br><small>Peach Sale - 1<br/>Demonstrators/Non-profit information - 3<br/>Non-profit food vendors - 2</small>   |  |   |   |
| Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music Rock  |  |   |   |
| What is your plan for the following:<br><u>Marketing/Advertising:</u><br>Newspaper, radio ads, flyers, posters, social media<br><u>Parking/Shuttle:</u>   |  |   |   |
| <u>Inclement weather:</u><br>N/A  |  |   |   |
| The event sponsor hereby agrees to the following conditions:<br>1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.<br>2. The event sponsor is appropriately insured. Proof of Insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.<br>3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.<br>4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.<br>5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.<br><br>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth. |  |   |   |
| Signature: Heather Nottingham<br><small>Digitally signed by Heather Nottingham<br/>Date: 2023.03.01 12:18:51 -05'00'</small>  |  | Date: 3/13/2023   |   |
| Printed Name: Heather Nottingham  |  |   |   |



**DETAILS OF EVENT:**

Shaded areas for office use only

|   |  |  |  |
|---|--|--|--|
| <b>Street Closure</b>                         | Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required. |  |  |
| Street closure?                               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | Barricade locations must be marked on map.   |  |
| Blockage/Closure Time:                        | Start:<br>7 AM   | End:<br>3 PM   | State Highway Form submitted if applicable? <input type="checkbox"/>                               |
| Will on-street parking need to be cleared?    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | Notes: # of barricades _____<br>Barricades to be dropped off: _____<br>Time/Date _____ | No-Parking signs to be placed: _____<br>Time/date _____<br>Must be placed 24 hours prior to event. |
| Will parking areas need to be cleared/closed? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |  |

|  |  |   |  |
|--|--|---|--|
| <b>Electric</b>  | Note: The Electric Department will assist with completion of Service Form. |   |  |
| Will there be vendors or activities requiring access to electricity? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No        | Request for Electric Service form required including information from each vendor/activity requiring electric.<br>Request for Electric Form submitted? <input type="checkbox"/> |  |
| Will there be banners to be hung?                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No        | If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>   |  |

|   |  |   |   |    |     |            |          |
|---|--|---|---|----|-----|------------|----------|
| <b>Other Items/Services:</b>  |  | If applicable, items listed are in addition to those normally in place.   |   |    |     |            |          |
| Trash cans  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No            | # Required _____  | Trash cans to be placed: _____ Time/date _____  |    |     |            |          |
| Picnic Tables   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No            | # Required _____<br>Maximum: 5  | To be placed: _____ Time/date _____   |    |     |            |          |
| Stage   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No            | Location must be marked on map.   | Stage to be placed: _____ Time/date _____<br>Extensions needed: <input type="checkbox"/>  |    |     |            |          |
| Temporary Fencing   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No            | Location must be marked on map.   | Fencing to be placed: _____ Time/date _____<br><input type="checkbox"/>   |    |     |            |          |
| Porta-potties   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No            | # Standard <u>2</u><br># Accessible <u>1</u>  | Porta-potties will be placed in the alley on Pitts Street:<br>_____ Time/date _____   |    |     |            |          |
| Signs: Other than banners or parking  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No            | Informational signs during the event not applicable.  | Sign Permit may be required.<br>Planning Office review _____ Date _____<br>Sign Permit needed/submitted? <input type="checkbox"/> |    |     |            |          |
| Will there be vendors/individuals selling goods or services as part of the event? | <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event.<br>If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.<br>Vendor's Permit(s) needed/submitted? <input type="checkbox"/> |   |    |     |            |          |
| Additional Forms Required:  |  |   | Yes   | No | N/A | Date Rec'd | Initials |
| State Highway Administration Request for Road Closure                             |  |   |   |    |     |            |          |
| Park Reservation Application and Permit   |  |   |   |    |     |            |          |
| Request for Electric Service  |  |   |   |    |     |            |          |
| Request for Banner Placement  |  |   |   |    |     |            |          |
| Sign Permit   |  |   |   |    |     |            |          |
| Vendor's Application and Certification for Peddling and Soliciting                |  |   |   |    |     |            |          |
| Business Use of Park Application  |  |   |   |    |     |            |          |
| Proof of Insurance  |  |   |   |    |     |            |          |
| Other:  |  |   |   |    |     |            |          |

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.





**Request for Electric Service must be completed. Circle # where electric is needed**

- Office Use only:**

**Comments:** \_\_\_\_\_

Location  
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Event:  
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Baker St.  
West St.  
Commerce St.  
Broad St.  
Gay St.  
Jefferson St.  
N. Main St.  
Pitt St.  
William St.  
Bay St.  
Church St.  
Tripoli St.

Parking

**Location of all services dependent on review with appropriate department.**

**Event:** Peach Festival

**Event Date:** Saturday, August 5, 2023

Mark with "P" where porta-potties are to be located. Coordination with Water Resources will be required.

Mark with "S" where stage is to be located. Coordination with Public Works and/or Electric Department may be required.

## **Parking**



**SPECIAL EVENT  
REQUEST FOR ELECTRIC**



This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 03/13/2023

Event start time: 10:00 am

Date(s) of the event: 08/05/2023

Event end time: 3:00 pm

Name of Event: Peach Festival

Number of vendors/activities needing electric service: 2

Contact Name: Heather Nottingham

Contact Phone (Day): (410) 422-0945

Sponsoring Organization Taylor House Museum

Email: info@taylorhousemuseum.org

Signature: Heather Nottingham Digitally signed by Heather Nottingham  
Date: 2023.03.01 11:17:09 -05'00'

Date: 03/13/2023

Printed Name: Heather Nottingham

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETAILS OF EVENT: Please copy this page as needed.**

|  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
|--|----------|-------|----|---------|----------|----|---------------|-------|----|---------------|-------|----|------------------------|-------|----|--------------|-------|----|------------|-------|----|-----------------|-------|----|--|----------|-------|----|---------|----------|----|---------------|-------|----|---------------|-------|----|------------------------|-------|----|--------------|-------|----|------------|-------|----|-----------------|-------|----|
| <p>Vendor: <u>Food Vendor TBD</u> Phone: _____</p> <p>Primary Contact: _____</p> <p>Vendor Type: _____</p> <p>Load Information</p> <table><tr><td>Lighting</td><td>_____</td><td>KW</td></tr><tr><td>Cooking</td><td><u>x</u></td><td>KW</td></tr><tr><td>Water Heating</td><td>_____</td><td>KW</td></tr><tr><td>Miscellaneous</td><td>_____</td><td>KW</td></tr><tr><td>Specify Unusual Motors</td><td>_____</td><td>KW</td></tr><tr><td>Other: _____</td><td>_____</td><td>KW</td></tr><tr><td>Total Load</td><td>_____</td><td>KW</td></tr><tr><td>Specify Voltage</td><td>_____</td><td>KW</td></tr></table> <p>Location of Service: _____<br/>(determined w/Electric Department)</p> | Lighting | _____ | KW | Cooking | <u>x</u> | KW | Water Heating | _____ | KW | Miscellaneous | _____ | KW | Specify Unusual Motors | _____ | KW | Other: _____ | _____ | KW | Total Load | _____ | KW | Specify Voltage | _____ | KW | <p>Vendor: <u>Food Vendor TBD</u> Phone: _____</p> <p>Primary Contact: _____</p> <p>Vendor Type: _____</p> <p>Load Information</p> <table><tr><td>Lighting</td><td>_____</td><td>KW</td></tr><tr><td>Cooking</td><td><u>x</u></td><td>KW</td></tr><tr><td>Water Heating</td><td>_____</td><td>KW</td></tr><tr><td>Miscellaneous</td><td>_____</td><td>KW</td></tr><tr><td>Specify Unusual Motors</td><td>_____</td><td>KW</td></tr><tr><td>Other: _____</td><td>_____</td><td>KW</td></tr><tr><td>Total Load</td><td>_____</td><td>KW</td></tr><tr><td>Specify Voltage</td><td>_____</td><td>KW</td></tr></table> <p>Location of Service: _____<br/>(determined w/Electric Department)</p> | Lighting | _____ | KW | Cooking | <u>x</u> | KW | Water Heating | _____ | KW | Miscellaneous | _____ | KW | Specify Unusual Motors | _____ | KW | Other: _____ | _____ | KW | Total Load | _____ | KW | Specify Voltage | _____ | KW |
| Lighting   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Cooking  | <u>x</u> | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Water Heating  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Miscellaneous  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Unusual Motors   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Other: _____   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Total Load   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Voltage  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Lighting   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Cooking  | <u>x</u> | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Water Heating  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Miscellaneous  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Unusual Motors   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Other: _____   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Total Load   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Voltage  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| <p>Vendor: _____ Phone: _____</p> <p>Primary Contact: _____</p> <p>Vendor Type: _____</p> <p>Load Information</p> <table><tr><td>Lighting</td><td>_____</td><td>KW</td></tr><tr><td>Cooking</td><td>_____</td><td>KW</td></tr><tr><td>Water Heating</td><td>_____</td><td>KW</td></tr><tr><td>Miscellaneous</td><td>_____</td><td>KW</td></tr><tr><td>Specify Unusual Motors</td><td>_____</td><td>KW</td></tr><tr><td>Other: _____</td><td>_____</td><td>KW</td></tr><tr><td>Total Load</td><td>_____</td><td>KW</td></tr><tr><td>Specify Voltage</td><td>_____</td><td>KW</td></tr></table> <p>Location of Service: _____<br/>(determined w/Electric Department)</p>                     | Lighting | _____ | KW | Cooking | _____    | KW | Water Heating | _____ | KW | Miscellaneous | _____ | KW | Specify Unusual Motors | _____ | KW | Other: _____ | _____ | KW | Total Load | _____ | KW | Specify Voltage | _____ | KW | <p>Vendor: _____ Phone: _____</p> <p>Primary Contact: _____</p> <p>Vendor Type: _____</p> <p>Load Information</p> <table><tr><td>Lighting</td><td>_____</td><td>KW</td></tr><tr><td>Cooking</td><td>_____</td><td>KW</td></tr><tr><td>Water Heating</td><td>_____</td><td>KW</td></tr><tr><td>Miscellaneous</td><td>_____</td><td>KW</td></tr><tr><td>Specify Unusual Motors</td><td>_____</td><td>KW</td></tr><tr><td>Other: _____</td><td>_____</td><td>KW</td></tr><tr><td>Total Load</td><td>_____</td><td>KW</td></tr><tr><td>Specify Voltage</td><td>_____</td><td>KW</td></tr></table> <p>Location of Service: _____<br/>(determined w/Electric Department)</p>                     | Lighting | _____ | KW | Cooking | _____    | KW | Water Heating | _____ | KW | Miscellaneous | _____ | KW | Specify Unusual Motors | _____ | KW | Other: _____ | _____ | KW | Total Load | _____ | KW | Specify Voltage | _____ | KW |
| Lighting   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Cooking  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Water Heating  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Miscellaneous  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Unusual Motors   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Other: _____   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Total Load   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Voltage  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Lighting   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Cooking  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Water Heating  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Miscellaneous  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Unusual Motors   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Other: _____   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Total Load   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Voltage  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
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| Lighting   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Cooking  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Water Heating  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Miscellaneous  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Unusual Motors   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Other: _____   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Total Load   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Voltage  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Lighting   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Cooking  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Water Heating  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Miscellaneous  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Unusual Motors   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Other: _____   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Total Load   | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |
| Specify Voltage  | _____    | KW    |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |  |          |       |    |         |          |    |               |       |    |               |       |    |                        |       |    |              |       |    |            |       |    |                 |       |    |





**SPECIAL EVENT  
REQUEST TO HANG BANNER**



This form is in addition to the "Town Street Closure/Request for Services form". Banners to be hung must meet the specifications listed below. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 3/13/2023

Dates banners to be hung: 7/27/2023 to 8/6/2023

Date(s) of the event: Saturday, August 5, 2023

Please note: Hanging of banners is dependent on a number of factors, including weather, availability of personnel/equipment, and placement of banners for other events.

Name of Event: Peach Festival

Purpose of Event:  
Fundraiser

Contact Name: Heather Nottingham

Contact Phone (Day): 410-422-0945

Sponsoring Organization Taylor House Museum

Email: info@taylorhousemuseum.org

**Banner Specifications:**

1. Proof must be submitted at least 2 weeks prior to hang-date.
2. Must be made of a strong, durable material with wind stabilizing holes cut into it.
3. Must have grommets every 2' along the top and bottom
4. Must not exceed 25' in length and be between 34" and 36" in width.

**Available Locations: please check desired location(s)**

- ☒ North Main & Harrison Ave (near Fire Company)  
☐ South Main & Buckingham (near Worcester Preparatory)  
☐ Bay & Flower Street  
☐ William Street

**NOTE:**

1. Banners hung by the Town of Berlin will advertise events/activities/programs held by or for the benefit of non-profit organizations and/or government entities only. Commercial or other for-profit purposes are prohibited.
2. The Berlin Electric Department reserves the right to refuse to hang any banner for any reason within their discretion.
3. Suitable locations for banners are limited; the Town of Berlin will not hang banners on private property/private owned structures, poles, etc.
4. It is the responsibility of the organization to purchase and supply the banner(s).
5. The organization is responsible for delivering the banner to the Berlin Electric Department and for picking-up the banner after display. Banners not picked up within 30 days following the date of the event may be destroyed/disposed of.

I, the undersigned, understand and accept the conditions above.

Signature: Heather Nottingham Digitally signed by Heather Nottingham  
Date: 2023.03.01 11:57:14 -05'00'

Date: 3/13/2023

Printed Name: Heather Nottingham

**Questions:**

Electric Utility Director Tim Lawrence  
410-629-1713, [tlawrence@berlinmd.gov](mailto:tlawrence@berlinmd.gov)

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Approved: ☐ Yes ☐ No

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**SPECIAL EVENT  
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

|  |  |  |                                   |
|--|--|--|-----------------------------------|
| Today's Date: 3/13/2023  |  | <u>Event</u><br>Start time: 6:00 PM  | <u>Road Closure</u><br>Start: N/A |
| Requested Date(s) of the event: Sunday, August 13, 2023  |  | End time: 7:30 PM  | End:                              |
| Name of Event:<br>Sunday Evenings at the Museum: Concert   |  | *Location of Event:<br>Taylor House Museum, 208 N Main Street              |                                   |
| Estimated number of attendees: 100   |  | *If activity is in a Town park, a Parks Reservation form must be complete. |                                   |
| Applicant Name: <b>Heather Nottingham</b>  |  | Applicant Cell Phone: 410-422-0945   |                                   |
| Sponsoring Organization or Business Name:<br>Berlin Heritage Foundation/Taylor House Museum  |  | Email:<br>info@taylorhousemuseum.org                                       |                                   |
| Person(s) to Contact Day of Event:   | Name: <b>Heather Nottingham</b> , Cell # <b>410-422-0945</b> |  |                                   |
|  | Name: <b>Melissa Reid</b> , Cell # <b>443-365-0014</b>       |  |                                   |
| Description of event:<br><b>Free concert on the museum lawn</b>  |  |  |                                   |
| If fundraiser, please indicate the beneficiary:  |  |  |                                   |
| How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):<br><b>N/A</b>  |  |  |                                   |
| Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music <b>Rock</b>  |  |  |                                   |
| What is your plan for the following:<br><u>Marketing/Advertising:</u><br>Newspaper, radio ads, flyers, social media  |  |  |                                   |
| <u>Parking/Shuttle:</u><br>Street parking and city lot   |  |  |                                   |
| <u>Inclement weather:</u><br>N/A   |  |  |                                   |
| The event sponsor hereby agrees to the following conditions:<br>1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.<br>2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's Insurance carrier.<br>3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.<br>4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.<br>5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street. |  |  |                                   |
| By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.  |  |  |                                   |
| Signature: <b>Heather Nottingham</b><br><small>Digitally signed by Heather Nottingham<br/>Date: 2023.03.01 10:44:59 -05'00'</small>  |  | Date: 3/13/2023  |                                   |
| Printed Name: <b>Heather Nottingham</b>  |  |  |                                   |



**DETAILS OF EVENT:**

Shaded areas for office use only

|   |  |   |   |
|---|--|---|---|
| <b>Street Closure</b>                         | Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required. |   |   |
| Street closure?                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Barricade locations must be marked on map.                                    |   |
| Blockage/Closure Time:                        | Start:   | End:  | State Highway Form submitted if applicable? <input type="checkbox"/>                      |
| Will on-street parking need to be cleared?    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Notes: # of barricades _____<br>Barricades to be dropped off: _____ Time/Date | No-Parking signs to be placed: _____ Time/date<br>Must be placed 24 hours prior to event. |
| Will parking areas need to be cleared/closed? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   |   |

|  |  |  |  |
|--|--|--|--|
| <b>Electric</b>  | Note: The Electric Department will assist with completion of Service Form. |  |  |
| Will there be vendors or activities requiring access to electricity? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | Request for Electric Service form required including information from each vendor/activity requiring electric. |  |
|  |  | Request for Electric Form submitted? <input type="checkbox"/>  |  |
| Will there be banners to be hung?                                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>                    |  |

|   |   |   |   |    |     |            |
|---|---|---|---|----|-----|------------|
| <b>Other Items/Services:</b>  |   | If applicable, items listed are in addition to those normally in place.   |   |    |     |            |
| Trash cans  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # Required _____  | Trash cans to be placed: _____ Time/date  |    |     |            |
| Picnic Tables   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | # Required _____<br>Maximum: 5  | To be placed: _____ Time/date   |    |     |            |
| Stage   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Location must be marked on map.   | Stage to be placed: _____ Time/date<br>Extensions needed: <input type="checkbox"/>  |    |     |            |
| Temporary Fencing   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Location must be marked on map.   | Fencing to be placed: _____ Time/date<br><input type="checkbox"/>   |    |     |            |
| Porta-potties   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # Standard <u>2</u><br># Accessible <u>1</u>  | Porta-potties will be placed in the alley on Pitts Street:<br>_____ Time/date   |    |     |            |
| Signs: Other than banners or parking  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Informational signs during the event not applicable.  | Sign Permit may be required.<br>Planning Office review _____ Date<br>Sign Permit needed/submitted? <input type="checkbox"/> |    |     |            |
| Will there be vendors/individuals selling goods or services as part of the event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event.<br>If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.<br>Vendor's Permit(s) needed/submitted? <input type="checkbox"/> |   |    |     |            |
| Additional Forms Required:  |   |   | Yes   | No | N/A | Date Rec'd |
| State Highway Administration Request for Road Closure                             |   |   |   |    |     |            |
| Park Reservation Application and Permit   |   |   |   |    |     |            |
| Request for Electric Service  |   |   |   |    |     |            |
| Request for Banner Placement  |   |   |   |    |     |            |
| Sign Permit   |   |   |   |    |     |            |
| Vendor's Application and Certification for Peddling and Soliciting                |   |   |   |    |     |            |
| Business Use of Park Application  |   |   |   |    |     |            |
| Proof of Insurance  |   |   |   |    |     |            |
| Other:  |   |   |   |    |     |            |

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.



BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET – ROOM 1201  
SNOW HILL, MARYLAND 21863  
PHONE: 410-632-1908, EXTENSION 1120  
Email: [apayne@co.worcester.md.us](mailto:apayne@co.worcester.md.us)

APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE PROVISIONS OF THE  
MARYLAND ALCOHOLIC BEVERAGES ARTICLE

Date of Application: 3/13/2023

Name of Applicant: Berlin Heritage Foundation, Inc/Calvin B. Taylor House Museum

Address of Applicant: 208 N Main Street, Berlin, MD 21811

Telephone: 410-641-1019 (office)

Email: [info@taylorhousemuseum.org](mailto:info@taylorhousemuseum.org)

Location for which Permit is sought: 208 N Main Street, Berlin, MD 21811

Hours Requested: 6:00 - 8:00 PM

Election District No.: 1 \_\_\_\_\_

Convention or Group for which Permit sought: Sunday Evening at the Museum: Concert  
\_\_\_\_\_

Date for which Permit sought: Sunday, August 13, 2023

If within incorporated town, has the Mayor & Council approved issuance of Permit? \_\_\_\_\_

( ) Beer: \$100 per day    ( ☒ ) Beer-Wine: \$100 per day    ( ) Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

\_\_\_\_\_

Heather Nottingham

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



## APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

1. May purchase beer & wine from a licensed MARYLAND WHOLESALER or a licensed MARYLAND RETAILER and liquor from a licensed MARYLAND RETAILER.
2. No other person or entity, including licensed retailers and/or distributors, and/or breweries, and/or manufacturers may bring ANY alcoholic beverages on the premises.
3. Only the beer, wine and liquor that the organization has purchased from licensed MARYLAND WHOLESALERS or licensed MARYLAND RETAILERS is permitted on the premises—PERIOD. This is written in the State law and the Maryland Comptroller's rules and regulations (which carry the same weight as law). No person can make exceptions to these laws. Only the Maryland legislature can change the law.

---

As the applicant for the foregoing APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT; I certify that I have read the foregoing guidelines and agree to abide by them; and that I understand that a violation of these rules and laws could result in a fine up to \$4,000.00 levied against the organization named in the application, and that any future applications on behalf of this group may be denied.

Heather Nottingham

PRINTED NAME OF APPLICANT

*Heather Nottingham*

SIGNATURE OF APPLICANT

3/13/2023

DATE

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)





## SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

|  |   |  |                                   |
|--|---|--|-----------------------------------|
| Today's Date: 3/13/2023  |   | <u>Event</u><br>Start time: 6:00 PM  | <u>Road Closure</u><br>Start: N/A |
| Requested Date(s) of the event: Sunday, Sept 10, 2023  |   | End time: 7:30 PM  | End:                              |
| Name of Event:<br>Sunday Evenings at the Museum: Concert   |   | *Location of Event:<br>Taylor House Museum, 208 N Main Street              |                                   |
| Estimated number of attendees: 100   |   | *If activity is in a Town park, a Parks Reservation form must be complete. |                                   |
| Applicant Name: Heather Nottingham   |   | Applicant Cell Phone: 410-422-0945   |                                   |
| Sponsoring Organization or Business Name:<br>Berlin Heritage Foundation/Taylor House Museum  |   | Email:<br>info@taylorhousemuseum.org                                       |                                   |
| Person(s) to Contact Day of Event:   | Name: Heather Nottingham, Cell # 410-422-0945 |  |                                   |
|  | Name: Melissa Reid, Cell # 443-365-0014       |  |                                   |
| Description of event:<br>Free concert on the museum lawn   |   |  |                                   |
| If fundraiser, please indicate the beneficiary:  |   |  |                                   |
| How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):<br>N/A   |   |  |                                   |
| Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music Rock   |   |  |                                   |
| What is your plan for the following:<br><u>Marketing/Advertising:</u><br>Newspaper, radio ads, flyers, social media  |   |  |                                   |
| <u>Parking/Shuttle:</u><br>Street parking and city lot   |   |  |                                   |
| <u>Inclement weather:</u><br>N/A   |   |  |                                   |
| The event sponsor hereby agrees to the following conditions:<br>1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.<br>2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.<br>3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.<br>4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.<br>5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street. |   |  |                                   |
| By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.  |   |  |                                   |
| Signature: Heather Nottingham<br><small>Digitally signed by Heather Nottingham<br/>Date: 2023.03.01 10:45:47 -05'00'</small>   |   | Date: 3/13/2023  |                                   |
| Printed Name: Heather Nottingham   |   |  |                                   |



**DETAILS OF EVENT:**

Shaded areas for office use only

|   |  |   |   |
|---|--|---|---|
| <b>Street Closure</b>                         | Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required. |   |   |
| Street closure?                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Barricade locations must be marked on map.                                    |   |
| Blockage/Closure Time:                        | Start:   | End:  | State Highway Form submitted if applicable? <input type="checkbox"/>                      |
| Will on-street parking need to be cleared?    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Notes: # of barricades _____<br>Barricades to be dropped off: _____ Time/Date | No-Parking signs to be placed: _____ Time/date<br>Must be placed 24 hours prior to event. |
| Will parking areas need to be cleared/closed? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   |   |

|  |  |   |  |
|--|--|---|--|
| <b>Electric</b>  | Note: The Electric Department will assist with completion of Service Form. |   |  |
| Will there be vendors or activities requiring access to electricity? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | Request for Electric Service form required including information from each vendor/activity requiring electric.<br>Request for Electric Form submitted? <input type="checkbox"/> |  |
| Will there be banners to be hung?                                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>   |  |

|   |   |   |   |    |     |            |          |
|---|---|---|---|----|-----|------------|----------|
| <b>Other Items/Services:</b>  |   | If applicable, items listed are in addition to those normally in place.   |   |    |     |            |          |
| Trash cans  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # Required _____  | Trash cans to be placed: _____ Time/date  |    |     |            |          |
| Picnic Tables   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | # Required _____<br>Maximum: 5  | To be placed: _____ Time/date   |    |     |            |          |
| Stage   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Location must be marked on map.   | Stage to be placed: _____ Time/date<br>Extensions needed: <input type="checkbox"/>  |    |     |            |          |
| Temporary Fencing   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Location must be marked on map.   | Fencing to be placed: _____ Time/date<br><input type="checkbox"/>   |    |     |            |          |
| Porta-potties   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # Standard <u>2</u><br># Accessible <u>1</u>  | Porta-potties will be placed in the alley on Pitts Street:<br>_____ Time/date   |    |     |            |          |
| Signs: Other than banners or parking  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Informational signs during the event not applicable.  | Sign Permit may be required.<br>Planning Office review _____ Date<br>Sign Permit needed/submitted? <input type="checkbox"/> |    |     |            |          |
| Will there be vendors/individuals selling goods or services as part of the event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event.<br>If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.<br>Vendor's Permit(s) needed/submitted? <input type="checkbox"/> |   |    |     |            |          |
| Additional Forms Required:  |   |   | Yes   | No | N/A | Date Rec'd | Initials |
| State Highway Administration Request for Road Closure                             |   |   |   |    |     |            |          |
| Park Reservation Application and Permit   |   |   |   |    |     |            |          |
| Request for Electric Service  |   |   |   |    |     |            |          |
| Request for Banner Placement  |   |   |   |    |     |            |          |
| Sign Permit   |   |   |   |    |     |            |          |
| Vendor's Application and Certification for Peddling and Soliciting                |   |   |   |    |     |            |          |
| Business Use of Park Application  |   |   |   |    |     |            |          |
| Proof of Insurance  |   |   |   |    |     |            |          |
| Other:  |   |   |   |    |     |            |          |

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.



BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET – ROOM 1201  
SNOW HILL, MARYLAND 21863  
PHONE: 410-632-1908, EXTENSION 1120  
Email: [apayne@co.worcester.md.us](mailto:apayne@co.worcester.md.us)

APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE PROVISIONS OF THE  
MARYLAND ALCOHOLIC BEVERAGES ARTICLE

Date of Application: 3/13/2023

Name of Applicant: Berlin Heritage Foundation, Inc/Calvin B. Taylor House Museum

Address of Applicant: 208 N Main Street, Berlin, MD 21811

Telephone: 410-641-1019 (office) Email: [info@taylorhousemuseum.org](mailto:info@taylorhousemuseum.org)

Location for which Permit is sought: 208 N Main Street, Berlin, MD 21811

Hours Requested: 6:00 - 8:00 PM

Election District No.: 1 \_\_\_\_\_

Convention or Group for which Permit sought: Sunday Evening at the Museum: Concert  
\_\_\_\_\_

Date for which Permit sought: Sunday, September 10, 2023

If within incorporated town, has the Mayor & Council approved issuance of Permit? \_\_\_\_\_

( ) Beer: \$100 per day ( ☒ ) Beer-Wine: \$100 per day ( ) Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

\_\_\_\_\_

Heather Nottingham

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



## APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

1. May purchase beer & wine from a licensed MARYLAND WHOLESALER or a licensed MARYLAND RETAILER and liquor from a licensed MARYLAND RETAILER.
2. No other person or entity, including licensed retailers and/or distributors, and/or breweries, and/or manufacturers may bring ANY alcoholic beverages on the premises.
3. Only the beer, wine and liquor that the organization has purchased from licensed MARYLAND WHOLESALERS or licensed MARYLAND RETAILERS is permitted on the premises—PERIOD. This is written in the State law and the Maryland Comptroller's rules and regulations (which carry the same weight as law). No person can make exceptions to these laws. Only the Maryland legislature can change the law.

---

As the applicant for the foregoing APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT; I certify that I have read the foregoing guidelines and agree to abide by them; and that I understand that a violation of these rules and laws could result in a fine up to \$4,000.00 levied against the organization named in the application, and that any future applications on behalf of this group may be denied.

Heather Nottingham

---

PRINTED NAME OF APPLICANT

Heather Nottingham

SIGNATURE OF APPLICANT

3/13/2023

---

DATE

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



**SPECIAL EVENT  
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

|  |  |   |  |                                   |  |
|--|--|---|--|-----------------------------------|--|
| Today's Date: 3/13/2023  |  | <u>Event</u><br>Start time: 12:00PM   |  | <u>Road Closure</u><br>Start: N/A |  |
| Requested Date(s) of the event: Saturday, October 14, 2023   |  | End time: 4:00PM  |  | End:                              |  |
| Name of Event:<br>Harvest Book Fest  |  | *Location of Event:<br>Taylor House Museum, 208 N Main Street               |  |                                   |  |
| Estimated number of attendees: 100   |  | *If activity is in a Town park, a Parks Reservation form must be complete.  |  |                                   |  |
| Applicant Name: Heather Nottingham   |  | Applicant Cell Phone: 410-422-0945  |  |                                   |  |
| Sponsoring Organization or Business Name:<br>Berlin Heritage Foundation/Taylor House Museum  |  | Email:<br>info@taylorhousemuseum.org  |  |                                   |  |
| Person(s) to Contact Day of Event:   |  | Name: Heather Nottingham, Cell # 410-422-0945                               |  |                                   |  |
|  |  | Name: Melissa Reid, Cell # 443-365-0014                                     |  |                                   |  |
| Description of event:<br>Fall celebration beginning with a showcasing of local authors performing readings and signings followed by a concert.<br>If fundraiser, please indicate the beneficiary:  |  |   |  |                                   |  |
| How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):<br>N/A   |  |   |  |                                   |  |
| Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music <u>td</u>  |  |   |  |                                   |  |
| What is your plan for the following:<br><u>Marketing/Advertising:</u><br>Newspaper, radio ads, flyers, social media  |  |   |  |                                   |  |
| <u>Parking/Shuttle:</u><br>Street parking and city lot   |  |   |  |                                   |  |
| <u>Inclement weather:</u><br>Sunday, October 15  |  |   |  |                                   |  |
| The event sponsor hereby agrees to the following conditions:<br>1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.<br>2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.<br>3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.<br>4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.<br>5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street. |  |   |  |                                   |  |
| By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.  |  |   |  |                                   |  |
| Signature: Heather Nottingham  |  | Digitally signed by Heather Nottingham<br>Date: 2023.03.01 10:47:30 -05'00' |  |                                   |  |
| Printed Name: Heather Nottingham   |  | Date: 3/13/2023   |  |                                   |  |



**DETAILS OF EVENT:**

Shaded areas for office use only

|   |  |   |   |
|---|--|---|---|
| <b>Street Closure</b>                         | Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required. |   |   |
| Street closure?                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Barricade locations must be marked on map.                                    |   |
| Blockage/Closure Time:                        | Start:   | End:  | State Highway Form submitted if applicable? <input type="checkbox"/>                      |
| Will on-street parking need to be cleared?    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Notes: # of barricades _____<br>Barricades to be dropped off: _____ Time/Date | No-Parking signs to be placed: _____ Time/date<br>Must be placed 24 hours prior to event. |
| Will parking areas need to be cleared/closed? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   |   |

|  |  |   |  |
|--|--|---|--|
| <b>Electric</b>  | Note: The Electric Department will assist with completion of Service Form. |   |  |
| Will there be vendors or activities requiring access to electricity? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | Request for Electric Service form required including information from each vendor/activity requiring electric.<br>Request for Electric Form submitted? <input type="checkbox"/> |  |
| Will there be banners to be hung?                                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        | If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>   |  |

|   |   |   |   |     |            |          |
|---|---|---|---|-----|------------|----------|
| <b>Other Items/Services:</b>  |   | If applicable, items listed are in addition to those normally in place.   |   |     |            |          |
| Trash cans  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # Required _____  | Trash cans to be placed: _____ Time/date  |     |            |          |
| Picnic Tables   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | # Required _____<br>Maximum: 5  | To be placed: _____ Time/date   |     |            |          |
| Stage   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Location must be marked on map.   | Stage to be placed: _____ Time/date<br>Extensions needed: <input type="checkbox"/>  |     |            |          |
| Temporary Fencing   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Location must be marked on map.   | Fencing to be placed: _____ Time/date<br><input type="checkbox"/>   |     |            |          |
| Porta-potties   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | # Standard <u>2</u><br># Accessible <u>1</u>  | Porta-potties will be placed in the alley on Pitts Street:<br>_____ Time/date   |     |            |          |
| Signs: Other than banners or parking  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Informational signs during the event not applicable.  | Sign Permit may be required.<br>Planning Office review _____ Date<br>Sign Permit needed/submitted? <input type="checkbox"/> |     |            |          |
| Will there be vendors/individuals selling goods or services as part of the event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event.<br>If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.<br>Vendor's Permit(s) needed/submitted? <input type="checkbox"/> |   |     |            |          |
| Additional Forms Required:  |   | Yes   | No  | N/A | Date Rec'd | Initials |
| State Highway Administration Request for Road Closure                             |   |   |   |     |            |          |
| Park Reservation Application and Permit   |   |   |   |     |            |          |
| Request for Electric Service  |   |   |   |     |            |          |
| Request for Banner Placement  |   |   |   |     |            |          |
| Sign Permit   |   |   |   |     |            |          |
| Vendor's Application and Certification for Peddling and Soliciting                |   |   |   |     |            |          |
| Business Use of Park Application  |   |   |   |     |            |          |
| Proof of Insurance  |   |   |   |     |            |          |
| Other:  |   |   |   |     |            |          |

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.





BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET – ROOM 1201  
SNOW HILL, MARYLAND 21863  
PHONE: 410-632-1908, EXTENSION 1120  
Email: [apayne@co.worcester.md.us](mailto:apayne@co.worcester.md.us)

APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE PROVISIONS OF THE  
MARYLAND ALCOHOLIC BEVERAGES ARTICLE

Date of Application: 3/13/2023

Name of Applicant: Berlin Heritage Foundation, Inc/Calvin B. Taylor House Museum

Address of Applicant: 208 N Main Street, Berlin, MD 21811

Telephone: 410-641-1019 (office)

Email: [info@taylorhousemuseum.org](mailto:info@taylorhousemuseum.org)

Location for which Permit is sought: 208 N Main Street, Berlin, MD 21811

Hours Requested: 12 - 4 PM

Election District No.: 1 \_\_\_\_\_

Convention or Group for which Permit sought: Taylor House Museum: Harvest Book Fest  
\_\_\_\_\_

Date for which Permit sought: Saturday, October 14, 2023

If within incorporated town, has the Mayor & Council approved issuance of Permit? \_\_\_\_\_

( ) Beer: \$100 per day    ( ☒ ) Beer-Wine: \$100 per day    ( ) Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

\_\_\_\_\_

*Heather Nottingham*  
\_\_\_\_\_

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)

## APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

1. May purchase beer & wine from a licensed MARYLAND WHOLESALER or a licensed MARYLAND RETAILER and liquor from a licensed MARYLAND RETAILER.
2. No other person or entity, including licensed retailers and/or distributors, and/or breweries, and/or manufacturers may bring ANY alcoholic beverages on the premises.
3. Only the beer, wine and liquor that the organization has purchased from licensed MARYLAND WHOLESALERS or licensed MARYLAND RETAILERS is permitted on the premises—PERIOD. This is written in the State law and the Maryland Comptroller's rules and regulations (which carry the same weight as law). No person can make exceptions to these laws. Only the Maryland legislature can change the law.

---

As the applicant for the foregoing APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT; I certify that I have read the foregoing guidelines and agree to abide by them; and that I understand that a violation of these rules and laws could result in a fine up to \$4,000.00 levied against the organization named in the application, and that any future applications on behalf of this group may be denied.

Heather Nottingham

PRINTED NAME OF APPLICANT

Heather Nottingham  
SIGNATURE OF APPLICANT

3/13/2023

DATE

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



## STAFF REPORT

**TO:** Mayor and Council

**FROM:** David Engelhart, Planning Director



**MEETING DATE:** March 13, 2023

**SUBJECT:** Request for grant funding from the Maryland Department of Transportation Bikeways Program to construct the Berlin Bikeway Rails and Trails project

### SUMMARY:

The Town has previously been awarded grant funding from the MDOT Bikeways program for design services in FY2017. The Berlin Bikeway design was completed by Davis, Bowen, and Friedel at that time. The design incorporates a 14 foot path with landscaped buffers within the easterly portion of the Maryland Delaware Railroad's right-of-way through town in two phases. Phase 1 travels south from Heron Park and Old Ocean City Boulevard, crosses Main Street and terminates at Broad Street. Phase 2 travels south from Broad Street and terminates at the Town's boundary at Evans Road.

### FINANCIAL IMPACT:

The Town has previously applied for construction grant funding twice and been unsuccessful, most recently for FY 2023.

The MDOT Bikeways Program grants stipulate a 25% match commitment of funds or in-kind services from the Town.

The most recent construction cost estimates prepared by DBF were received on March 7, 2023:

- Phase 1 (Heron Park to Broad Street): \$569,450.70 Town matching funds: \$142,362.67
- Phase 2 (Broad Street to Evans Road): \$693,825.30 Town matching funds: \$173,456.32

- ❖ The current FY 2023 Town budget item 01-5130-5255 details \$430,819.00 from MDOT which was not granted.
- ❖ For FY23, the Town received \$73,796.00 from Worcester County as a contribution towards the 25% matching funds requirement, and the Town committed \$76,138.00 of ARPA funds for FY 2023.
- ❖ Funds available from the FY 2022 budget were \$39,875.00 from Worcester County.

The funds noted above total approximately \$189,809.00 for matching funds. Additionally, the Town had allocated \$39,875.00 in FY22 for this project; those funds did not carry forward to FY23 but can be re-allocated from reserves, which would bring the total to \$229,684.00.

- ❖ Phase 1 and Phase 2 estimates total \$1,263,276.00, which would require \$315,819.00 in matching funds, creating a shortfall of \$86,135.00.

DBF has provided an estimate of \$42,000.00 to complete the design services necessary for a 90% complete design as required for submittal of applications by the MDOT Bikeways program, and to obtain approvals from the MD/DE Railroad and the MD State Highway Administration.

#### **STAFF RECOMMENDATION:**

Mayor Tyndall would like to pursue construction funding for both Phase 1 and Phase 2 construction funds in the Bikeways grant portal which begins May 1, 2023 and ends June 1, 2023, for FY 2024 funds. Letters of Intent are due April 1, 2023 and we are asking at this time for your input on proceeding. A formal motion to apply for the grant will have to be approved by the Council at a future Mayor and Council meeting.

**Preliminary Construction Estimate - Phase I of II**

Broad Street to Berlin Falls Park  
Sta. 33+81 to 64+20

PROJECT NAME: Berlin Bikeway  
PROJECT NUMBER: 0050A107.A01  
PREPARED BY: SPN  
DATE: 3/7/2023

| LINE ITEM                            | UNIT COST         | QUANTITY | TOTAL               |
|--------------------------------------|-------------------|----------|---------------------|
| <b>STORMWATER DRAINAGE</b>           |                   |          |                     |
| 15 in. RCP                           | \$80.00 per LF    | 0        | \$0.00              |
| 15 in. RCP End Section               | \$1,200.00 Each   | 0        | \$0.00              |
| 30 in. RCP                           | \$180.00 per LF   | 0        | \$0.00              |
| 30 in. HDPE End Section              | \$3,000.00 Each   | 0        | \$0.00              |
|                                      |                   | Subtotal | \$0.00              |
| <b>STORMWATER</b>                    |                   |          |                     |
| Stormwater Management Facility       | \$35,000.00 Each  | 2        | \$70,000.00         |
|                                      |                   | Subtotal | \$70,000.00         |
| <b>WATER</b>                         |                   |          |                     |
| Water Service Tie-in                 | \$6,500.00 Each   | 2        | \$13,000.00         |
| Drinking Fountains                   | \$17,000 Each     | 2        | \$34,000.00         |
|                                      |                   | Subtotal | \$47,000.00         |
| <b>CONCRETE</b>                      |                   |          |                     |
| Sidewalk 4" - Landings               | \$12.00 per SF    | 505      | \$6,060.00          |
| Detectable Warning Surface           | \$65.00 per SF    | 80       | \$5,200.00          |
| 6" Concrete Curb                     | \$50.00 per LF    | 815      | \$30,750.00         |
|                                      |                   | Subtotal | \$42,010.00         |
| <b>CLEARING</b>                      |                   |          |                     |
| Clear and Grub                       | \$4,200 per Acre  | 0.3      | \$1,260.00          |
|                                      |                   | Subtotal | \$1,260.00          |
| <b>BITUMINOUS PAVING</b>             |                   |          |                     |
| Graded Aggregate 6"                  | \$15.00 per SY    | 3,115    | \$46,725.00         |
| Blacktop Base Course, 2.5"           | \$22.00 per SY    | 3,115    | \$68,530.00         |
| Green Pavement Painting              | \$8.00 per SF     | 5,410    | \$43,280.00         |
| Crosswalk Striping                   | \$25.00 per SF    | 144      | \$3,600.00          |
|                                      |                   | Subtotal | \$162,135.00        |
| <b>SEDIMENT CONTROL</b>              |                   |          |                     |
| Silt Fence                           | \$5.00 per LF     | 2,880    | \$14,400.00         |
| Inlet Protection                     | \$375.00 Each     | 2        | \$750.00            |
| Stabilized Construction Entrance     | \$2500.00 Each    | 3        | \$7,500.00          |
| Erosion Control Matting              | \$4.00 per SY     | 575      | \$2,300.00          |
| Stabilization - Top soil and seeding | \$5.50 per SY     | 360      | \$1,980.00          |
| Fill                                 | \$15.00 per CY    | 150      | \$2,250.00          |
| Cut                                  | \$10.00 per CY    | 0        | \$0.00              |
|                                      |                   | Subtotal | \$29,180.00         |
| <b>MISCELLANEOUS</b>                 |                   |          |                     |
| Timber Fence                         | \$32.00 per LF    | 30       | \$960.00            |
| Bench                                | \$1000.00 Each    | 4        | \$4,000.00          |
| Trash Receptical                     | \$850.00 Each     | 4        | \$3,400.00          |
| Lighting                             | \$2,500.00 Each   | 30       | \$75,000.00         |
| Landscaping                          | \$5,000.00 LS     | 1        | \$5,000.00          |
|                                      |                   | Subtotal | \$88,360.00         |
| Annual Maintenance                   | \$12,000 per Year |          | \$12,000.00         |
| <b>SUB-TOTAL All Pages</b>           |                   |          |                     |
|                                      |                   |          | \$451,945.00        |
| Contingency 20%                      |                   |          | \$90,389.00         |
| Mobilization 5%                      |                   |          | \$27,116.70         |
| <b>TOTAL ESTIMATE</b>                |                   |          | <b>\$569,450.70</b> |

**ALTERNATE**

|                             |                |     |            |
|-----------------------------|----------------|-----|------------|
| Brick Thermoplastic Overlay | \$42.00 per SF | ADD | \$6,048.00 |
|-----------------------------|----------------|-----|------------|

**NOT INCLUDED IN ESTIMATE:**

Utility Pole Relocation



**Preliminary Construction Estimate - Phase II of II**

Evans Road to Broad Street  
Sta. 0+00 to 33+81

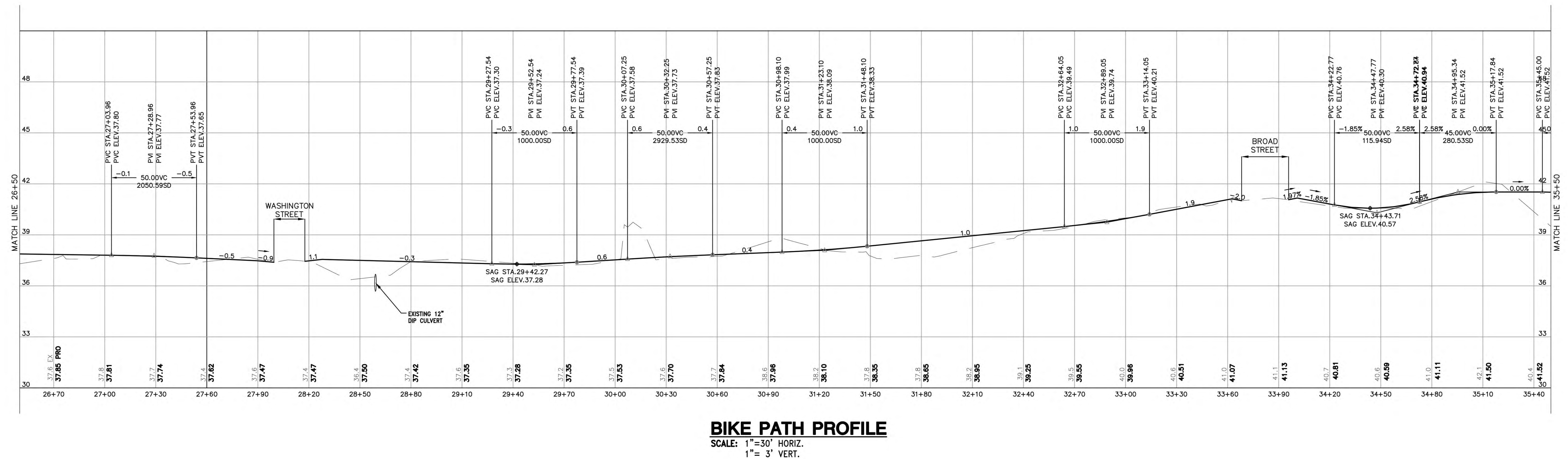
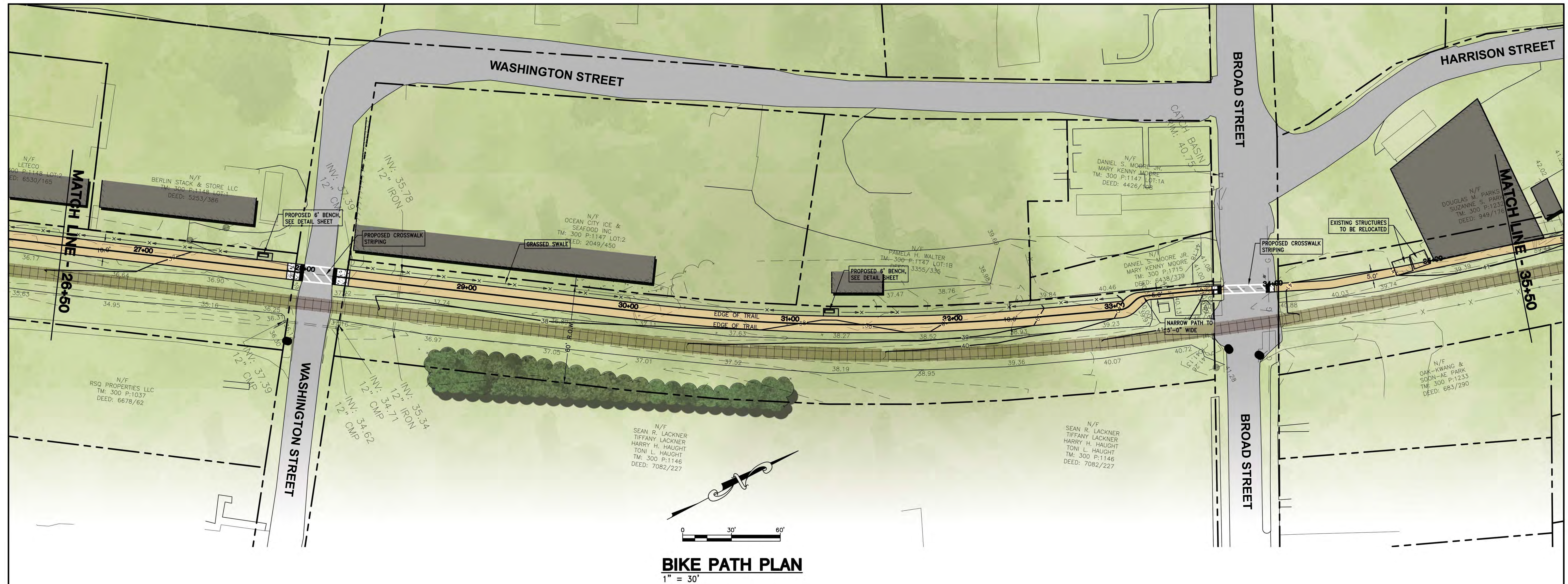
PROJECT NAME: Berlin Bikeway  
PROJECT NUMBER: 0050A107.A01  
PREPARED BY: SPN  
DATE: 3/7/2023

| LINE ITEM                            | UNIT COST         | QUANTITY        | TOTAL               |
|--------------------------------------|-------------------|-----------------|---------------------|
| <b>STORMWATER DRAINAGE</b>           |                   |                 |                     |
| 15 in. RCP                           | \$80.00 per LF    | 0               | \$0.00              |
| 15 in. RCP End Section               | \$1,200.00 Each   | 0               | \$0.00              |
| 30 in. RCP                           | \$180.00 per LF   | 0               | \$0.00              |
| 30 in. HDPE End Section              | \$3,000.00 Each   | 0               | \$0.00              |
|                                      |                   | <b>Subtotal</b> | <b>\$0.00</b>       |
| <b>STORMWATER</b>                    |                   |                 |                     |
| Stormwater Management Facility       | \$35,000 Each     | 4               | \$140,000.00        |
|                                      |                   | <b>Subtotal</b> | <b>\$140,000.00</b> |
| <b>WATER</b>                         |                   |                 |                     |
| Water Service Tie-in                 | \$6,500.00 Each   | 2               | \$13,000.00         |
| Drinking Fountains                   | \$17,000 Each     | 2               | \$34,000.00         |
|                                      |                   | <b>Subtotal</b> | <b>\$47,000.00</b>  |
| <b>CONCRETE</b>                      |                   |                 |                     |
| Sidewalk 4" - Landings               | \$12.00 per SF    | 260             | \$3,120.00          |
| Detectable Warning Surface           | \$65.00 per SF    | 80              | \$5,200.00          |
|                                      |                   | <b>Subtotal</b> | <b>\$8,320.00</b>   |
| <b>CLEARING</b>                      |                   |                 |                     |
| Clear and Grub                       | \$4,200 per Acre  | 0.8             | \$3,150.00          |
|                                      |                   | <b>Subtotal</b> | <b>\$3,150.00</b>   |
| <b>BITUMINOUS PAVING</b>             |                   |                 |                     |
| Graded Aggregate, 6"                 | \$15.00 per SY    | 3,675           | \$55,125.00         |
| Blacktop Base Course, 2.5"           | \$22.00 per SY    | 3,675           | \$80,850.00         |
| Green Pavement Painting              | \$8.00 per SF     | 3,775           | \$30,200.00         |
| Crosswalk Striping                   | \$25.00 per SF    | 180             | \$4,500.00          |
|                                      |                   | <b>Subtotal</b> | <b>\$170,675.00</b> |
| <b>SEDIMENT CONTROL</b>              |                   |                 |                     |
| Silt Fence                           | \$5.00 per LF     | 3,305           | \$16,525.00         |
| Inlet Protection                     | \$375.00 Each     | 5               | \$1,875.00          |
| Stabilized Construction Entrance     | \$2500.00 Each    | 3               | \$7,500.00          |
| Erosion Control Matting              | \$4.00 per SY     | 1,255           | \$5,020.00          |
| Stabilization - Top soil and seeding | \$5.50 per SY     | 5,540           | \$30,470.00         |
| Fill                                 | \$15.00 per CY    | 0               | \$0.00              |
| Cut                                  | \$10.00 per CY    | 260             | \$2,600.00          |
|                                      |                   | <b>Subtotal</b> | <b>\$63,990.00</b>  |
| <b>MISCELLANEOUS</b>                 |                   |                 |                     |
| Timber Fence                         | \$32.00 per LF    | 60              | \$1,920.00          |
| Bench                                | \$1000.00 Each    | 6               | \$6,000.00          |
| Trash Receptical                     | \$850.00 Each     | 6               | \$5,100.00          |
| Lighting                             | \$2,500.00 Each   | 35              | \$87,500.00         |
| Landscaping                          | \$5,000.00 LS     | 1               | \$5,000.00          |
|                                      |                   | <b>Subtotal</b> | <b>\$105,520.00</b> |
| <b>Annual Maintenance</b>            |                   |                 |                     |
|                                      | \$12,000 per Year |                 | \$12,000.00         |
| <b>SUB-TOTAL All Pages</b>           |                   |                 |                     |
|                                      |                   |                 | \$550,655.00        |
| Contingency 20%                      |                   |                 | \$110,131.00        |
| Mobilization 5%                      |                   |                 | \$33,039.30         |
| <b>TOTAL ESTIMATE</b>                |                   |                 | <b>\$693,825.30</b> |

**ALTERNATE**

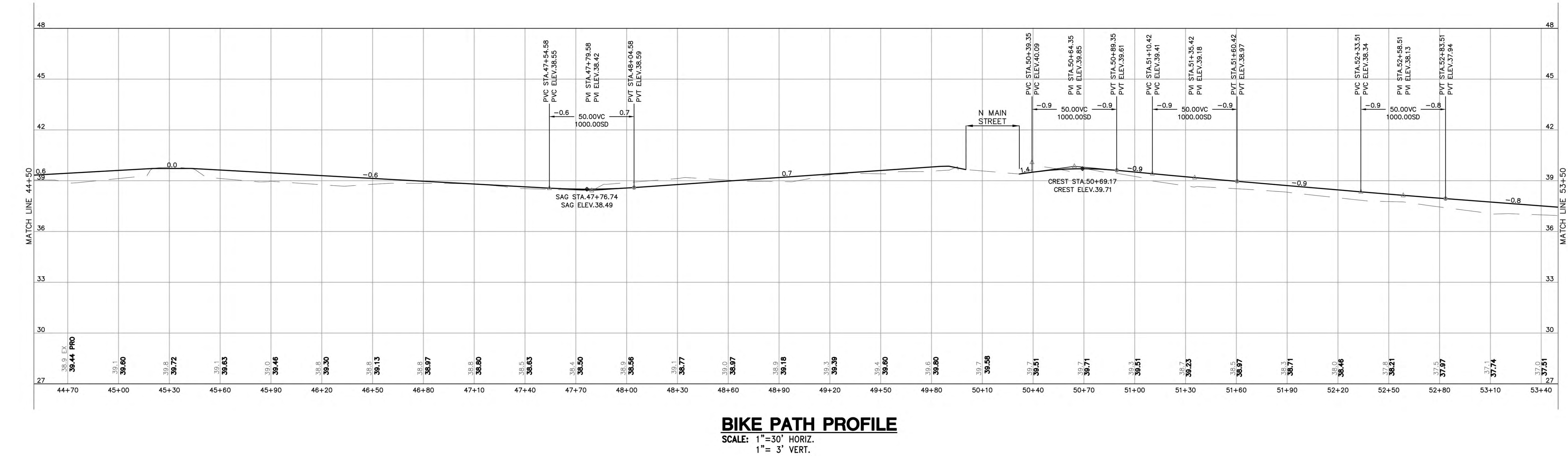
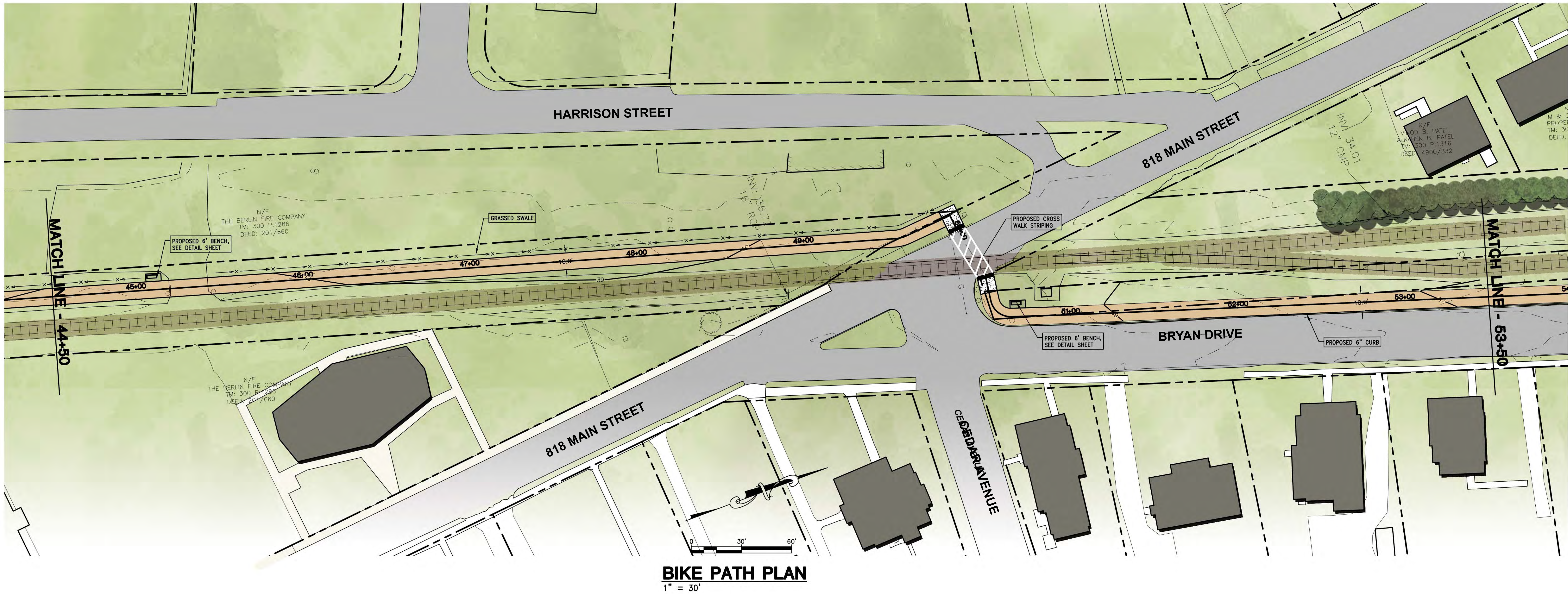
|                             |                |     |            |
|-----------------------------|----------------|-----|------------|
| Brick Thermoplastic Overlay | \$42.00 per SF | ADD | \$7,560.00 |
|-----------------------------|----------------|-----|------------|







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Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed under the laws of the State of Maryland. License No. , Expiration Date:

**DAVIS, BOWEN & FRIEDEL, INC.**  
ARCHITECTS ENGINEERS SURVEYORS  
SALISBURY, MARYLAND (410) 543-2997  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-1744

**BERLIN BIKEWAY**  
BERLIN, MARYLAND  
WORCESTER COUNTY

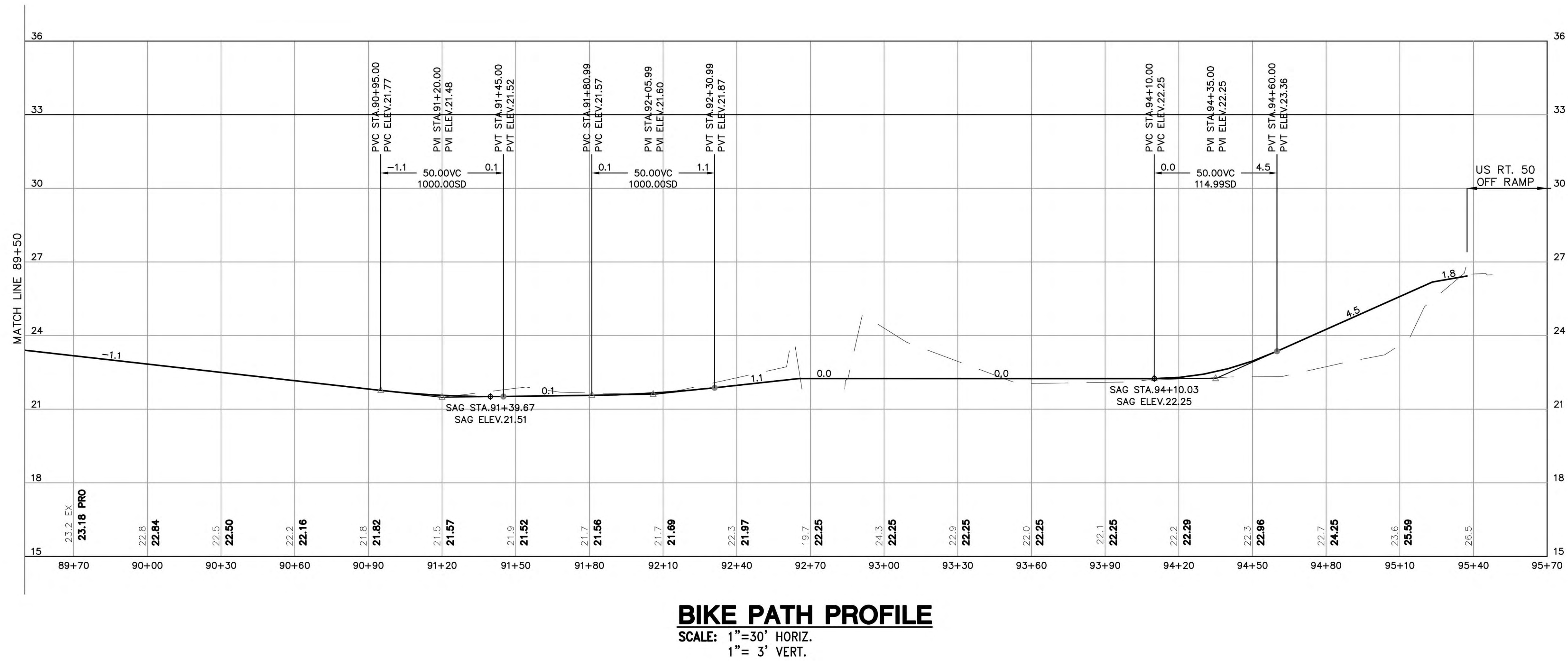
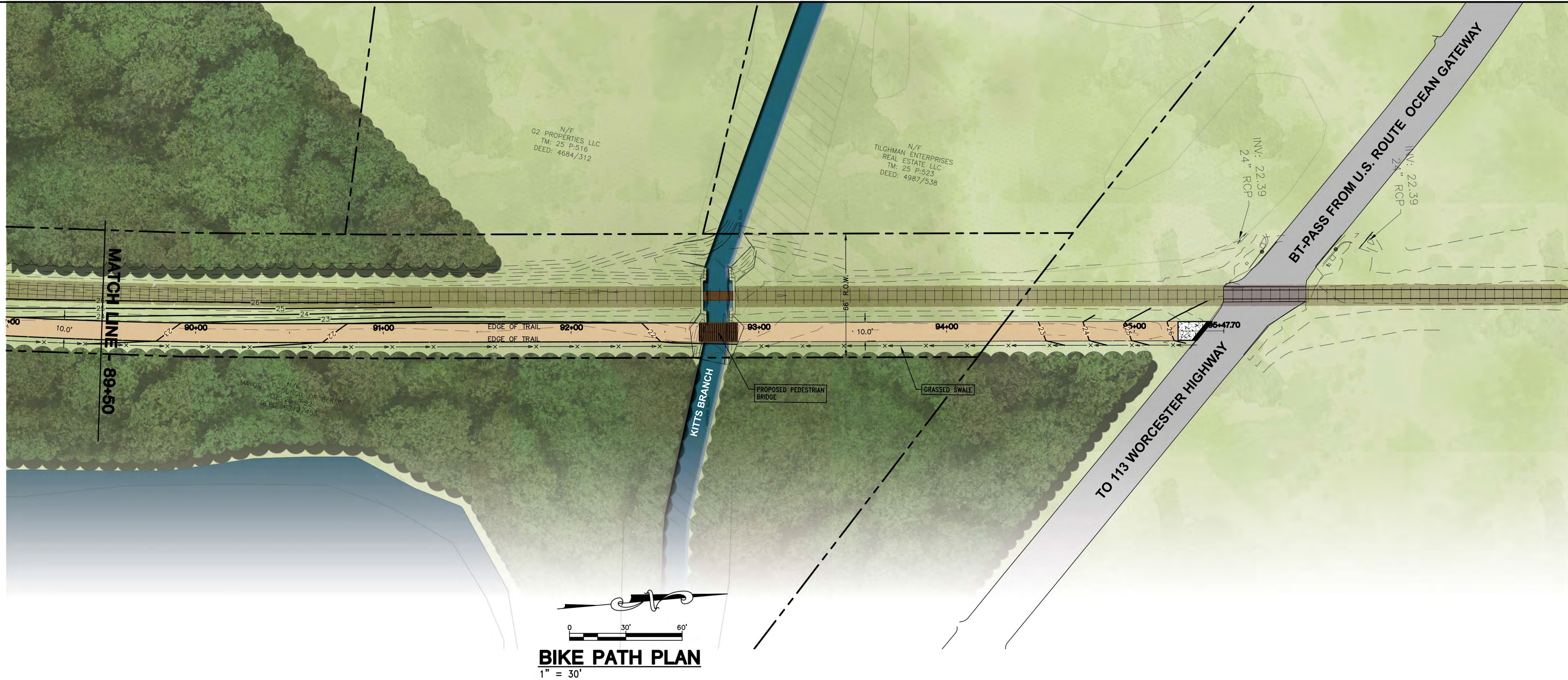
Revisions:

Date: JANUARY 2018  
Scale: 1" = 30'  
Dwn.By: SPN  
Proj.No.: 0050A107  
Dwg.No.: **C1.5**

SITE PLAN & PROFILE



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Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed Professional Engineer under the laws of the State of Maryland. License No. 1441, Expiration Date: 12/31/2024

ARCHITECTS ENGINEERS SURVEYORS  
DAVIS, BOWEN & FRIEDEL, INC.  
SALISBURY, MARYLAND (410) 543-2993  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-1744

**BERLIN BIKEWAY**  
**BERLIN, MARYLAND**  
**WORCESTER COUNTY**

Revisions:

|           |              |
|-----------|--------------|
| Date:     | JANUARY 2018 |
| Scale:    | 1" = 30'     |
| Dwn.By:   | SPN          |
| Proj.No.: | 0050A107     |
| Dwg.No.:  | C1.10        |









EVANS ROAD LOOKING NORTHEAST



BROAD STREET LOOKING SOUTHWEST



BROAD STREET LOOKING NORTHEAST



MAIN STREET LOOKING NORTH

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed under the laws of the State of Maryland. License No. , Expiration Date: .

ARCHITECTS ENGINEERS SURVEYORS  
SAUSURY, MARYLAND (410) 843-2001  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-1744

**DAVIS, BOWEN & FRIEDEL, INC.**

**BERLIN BIKEWAY  
BERLIN, MARYLAND  
WORCESTER COUNTY**

Revisions:

Date: JANUARY 2018  
Scale: 1" = 30'  
Dwn.By: SPN  
Proj.No.: 0050A107  
Dwg.No.:

**R1**





MAIN STREET LOOKING NORTH



BRYAN DRIVE LOOKING SOUTH



OLD OCEAN CITY BLVD. LOOKING NORTH



OLD OCEAN CITY BLVD. LOOKING SOUTH

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland. License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

ARCHITECTS ENGINEERS SURVEYORS  
DAVIS, BOWEN & FRIEDEL, INC.  
SALISBURY, MARYLAND (410) 543-2000  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-1744



**BERLIN BIKEWAY**  
**BERLIN, MARYLAND**  
**WORCESTER COUNTY**

Revisions:

Date: JANUARY 2018  
Scale: 1" = 30'  
Dwn.By: SPN  
Proj.No.: 0050A107  
Dwg.No.:

**R2**





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Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland. License No. 393444, Expiration Date: 07-11-18.

ARCHITECTS ENGINEERS SURVEYORS  
DAVIS, BOWEN & FRIEDEL, INC.  
SALISBURY, MARYLAND (410) 843-2000  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-1744

DETAILS

BERLIN BIKEWAY  
BERLIN, MARYLAND  
WORCESTER COUNTY

Revisions:

30% CONCEPT PLANS  
NOT FOR CONSTRUCTION  
Date: MARCH 2018  
Scale: 1" = 5'  
Dwn.By: SPN  
Proj.No.: 0050A107  
Dwg.No.:

C3.1





## Check Run Reports for:

2.22.23

2.27.23

3.1.23

3.3.23

CREDIT CARD STATEMENTS

**\*\*FULL CHECK RUNS AND CREDIT CARD STATEMENTS ARE  
AVAILABLE IN THE ONLINE PACKET**





Town of Berlin, MD

# Payment Register

APPKT02594 - 20230222SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

| Vendor Number            | Vendor Name                              |              |            |                 |                | Total Vendor Amount |
|--------------------------|--|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000088</a>  | AFFORDABLE BUSINESS SYSTEMS              |              |            |                 |                | 25.89               |
| Payment Type             | Payment Number                           |              |            |                 | Payment Date   | Payment Amount      |
| Check                    |  |              |            |                 | 02/22/2023     | 25.89               |
| Payable Number           | Description                              | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">IN210292</a> | ABS EQUIPMENT BILLING SUPERVISOR MONTHLY | 02/21/2023   | 02/21/2023 | 0.00            | 25.89          |                     |

| Vendor Number           | Vendor Name                  |              |            |                 |                | Total Vendor Amount |                |
|-------------------------|------------------------------|--------------|------------|-----------------|----------------|---------------------|----------------|
| <a href="#">0000090</a> | AFLAC                        |              |            |                 |                | 638.50              |                |
| Payment Type            | Payment Number               |              |            |                 |                | Payment Date        | Payment Amount |
| Check                   |                              |              |            |                 |                | 02/22/2023          | 638.50         |
| Payable Number          | Description                  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |                |
| <a href="#">784218</a>  | AFLAC SUPPLEMENTAL INSURANCE | 02/15/2023   | 02/15/2023 | 0.00            | 638.50         |                     |                |

| Vendor Number           | Vendor Name                      |              |            |                 |                | Total Vendor Amount |
|-------------------------|----------------------------------|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000146</a> | AMERICAN SAFETY UTILITY          |              |            |                 |                | 240.99              |
| Payment Type            | Payment Number                   |              |            |                 | Payment Date   | Payment Amount      |
| Check                   |                                  |              |            |                 | 02/22/2023     | 240.99              |
| Payable Number          | Description                      | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">474776</a>  | CLIMBING GEAR CHARLES MCWILLIAMS | 02/13/2023   | 02/13/2023 | 0.00            | 45.09          |                     |
| <a href="#">475009</a>  | CLIMBING GEAR CHARLES MCWILLIAMS | 02/13/2023   | 02/13/2023 | 0.00            | 82.74          |                     |
| <a href="#">475086</a>  | CLIMBING GEAR CHARLES MCWILLIAMS | 02/13/2023   | 02/13/2023 | 0.00            | 113.16         |                     |

|                            |   |              |            |                 |                |                     |
|----------------------------|---|--------------|------------|-----------------|----------------|---------------------|
| Vendor Number              | Vendor Name                                 |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000166</a>    | ANIXTER POWER SOLUTIONS, LLC                |              |            |                 |                | 587.40              |
| Payment Type               | Payment Number                              | Payment Date |            |                 |                | Payment Amount      |
| Check                      |   | 02/22/2023   |            |                 |                | 587.40              |
| Payable Number             | Description                                 | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">5449032-00</a> | SUPPLIES AND OPERATIONS ( INVENTORY STOCK ) | 02/16/2023   | 02/16/2023 | 0.00            | 587.40         |                     |

| Vendor Number           | Vendor Name           |              |            |                 |                | Total Vendor Amount |
|-------------------------|-----------------------|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000249</a> | ATLANTIC TRACTOR      |              |            |                 |                | 319.53              |
| Payment Type            | Payment Number        |              |            |                 | Payment Date   | Payment Amount      |
| Check                   |                       |              |            |                 | 02/22/2023     | 319.53              |
| Payable Number          | Description           | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">P62634</a>  | MOWER WIRING HARNESS  | 02/15/2023   | 02/15/2023 | 0.00            | 35.73          |                     |
| <a href="#">P62637</a>  | BLU DEF FUEL ADDITIVE | 02/16/2023   | 02/16/2023 | 0.00            | 283.80         |                     |

|                                    |   |              |            |                 |                |                     |
|------------------------------------|---|--------------|------------|-----------------|----------------|---------------------|
| Vendor Number                      | Vendor Name                                       |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000312</a>            | BENEFITMALL                                       |              |            |                 |                | 84,141.69           |
| Payment Type                       | Payment Number                                    | Payment Date |            |                 |                | Payment Amount      |
| Check                              |   | 02/22/2023   |            |                 |                | 84,141.69           |
| Payable Number                     | Description                                       | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">321525 MARCH FY 23</a> | BENEFITMALL HEALTH, DENT, VIS, LIFE, DIS - MAR 23 | 02/15/2023   | 02/15/2023 | 0.00            | 84,141.69      |                     |

| Vendor Number                  | Vendor Name                     |              |            |                 |                | Total Vendor Amount |
|--------------------------------|---------------------------------|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000453</a>        | CAPITAL ELECTRIC SUPPLY COMPANY |              |            |                 |                | 359.22              |
| Payment Type                   | Payment Number                  |              |            |                 | Payment Date   | Payment Amount      |
| Check                          |                                 |              |            |                 | 02/22/2023     | 359.22              |
| Payable Number                 | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">S050938175.003</a> | MATERIAL AND SUPPLIES           | 02/16/2023   | 02/16/2023 | 0.00            | 334.04         |                     |
| <a href="#">S051003179.001</a> | E V STATION COMMERCE STREET     | 02/16/2023   | 02/16/2023 | 0.00            | 25.18          |                     |

# Payment Register

APPKT02594 - 20230222SW

| Vendor Number                            | Vendor Name                            |              |            |                 |                | Total Vendor Amount |
|--|--|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000496</a>                  | CHEMSEARCH                             |              |            |                 |                | 595.85              |
| Payment Type                             | Payment Number                         |              |            | Payment Date    | Payment Amount |                     |
| Check                                    |  |              |            | 02/22/2023      | 595.85         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">8099723</a>                  | YIELD                                  | 02/15/2023   | 02/15/2023 | 0.00            | 595.85         |                     |
| <br>                                     |  |              |            |                 |                |                     |
| Vendor Number                            | Vendor Name                            |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000511</a>                  | CHOPTANK ELECTRIC COOPERATIVE, INC.    |              |            |                 |                | 2,176.61            |
| Payment Type                             | Payment Number                         |              |            | Payment Date    | Payment Amount |                     |
| Check                                    |  |              |            | 02/22/2023      | 2,176.61       |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">9913024900 FEB FY 23</a>     | UTILITY -SPRAY SITES                   | 02/16/2023   | 02/16/2023 | 0.00            | 2,176.61       |                     |
| <br>                                     |  |              |            |                 |                |                     |
| Vendor Number                            | Vendor Name                            |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000529</a>                  | CINTAS FIRST AID & SAFETY              |              |            |                 |                | 351.07              |
| Payment Type                             | Payment Number                         |              |            | Payment Date    | Payment Amount |                     |
| Check                                    |  |              |            | 02/22/2023      | 351.07         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">8406098159</a>               | FIRST AID CABINET                      | 02/15/2023   | 02/15/2023 | 0.00            | 351.07         |                     |
| <br>                                     |  |              |            |                 |                |                     |
| Vendor Number                            | Vendor Name                            |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000572</a>                  | COMCAST                                |              |            |                 |                | 1,897.91            |
| Payment Type                             | Payment Number                         |              |            | Payment Date    | Payment Amount |                     |
| Check                                    |  |              |            | 02/22/2023      | 184.18         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">41 016 0023325 MAR FY 23</a> | COMCAST INTERNET & DIGITAL SVCS        | 02/21/2023   | 02/21/2023 | 0.00            | 184.18         |                     |
| Check                                    |  |              |            | 02/22/2023      | 234.41         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">41 016 0024711 MAR FY 23</a> | COMCAST INTERNET & DIGITAL SVCS        | 02/21/2023   | 02/21/2023 | 0.00            | 234.41         |                     |
| Check                                    |  |              |            | 02/22/2023      | 227.68         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">41 016 0041947 MAR FY 23</a> | COMCAST INTERNET & DIGITAL SVCS        | 02/21/2023   | 02/21/2023 | 0.00            | 227.68         |                     |
| Check                                    |  |              |            | 02/22/2023      | 205.90         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">41 016 0042184 MAR FY 23</a> | COMCAST INTERNET & DIGITAL SVCS        | 02/21/2023   | 02/21/2023 | 0.00            | 205.90         |                     |
| Check                                    |  |              |            | 02/22/2023      | 186.27         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">41 016 0043323 MAR FY 23</a> | COMCAST INTERNET & DIGITAL SVCS        | 02/21/2023   | 02/21/2023 | 0.00            | 186.27         |                     |
| Check                                    |  |              |            | 02/22/2023      | 197.49         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">41 016 0043547 MAR FY 23</a> | COMCAST INTERNET & DIGITAL SVCS        | 02/21/2023   | 02/21/2023 | 0.00            | 197.49         |                     |
| Check                                    |  |              |            | 02/22/2023      | 411.31         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">41 016 0052845 MAR FY 23</a> | COMCAST INTERNET & DIGITAL SVCS        | 02/21/2023   | 02/21/2023 | 0.00            | 411.31         |                     |
| Check                                    |  |              |            | 02/22/2023      | 31.80          |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">41 016 0053157 FEB FY 23</a> | TELEVISION SERVICE - POLICE DEPARTMENT | 02/15/2023   | 02/15/2023 | 0.00            | 31.80          |                     |
| Check                                    |  |              |            | 02/22/2023      | 218.87         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">41 016 0149930 MAR FY 23</a> | COMCAST INTERNET & DIGITAL SVCS        | 02/21/2023   | 02/21/2023 | 0.00            | 218.87         |                     |
| <br>                                     |  |              |            |                 |                |                     |
| Vendor Number                            | Vendor Name                            |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000581</a>                  | COMPTROLLER OF MARYLAND                |              |            |                 |                | 644.13              |
| Payment Type                             | Payment Number                         |              |            | Payment Date    | Payment Amount |                     |
| Check                                    |  |              |            | 02/22/2023      | 644.13         |                     |
| Payable Number                           | Description                            | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">JAN FY 23</a>                | ENVIRONMENTAL TRUST FUND REPORT        | 02/15/2023   | 02/15/2023 | 0.00            | 644.13         |                     |

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| Vendor Number             | Vendor Name  |              |            |                 |                | Total Vendor Amount |
|---------------------------|--|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000584</a>   | COMPTROLLER OF MARYLAND                            |              |            |                 |                | 2,396.92            |
| Payment Type              | Payment Number                                     |              |            | Payment Date    | Payment Amount |                     |
| Check                     |  |              |            | 02/22/2023      | 2,396.92       |                     |
| Payable Number            | Description  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">JAN FY 23</a> | ELECTRIC UNIVERSAL SERVICE PROGRAM FUND            | 02/15/2023   | 02/15/2023 | 0.00            | 2,396.92       |                     |
| <br>                      |  |              |            |                 |                |                     |
| Vendor Number             | Vendor Name  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003443</a>   | CORE & MAIN LP                                     |              |            |                 |                | 11,000.00           |
| Payment Type              | Payment Number                                     |              |            | Payment Date    | Payment Amount |                     |
| Check                     |  |              |            | 02/22/2023      | 11,000.00      |                     |
| Payable Number            | Description  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">S309758</a>   | RFP 2022-01 SMART WATER METERS                     | 02/15/2023   | 02/15/2023 | 0.00            | 11,000.00      |                     |
| <br>                      |  |              |            |                 |                |                     |
| Vendor Number             | Vendor Name  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000784</a>   | EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC     |              |            |                 |                | 11,842.50           |
| Payment Type              | Payment Number                                     |              |            | Payment Date    | Payment Amount |                     |
| Check                     |  |              |            | 02/22/2023      | 11,842.50      |                     |
| Payable Number            | Description  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">160812</a>    | PROJ 1470404 PROFESSIONALK SERVICE THRU 02/03/2023 | 02/21/2023   | 02/21/2023 | 0.00            | 11,842.50      |                     |
| <br>                      |  |              |            |                 |                |                     |
| Vendor Number             | Vendor Name  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003516</a>   | EAST COAST MASONRY LLC                             |              |            |                 |                | 801.00              |
| Payment Type              | Payment Number                                     |              |            | Payment Date    | Payment Amount |                     |
| Check                     |  |              |            | 02/22/2023      | 801.00         |                     |
| Payable Number            | Description  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">000431</a>    | BLOCK UP DOOR AND GARAGE DOOR WELL #2              | 02/16/2023   | 02/16/2023 | 0.00            | 801.00         |                     |
| <br>                      |  |              |            |                 |                |                     |
| Vendor Number             | Vendor Name  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003161</a>   | EASTERN SHORE MOBILE DRUG & ALCOHOL TESTING LLC    |              |            |                 |                | 441.68              |
| Payment Type              | Payment Number                                     |              |            | Payment Date    | Payment Amount |                     |
| Check                     |  |              |            | 02/22/2023      | 441.68         |                     |
| Payable Number            | Description  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">2935</a>      | QUARTERLY RANDOM DRUG TEST SCREENING FOR EMPLOYE   | 02/13/2023   | 02/13/2023 | 0.00            | 441.68         |                     |
| <br>                      |  |              |            |                 |                |                     |
| Vendor Number             | Vendor Name  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000904</a>   | FISHER SCIENTIFIC                                  |              |            |                 |                | 486.48              |
| Payment Type              | Payment Number                                     |              |            | Payment Date    | Payment Amount |                     |
| Check                     |  |              |            | 02/22/2023      | 486.48         |                     |
| Payable Number            | Description  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">4931308</a>   | LAB SUPPLIES                                       | 02/15/2023   | 02/15/2023 | 0.00            | 486.48         |                     |
| <br>                      |  |              |            |                 |                |                     |
| Vendor Number             | Vendor Name  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000907</a>   | FLAG PUBLICATIONS INC                              |              |            |                 |                | 236.00              |
| Payment Type              | Payment Number                                     |              |            | Payment Date    | Payment Amount |                     |
| Check                     |  |              |            | 02/22/2023      | 236.00         |                     |
| Payable Number            | Description  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">256581</a>    | ADVERTISING  | 02/15/2023   | 02/15/2023 | 0.00            | 118.00         |                     |
| <a href="#">356421</a>    | ADVERTISING  | 02/15/2023   | 02/15/2023 | 0.00            | 118.00         |                     |
| <br>                      |  |              |            |                 |                |                     |
| Vendor Number             | Vendor Name  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000924</a>   | FUNK & BOLTON                                      |              |            |                 |                | 292.50              |
| Payment Type              | Payment Number                                     |              |            | Payment Date    | Payment Amount |                     |
| Check                     |  |              |            | 02/22/2023      | 292.50         |                     |
| Payable Number            | Description  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">84864</a>     | GENERAL PROFESSIONAL SERVICES                      | 02/15/2023   | 02/15/2023 | 0.00            | 292.50         |                     |



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| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
|--------------------------------------|---|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0003447</a>              | GLEND A HOLDEN                                  |              |            |                 |                | 500.00              |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 500.00         |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">FEB 16 - FEB 26</a>      | FY23 CLEANING SERVICES                          | 02/21/2023   | 02/21/2023 | 0.00            | 500.00         |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002578</a>              | IAN JANES                                       |              |            |                 |                | 450.00              |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 450.00         |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">550</a>                  | SOUND TECH SPRING CELEBRATION GRANT FUNDED      | 02/16/2023   | 02/16/2023 | 0.00            | 450.00         |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001068</a>              | INTERCOASTAL TRADING INC.                       |              |            |                 |                | 15,849.98           |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 15,849.98      |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">230229,230228,230295</a> | TREATMENT CHEMICALS                             | 02/15/2023   | 02/15/2023 | 0.00            | 15,849.98      |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001218</a>              | KEEN COMPRESS GAS                               |              |            |                 |                | 396.00              |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 396.00         |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">72059056</a>             | OXYGEN & CYLINDERS GAS                          | 02/21/2023   | 02/21/2023 | 0.00            | 396.00         |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001268</a>              | LATCHUM JAMES                                   |              |            |                 |                | 222.60              |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 222.60         |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">02/15/203</a>            | TOOLS, SUPPLIES                                 | 02/16/2023   | 02/16/2023 | 0.00            | 222.60         |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001286</a>              | LEGAL SHIELD                                    |              |            |                 |                | 31.90               |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 31.90          |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">139007 FEB FY 23</a>     | LEGALSHIELD SUPPLMENTAL EMPLOYEE PAID INSURANCE | 02/15/2023   | 02/15/2023 | 0.00            | 31.90          |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001394</a>              | MARYLAND DEPT OF THE ENVIRONMENT                |              |            |                 |                | 150.00              |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 150.00         |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">0230001</a>              | OPERATOR CERT                                   | 02/16/2023   | 02/16/2023 | 0.00            | 150.00         |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001404</a>              | MARYLAND MUNICIPAL LEAGUE                       |              |            |                 |                | 80.00               |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 80.00          |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">M138</a>                 | MML ANNUAL COMPENSATION ACCESS ON WEBSITE       | 02/21/2023   | 02/21/2023 | 0.00            | 80.00          |                     |

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| Vendor Number                               | Vendor Name                                  |              |            |                 |                | Total Vendor Amount |
|---|--|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0001505</a>                     | MML POLICE EXECUTIVE ASSOCIATION             |              |            |                 |                | 25.00               |
| Payment Type                                | Payment Number                               |              |            | Payment Date    | Payment Amount |                     |
| Check                                       |  |              |            | 02/22/2023      | 25.00          |                     |
| Payable Number                              | Description                                  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">MAR 6 DUES</a>                  | BAL OF MEMBERSHIP DUES                       | 02/16/2023   | 02/16/2023 | 0.00            | 25.00          |                     |
| <br>  |  |              |            |                 |                |                     |
| Vendor Number                               | Vendor Name                                  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001565</a>                     | NATIONWIDE RETIREMENT SOLUTIONS              |              |            |                 |                | 3,546.80            |
| Payment Type                                | Payment Number                               |              |            | Payment Date    | Payment Amount |                     |
| Check                                       |  |              |            | 02/22/2023      | 3,546.80       |                     |
| Payable Number                              | Description                                  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">PPE 02/12/2023</a>              | NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS | 02/13/2023   | 02/13/2023 | 0.00            | 3,546.80       |                     |
| <br>  |  |              |            |                 |                |                     |
| Vendor Number                               | Vendor Name                                  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001676</a>                     | PENINSULA AUTO & TRUCK PARTS, INC            |              |            |                 |                | 158.75              |
| Payment Type                                | Payment Number                               |              |            | Payment Date    | Payment Amount |                     |
| Check                                       |  |              |            | 02/22/2023      | 158.75         |                     |
| Payable Number                              | Description                                  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">205390,403, &amp; 447</a>       | MATERIALS FOR REPAIRS TO DIGGER TRUCK        | 02/15/2023   | 02/15/2023 | 0.00            | 158.75         |                     |
| <br>  |  |              |            |                 |                |                     |
| Vendor Number                               | Vendor Name                                  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001707</a>                     | PITTSVILLE MOTORS                            |              |            |                 |                | 463.75              |
| Payment Type                                | Payment Number                               |              |            | Payment Date    | Payment Amount |                     |
| Check                                       |  |              |            | 02/22/2023      | 463.75         |                     |
| Payable Number                              | Description                                  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">58480</a>                       | REPAIR TO FORD ESCAPE IVY WELLS              | 02/15/2023   | 02/15/2023 | 0.00            | 463.75         |                     |
| <br>  |  |              |            |                 |                |                     |
| Vendor Number                               | Vendor Name                                  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003127</a>                     | QUADIENT FINANCE USA, INC                    |              |            |                 |                | 500.00              |
| Payment Type                                | Payment Number                               |              |            | Payment Date    | Payment Amount |                     |
| Check                                       |  |              |            | 02/22/2023      | 500.00         |                     |
| Payable Number                              | Description                                  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">03/01/2023 FY 23</a>            | POSTAGE FOR POSTAGE MACHINE IN TOWN HALL     | 02/15/2023   | 02/15/2023 | 0.00            | 500.00         |                     |
| <br>  |  |              |            |                 |                |                     |
| Vendor Number                               | Vendor Name                                  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001757</a>                     | RACETRACK AUTO CENTER                        |              |            |                 |                | 386.18              |
| Payment Type                                | Payment Number                               |              |            | Payment Date    | Payment Amount |                     |
| Check                                       |  |              |            | 02/22/2023      | 386.18         |                     |
| Payable Number                              | Description                                  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">147362</a>                      | SERPANTINE BELT, BALANCER 6743               | 02/15/2023   | 02/15/2023 | 0.00            | 386.18         |                     |
| <br>  |  |              |            |                 |                |                     |
| Vendor Number                               | Vendor Name                                  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001781</a>                     | RED SUN CUSTOM APPAREL                       |              |            |                 |                | 194.20              |
| Payment Type                                | Payment Number                               |              |            | Payment Date    | Payment Amount |                     |
| Check                                       |  |              |            | 02/22/2023      | 194.20         |                     |
| Payable Number                              | Description                                  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">2023-36971A</a>                 | LANYARDS                                     | 02/15/2023   | 02/15/2023 | 0.00            | 194.20         |                     |
| <br>  |  |              |            |                 |                |                     |
| Vendor Number                               | Vendor Name                                  |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002795</a>                     | SANDPIPER ENERGY INC                         |              |            |                 |                | 307.15              |
| Payment Type                                | Payment Number                               |              |            | Payment Date    | Payment Amount |                     |
| Check                                       |  |              |            | 02/22/2023      | 307.15         |                     |
| Payable Number                              | Description                                  | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">06-605972-67941-1 JAN FY 23</a> | GAS FOR POLICE DEPT                          | 02/15/2023   | 02/15/2023 | 0.00            | 307.15         |                     |

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| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
|--------------------------------------|---|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0002026</a>              | SUN SIGNS                                       |              |            |                 |                | 950.00              |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 950.00         |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">15969</a>                | DR. TINDLEY SIGN                                | 02/16/2023   | 02/16/2023 | 0.00            | 950.00         |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002092</a>              | THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC    |              |            |                 |                | 63.00               |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 63.00          |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">AB3-01-420</a>           | METER LOG ON FEE                                | 02/15/2023   | 02/15/2023 | 0.00            | 63.00          |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002169</a>              | TRACTOR SUPPLY CO                               |              |            |                 |                | 39.98               |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 39.98          |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">311984</a>               | TOOLS, SUPPLIES                                 | 02/16/2023   | 02/16/2023 | 0.00            | 39.98          |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002993</a>              | TUCKAHOE UNDERGROUND LLC                        |              |            |                 |                | 2,100.00            |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 2,100.00       |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">23103</a>                | 204 SOUTH MAIN STREET 3' BORE                   | 02/13/2023   | 02/13/2023 | 0.00            | 2,100.00       |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002928</a>              | UNIFIRST CORPORATION                            |              |            |                 |                | 98.39               |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 98.39          |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">1430054556</a>           | UNIFORM AND CLEANING SERVICE - PUBLIC WORKS     | 02/13/2023   | 02/13/2023 | 0.00            | 98.39          |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002205</a>              | UNITED WAY OF THE EASTERN SHORE                 |              |            |                 |                | 45.00               |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 45.00          |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">PPE 02/12/2023</a>       | UNITED WAY EMPLOYEE CONTRIBUTIONS               | 02/13/2023   | 02/13/2023 | 0.00            | 45.00          |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002220</a>              | USA BLUEBOOK                                    |              |            |                 |                | 1,393.27            |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 1,393.27       |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">245744,250267,246192</a> | WATER PARTS                                     | 02/16/2023   | 02/16/2023 | 0.00            | 1,393.27       |                     |
| <br>                                 |   |              |            |                 |                |                     |
| Vendor Number                        | Vendor Name                                     |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003055</a>              | WASHINGTON NATIONAL INSURANCE COMPANY           |              |            |                 |                | 511.51              |
| Payment Type                         | Payment Number                                  |              |            | Payment Date    | Payment Amount |                     |
| Check                                |   |              |            | 02/22/2023      | 511.51         |                     |
| Payable Number                       | Description                                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">P2300815</a>             | WASHINGTON NAT - SUPPLEMENTAL INSUR EMPL FUNDED | 02/21/2023   | 02/21/2023 | 0.00            | 511.51         |                     |



**Payment Register****APPKT02594 - 20230222SW**

|                               |  |                           |  |                     |                |
|-------------------------------|--|---------------------------|--|---------------------|----------------|
| Vendor Number                 |  | Vendor Name               |  | Total Vendor Amount |                |
| <a href="#">0002363</a>       |  | WORCESTER COUNTY LANDFILL |  | 1,339.20            |                |
| Payment Type                  |  | Payment Number            |  | Payment Date        | Payment Amount |
| Check                         |  |                           |  | 02/22/2023          | 1,339.20       |
| Payable Number                |  | Description               |  | Payable Date        | Due Date       |
| <a href="#">309 JAN FY 23</a> |  | SLUDGE                    |  | 02/15/2023          | 02/15/2023     |
|                               |  |                           |  | Discount Amount     | Payable Amount |
|                               |  |                           |  | 0.00                | 1,339.20       |

## Payment Summary

| Bank Code      | Type  | Payable<br>Count | Payment<br>Count | Discount | Payment    |
|----------------|-------|------------------|------------------|----------|------------|
| BOC AP         | Check | 58               | 53               | 0.00     | 149,278.53 |
| Packet Totals: |       | 58               | 53               | 0.00     | 149,278.53 |



Town of Berlin, MD

# Payment Register

APPKT02597 - 20230228SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

| Vendor Number                      | Vendor Name                     |              |            |                 |                |                | Total Vendor Amount |
|------------------------------------|---------------------------------|--------------|------------|-----------------|----------------|----------------|---------------------|
| <a href="#">0003138</a>            | CARD SERVICES CENTER            |              |            |                 |                |                | 14,150.19           |
| Payment Type                       | Payment Number                  |              |            |                 | Payment Date   | Payment Amount |                     |
| Bank Draft                         | <a href="#">DFT0000332</a>      |              |            |                 | 02/27/2023     | 387.89         |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0117 JAN FEB FY 23</a> | BOC CREDIT CARD AUGUST WIENHOLD | 02/23/2023   | 02/23/2023 | 0.00            | 387.89         |                |                     |
| Bank Draft                         | <a href="#">DFT0000333</a>      |              |            |                 | 02/27/2023     | 1,264.53       |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0595 JAN FEB FY 23</a> | BOC CREDIT CARD JAMES CHARLES   | 02/23/2023   | 02/23/2023 | 0.00            | 1,264.53       |                |                     |
| Bank Draft                         | <a href="#">DFT0000334</a>      |              |            |                 | 02/27/2023     | 116.67         |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0413 JAN FEB FY 23</a> | BOC CREDIT CARD JAMEY LATCHUM   | 02/27/2023   | 02/27/2023 | 0.00            | 116.67         |                |                     |
| Bank Draft                         | <a href="#">DFT0000335</a>      |              |            |                 | 02/27/2023     | 2,569.32       |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0389 JAN FEB FY 23</a> | BOC CREDIT CARD TIM LAWRENCE    | 02/24/2023   | 02/24/2023 | 0.00            | 2,569.32       |                |                     |
| Bank Draft                         | <a href="#">DFT0000336</a>      |              |            |                 | 02/27/2023     | 3,790.28       |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0174 JAN FEB FY 23</a> | BOC CREDIT CARD IVY WELLS       | 02/24/2023   | 02/24/2023 | 0.00            | 3,790.28       |                |                     |
| Bank Draft                         | <a href="#">DFT0000337</a>      |              |            |                 | 02/27/2023     | 2,732.50       |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0496 JAN FEB FY 23</a> | BOC CREDIT CARD KELSEY JENSEN   | 02/23/2023   | 02/23/2023 | 0.00            | 2,732.50       |                |                     |
| Bank Draft                         | <a href="#">DFT0000338</a>      |              |            |                 | 02/27/2023     | 438.10         |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0694 JAN FEB FY 23</a> | BOC CREDIT CARD CODY CHESSER    | 02/23/2023   | 02/23/2023 | 0.00            | 438.10         |                |                     |
| Bank Draft                         | <a href="#">DFT0000339</a>      |              |            |                 | 02/27/2023     | 811.92         |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0488 JAN FEB FY 23</a> | BOC CREDIT CARD MEGHAN PFALLER  | 02/27/2023   | 02/27/2023 | 0.00            | 811.92         |                |                     |
| Bank Draft                         | <a href="#">DFT0000340</a>      |              |            |                 | 02/27/2023     | 533.59         |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0470 JAN FEB FY 23</a> | BOC CREDIT CARD ROBERT CLARK    | 02/23/2023   | 02/23/2023 | 0.00            | 533.59         |                |                     |
| Bank Draft                         | <a href="#">DFT0000341</a>      |              |            |                 | 02/27/2023     | 398.71         |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0421 JAN FEB FY 23</a> | BOC CREDIT ARNOLD DOWNING       | 02/23/2023   | 02/23/2023 | 0.00            | 398.71         |                |                     |
| Bank Draft                         | <a href="#">DFT0000342</a>      |              |            |                 | 02/27/2023     | 886.68         |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0371 JAN FEB FY 23</a> | BOC CREDIT CARD M BOHLEN        | 02/23/2023   | 02/23/2023 | 0.00            | 886.68         |                |                     |
| Bank Draft                         | <a href="#">DFT0000343</a>      |              |            |                 | 02/27/2023     | 220.00         |                     |
| Payable Number                     | Description                     | Payable Date | Due Date   | Discount Amount | Payable Amount |                |                     |
| <a href="#">0405 JAN FEB FY 23</a> | BOC CREDIT CARD DAVE ENGELHART  | 02/23/2023   | 02/23/2023 | 0.00            | 220.00         |                |                     |



## Payment Summary

| Bank Code      | Type              | Payable<br>Count | Payment<br>Count | Discount | Payment   |
|----------------|-------------------|------------------|------------------|----------|-----------|
| BOC AP         | Manual Bank Draft | 12               | 12               | 0.00     | 14,150.19 |
| Packet Totals: |                   | 12               | 12               | 0.00     | 14,150.19 |



Town of Berlin, MD

# Payment Register

APPKT02599 - 20230303SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

| Vendor Number           | Vendor Name                 |              |            |                 |                | Total Vendor Amount |
|-------------------------|-----------------------------|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000031</a> | AC SCHULTES OF DELAWARE INC |              |            |                 |                | 27,884.00           |
| Payment Type            | Payment Number              |              |            | Payment Date    | Payment Amount |                     |
| Check                   |                             |              |            | 03/03/2023      | 27,884.00      |                     |
| Payable Number          | Description                 | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">12613</a>   | WELL REPLACEMENT #3         | 03/03/2023   | 03/03/2023 | 0.00            | 27,884.00      |                     |

| Vendor Number            | Vendor Name                 |              |            |                 |                | Total Vendor Amount |
|--------------------------|-----------------------------|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000088</a>  | AFFORDABLE BUSINESS SYSTEMS |              |            |                 |                | 77.28               |
| Payment Type             | Payment Number              |              |            | Payment Date    | Payment Amount |                     |
| Check                    |                             |              |            | 03/03/2023      | 77.28          |                     |
| Payable Number           | Description                 | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">IN210954</a> | COPIER SERVICE              | 03/02/2023   | 03/02/2023 | 0.00            | 77.28          |                     |

| Vendor Number           | Vendor Name                      |              |            |                 |                | Total Vendor Amount |
|-------------------------|----------------------------------|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000146</a> | AMERICAN SAFETY UTILITY          |              |            |                 |                | 398.50              |
| Payment Type            | Payment Number                   |              |            | Payment Date    | Payment Amount |                     |
| Check                   |                                  |              |            | 03/03/2023      | 398.50         |                     |
| Payable Number          | Description                      | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">476587</a>  | CLIMBING GEAR CHARLES MCWILLIAMS | 02/22/2023   | 02/22/2023 | 0.00            | 107.70         |                     |
| <a href="#">476623</a>  | CLIMBING GEAR CHARLES MCWILLIAMS | 03/02/2023   | 03/02/2023 | 0.00            | 89.32          |                     |
| <a href="#">476705</a>  | CLIMBING GEAR CHARLES MCWILLIAMS | 02/22/2023   | 02/22/2023 | 0.00            | 201.48         |                     |

| Vendor Number              | Vendor Name                                 |              |            |                 |                | Total Vendor Amount |
|----------------------------|---|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000166</a>    | ANIXTER POWER SOLUTIONS, LLC                |              |            |                 |                | 3,854.40            |
| Payment Type               | Payment Number                              |              |            | Payment Date    | Payment Amount |                     |
| Check                      |   |              |            | 03/03/2023      | 3,854.40       |                     |
| Payable Number             | Description                                 | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">5167450-00</a> | 14400 14400Y VOZ 11 VOLTAGE TRANSFORMER     | 02/28/2023   | 02/28/2023 | 0.00            | 1,766.40       |                     |
| <a href="#">5420073-00</a> | PROTECTORS AND WASHERS                      | 02/28/2023   | 02/28/2023 | 0.00            | 276.00         |                     |
| <a href="#">5490815-00</a> | SUPPLIES AND OPERATIONS ( INVENTORY STOCK ) | 02/28/2023   | 02/28/2023 | 0.00            | 716.00         |                     |
| <a href="#">5490815-01</a> | SUPPLIES AND OPERATIONS ( INVENTORY STOCK ) | 02/28/2023   | 02/28/2023 | 0.00            | 1,096.00       |                     |

| Vendor Number           | Vendor Name             |              |            |                 |                | Total Vendor Amount |
|-------------------------|-------------------------|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000224</a> | ASHTON WELDING          |              |            |                 |                | 1,173.74            |
| Payment Type            | Payment Number          |              |            | Payment Date    | Payment Amount |                     |
| Check                   |                         |              |            | 03/03/2023      | 1,173.74       |                     |
| Payable Number          | Description             | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">3172</a>    | REPAIRS TO TOILET TRUCK | 03/03/2023   | 03/03/2023 | 0.00            | 1,173.74       |                     |

| Vendor Number           | Vendor Name                                 |              |            |                 |                | Total Vendor Amount |
|-------------------------|---|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000246</a> | ATLANTIC PUMPING INC.                       |              |            |                 |                | 612.50              |
| Payment Type            | Payment Number                              |              |            | Payment Date    | Payment Amount |                     |
| Check                   |   |              |            | 03/03/2023      | 612.50         |                     |
| Payable Number          | Description                                 | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">359159</a>  | PUMP MANHOLE TO REPAIR CANNERY LIFT STATION | 03/02/2023   | 03/02/2023 | 0.00            | 612.50         |                     |

| Vendor Number           | Vendor Name              |              |            |                 |                | Total Vendor Amount |
|-------------------------|--------------------------|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000323</a> | BERLIN AUTOMOTIVE        |              |            |                 |                | 99.63               |
| Payment Type            | Payment Number           |              |            | Payment Date    | Payment Amount |                     |
| Check                   |                          |              |            | 03/03/2023      | 99.63          |                     |
| Payable Number          | Description              | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">441235</a>  | DUMP TRUCK TARP TAILGATE | 03/02/2023   | 03/02/2023 | 0.00            | 49.99          |                     |

## Payment Register

APPKT02599 - 20230303SW

|  |  |                            |                       |                        |                       |
|--|--|----------------------------|-----------------------|------------------------|-----------------------|
| <a href="#">441907</a>                     | OIL DRAIN PAN                                      | 03/02/2023                 | 03/02/2023            | 0.00                   | 49.64                 |
| <b>Vendor Number</b>                       | <b>Vendor Name</b>                                 | <b>Total Vendor Amount</b> |                       |                        |                       |
| <a href="#">0000453</a>                    | CAPITAL ELECTRIC SUPPLY COMPANY                    | 3,279.60                   |                       |                        |                       |
| <b>Payment Type</b>                        | <b>Payment Number</b>                              | <b>Payment Date</b>        | <b>Payment Amount</b> |                        |                       |
| Check                                      |  | 03/03/2023                 | 3,279.60              |                        |                       |
| <b>Payable Number</b>                      | <b>Description</b>                                 | <b>Payable Date</b>        | <b>Due Date</b>       | <b>Discount Amount</b> | <b>Payable Amount</b> |
| <a href="#">S050723129.001</a>             | OVERHEAD 50 WATT LED ROADWAY STREET LIGHTS.        | 03/02/2023                 | 03/02/2023            | 0.00                   | 2,522.73              |
| <a href="#">S051008048.001, S051062848</a> | SUPPLIES AND MATERIAL ( INVENTORY STOCK )          | 02/28/2023                 | 02/28/2023            | 0.00                   | 682.45                |
| <a href="#">S051199216.001</a>             | ELECTRICAL PARTS NON-POTABLE PUMP                  | 03/02/2023                 | 03/02/2023            | 0.00                   | 74.42                 |
| <b>Vendor Number</b>                       | <b>Vendor Name</b>                                 | <b>Total Vendor Amount</b> |                       |                        |                       |
| <a href="#">0003317</a>                    | CARTER MACHINERY COMPANY INC                       | 1,851.36                   |                       |                        |                       |
| <b>Payment Type</b>                        | <b>Payment Number</b>                              | <b>Payment Date</b>        | <b>Payment Amount</b> |                        |                       |
| Check                                      |  | 03/03/2023                 | 1,851.36              |                        |                       |
| <b>Payable Number</b>                      | <b>Description</b>                                 | <b>Payable Date</b>        | <b>Due Date</b>       | <b>Discount Amount</b> | <b>Payable Amount</b> |
| <a href="#">1293348</a>                    | GENERATOR 346E                                     | 03/02/2023                 | 03/02/2023            | 0.00                   | 1,851.36              |
| <b>Vendor Number</b>                       | <b>Vendor Name</b>                                 | <b>Total Vendor Amount</b> |                       |                        |                       |
| <a href="#">0000480</a>                    | CATO OIL CO., INC.                                 | 9,027.64                   |                       |                        |                       |
| <b>Payment Type</b>                        | <b>Payment Number</b>                              | <b>Payment Date</b>        | <b>Payment Amount</b> |                        |                       |
| Check                                      |  | 03/03/2023                 | 9,027.64              |                        |                       |
| <b>Payable Number</b>                      | <b>Description</b>                                 | <b>Payable Date</b>        | <b>Due Date</b>       | <b>Discount Amount</b> | <b>Payable Amount</b> |
| <a href="#">CFSI-1104</a>                  | FEB VEHICLE GAS                                    | 03/02/2023                 | 03/02/2023            | 0.00                   | 9,027.64              |
| <b>Vendor Number</b>                       | <b>Vendor Name</b>                                 | <b>Total Vendor Amount</b> |                       |                        |                       |
| <a href="#">0000511</a>                    | CHOPTANK ELECTRIC COOPERATIVE, INC.                | 3,956.46                   |                       |                        |                       |
| <b>Payment Type</b>                        | <b>Payment Number</b>                              | <b>Payment Date</b>        | <b>Payment Amount</b> |                        |                       |
| Check                                      |  | 03/03/2023                 | 3,956.46              |                        |                       |
| <b>Payable Number</b>                      | <b>Description</b>                                 | <b>Payable Date</b>        | <b>Due Date</b>       | <b>Discount Amount</b> | <b>Payable Amount</b> |
| <a href="#">414700 FEB FY 23</a>           | UTILITY -SPRAY SITES                               | 02/22/2023                 | 02/22/2023            | 0.00                   | 3,956.46              |
| <b>Vendor Number</b>                       | <b>Vendor Name</b>                                 | <b>Total Vendor Amount</b> |                       |                        |                       |
| <a href="#">0000529</a>                    | CINTAS FIRST AID & SAFETY                          | 44.13                      |                       |                        |                       |
| <b>Payment Type</b>                        | <b>Payment Number</b>                              | <b>Payment Date</b>        | <b>Payment Amount</b> |                        |                       |
| Check                                      |  | 03/03/2023                 | 44.13                 |                        |                       |
| <b>Payable Number</b>                      | <b>Description</b>                                 | <b>Payable Date</b>        | <b>Due Date</b>       | <b>Discount Amount</b> | <b>Payable Amount</b> |
| <a href="#">5147353981</a>                 | FIRST AID KIT AND SUPPLIES                         | 03/03/2023                 | 03/03/2023            | 0.00                   | 44.13                 |
| <b>Vendor Number</b>                       | <b>Vendor Name</b>                                 | <b>Total Vendor Amount</b> |                       |                        |                       |
| <a href="#">0000571</a>                    | COMCAST BUSINESS                                   | 1,191.01                   |                       |                        |                       |
| <b>Payment Type</b>                        | <b>Payment Number</b>                              | <b>Payment Date</b>        | <b>Payment Amount</b> |                        |                       |
| Check                                      |  | 03/03/2023                 | 1,191.01              |                        |                       |
| <b>Payable Number</b>                      | <b>Description</b>                                 | <b>Payable Date</b>        | <b>Due Date</b>       | <b>Discount Amount</b> | <b>Payable Amount</b> |
| <a href="#">166143558</a>                  | COMCAST TELEPHONE SERVICE                          | 02/24/2023                 | 02/24/2023            | 0.00                   | 1,191.01              |
| <b>Vendor Number</b>                       | <b>Vendor Name</b>                                 | <b>Total Vendor Amount</b> |                       |                        |                       |
| <a href="#">0003443</a>                    | CORE & MAIN LP                                     | 1,500.00                   |                       |                        |                       |
| <b>Payment Type</b>                        | <b>Payment Number</b>                              | <b>Payment Date</b>        | <b>Payment Amount</b> |                        |                       |
| Check                                      |  | 03/03/2023                 | 1,500.00              |                        |                       |
| <b>Payable Number</b>                      | <b>Description</b>                                 | <b>Payable Date</b>        | <b>Due Date</b>       | <b>Discount Amount</b> | <b>Payable Amount</b> |
| <a href="#">S363206</a>                    | RFP 2022-01 SMART WATER METERS                     | 02/28/2023                 | 02/28/2023            | 0.00                   | 1,500.00              |
| <b>Vendor Number</b>                       | <b>Vendor Name</b>                                 | <b>Total Vendor Amount</b> |                       |                        |                       |
| <a href="#">0000678</a>                    | DAVIS, BOWEN & FRIEDEL                             | 7,622.75                   |                       |                        |                       |
| <b>Payment Type</b>                        | <b>Payment Number</b>                              | <b>Payment Date</b>        | <b>Payment Amount</b> |                        |                       |
| Check                                      |  | 03/03/2023                 | 7,622.75              |                        |                       |
| <b>Payable Number</b>                      | <b>Description</b>                                 | <b>Payable Date</b>        | <b>Due Date</b>       | <b>Discount Amount</b> | <b>Payable Amount</b> |
| <a href="#">171618</a>                     | PROJ 0050A116.A01 ENGINEERING SERVICES             | 02/28/2023                 | 02/28/2023            | 0.00                   | 3,525.00              |
| <a href="#">175436</a>                     | PROJ 0050A116.A01 FORMER TYSON PLANT SELECTIVE DEM | 02/28/2023                 | 02/28/2023            | 0.00                   | 4,097.75              |



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| Vendor Number                     | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
|-----------------------------------|--------------------------------------|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000703</a>           | DELMARVA AUTO GLASS                  |              |            |                 |                | 329.00              |
| Payment Type                      | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                             |                                      |              |            | 03/03/2023      | 329.00         |                     |
| Payable Number                    | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">1-421323</a>          | WINDSHIELD REPLACEMENT 6735          | 02/28/2023   | 02/28/2023 | 0.00            | 329.00         |                     |
| <br>                              |                                      |              |            |                 |                |                     |
| Vendor Number                     | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000794</a>           | EASTERN SHORE COFFEE                 |              |            |                 |                | 39.19               |
| Payment Type                      | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                             |                                      |              |            | 03/03/2023      | 39.19          |                     |
| Payable Number                    | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">775196</a>            | DRINKING WATER AND COOLER RENTAL FEE | 02/22/2023   | 02/22/2023 | 0.00            | 39.19          |                     |
| <br>                              |                                      |              |            |                 |                |                     |
| Vendor Number                     | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000884</a>           | FARMERS AND PLANTERS CO INC          |              |            |                 |                | 207.97              |
| Payment Type                      | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                             |                                      |              |            | 03/03/2023      | 207.97         |                     |
| Payable Number                    | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">1221971</a>           | ROUND UP FOR PARKS                   | 02/28/2023   | 02/28/2023 | 0.00            | 207.97         |                     |
| <br>                              |                                      |              |            |                 |                |                     |
| Vendor Number                     | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000904</a>           | FISHER SCIENTIFIC                    |              |            |                 |                | 449.61              |
| Payment Type                      | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                             |                                      |              |            | 03/03/2023      | 449.61         |                     |
| Payable Number                    | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">0395893</a>           | LAB SUPPLIES                         | 03/02/2023   | 03/02/2023 | 0.00            | 449.61         |                     |
| <br>                              |                                      |              |            |                 |                |                     |
| Vendor Number                     | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002645</a>           | FREIGHTLINER OF DELMARVA             |              |            |                 |                | 7,774.76            |
| Payment Type                      | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                             |                                      |              |            | 03/03/2023      | 7,774.76       |                     |
| Payable Number                    | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">18714DS, 18714DSC</a> | VGT SENSOR 15 TRASH TRUCK            | 02/28/2023   | 02/28/2023 | 0.00            | 7,774.76       |                     |
| <br>                              |                                      |              |            |                 |                |                     |
| Vendor Number                     | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003482</a>           | GILLESPIE PRECAST LLC                |              |            |                 |                | 946.00              |
| Payment Type                      | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                             |                                      |              |            | 03/03/2023      | 946.00         |                     |
| Payable Number                    | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">103857</a>            | TRANSFORMER PAD                      | 02/22/2023   | 02/22/2023 | 0.00            | 946.00         |                     |
| <br>                              |                                      |              |            |                 |                |                     |
| Vendor Number                     | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000968</a>           | GOODY HILL GROUND WORK INC           |              |            |                 |                | 10,070.00           |
| Payment Type                      | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                             |                                      |              |            | 03/03/2023      | 10,070.00      |                     |
| Payable Number                    | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">10212</a>             | COMMERCE STREET SIDEWALK REPLACEMENT | 02/28/2023   | 02/28/2023 | 0.00            | 3,230.00       |                     |
| <a href="#">10213</a>             | FIX SIDEWALK ON NELSON AND FRANKLIN  | 03/02/2023   | 03/02/2023 | 0.00            | 2,250.00       |                     |
| <a href="#">10215</a>             | EMERGENCY WATER LINE REPLACEMENT     | 03/02/2023   | 03/02/2023 | 0.00            | 4,590.00       |                     |
| <br>                              |                                      |              |            |                 |                |                     |
| Vendor Number                     | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0000971</a>           | GRAN TURK EQUIPMENT CO               |              |            |                 |                | 5,508.99            |
| Payment Type                      | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                             |                                      |              |            | 03/03/2023      | 5,508.99       |                     |
| Payable Number                    | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">2030633-01</a>        | PARTS FOR SANITATION TRUCKS          | 02/24/2023   | 02/24/2023 | 0.00            | 5,508.99       |                     |

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| Vendor Number                           | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
|---|--------------------------------------|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0000977</a>                 | GREAT AMERICA FINANCIAL              |              |            |                 |                | 339.52              |
| Payment Type                            | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                                   |                                      |              |            | 03/03/2023      | 339.52         |                     |
| Payable Number                          | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">33482272</a>                | GREAT AMERICA                        | 02/22/2023   | 02/22/2023 | 0.00            | 339.52         |                     |
| <br>                                    |                                      |              |            |                 |                |                     |
| Vendor Number                           | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003523</a>                 | HENDERSON GARDEN SUPPLY LLC          |              |            |                 |                | 3,892.72            |
| Payment Type                            | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                                   |                                      |              |            | 03/03/2023      | 3,892.72       |                     |
| Payable Number                          | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">15629</a>                   | DOWNTOWN PLANTERS                    | 03/02/2023   | 03/02/2023 | 0.00            | 3,892.72       |                     |
| <br>                                    |                                      |              |            |                 |                |                     |
| Vendor Number                           | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001032</a>                 | HILL'S ELECTRIC MOTOR SERVICE INC.   |              |            |                 |                | 5,365.29            |
| Payment Type                            | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                                   |                                      |              |            | 03/03/2023      | 5,365.29       |                     |
| Payable Number                          | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">0137067</a>                 | MIXER MOTOR                          | 03/02/2023   | 03/02/2023 | 0.00            | 4,845.29       |                     |
| <a href="#">0138560</a>                 | SBR2 DISCHARGE VALVE REPLACEMENT     | 03/02/2023   | 03/02/2023 | 0.00            | 520.00         |                     |
| <br>                                    |                                      |              |            |                 |                |                     |
| Vendor Number                           | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001040</a>                 | HOME DEPOT CREDIT CARD SERVICES      |              |            |                 |                | 2,114.06            |
| Payment Type                            | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                                   |                                      |              |            | 03/03/2023      | 2,114.06       |                     |
| Payable Number                          | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">3053957,8054094,4025404</a> | MONTHLY SUPPLIES                     | 03/02/2023   | 03/02/2023 | 0.00            | 730.74         |                     |
| <a href="#">INV JAN/FEB</a>             | PARTS, TOOLS, AND OTHER SUPPLIES     | 03/02/2023   | 03/02/2023 | 0.00            | 951.36         |                     |
| <a href="#">INVS JAN /FEB</a>           | PARTS, TOOLS, AND OTHER SUPPLIES     | 03/02/2023   | 03/02/2023 | 0.00            | 431.96         |                     |
| <br>                                    |                                      |              |            |                 |                |                     |
| Vendor Number                           | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001218</a>                 | KEEN COMPRESS GAS                    |              |            |                 |                | 35.50               |
| Payment Type                            | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                                   |                                      |              |            | 03/03/2023      | 35.50          |                     |
| Payable Number                          | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">31062244</a>                | O2 OXYGEN                            | 03/02/2023   | 03/02/2023 | 0.00            | 35.50          |                     |
| <br>                                    |                                      |              |            |                 |                |                     |
| Vendor Number                           | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001278</a>                 | LAWRENCE TIM                         |              |            |                 |                | 18.34               |
| Payment Type                            | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                                   |                                      |              |            | 03/03/2023      | 18.34          |                     |
| Payable Number                          | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">REIMB 2/22/2023</a>         | SHIPPING COST - RETURN CLIMBING GEAR | 02/28/2023   | 02/28/2023 | 0.00            | 18.34          |                     |
| <br>                                    |                                      |              |            |                 |                |                     |
| Vendor Number                           | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001390</a>                 | MARYLAND CHIEFS OF POLICE ASSOC      |              |            |                 |                | 217.00              |
| Payment Type                            | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                                   |                                      |              |            | 03/03/2023      | 217.00         |                     |
| Payable Number                          | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">02222023</a>                | POST TEST FROM NOVEMBER TESTING      | 02/23/2023   | 02/23/2023 | 0.00            | 217.00         |                     |
| <br>                                    |                                      |              |            |                 |                |                     |
| Vendor Number                           | Vendor Name                          |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001493</a>                 | MID-ATLANTIC WASTE SYSTEMS           |              |            |                 |                | 2,224.26            |
| Payment Type                            | Payment Number                       |              |            | Payment Date    | Payment Amount |                     |
| Check                                   |                                      |              |            | 03/03/2023      | 2,224.26       |                     |
| Payable Number                          | Description                          | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">166120</a>                  | LIDS WASTE WHEELERS                  | 02/22/2023   | 02/22/2023 | 0.00            | 2,224.26       |                     |

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| Vendor Number                  | Vendor Name                                      |              |                |                 |                | Total Vendor Amount |
|--------------------------------|--|--------------|----------------|-----------------|----------------|---------------------|
| <a href="#">0001495</a>        | MIDDLE DEPARTMENT INSPECTION AGENCY              |              |                |                 |                | 1,230.88            |
| Payment Type                   | Payment Number                                   | Payment Date | Payment Amount |                 |                |                     |
| Check                          |  | 03/03/2023   | 1,230.88       |                 |                |                     |
| Payable Number                 | Description                                      | Payable Date | Due Date       | Discount Amount | Payable Amount |                     |
| <a href="#">844507</a>         | INSPECTION SERVICE                               | 02/24/2023   | 02/24/2023     | 0.00            | 110.00         |                     |
| <a href="#">844660</a>         | INSPECTION SERVICE                               | 02/24/2023   | 02/24/2023     | 0.00            | 150.00         |                     |
| <a href="#">844699</a>         | INSPECTION SERVICE                               | 02/24/2023   | 02/24/2023     | 0.00            | 791.88         |                     |
| <a href="#">844700</a>         | INSPECTION SERVICE                               | 02/24/2023   | 02/24/2023     | 0.00            | 75.00          |                     |
| <a href="#">844727</a>         | INSPECTION SERVICE                               | 02/24/2023   | 02/24/2023     | 0.00            | 104.00         |                     |
| Vendor Number                  | Vendor Name                                      |              |                |                 |                | Total Vendor Amount |
| <a href="#">0003522</a>        | MILKSHAKE MUSIC LLC                              |              |                |                 |                | 900.00              |
| Payment Type                   | Payment Number                                   | Payment Date | Payment Amount |                 |                |                     |
| Check                          |  | 03/03/2023   | 900.00         |                 |                |                     |
| Payable Number                 | Description                                      | Payable Date | Due Date       | Discount Amount | Payable Amount |                     |
| <a href="#">641142</a>         | ENTERTAINMENT SPRING CELEBRATION MSAC GRANT FUND | 03/02/2023   | 03/02/2023     | 0.00            | 900.00         |                     |
| Vendor Number                  | Vendor Name                                      |              |                |                 |                | Total Vendor Amount |
| <a href="#">0001565</a>        | NATIONWIDE RETIREMENT SOLUTIONS                  |              |                |                 |                | 3,546.80            |
| Payment Type                   | Payment Number                                   | Payment Date | Payment Amount |                 |                |                     |
| Check                          |  | 03/03/2023   | 3,546.80       |                 |                |                     |
| Payable Number                 | Description                                      | Payable Date | Due Date       | Discount Amount | Payable Amount |                     |
| <a href="#">PPE 02/26/2023</a> | NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS     | 02/28/2023   | 02/28/2023     | 0.00            | 3,546.80       |                     |
| Vendor Number                  | Vendor Name                                      |              |                |                 |                | Total Vendor Amount |
| <a href="#">0001625</a>        | ONE CALL CONCEPTS, INC.                          |              |                |                 |                | 47.47               |
| Payment Type                   | Payment Number                                   | Payment Date | Payment Amount |                 |                |                     |
| Check                          |  | 03/03/2023   | 47.47          |                 |                |                     |
| Payable Number                 | Description                                      | Payable Date | Due Date       | Discount Amount | Payable Amount |                     |
| <a href="#">3026162</a>        | MISS UTILITY TICKETS                             | 03/03/2023   | 03/03/2023     | 0.00            | 47.47          |                     |
| Vendor Number                  | Vendor Name                                      |              |                |                 |                | Total Vendor Amount |
| <a href="#">0001676</a>        | PENINSULA AUTO & TRUCK PARTS, INC                |              |                |                 |                | 97.36               |
| Payment Type                   | Payment Number                                   | Payment Date | Payment Amount |                 |                |                     |
| Check                          |  | 03/03/2023   | 97.36          |                 |                |                     |
| Payable Number                 | Description                                      | Payable Date | Due Date       | Discount Amount | Payable Amount |                     |
| <a href="#">205720</a>         | PARTS FOR TRUCKS AND EQUIPMENT                   | 03/02/2023   | 03/02/2023     | 0.00            | 97.36          |                     |
| Vendor Number                  | Vendor Name                                      |              |                |                 |                | Total Vendor Amount |
| <a href="#">0002524</a>        | QUADIENT LEASING USA INC                         |              |                |                 |                | 481.65              |
| Payment Type                   | Payment Number                                   | Payment Date | Payment Amount |                 |                |                     |
| Check                          |  | 03/03/2023   | 481.65         |                 |                |                     |
| Payable Number                 | Description                                      | Payable Date | Due Date       | Discount Amount | Payable Amount |                     |
| <a href="#">N9831939</a>       | QUARTERLY LEASE PAYMENT TOWN POSTAGE MACHINE     | 03/01/2023   | 03/01/2023     | 0.00            | 481.65         |                     |
| Vendor Number                  | Vendor Name                                      |              |                |                 |                | Total Vendor Amount |
| <a href="#">0001757</a>        | RACETRACK AUTO CENTER                            |              |                |                 |                | 5,355.07            |
| Payment Type                   | Payment Number                                   | Payment Date | Payment Amount |                 |                |                     |
| Check                          |  | 03/03/2023   | 5,355.07       |                 |                |                     |
| Payable Number                 | Description                                      | Payable Date | Due Date       | Discount Amount | Payable Amount |                     |
| <a href="#">14748</a>          | TIRES FOR TRUCKS 71&81                           | 03/03/2023   | 03/03/2023     | 0.00            | 786.69         |                     |
| <a href="#">147482</a>         | TIRES FOR TRUCKS 71&81                           | 03/03/2023   | 03/03/2023     | 0.00            | 876.44         |                     |
| <a href="#">147628</a>         | TAHOE TIRES                                      | 03/03/2023   | 03/03/2023     | 0.00            | 1,161.28       |                     |
| <a href="#">147637</a>         | 6740 LOF, SENSOR                                 | 02/23/2023   | 02/23/2023     | 0.00            | 527.68         |                     |
| <a href="#">147700</a>         | 6740 TIRES, RACK AND PINION, HUB                 | 03/03/2023   | 03/03/2023     | 0.00            | 1,903.41       |                     |
| <a href="#">147713</a>         | LUBE, OIL, FILTER CHANGE #6749                   | 02/28/2023   | 02/28/2023     | 0.00            | 99.57          |                     |



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| Vendor Number                  | Vendor Name                                   |              |            |                 |                | Total Vendor Amount |
|--------------------------------|---|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0003171</a>        | RICKY JARMON                                  |              |            |                 |                | 800.04              |
| Payment Type                   | Payment Number                                |              |            | Payment Date    | Payment Amount |                     |
| Check                          |   |              |            | 03/03/2023      | 800.04         |                     |
| Payable Number                 | Description                                   | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">FEB FY 23</a>      | MONTHLY CLEANING SERVICE POLICE BUILDING      | 02/28/2023   | 02/28/2023 | 0.00            | 800.04         |                     |
| <br>                           |   |              |            |                 |                |                     |
| Vendor Number                  | Vendor Name                                   |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003493</a>        | ROLOGARD GLOBAL COMPANY LLC                   |              |            |                 |                | 22,500.00           |
| Payment Type                   | Payment Number                                |              |            | Payment Date    | Payment Amount |                     |
| Check                          |   |              |            | 03/03/2023      | 22,500.00      |                     |
| Payable Number                 | Description                                   | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">1221222-089</a>    | GRANT FUNDED VEHICLE BARRIERS                 | 02/22/2023   | 02/22/2023 | 0.00            | 22,500.00      |                     |
| <br>                           |   |              |            |                 |                |                     |
| Vendor Number                  | Vendor Name                                   |              |            |                 |                | Total Vendor Amount |
| <a href="#">0001839</a>        | ROY CASE INC                                  |              |            |                 |                | 823.16              |
| Payment Type                   | Payment Number                                |              |            | Payment Date    | Payment Amount |                     |
| Check                          |   |              |            | 03/03/2023      | 823.16         |                     |
| Payable Number                 | Description                                   | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">4809</a>           | REPLACE LIGHTS IN LAB                         | 02/23/2023   | 02/23/2023 | 0.00            | 823.16         |                     |
| <br>                           |   |              |            |                 |                |                     |
| Vendor Number                  | Vendor Name                                   |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002022</a>        | STUART C IRBY CO                              |              |            |                 |                | 2,420.00            |
| Payment Type                   | Payment Number                                |              |            | Payment Date    | Payment Amount |                     |
| Check                          |   |              |            | 03/03/2023      | 2,420.00       |                     |
| Payable Number                 | Description                                   | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">S013397254.001</a> | COND TPLX URD 1/0-2N BRENAU/HS/YES 1000' REEL | 02/28/2023   | 02/28/2023 | 0.00            | 2,045.00       |                     |
| <a href="#">S013408113.001</a> | LITHIUM DX124-12A-J50 PHOTO CONTROL EYES      | 03/02/2023   | 03/02/2023 | 0.00            | 375.00         |                     |
| <br>                           |   |              |            |                 |                |                     |
| Vendor Number                  | Vendor Name                                   |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003087</a>        | THERMAL PROCESS SYSTEMS INC                   |              |            |                 |                | 415.46              |
| Payment Type                   | Payment Number                                |              |            | Payment Date    | Payment Amount |                     |
| Check                          |   |              |            | 03/03/2023      | 415.46         |                     |
| Payable Number                 | Description                                   | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">-69122.5</a>       | TRACTION CONTROL SYSTEM SENSOR                | 02/23/2023   | 02/23/2023 | 0.00            | 415.46         |                     |
| <br>                           |   |              |            |                 |                |                     |
| Vendor Number                  | Vendor Name                                   |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003382</a>        | TK CONSTRUCTION INC                           |              |            |                 |                | 2,440.00            |
| Payment Type                   | Payment Number                                |              |            | Payment Date    | Payment Amount |                     |
| Check                          |   |              |            | 03/03/2023      | 2,440.00       |                     |
| Payable Number                 | Description                                   | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">23-0019</a>        | EMERGENCY REPAIR DISCHARGE PIPE CANNERY       | 03/02/2023   | 03/02/2023 | 0.00            | 2,440.00       |                     |
| <br>                           |   |              |            |                 |                |                     |
| Vendor Number                  | Vendor Name                                   |              |            |                 |                | Total Vendor Amount |
| <a href="#">0003149</a>        | TRANSAMERCIA                                  |              |            |                 |                | 271.98              |
| Payment Type                   | Payment Number                                |              |            | Payment Date    | Payment Amount |                     |
| Check                          |   |              |            | 03/03/2023      | 271.98         |                     |
| Payable Number                 | Description                                   | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">2504924594</a>     | TRANSAMERICA EMPLOYEE PAID SUPPLEMENTAL LIFE  | 02/28/2023   | 02/28/2023 | 0.00            | 271.98         |                     |
| <br>                           |   |              |            |                 |                |                     |
| Vendor Number                  | Vendor Name                                   |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002928</a>        | UNIFIRST CORPORATION                          |              |            |                 |                | 340.30              |
| Payment Type                   | Payment Number                                |              |            | Payment Date    | Payment Amount |                     |
| Check                          |   |              |            | 03/03/2023      | 340.30         |                     |
| Payable Number                 | Description                                   | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">1430055717</a>     | UNIFORM AND CLEANING SERVICE - PUBLIC WORKS   | 02/27/2023   | 02/27/2023 | 0.00            | 97.39          |                     |
| <a href="#">1430056828</a>     | UNIFORM AND CLEANING SERVICE - PUBLIC WORKS   | 02/27/2023   | 02/27/2023 | 0.00            | 145.52         |                     |
| <a href="#">1430056829</a>     | UNIFORM AND CLEANING SERVICE - PUBLIC WORKS   | 02/27/2023   | 02/27/2023 | 0.00            | 97.39          |                     |

# Payment Register

APPKT02599 - 20230303SW

| Vendor Number                                 | Vendor Name                               |              |            |                 |                | Total Vendor Amount |
|---|---|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0003207</a>                       | UNITED ENERGY TRADING LLC                 |              |            |                 |                | 3,246.26            |
| Payment Type                                  | Payment Number                            |              |            | Payment Date    | Payment Amount |                     |
| Check   |   |              |            | 03/03/2023      | 3,246.26       |                     |
| Payable Number                                | Description                               | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">226328</a>                        | NATURAL GAS TRANSPORTATION - POWER PLANT  | 02/22/2023   | 02/22/2023 | 0.00            | 3,246.26       |                     |
| Vendor Number                                 | Vendor Name                               |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002205</a>                       | UNITED WAY OF THE EASTERN SHORE           |              |            |                 |                | 45.00               |
| Payment Type                                  | Payment Number                            |              |            | Payment Date    | Payment Amount |                     |
| Check   |   |              |            | 03/03/2023      | 45.00          |                     |
| Payable Number                                | Description                               | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">PPE 02/26/2023</a>                | UNITED WAY EMPLOYEE CONTRIBUTIONS         | 02/28/2023   | 02/28/2023 | 0.00            | 45.00          |                     |
| Vendor Number                                 | Vendor Name                               |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002231</a>                       | VA MD & DE ASSOC OF ELECTRIC COOPERATIVES |              |            |                 |                | 2,400.00            |
| Payment Type                                  | Payment Number                            |              |            | Payment Date    | Payment Amount |                     |
| Check   |   |              |            | 03/03/2023      | 2,400.00       |                     |
| Payable Number                                | Description                               | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">26542</a>                         | LINEMAN & METER TRAINING                  | 03/01/2023   | 03/01/2023 | 0.00            | 2,400.00       |                     |
| Vendor Number                                 | Vendor Name                               |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002233</a>                       | VALERIE J MANN                            |              |            |                 |                | 700.00              |
| Payment Type                                  | Payment Number                            |              |            | Payment Date    | Payment Amount |                     |
| Check   |   |              |            | 03/03/2023      | 700.00         |                     |
| Payable Number                                | Description                               | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">02162023</a>                      | GRANT WRITING                             | 02/23/2023   | 02/23/2023 | 0.00            | 425.00         |                     |
| <a href="#">02222023</a>                      | GRANT WRITING                             | 02/24/2023   | 02/24/2023 | 0.00            | 275.00         |                     |
| Vendor Number                                 | Vendor Name                               |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002248</a>                       | VERIZON BUSINESS                          |              |            |                 |                | 104.06              |
| Payment Type                                  | Payment Number                            |              |            | Payment Date    | Payment Amount |                     |
| Check   |   |              |            | 03/03/2023      | 104.06         |                     |
| Payable Number                                | Description                               | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">74038282</a>                      | BUSINESS TELEPHONE CALLS                  | 02/28/2023   | 02/28/2023 | 0.00            | 104.06         |                     |
| Vendor Number                                 | Vendor Name                               |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002246</a>                       | VERIZON-000014448231                      |              |            |                 |                | 806.35              |
| Payment Type                                  | Payment Number                            |              |            | Payment Date    | Payment Amount |                     |
| Check   |   |              |            | 03/03/2023      | 806.35         |                     |
| Payable Number                                | Description                               | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">00001448231 FEB FY 23</a>         | VERIZON TELEPHONE SERVICE 000014448231    | 02/23/2023   | 02/23/2023 | 0.00            | 806.35         |                     |
| Vendor Number                                 | Vendor Name                               |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002247</a>                       | VERIZON-000718605643                      |              |            |                 |                | 55.34               |
| Payment Type                                  | Payment Number                            |              |            | Payment Date    | Payment Amount |                     |
| Check   |   |              |            | 03/03/2023      | 55.34          |                     |
| Payable Number                                | Description                               | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">850-466-066-0001-46 FEB FY 23</a> | VERIZON TELEPHONE SERVICE 000718605643    | 02/23/2023   | 02/23/2023 | 0.00            | 55.34          |                     |
| Vendor Number                                 | Vendor Name                               |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002857</a>                       | VERIZON-850462866001-13                   |              |            |                 |                | 47.07               |
| Payment Type                                  | Payment Number                            |              |            | Payment Date    | Payment Amount |                     |
| Check   |   |              |            | 03/03/2023      | 47.07          |                     |
| Payable Number                                | Description                               | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">850-462-866-0001-13 FEB FY 23</a> | VERIZON SERVICE 850462866001-13           | 02/23/2023   | 02/23/2023 | 0.00            | 47.07          |                     |

**Payment Register**

**APPKT02599 - 20230303SW**

| Vendor Number                             | Vendor Name                             |              |            |                 |                | Total Vendor Amount |
|---|---|--------------|------------|-----------------|----------------|---------------------|
| <a href="#">0002304</a>                   | WEST OCEAN CITY ILLNESS & INJURY CENTER |              |            |                 |                | 253.00              |
| Payment Type                              | Payment Number                          |              |            | Payment Date    | Payment Amount |                     |
| Check                                     |   |              |            | 03/03/2023      | 253.00         |                     |
| Payable Number                            | Description                             | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">19209070,19707352,1970628</a> | DRUG TESTING                            | 03/02/2023   | 03/02/2023 | 0.00            | 93.00          |                     |
| <a href="#">19627720,19675681</a>         | DOT PHYSICALS                           | 02/23/2023   | 02/23/2023 | 0.00            | 160.00         |                     |
| Vendor Number                             | Vendor Name                             |              |            |                 |                | Total Vendor Amount |
| <a href="#">0002348</a>                   | WOR WIC COMMUNITY COLLEGE               |              |            |                 |                | 146.20              |
| Payment Type                              | Payment Number                          |              |            | Payment Date    | Payment Amount |                     |
| Check                                     |   |              |            | 03/03/2023      | 146.20         |                     |
| Payable Number                            | Description                             | Payable Date | Due Date   | Discount Amount | Payable Amount |                     |
| <a href="#">13004</a>                     | ACADEMY FEES FOR SMITH AND VITJATHORN   | 02/28/2023   | 02/28/2023 | 0.00            | 146.20         |                     |



## Payment Summary

| Bank Code             | Type  | Payable<br>Count | Payment<br>Count | Discount    | Payment           |
|-----------------------|-------|------------------|------------------|-------------|-------------------|
| BOC AP                | Check | 84               | 56               | 0.00        | 151,578.66        |
| <b>Packet Totals:</b> |       | <b>84</b>        | <b>56</b>        | <b>0.00</b> | <b>151,578.66</b> |



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT09420 - 20230301MT

| Account          | Name             | Date     | Check # | Amount                 | Code     | Receipt | Amount  | Type    |
|------------------|------------------|----------|---------|------------------------|----------|---------|---------|---------|
| 22-5200000-00    | SHORE UP-REFUNDS | 3/1/2023 | 24027   | 3,792.00               |          |         | 3792.00 | Deposit |
| Total Refunds: 1 |                  |          |         | Total Refunded Amount: | 3,792.00 |         |         |         |

## Revenue Code Summary

| Revenue Code                      | Amount  |
|-----------------------------------|---------|
| 996 - UNAPPLIED CREDITS / REFUNDS | 3792.00 |
| Revenue Total:                    | 3792.00 |

## General Ledger Distribution

Posting Date: 03/03/2023

|                        | Account Number      | Account Name            | Posting Amount | IFT |
|------------------------|---------------------|-------------------------|----------------|-----|
| Fund: 10 - ELECTRIC    | 10-1110-1098        | CLAIM ON CASH-FUND 10   | -3,792.00      | Yes |
|                        | 10-2010-2074        | UNAPPLIED CREDITS       | 3,792.00       |     |
|                        | 10 Total:           |                         | 0.00           |     |
|                        |                     |                         |                |     |
| Fund: 98 - POOLED CASH | 98-1098-1000        | CENTRAL DEPOSITORY CASH | -3,792.00      |     |
|                        | 98-2498-2200        | DUE TO OTHER FUNDS      | 3,792.00       |     |
|                        | 98 Total:           |                         | 0.00           | Yes |
|                        | Distribution Total: |                         | 0.00           |     |



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT09390 - 20230221BS

| Account          | Name                                       | Date      | Check # | Amount                 | Code   | Receipt | Amount | Type    |
|------------------|--|-----------|---------|------------------------|--------|---------|--------|---------|
| 11-4740002-00    | Settlement, CSMB LLC dba Eastern Title and | 2/21/2023 | 24024   | 165.00                 |        |         | 165.00 | Deposit |
| Total Refunds: 1 |  |           |         | Total Refunded Amount: | 165.00 |         |        |         |

## Revenue Code Summary

| Revenue Code                      | Amount |
|-----------------------------------|--------|
| 996 - UNAPPLIED CREDITS / REFUNDS | 165.00 |
| Revenue Total:                    | 165.00 |

## General Ledger Distribution

Posting Date: 03/01/2023

|                        | Account Number      | Account Name            | Posting Amount | IFT |
|------------------------|---------------------|-------------------------|----------------|-----|
| Fund: 10 - ELECTRIC    | 10-1110-1098        | CLAIM ON CASH-FUND 10   | -165.00        | Yes |
|                        | 10-2010-2074        | UNAPPLIED CREDITS       | 165.00         |     |
|                        | 10 Total:           |                         | 0.00           |     |
|                        |                     |                         |                |     |
| Fund: 98 - POOLED CASH | 98-1098-1000        | CENTRAL DEPOSITORY CASH | -165.00        |     |
|                        | 98-2498-2200        | DUE TO OTHER FUNDS      | 165.00         |     |
|                        | 98 Total:           |                         | 0.00           | Yes |
|                        | Distribution Total: |                         | 0.00           |     |





Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09413 - Refunds 1 UBPKT09412 Single Billing

| Account                 | Name             | Date     | Check #                       | Amount   | Code | Receipt | Amount  | Type    |
|-------------------------|------------------|----------|-------------------------------|----------|------|---------|---------|---------|
| 11-1600001-07           | GREEN, JOSEPH    | 3/3/2023 | 24025                         | 251.98   |      |         | 251.98  | Deposit |
| 22-5200000-00           | SHORE UP-REFUNDS | 3/3/2023 | 24026                         | 1,376.63 |      |         | 1376.63 | Deposit |
| <b>Total Refunds: 2</b> |                  |          | <b>Total Refunded Amount:</b> | 1,628.61 |      |         |         |         |

## Revenue Code Summary

| Revenue Code                      | Amount  |
|-----------------------------------|---------|
| 996 - UNAPPLIED CREDITS / REFUNDS | 1628.61 |
| <b>Revenue Total:</b>             | 1628.61 |

## General Ledger Distribution

Posting Date: 03/01/2023

|              | Account Number   | Account Name               | Posting Amount | IFT |
|--------------|------------------|----------------------------|----------------|-----|
| <b>Fund:</b> | 10 - ELECTRIC    |                            |                |     |
|              | 10-1110-1098     | CLAIM ON CASH-FUND 10      | -1,628.61      | Yes |
|              | 10-2010-2074     | UNAPPLIED CREDITS          | 1,628.61       |     |
|              |                  | <b>10 Total:</b>           | 0.00           |     |
| <b>Fund:</b> | 98 - POOLED CASH |                            |                |     |
|              | 98-1098-1000     | CENTRAL DEPOSITORY CASH    | -1,628.61      |     |
|              | 98-2498-2200     | DUE TO OTHER FUNDS         | 1,628.61       | Yes |
|              |                  | <b>98 Total:</b>           | 0.00           |     |
|              |                  | <b>Distribution Total:</b> | 0.00           |     |



Town of Berlin, MD

# Vendor History Report

By Vendor Name

Posting Date Range -

Payment Date Range 02/15/2023 - 03/07/2023

| Payable Number<br>Item Description                 | Description<br>Units | Price  | Post Date<br>Amount | 1099<br>Account Number | Payment Number<br>Payment Date<br>Account Name | Amount<br>Shipping<br>Dist Amount | Tax        | Discount | Net    | Payment            |
|--|----------------------|--------|---------------------|------------------------|--|-----------------------------------|------------|----------|--------|--------------------|
| <b>Vendor Set: 01 - Vendor Set 01</b>              |                      |        |                     |                        |  |                                   |            |          |        |                    |
| <b>0003138 - CARD SERVICES CENTER</b>              |                      |        |                     |                        |  |                                   |            |          |        |                    |
| JAN FEB FY 23                                      | BOC CREDIT CARD      |        | 2/23/2023           | DFT0000332             | 2/27/2023                                      | 14100.44<br>387.89                | 49.75<br>0 | 0<br>0   | 0<br>0 | 14150.19<br>387.89 |
| MSA YELLOW FULL-BRIM RATCHET STYLE HARDHAT ( 3 )   | 1                    | 58.59  | 58.59               | 10-5620-5740           | SAFETY SUPPLIES AND MATERIALS                  | 58.59                             |            |          |        |                    |
| EKLIND STEEL HANDLE FOLD-UP HEX ALLEN WRENCH SET.  | 4                    | 14.1   | 56.4                | 10-5620-5730           | SUPPLIES AND OPERATIONS                        | 56.4                              |            |          |        |                    |
| POWER GREASE CLEANER, GUMOUT SPRAY, LUBE           | 1                    | 48.25  | 48.25               | 10-5620-5730           | SUPPLIES AND OPERATIONS                        | 48.25                             |            |          |        |                    |
| MSA YELLOW FULL-BRIM RATCHET STYLE HARDHAT ( 2 )   | 1                    | 39.06  | 39.06               | 10-5620-5740           | SAFETY SUPPLIES AND MATERIALS                  | 39.06                             |            |          |        |                    |
| POWERGRAB 41-400 THERMA HI-VISUAL WORK GLOVES      | 1                    | 34.95  | 34.95               | 10-5620-5730           | SUPPLIES AND OPERATIONS                        | 34.95                             |            |          |        |                    |
| BROTHER GENUINE P-TOUCH 2 PACK WHITE 3/4" TAPE     | 1                    | 29.99  | 29.99               | 10-5600-5700           | OFFICE SUPPLIES                                | 29.99                             |            |          |        |                    |
| ( 3 ) FIBERGLASS 16OZ CLAW HAMMERS FOR BUCKET VEH. | 3                    | 9.99   | 29.97               | 10-5620-5730           | SUPPLIES AND OPERATIONS                        | 29.97                             |            |          |        |                    |
| CASE BATHROOM TISSUE PAPER                         | 1                    | 28.79  | 28.79               | 10-5620-5730           | SUPPLIES AND OPERATIONS                        | 28.79                             |            |          |        |                    |
| DURCELL AAA BATTERIES FOR VARIOUS ELECTRONICS      | 1                    | 26.99  | 26.99               | 10-5620-5730           | SUPPLIES AND OPERATIONS                        | 26.99                             |            |          |        |                    |
| BROTHER GENUINE P-TOUCH 2 PACK WHITE 1/2" TAPE     | 1                    | 24.99  | 24.99               | 10-5600-5700           | OFFICE SUPPLIES                                | 24.99                             |            |          |        |                    |
| DURCELL CR2032 LITHIUM BATTERIES FOR METER EQUIP.  | 1                    | 9.91   | 9.91                | 10-5620-5730           | SUPPLIES AND OPERATIONS                        | 9.91                              |            |          |        |                    |
| JAN FEB FY 23                                      | BOC CREDIT CARD      |        | 2/24/2023           | DFT0000336             | 2/27/2023                                      | 3790.28                           | 0          | 0        | 0      | 3790.28            |
| RACETRACK AUTO - NEW TIRES                         | 1                    | 840.07 | 840.07              | 01-5400-5257           | VEHICLE MAINTENANCE                            | 840.07                            |            |          |        |                    |
| ART LEAGUE OF OC - ACCIDENTAL DOUBLE CHARGE        | 1                    | 500    | 500                 | 01-5400-5619           | SPONSORSHIPS                                   | 500                               |            |          |        |                    |
| ART LEAGUE OF OC - FILM FEST SPONSORSHIP           | 1                    | 500    | 500                 | 01-5400-5619           | SPONSORSHIPS                                   | 500                               |            |          |        |                    |
| BROADCAST MUSIC - BMI LIVE MUSIC YEARLY FEE        | 1                    | 421    | 421                 | 01-5400-5620           | DUES AND PUBLICATIONS                          | 421                               |            |          |        |                    |
| MD MUNICIPAL LEAGUE - MML CONFERENCE BOOTH FEE     | 1                    | 310    | 310                 | 01-5400-5619           | SPONSORSHIPS                                   | 310                               |            |          |        |                    |
| PAYPAL TRI COUNTY - TASTE OF EASTERN SHORE SPONSOR | 1                    | 300    | 300                 | 01-5400-5619           | SPONSORSHIPS                                   | 300                               |            |          |        |                    |
| BERLIN AUTO WASH - CAR DETAIL                      | 1                    | 235    | 235                 | 01-5400-5257           | VEHICLE MAINTENANCE                            | 235                               |            |          |        |                    |
| CANVA - 2023 EVENTS RETRACTABLE BANNER             | 1                    | 141    | 141                 | 01-5400-5720           | PRINTING                                       | 141                               |            |          |        |                    |
| AMAZON - WAGON FOR EVENTS AND TRANSPORTING         | 1                    | 133.99 | 133.99              | 01-5400-5700           | OFFICE SUPPLIES                                | 133.99                            |            |          |        |                    |
| HOME DEPOT - SHEET METAL FOR DISPLAY AT WLMCENTER  | 1                    | 87.76  | 87.76               | 01-5400-5700           | OFFICE SUPPLIES                                | 87.76                             |            |          |        |                    |
| PITTSVILLE FORD - TRANSMISSION CABLE BRUSHING      | 1                    | 86.14  | 86.14               | 01-5400-5257           | VEHICLE MAINTENANCE                            | 86.14                             |            |          |        |                    |
| PLAK THAT - EMPLOYMENT YARD SIGNS                  | 1                    | 84     | 84                  | 01-5400-5621           | EMPLOYEE TRAINING                              | 84                                |            |          |        |                    |
| AMAZON - FARMERS MARKET TABLE CLOTH                | 1                    | 74.99  | 74.99               | 01-5400-5720           | PRINTING                                       | 74.99                             |            |          |        |                    |
| CONSTANT CONTACT - MONTHLY FEE                     | 1                    | 65     | 65                  | 01-5400-5726           | ADVERTISING                                    | 65                                |            |          |        |                    |
| OTC BRANDS INC - WELCOME CENTER DECOR AND STICKERS | 1                    | 40.93  | 40.93               | 01-5400-5727           | MARKETING                                      | 40.93                             |            |          |        |                    |
| HOME DEPOT - SHEET METAL FOR DISPLAY AT WLMCENTER  | 1                    | 33.78  | 33.78               | 01-5400-5700           | OFFICE SUPPLIES                                | 33.78                             |            |          |        |                    |
| HOME DEPOT - RETURN FOR WRONG PRODUCT              | 1                    | -63.38 | -63.38              | 01-5400-5700           | OFFICE SUPPLIES                                | -63.38                            |            |          |        |                    |
| JAN FEB FY 23                                      | BOC CREDIT CARD      |        | 2/23/2023           | DFT0000342             | 2/27/2023                                      | 886.68                            | 0          | 0        | 0      | 886.68             |

Vendor History Report

|  |                 |         |           |                |                               |              |        |          |     | Posting Date Range - |             |
|--|-----------------|---------|-----------|----------------|-------------------------------|--------------|--------|----------|-----|----------------------|-------------|
| Payable Number                         | Description     |         | Post Date | 1099           | Payment Number                | Payment Date | Amount | Shipping | Tax | Discount             |             |
| Item Description                       | Units           | Price   | Amount    | Account Number | Account Name                  | Dist Amount  |        |          |     |                      | Net Payment |
| ADP PAYROLL PROCESSING SERVICES        | 0               | 0       | 717.06    | 01-5000-5200   | CONTRACTED SERVICES           | 50.45        |        |          |     |                      |             |
|  |                 |         |           | 01-5100-5200   | CONTRACTED SERVICES           | 40.36        |        |          |     |                      |             |
|  |                 |         |           | 01-5120-5200   | CONTRACTED SERVICES           | 30.27        |        |          |     |                      |             |
|  |                 |         |           | 01-5125-5200   | CONTRACTED SERVICES           | 30.27        |        |          |     |                      |             |
|  |                 |         |           | 01-5200-5200   | CONTRACTED SERVICES           | 181.62       |        |          |     |                      |             |
|  |                 |         |           | 01-5300-5200   | CONTRACTED SERVICES           | 10.09        |        |          |     |                      |             |
|  |                 |         |           | 01-5310-5200   | CONTRACTED SERVICES           | 30.27        |        |          |     |                      |             |
|  |                 |         |           | 01-5320-5200   | CONTRACTED SERVICES           | 50.45        |        |          |     |                      |             |
|  |                 |         |           | 01-5400-5200   | CONTRACTED SERVICES           | 20.18        |        |          |     |                      |             |
|  |                 |         |           | 01-5440-5200   | CONTRACTED SERVICES           | 20.18        |        |          |     |                      |             |
|  |                 |         |           | 10-5600-5200   | CONTRACTED SERVICES           | 10.09        |        |          |     |                      |             |
|  |                 |         |           | 10-5610-5200   | CONTRACTED SERVICES           | 10.09        |        |          |     |                      |             |
|  |                 |         |           | 10-5620-5200   | CONTRACTED SERVICES           | 71.28        |        |          |     |                      |             |
|  |                 |         |           | 20-5700-5200   | CONTRACTED SERVICES           | 15.14        |        |          |     |                      |             |
|  |                 |         |           | 20-5710-5200   | CONTRACTED SERVICES           | 10.09        |        |          |     |                      |             |
|  |                 |         |           | 20-5720-5200   | CONTRACTED SERVICES           | 15.14        |        |          |     |                      |             |
|  |                 |         |           | 24-5800-5200   | CONTRACTED SERVICES           | 15.14        |        |          |     |                      |             |
|  |                 |         |           | 24-5810-5200   | CONTRACTED SERVICES           | 15.14        |        |          |     |                      |             |
|  |                 |         |           | 24-5820-5200   | CONTRACTED SERVICES           | 30.27        |        |          |     |                      |             |
|  |                 |         |           | 24-5830-5200   | CONTRACTED SERVICES           | 40.36        |        |          |     |                      |             |
| D3 CORP MONTHLY WEB SERVICE            | 0               | 0       | 125       | 01-5100-5264   | WEBSITE                       | 125          |        |          |     |                      |             |
| AMAZON NOTEBOOKS                       | 1               | 44.62   | 44.62     | 01-5100-5700   | OFFICE SUPPLIES               | 44.62        |        |          |     |                      |             |
| JAN FEB FY 23                          | BOC CREDIT CARD |         | 2/24/2023 | DFT0000335     | 2/27/2023                     | 2569.32      | 0      | 0        | 0   | 2569.32              | 2569.32     |
| DAVE DAVIS-MTAP 4-HOTEL                | 1               | 536.52  | 536.52    | 10-5600-5615   | TRAVEL                        | 536.52       |        |          |     |                      |             |
| CALEB-LINE SCHOOL-LTAP 8-HOTEL CHARGES | 1               | 536.52  | 536.52    | 10-5600-5615   | TRAVEL                        | 536.52       |        |          |     |                      |             |
| DAVID DAVIS-FR SHIRTS                  | 1               | 419.94  | 419.94    | 10-5620-5740   | SAFETY SUPPLIES AND MATERIALS | 419.94       |        |          |     |                      |             |
| ALAN-FR PANTS                          | 1               | 367.2   | 367.2     | 10-5620-5740   | SAFETY SUPPLIES AND MATERIALS | 367.2        |        |          |     |                      |             |
| EV CHARGING STATION MATERIALS          | 1               | 208.85  | 208.85    | 10-5620-5730   | SUPPLIES AND OPERATIONS       | 208.85       |        |          |     |                      |             |
| DUMP TRUCK BATTERY                     | 1               | 168.83  | 168.83    | 10-5620-5257   | VEHICLE MAINTENANCE           | 168.83       |        |          |     |                      |             |
| CHARLES-FR SHIRTS                      | 1               | 139.98  | 139.98    | 10-5620-5740   | SAFETY SUPPLIES AND MATERIALS | 139.98       |        |          |     |                      |             |
| TIM-CALEB'S GRADUATION-HOTEL CHARGES   | 1               | 127.54  | 127.54    | 10-5600-5615   | TRAVEL                        | 127.54       |        |          |     |                      |             |
| TIM-THURMONT TRIP-E53-FUEL             | 1               | 65      | 65        | 10-5600-5630   | VEHICLE FUEL                  | 65           |        |          |     |                      |             |
| TIM-CALEB'S GRADUATION-E53 FUEL        | 1               | 61.6    | 61.6      | 10-5600-5630   | VEHICLE FUEL                  | 61.6         |        |          |     |                      |             |
| TIM-CALEB'S GRADUATION-E53 FUEL        | 1               | 57.2    | 57.2      | 10-5600-5630   | VEHICLE FUEL                  | 57.2         |        |          |     |                      |             |
| TOWN HALL PUBLIC RESTROOM-POWER PACK   | 1               | 53.72   | 53.72     | 01-5130-5250   | BUILDING MAINTENANCE          | 53.72        |        |          |     |                      |             |
| CHARLES-FR UNIFORM NAME PATCHES        | 1               | 37      | 37        | 10-5620-5730   | SUPPLIES AND OPERATIONS       | 37           |        |          |     |                      |             |
| TIM-PLANNERS                           | 1               | 35.98   | 35.98     | 10-5600-5730   | SUPPLIES AND OPERATIONS       | 35.98        |        |          |     |                      |             |
| TIM-THURMONT MD TRIP-FOOD              | 1               | 28.29   | 28.29     | 10-5600-5615   | TRAVEL                        | 28.29        |        |          |     |                      |             |
| FR UNIFORM SHIPPING CHARGES            | 1               | 19.77   | 19.77     | 01-5125-5601   | POSTAGE                       | 19.77        |        |          |     |                      |             |
| TIM-THURMONT MD TRIP-FOOD              | 1               | 12      | 12        | 10-5600-5615   | TRAVEL                        | 12           |        |          |     |                      |             |
| CREDIT                                 | 1               | -306.62 | -306.62   | 10-5620-5740   | SAFETY SUPPLIES AND MATERIALS | -306.62      |        |          |     |                      |             |

Vendor History Report

|   |                 |        |           |                |                               |              |         |          |     |          | Posting Date Range - |         |
|---|-----------------|--------|-----------|----------------|-------------------------------|--------------|---------|----------|-----|----------|----------------------|---------|
| Payable Number                                    | Description     |        | Post Date | 1099           | Payment Number                | Payment Date | Amount  | Shipping | Tax | Discount | Net                  | Payment |
| Item Description                                  | Units           | Price  | Amount    | Account Number | Account Name                  | Dist Amount  |         |          |     |          |                      |         |
| JAN FEB FY 23                                     | BOC CREDIT CARD |        | 2/23/2023 |                | DFT0000343                    | 2/27/2023    | 220     | 0        | 0   | 0        | 220                  | 220     |
| REGISTRATION TYNDALL & GUEST MML                  | 1               | 220    | 220       | 01-5000-5621   | EMPLOYEE TRAINING             | 220          |         |          |     |          |                      |         |
| JAN FEB FY 23                                     | BOC CREDIT CARD |        | 2/27/2023 |                | DFT0000334                    | 2/27/2023    | 116.67  | 0        | 0   | 0        | 116.67               | 116.67  |
| FIX A HYDRAIC LINE ON BACKHOE                     | 0               | 0      | 70.47     | 24-5810-5251   | EQUIPMENT MAINTENANCE         | 70.47        |         |          |     |          |                      |         |
| KEYS TO WELLS & LIFT STAT,STAINLESS STEEL NUTS    | 1               | 46.2   | 46.2      | 20-5720-5251   | EQUIPMENT MAINTENANCE         | 46.2         |         |          |     |          |                      |         |
| JAN FEB FY 23                                     | BOC CREDIT      |        | 2/23/2023 |                | DFT0000341                    | 2/27/2023    | 398.71  | 0        | 0   | 0        | 398.71               | 398.71  |
| BATTERIES 6738                                    | 0               | 0      | 298.74    | 01-5200-5257   | VEHICLE MAINTENANCE           | 298.74       |         |          |     |          |                      |         |
| DOG FOOD AND SUPPLIES                             | 0               | 0      | 99.97     | 01-5200-5730   | SUPPLIES AND OPERATIONS       | 99.97        |         |          |     |          |                      |         |
| JAN FEB FY 23                                     | BOC CREDIT CARD |        | 2/23/2023 |                | DFT0000340                    | 2/27/2023    | 533.59  | 0        | 0   | 0        | 533.59               | 533.59  |
| PRINTER FOR SHOP                                  | 1               | 200.34 | 200.34    | 01-5300-5700   | OFFICE SUPPLIES               | 200.34       |         |          |     |          |                      |         |
| SHOP CONNECTORS CRIMPERS                          | 1               | 121.09 | 121.09    | 01-5320-5257   | VEHICLE MAINTENANCE           | 121.09       |         |          |     |          |                      |         |
| DOT TRUCK INSPECTION BOOKS                        | 1               | 111.24 | 111.24    | 01-5310-5730   | SUPPLIES AND OPERATIONS       | 111.24       |         |          |     |          |                      |         |
| PRINTER FOR SHOP CARTRIDGE                        | 1               | 83.67  | 83.67     | 01-5300-5700   | OFFICE SUPPLIES               | 83.67        |         |          |     |          |                      |         |
| GAS CANS  | 1               | 60     | 60        | 01-5320-5630   | VEHICLE FUEL                  | 60           |         |          |     |          |                      |         |
| RUBBER WASHER PISTOL LOCK NUTS                    | 1               | 32.04  | 32.04     | 01-5310-5251   | EQUIPMENT MAINTENANCE         | 32.04        |         |          |     |          |                      |         |
| REFUNDED TAXES                                    | 1               | -5.47  | -5.47     | 01-5320-5730   | SUPPLIES AND OPERATIONS       | -5.47        |         |          |     |          |                      |         |
| RETURN ITEMS                                      | 1               | -69.32 | -69.32    | 01-5320-5730   | SUPPLIES AND OPERATIONS       | -69.32       |         |          |     |          |                      |         |
| JAN FEB FY 23                                     | BOC CREDIT CARD |        | 2/27/2023 |                | DFT0000339                    | 2/27/2023    | 811.92  | 0        | 0   | 0        | 811.92               | 811.92  |
| OCEAN BREEZE WWTP CONTROL BLDG HVAC               | 0               | 0      | 371.95    | 20-5700-5621   | EMPLOYEE TRAINING             | 371.95       |         |          |     |          |                      |         |
| AMAZON RUBBER BOOT ABALSOMA                       | 1               | 179.99 | 179.99    | 20-5700-5740   | SAFETY SUPPLIES AND MATERIALS | 179.99       |         |          |     |          |                      |         |
| MRWA SAMPLER CLASS                                | 4               | 25     | 100       | 20-5700-5621   | EMPLOYEE TRAINING             | 100          |         |          |     |          |                      |         |
| HOME DEPOT LOPPERS                                | 1               | 74.96  | 74.96     | 24-5830-5730   | SUPPLIES AND OPERATIONS       | 74.96        |         |          |     |          |                      |         |
| UTILITY PRO ANSI COAT ABALSOMA                    | 1               | 56     | 56        | 20-5700-5740   | SAFETY SUPPLIES AND MATERIALS | 56           |         |          |     |          |                      |         |
| MRWA SAMPLER CLASS                                | 1               | 25     | 25        | 20-5700-5621   | EMPLOYEE TRAINING             | 25           |         |          |     |          |                      |         |
| AMAZON MOUSE TRAP SPRAY SITE                      | 1               | 14.95  | 14.95     | 24-5830-5730   | SUPPLIES AND OPERATIONS       | 14.95        |         |          |     |          |                      |         |
| AMAZON CREDIT                                     | 1               | -10.93 | -10.93    | 20-5700-5740   | SAFETY SUPPLIES AND MATERIALS | -10.93       |         |          |     |          |                      |         |
| JAN FEB FY 23                                     | BOC CREDIT CARD |        | 2/23/2023 |                | DFT0000337                    | 2/27/2023    | 2682.75 | 49.75    | 0   | 0        | 2732.5               | 2732.5  |
| SHRM 5 LABOR LAW POSTERS WITH 3 YEAR SUBSCRIPTION | 5               | 175    | 924.75    | 01-5125-5700   | OFFICE SUPPLIES               | 184.95       |         |          |     |          |                      |         |
|   |                 |        |           | 01-5200-5700   | OFFICE SUPPLIES               | 184.95       |         |          |     |          |                      |         |
|   |                 |        |           | 01-5300-5700   | OFFICE SUPPLIES               | 184.95       |         |          |     |          |                      |         |
|   |                 |        |           | 10-5600-5700   | OFFICE SUPPLIES               | 184.95       |         |          |     |          |                      |         |
|   |                 |        |           | 20-5700-5730   | SUPPLIES AND OPERATIONS       | 92.48        |         |          |     |          |                      |         |
|   |                 |        |           | 24-5800-5730   | SUPPLIES AND OPERATIONS       | 92.47        |         |          |     |          |                      |         |
| CONSTANT CONTACT ANNUAL RENEWAL                   | 1               | 579.18 | 579.18    | 01-5100-5200   | CONTRACTED SERVICES           | 579.18       |         |          |     |          |                      |         |
| IIMC RENEWALS DAUB AND JENSEN                     | 0               | 0      | 310       | 01-5100-5620   | DUES AND PUBLICATIONS         | 310          |         |          |     |          |                      |         |
| HAMPTON INN - DAUB STAY FOR IIMC REGION 2 CONF    | 1               | 296.37 | 296.37    | 20-5700-5615   | TRAVEL                        | 296.37       |         |          |     |          |                      |         |
| TOTALLY PROMOTION TABLE CLOTH AND PENS            | 1               | 251.1  | 251.1     | 01-5125-5700   | OFFICE SUPPLIES               | 251.1        |         |          |     |          |                      |         |
| AMAZON STUDY GUIDES AND LAPTOP BAG                | 1               | 150.62 | 150.62    | 01-5100-5700   | OFFICE SUPPLIES               | 150.62       |         |          |     |          |                      |         |
| EASTERN SHORE SHRM MEMBERSHIP AND MEETING CARD    | 1               | 136.5  | 136.5     | 01-5100-5620   | DUES AND PUBLICATIONS         | 136.5        |         |          |     |          |                      |         |
| AMAZON OFFICE SUPPLIES REUSABLE NOTEBOOK          | 1               | 31.79  | 31.79     | 01-5100-5700   | OFFICE SUPPLIES               | 31.79        |         |          |     |          |                      |         |
| EZ PASS AUTO RENEWAL                              | 1               | 25     | 25        | 01-5100-5615   | TRAVEL                        | 25           |         |          |     |          |                      |         |



Vendor History Report

|   |                 |        |           |                |                         |              |          |          |     | Posting Date Range - |                   |
|---|-----------------|--------|-----------|----------------|-------------------------|--------------|----------|----------|-----|----------------------|-------------------|
| Payable Number                                | Description     |        | Post Date | 1099           | Payment Number          | Payment Date | Amount   | Shipping | Tax | Discount             |                   |
| Item Description                              | Units           | Price  | Amount    | Account Number | Account Name            | Dist Amount  |          |          |     |                      | Net Payment       |
| AMAZON OFFICE SUPPLIES REUSABLE NOTEBOOK PENS | 1               | 21.19  | 21.19     | 01-5100-5700   | OFFICE SUPPLIES         | 21.19        |          |          |     |                      |                   |
| EZ PASS LATCHUM TOLL BILL                     | 1               | 6      | 6         | 20-5700-5615   | TRAVEL                  | 6            |          |          |     |                      |                   |
| JAN FEB FY 23                                 | BOC CREDIT CARD |        | 2/23/2023 |                | DFT0000333              | 2/27/2023    | 1264.53  | 0        | 0   | 0                    | 1264.53 1264.53   |
| ATOMIC LED FLASHER                            | 1               | 695.29 | 695.29    | 01-5300-5730   | SUPPLIES AND OPERATIONS | 695.29       |          |          |     |                      |                   |
| LED LIGHT BULBS                               | 1               | 260.3  | 260.3     | 01-5300-5730   | SUPPLIES AND OPERATIONS | 260.3        |          |          |     |                      |                   |
| LED LIGHT BULBS TURN SIGNALS                  | 1               | 158.94 | 158.94    | 01-5300-5730   | SUPPLIES AND OPERATIONS | 158.94       |          |          |     |                      |                   |
| PESTED ADAN HALL                              | 1               | 150    | 150       | 01-5300-5621   | EMPLOYEE TRAINING       | 150          |          |          |     |                      |                   |
| JAN FEB FY 23                                 | BOC CREDIT CARD |        | 2/23/2023 |                | DFT0000338              | 2/27/2023    | 438.1    | 0        | 0   | 0                    | 438.1 438.1       |
| SUOOLIES FOR TOIWN HALL PAINTING              | 1               | 96.02  | 96.02     | 01-5130-5250   | BUILDING MAINTENANCE    | 96.02        |          |          |     |                      |                   |
| DEWALT 20 V BATTERY                           | 1               | 71.85  | 71.85     | 01-5320-5730   | SUPPLIES AND OPERATIONS | 71.85        |          |          |     |                      |                   |
| SNACKS SAFTERY TRAING                         | 1               | 43.38  | 43.38     | 01-5300-5615   | TRAVEL                  | 43.38        |          |          |     |                      |                   |
| PRIMER AND BRUSH                              | 1               | 41.7   | 41.7      | 01-5130-5250   | BUILDING MAINTENANCE    | 41.7         |          |          |     |                      |                   |
| RODENT SPRY FOR RATS                          | 1               | 38.14  | 38.14     | 01-5310-5730   | SUPPLIES AND OPERATIONS | 38.14        |          |          |     |                      |                   |
| GLOVES FOR SANATITION                         | 1               | 30.72  | 30.72     | 01-5320-5730   | SUPPLIES AND OPERATIONS | 30.72        |          |          |     |                      |                   |
| BATHROOM SIGNCMAGNET                          | 1               | 29.82  | 29.82     | 01-5130-5250   | BUILDING MAINTENANCE    | 29.82        |          |          |     |                      |                   |
| FLAG POLE PULLET                              | 1               | 24.48  | 24.48     | 01-5130-5250   | BUILDING MAINTENANCE    | 24.48        |          |          |     |                      |                   |
| DOOR STOP TOWN HALL                           | 1               | 18.01  | 18.01     | 01-5130-5250   | BUILDING MAINTENANCE    | 18.01        |          |          |     |                      |                   |
| BATHROOM SIGN                                 | 1               | 16.99  | 16.99     | 01-5130-5250   | BUILDING MAINTENANCE    | 16.99        |          |          |     |                      |                   |
| GLOVES FOR SANATITION                         | 1               | 15.36  | 15.36     | 01-5320-5730   | SUPPLIES AND OPERATIONS | 15.36        |          |          |     |                      |                   |
| RAT BAIT                                      | 1               | 11.63  | 11.63     | 01-5130-5250   | BUILDING MAINTENANCE    | 11.63        |          |          |     |                      |                   |
| Vendors: (1) Total 01 - Vendor Set 01:        |                 |        |           |                |                         |              | 14100.44 | 49.75    | 0   | 0                    | 14150.19 14150.19 |
| Vendors: (1) Report Total:                    |                 |        |           |                |                         |              | 14100.44 | 49.75    | 0   | 0                    | 14150.19 14150.19 |

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$2,658.64    |
| - Payments                | \$2,658.64    |
| - Other Credits           | \$0.00        |
| + Purchases               | \$398.71      |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$398.71      |

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$2,604.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$398.71  
Minimum Payment Due: \$25.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date                             | Post Date | Reference Number  | Transaction Description          | Amount      |
|---------------------------------------|-----------|-------------------|----------------------------------|-------------|
| 02/02                                 | 02/02     | 85421201100XSY5DL | PAYMENT -THANK YOU               | \$2,658.64- |
| 01/26                                 | 01/26     | 02305370W00JTQFQ3 | TRACTOR SUPPLY CO #181 BERLIN MD | \$99.97     |
| 01/31                                 | 01/31     | 55309590ZRQEB2RT3 | BERLIN AUTOMOTIVE BERLIN MD      | \$298.74    |
| TOTAL 'FINANCE CHARGE' BILLED IN 2022 |           |                   |                                  | \$0.00      |

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$398.71  
Minimum Payment Due: \$25.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$757.87      |
| - Payments                | \$757.87      |
| - Other Credits           | \$0.00        |
| + Purchases               | \$387.89      |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$387.89      |

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$1,022.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$387.89  
Minimum Payment Due: \$25.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date | Post Date | Reference Number  | Transaction Description                 | Amount    |
|-----------|-----------|-------------------|---|-----------|
| 02/02     | 02/02     | 85421201100XSY5DL | PAYMENT - THANK YOU                     | \$757.87- |
| 01/11     | 01/11     | 55432860B61YK850F | AMZN MKTP US*U49MY2G33 AMZN.COM/BILL WA | \$34.95   |
| 01/12     | 01/12     | 55310200Q2DYZTE2N | AMAZON.COM*NT50K32L3 A AMZN.COM/BILLWA  | \$29.97   |
| 01/12     | 01/12     | 55310200Q2E09JQDZ | AMAZON.COM*GU2CL7PF3 A AMZN.COM/BILLWA  | \$56.40   |
| 01/13     | 01/13     | 55432860D62DBESS5 | AMAZON.COM*AQ03X8123 AMZN.COM/BILL WA   | \$9.91    |
| 01/13     | 01/13     | 02305370E00JYETAL | BJS WHOLESALE #0197 MILLSBORO DE        | \$55.78   |
| 01/13     | 01/13     | 02305370E00JYET80 | TRACTOR SUPPLY CO #181 BERLIN MD        | \$48.25   |
| 01/14     | 01/14     | 55432860E62KE0DBJ | AMZN MKTP US*6S80539I3 AMZN.COM/BILL WA | \$39.06   |
| 01/21     | 01/21     | 55432860M5V1XYE9M | AMAZON.COM*UR8JS52S3 AMZN.COM/BILLWA    | \$24.99   |
| 01/26     | 01/26     | 55432860S5WFR94JP | AMZN MKTP US*1S54N50N3 AMZN.COM/BILL WA | \$58.59   |
| 02/06     | 02/06     | 554328615360NWDJL | AMAZON.COM*DL4UW28M3 AMZN.COM/BILLWA    | \$29.99   |

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$387.89  
Minimum Payment Due: \$25.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |                 |
|---------------------------|-----------------|
| Previous Balance          | \$610.42        |
| - Payments                | \$610.42        |
| - Other Credits           | \$74.79         |
| + Purchases               | \$608.38        |
| + Cash Advances           | \$0.00          |
| <b>+ Fees Charged</b>     | <b>\$0.00</b>   |
| <b>+ Interest Charged</b> | <b>\$0.00</b>   |
| <b>= New Balance</b>      | <b>\$533.59</b> |

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$966.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$533.59  
Minimum Payment Due: \$27.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date                             | Post Date | Reference Number  | Transaction Description                 | Amount    |
|---------------------------------------|-----------|-------------------|---|-----------|
| 01/10                                 | 01/10     | 02305370D01DJF88S | TRACTOR SUPPLY CO #181 BERLIN MD CREDIT | \$69.32-  |
| 01/11                                 | 01/11     | 82711160Q00017NET | WINTEREQUI* #3167 WILLOUGHBY OH CREDIT  | \$5.47-   |
| 02/02                                 | 02/02     | 85421201100XSY5DL | PAYMENT -THANK YOU                      | \$610.42- |
| 01/13                                 | 01/13     | 02305370E00JYET5D | TRACTOR SUPPLY CO #181 BERLIN MD        | \$32.04   |
| 01/18                                 | 01/18     | 52708240KRQEBDAGM | ROYAL FARMS #178 BERLIN MD              | \$60.00   |
| 01/22                                 | 01/22     | 55432860N5V9LQV4E | AMZN MKTP US*F58IV6SI3 AMZN.COM/BILL WA | \$121.09  |
| 01/25                                 | 01/25     | 55432860T5W5VEL1Z | AMZN MKTP US*6L0RT0DS3 AMZN.COM/BILL WA | \$200.34  |
| 01/27                                 | 01/27     | 55506290VN5PNGN2N | JJ KELLER & ASSOCIATES 9207222848 WI    | \$111.24  |
| 01/29                                 | 01/29     | 55310200X2E0MBVMF | AMAZON.COM*VH98638G3 A AMZN.COM/BILLWA  | \$83.67   |
| TOTAL 'FINANCE CHARGE* BILLED IN 2022 |           |                   |   | \$0.00    |

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$533.59  
Minimum Payment Due: \$27.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233



Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$184.89      |
| - Payments                | \$184.89      |
| - Other Credits           | \$0.00        |
| + Purchases               | \$438.10      |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$438.10      |

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$1,061.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$438.10  
Minimum Payment Due: \$25.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date | Post Date | Reference Number  | Transaction Description                 | Amount    |
|-----------|-----------|-------------------|---|-----------|
| 02/02     | 02/02     | 85421201100XSY5DL | PAYMENT - THANK YOU                     | \$184.89- |
| 01/10     | 01/11     | 55310200A2DKPVTQ3 | AMAZON.COM*UM7SK6KF3 A AMZN.COM/BILLWA  | \$15.36   |
| 01/11     | 01/11     | 05314610QEHV3R2FV | THE ADKINS COMPANY BERLIN MD            | \$96.02   |
| 01/14     | 01/14     | 55432860E62PMY3TK | AMAZON.COM*CM2E56243 AMZN.COM/BILLWA    | \$30.72   |
| 01/14     | 01/14     | 55432860E62PNBTM4 | AMZN MKTP US*5I77Z6GG3 AMZN.COM/BILL WA | \$18.01   |
| 01/17     | 01/17     | 05416010H43A9V4ZB | WAL-MART #2560 BERLIN MD                | \$43.38   |
| 01/23     | 01/23     | 55432860P5VNJWB44 | AMZN MKTP US*A77216C53 AMZN.COM/BILL WA | \$38.14   |
| 01/23     | 01/23     | 05314610REHSLKT4Y | THE ADKINS COMPANY BERLIN MD            | \$11.63   |

Transactions continued on next page

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$438.10  
Minimum Payment Due: \$25.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**TRANSACTIONS (continued)**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date                               | Post Date | Reference Number  | Transaction Description                 | Amount  |
|---|-----------|-------------------|---|---------|
| 01/25                                   | 01/25     | 55432860T5W160972 | AMZN MKTP US*1S1700HT3 AMZN.COM/BILLWA  | \$24.48 |
| 01/25                                   | 01/25     | 55432860T5W7G7ANB | AMZN MKTP US*VE1P41533 AMZN.COM/BILL WA | \$71.85 |
| 02/02                                   | 02/02     | 5531020112DYRQMDY | AMZN MKTP US*840BZ1CP3 AMZN.COM/BILLWA  | \$16.99 |
| 02/03                                   | 02/03     | 5543286125VPRR7QF | AMZN MKTP US*ZM2SF92C3 AMZN.COM/BILL WA | \$29.82 |
| 02/03                                   | 02/03     | 053146113EHX20BQV | THE ADKINS COMPANY BERLIN MD            | \$41.70 |
| TOTAL 'FINANCE CHARGE' * BILLED IN 2022 |           |                   |   | \$0.00  |

**INTEREST CHARGE CALCULATION**

Your Annual Percentage Rate (APR) is the annual interest rate on your account

| Type of Balance | Annual Percentage Rate (APR) | Balance Subject to Interest Rate | Days in Billing Cycle | Interest Charge |
|-----------------|------------------------------|----------------------------------|-----------------------|-----------------|
| Purchases       | 17.99% (v)                   | \$0.00                           | 28                    | \$0.00          |
| Cash Advances   | 21.49% (v)                   | \$0.00                           | 28                    | \$0.00          |

(v) - variable

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$0.00        |
| - Payments                | \$0.00        |
| - Other Credits           | \$0.00        |
| + Purchases               | \$220.00      |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$220.00      |

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$4,780.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$220.00  
Minimum Payment Due: \$25.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date                             | Post Date | Reference Number  | Transaction Description               | Amount   |
|---------------------------------------|-----------|-------------------|---------------------------------------|----------|
| 02/02                                 | 02/02     | 851841212S66MFVYR | MARYLAND MUNICIPAL LEA 410-2685514 MD | \$220.00 |
| TOTAL 'FINANCE CHARGE' BILLED IN 2022 |           |                   |                                       | \$0.00   |

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$220.00  
Minimum Payment Due: \$25.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$1,107.45    |
| - Payments                | \$1,107.45    |
| - Other Credits           | \$63.38       |
| + Purchases               | \$3,853.66    |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$3,790.28    |

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$987.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$3,790.28  
Minimum Payment Due: \$190.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date | Post Date | Reference Number  | Transaction Description                 | Amount      |
|-----------|-----------|-------------------|---|-------------|
| 01/15     | 01/15     | 52707150G09FLMEP1 | THE HOME DEPOT #2578 BERLIN MD CREDIT   | \$63.38-    |
| 02/02     | 02/02     | 85421201100XSY5DL | PAYMENT -THANK YOU                      | \$1,107.45- |
| 01/10     | 01/11     | 55506290AM4ZXGQET | BERLIN AUTO WASH BERLIN MD              | \$235.00    |
| 01/13     | 01/13     | 55429500FRTSN6L1Y | PAYPAL *TRI COUNTY TRI 4029357733 CA    | \$300.00    |
| 01/15     | 01/15     | 55432860G638441AW | THE HOME DEPOT 2578 BERLIN MD           | \$87.76     |
| 01/15     | 01/15     | 52707150G09FLMFG1 | THE HOME DEPOT #2578 BERLIN MD          | \$33.78     |
| 01/17     | 01/17     | 75265860J99SS2KNL | OTC BRANDS INC OMAHA NE                 | \$40.93     |
| 01/17     | 01/17     | 75418230H4TYMR7YL | BROADCAST MUSIC INC BM 800-4012000 TN   | \$421.00    |
| 01/19     | 01/19     | 55432860K5SM9NJ0A | AMZN MKTP US*CK7TX04E3 AMZN.COM/BILL WA | \$74.99     |
| 01/19     | 01/19     | 82305090K000QE9YM | CANVA* I03670-22402042 CAMDEN DE        | \$141.00    |
| 01/20     | 01/20     | 55463150P5V2P7P0D | PITTSVILLE FORD 4108358338 MD           | \$86.14     |

Transactions continued on next page

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$3,790.28  
Minimum Payment Due: \$190.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233



Account Number: XXXX XXXX XXXX

**TRANSACTIONS (continued)**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date                             | Post Date | Reference Number  | Transaction Description                 | Amount   |
|---------------------------------------|-----------|-------------------|---|----------|
| 01/26                                 | 01/26     | 55429500SRSBY14L0 | MD MUNICIPAL LEAGUE 4102685514 MD       | \$310.00 |
| 01/30                                 | 01/30     | 55436870Y4YKGZH7D | PLAK THAT LLC 443-6646268 MD            | \$84.00  |
| 01/30                                 | 01/30     | 75418230Y4SR9FQHS | EIG*CONSTANTCONTACT.CO 855-2295506 MA   | \$65.00  |
| 02/02                                 | 02/02     | 851304811S66EWWBL | ART LEAGUE OF OCEAN CI 410-5249433 MD   | \$500.00 |
| 02/03                                 | 02/03     | 754549112S66GDMA3 | RACETRACK AUTO CENTER BERLIN MD         | \$840.07 |
| 02/03                                 | 02/03     | 854549112S66KBAVB | ARTLEAGUEOFOCEANCITY OCEAN CITY MD      | \$500.00 |
| 02/06                                 | 02/06     | 5543286153620M4TZ | AMZN MKTP US*BL2WR9ZY3 AMZN.COM/BILL WA | \$133.99 |
| TOTAL 'FINANCE CHARGE* BILLED IN 2022 |           |                   |   | \$0.00   |

**INTEREST CHARGE CALCULATION**

Your Annual Percentage Rate (APR) is the annual interest rate on your account

| Type of Balance | Annual Percentage Rate (APR) | Balance Subject to Interest Rate | Days in Billing Cycle | Interest Charge |
|-----------------|------------------------------|----------------------------------|-----------------------|-----------------|
| Purchases       | 17.99% (v)                   | \$0.00                           | 28                    | \$0.00          |
| Cash Advances   | 21.49% (v)                   | \$0.00                           | 28                    | \$0.00          |

(v) - variable

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$211.45      |
| - Payments                | \$211.45      |
| - Other Credits           | \$0.00        |
| + Purchases               | \$116.67      |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$116.67      |

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$4,883.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$116.67  
Minimum Payment Due: \$25.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date                             | Post Date | Reference Number  | Transaction Description             | Amount    |
|---------------------------------------|-----------|-------------------|-------------------------------------|-----------|
| 02/02                                 | 02/02     | 85421201100XSY5DL | PAYMENT - THANK YOU                 | \$211.45- |
| 01/13                                 | 01/13     | 55432860D62F90261 | SQ *CC CUSTOMS BERLIN MD            | \$70.47   |
| 01/13                                 | 01/13     | 25247800D00YA2N95 | ELLIOTTS HARDWARE INC OCEAN CITY MD | \$46.20   |
| TOTAL 'FINANCE CHARGE' BILLED IN 2022 |           |                   |                                     | \$0.00    |

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$116.67  
Minimum Payment Due: \$25.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$195.00      |
| - Payments                | \$195.00      |
| - Other Credits           | \$0.00        |
| + Purchases               | \$1,264.53    |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$1,264.53    |

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$3,735.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$1,264.53  
Minimum Payment Due: \$63.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date                             | Post Date | Reference Number  | Transaction Description                 | Amount    |
|---------------------------------------|-----------|-------------------|---|-----------|
| 02/02                                 | 02/02     | 85421201100XSY5DL | PAYMENT - THANK YOU                     | \$195.00- |
| 01/12                                 | 01/12     | 85544020D012E8N4M | STROBES N MORE 877-995-7630 RI          | \$695.29  |
| 01/19                                 | 01/19     | 55429500KRS2GZSZT | PESTEDCOMLL 8454814048 NY               | \$150.00  |
| 01/22                                 | 01/22     | 55310200N2E0Y8BPM | AMZN MKTP US*M18PT6TS3 AMZN.COM/BILL WA | \$260.30  |
| 02/01                                 | 02/01     | 5531020102E0X81WF | AMZN MKTP US*0Z6KR3HA3 AMZN.COM/BILL WA | \$158.94  |
| TOTAL 'FINANCE CHARGE* BILLED IN 2022 |           |                   |   | \$0.00    |

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$1,264.53  
Minimum Payment Due: \$63.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$2,133.34    |
| - Payments                | \$2,133.34    |
| - Other Credits           | \$0.00        |
| + Purchases               | \$2,732.50    |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$2,732.50    |

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$2,267.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$2,732.50  
Minimum Payment Due: \$137.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date | Post Date | Reference Number  | Transaction Description                | Amount      |
|-----------|-----------|-------------------|--|-------------|
| 02/02     | 02/02     | 85421201100XSY5DL | PAYMENT - THANK YOU                    | \$2,133.34- |
| 01/10     | 01/11     | 85504990BS66GQFYM | DRIVEEZMDMPC 888-555-2222 MD           | \$6.00      |
| 01/10     | 01/11     | 85504990BS66G86FH | DRIVEEZMD REBILL 555555555 MD          | \$25.00     |
| 01/14     | 01/14     | 55432860E62K124J1 | AMZN MKTP US*KN4OI9NN3 AMZN.COM/BILLWA | \$150.62    |
| 01/16     | 01/16     | 75418230G4TVJF053 | EIG*CONSTANTCONTACT.CO 855-2295506 MA  | \$579.18    |
| 01/23     | 01/23     | 55500800PTQ543VEH | TOTALLY PROMOTIONAL 5678906042 OH      | \$251.10    |
| 01/25     | 01/25     | 55436870S3G07KHH3 | IIMC 909-9444162 CA                    | \$185.00    |
| 01/25     | 01/25     | 55436870S3G07KHKD | IIMC 909-9444162 CA                    | \$125.00    |
| 01/26     | 01/26     | 02653900VEHXJ71H9 | HAMPTON INN FREDERICK FREDERICK MD     | \$296.37    |

Transactions continued on next page

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$2,732.50  
Minimum Payment Due: \$137.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233



Account Number: XXXX XXXX XXXX

**TRANSACTIONS (continued)**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date                             | Post Date | Reference Number  | Transaction Description               | Amount   |
|---------------------------------------|-----------|-------------------|---------------------------------------|----------|
|                                       |           | CHECK-IN 01/10/23 | FOLIO #                               |          |
| 01/28                                 | 01/28     | 55432860W5WV3L00A | AMAZON.COM*B048546U3 AMZN.COM/BILL WA | \$21.19  |
| 01/28                                 | 01/28     | 55432860W5WV3W8ME | AMAZON.COM*3C00502R3 AMZN.COM/BILL WA | \$31.79  |
| 01/31                                 | 01/31     | 2524770110QK2V488 | SOCIETYFORHUMANRESOURC ALEXANDRIA VA  | \$924.75 |
| 02/03                                 | 02/03     | 554295012RTRS0ZEL | PAYPAL *ESSHRM 4029357733 MD          | \$136.50 |
| TOTAL 'FINANCE CHARGE' BILLED IN 2022 |           |                   |                                       | \$0.00   |

**INTEREST CHARGE CALCULATION**

Your Annual Percentage Rate (APR) is the annual interest rate on your account

| Type of Balance | Annual Percentage Rate (APR) | Balance Subject to Interest Rate | Days in Billing Cycle | Interest Charge |
|-----------------|------------------------------|----------------------------------|-----------------------|-----------------|
| Purchases       | 17.99% (v)                   | \$0.00                           | 28                    | \$0.00          |
| Cash Advances   | 21.49% (v)                   | \$0.00                           | 28                    | \$0.00          |

(v) - variable

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$3,942.91    |
| - Payments                | \$3,942.91    |
| - Other Credits           | \$0.00        |
| + Purchases               | \$886.68      |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$886.68      |

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$4,113.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$886.68  
Minimum Payment Due: \$44.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date                             | Post Date | Reference Number  | Transaction Description               | Amount      |
|---------------------------------------|-----------|-------------------|---------------------------------------|-------------|
| 02/02                                 | 02/02     | 85421201100XSY5DL | PAYMENT -THANK YOU                    | \$3,942.91- |
| 01/15                                 | 01/15     | 55432860F62W1WKWL | AMZN MKTPUS*302CD6CZ3 AMZN.COM/BILLWA | \$44.62     |
| 02/01                                 | 02/01     | 5543286105V95ASGF | IN 'D3CORP 410-2132400 MD             | \$125.00    |
| 02/01                                 | 02/01     | 552635210N0W2FD4H | ADP PAYROLLS TAX S 973-974-7265 NJ    | \$717.06    |
| TOTAL 'FINANCE CHARGE* BILLED IN 2022 |           |                   |                                       | \$0.00      |

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$886.68  
Minimum Payment Due: \$44.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$251.37      |
| - Payments                | \$251.37      |
| - Other Credits           | \$0.00        |
| + Purchases               | \$822.85      |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$822.85      |

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$669.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$822.85  
Minimum Payment Due: \$41.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date                             | Post Date | Reference Number  | Transaction Description                | Amount    |
|---------------------------------------|-----------|-------------------|--|-----------|
| 02/02                                 | 02/02     | 85421201100XSY5DL | PAYMENT -THANK YOU                     | \$251.37- |
| 01/17                                 | 01/17     | 52707150J09FR3B6B | THE HOME DEPOT #2578 BERLIN MD         | \$74.96   |
| 01/18                                 | 01/18     | 55446410K612SAVWW | THE MARYLAND RURAL WAT 4104895877 MD   | \$100.00  |
| 01/25                                 | 01/25     | 55446410S612TFQZL | THE MARYLAND RURAL WAT 4104895877 MD   | \$25.00   |
| 01/26                                 | 01/26     | 05227020S8PLLKD9J | OCEAN BREEZE 410-629-1200 MD           | \$371.95  |
| 01/26                                 | 01/26     | 82711160S000BATW0 | SP UTILITY PRO NEW YORK NY             | \$56.00   |
| 01/28                                 | 01/28     | 55432860W5X045X6B | AMAZON.COM*BJ3L39583AMZN.COM/BILLWA    | \$179.99  |
| 01/29                                 | 01/29     | 55432860X5SBMDLE4 | AMZN MKTP US*EH5HL49M3 AMZN.COM/BILLWA | \$14.95   |
| TOTAL 'FINANCE CHARGE' BILLED IN 2022 |           |                   |  | \$0.00    |

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$822.85  
Minimum Payment Due: \$41.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

|                           |               |
|---------------------------|---------------|
| Previous Balance          | \$1,928.35    |
| - Payments                | \$1,928.35    |
| - Other Credits           | \$306.62      |
| + Purchases               | \$2,875.94    |
| + Cash Advances           | \$0.00        |
| <b>+ Fees Charged</b>     | <b>\$0.00</b> |
| <b>+ Interest Charged</b> | <b>\$0.00</b> |
| = New Balance             | \$2,569.32    |

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$2,430.00  
Statement Closing Date February 7, 2023  
Days in Billing Cycle 28

**PAYMENT INFORMATION**

New Balance: \$2,569.32  
Minimum Payment Due: \$128.00  
**Payment Due Date: March 4, 2023**

**MESSAGES**

Help us "Go Green" by reducing paper. Visit our website [www.24-7cardaccess.com](http://www.24-7cardaccess.com) to sign up for electronic statements or to make a payment online.

**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date | Post Date | Reference Number  | Transaction Description                  | Amount      |
|-----------|-----------|-------------------|--|-------------|
| 01/29     | 01/29     | 55432860X5SAAEEJ9 | AMAZON.COMAMZN.COM/BILLWA CREDIT         | \$61.20-    |
| 01/29     | 01/29     | 55432860X5SALE2S3 | AMAZON.COMAMZN.COM/BILLWA CREDIT         | \$122.40-   |
| 01/29     | 01/29     | 55432860X5SBB8HDL | AMAZON.COMAMZN.COM/BILLWA CREDIT         | \$61.20-    |
| 01/29     | 01/29     | 55432860X5SB0G33H | AMAZON.COMAMZN.COM/BILLWA CREDIT         | \$61.20-    |
| 01/31     | 01/31     | 05587450Z00007E88 | RBT CULPEPER PETROLEUM EASYSAVING CREDIT | \$0.62-     |
| 02/02     | 02/02     | 85421201100XSY5DL | PAYMENT - THANK YOU                      | \$1,928.35- |
| 01/13     | 01/13     | 85369430E8SR3ZVRE | BEST WESTERN PLUS CROS ZION CROSSROA VA  | \$536.52    |
|           |           | CHECK-IN 01/08/23 | FOLIO #0000424487                        |             |
| 01/16     | 01/16     | 55446410G60Z0SY5V | VOCELLI PIZZA FREDERICK MD               | \$28.29     |
| 01/18     | 01/18     | 05140480JLYRP0P95 | MCDONALD'S M5040 OF ANNAPOLIS MD         | \$12.00     |
| 01/18     | 01/18     | 55453700K173NBX1E | ADVANCE AUTO PARTS 630 BERLIN MD         | \$168.83    |

Transactions continued on next page

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$2,569.32  
Minimum Payment Due: \$128.00  
**Payment Due Date: March 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233



Account Number: XXXX XXXX XXXX

**TRANSACTIONS (continued)**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date | Post Date | Reference Number  | Transaction Description                 | Amount   |
|-----------|-----------|-------------------|---|----------|
| 01/18     | 01/18     | 55500370JRBGHMM29 | WAWA 569 ANNAPOLIS MD                   | \$65.00  |
| 01/19     | 01/19     | 55432860K5SPPRDYH | AMAZON.COM*105N080H3 AMZN.COM/BILL WA   | \$367.20 |
| 01/20     | 01/20     | 55432860L5SX9872F | EXPEDIA 72474906675635 EXPEDIA.COM WA   | \$127.54 |
| 01/21     | 01/21     | 55432860M5V30M7Q9 | AMAZON.COM*C95JO0303 AMZN.COM/BILLWA    | \$139.98 |
| 01/23     | 01/23     | 55432860P5VKND0EK | AMAZON.COM*HX8LM1ZYO AMZN.COM/BILLWA    | \$419.94 |
| 01/25     | 01/25     | 05436840T8PKPK23K | CAPITAL ELEC BERLIN BERLIN MD           | \$208.85 |
| 01/25     | 01/25     | 75369430TA8MA1H51 | THE UPS STORE 4613 OCEAN CITY MD        | \$19.77  |
| 01/26     | 01/26     | 55432860S5WFK0BG0 | AMZN MKTPUS*295HG15F3 AMZN.COM/BILLWA   | \$35.98  |
| 01/26     | 01/26     | 55432860S5WFZRGSV | AMZN MKTP US*0544J07Z3 AMZN.COM/BILLWA  | \$37.00  |
| 01/26     | 01/26     | 52708240VRQEBK9R3 | ROYAL FARMS #208 GRASONVILLE MD         | \$57.20  |
| 01/27     | 01/27     | 85369430WAK0916X9 | BEST WESTERN PLUS CROS ZION CROSSROA VA | \$536.52 |
|           |           | CHECK-IN 01/23/23 | FOLIO #0000425586                       |          |
| 01/27     | 01/27     | 22303790W01YMESN2 | CULPEPER PETROLEUM BRA ELKWOOD VA       | \$61.60  |
| 01/31     | 01/31     | 55310200Z2DM06ADA | AMAZON.COM*E605K16W3 A AMZN.COM/BILL WA | \$53.72  |

TOTAL 'FINANCE CHARGE\* BILLED IN 2022 \$0.00

**INTEREST CHARGE CALCULATION**

Your Annual Percentage Rate (APR) is the annual interest rate on your account

| Type of Balance | Annual Percentage Rate (APR) | Balance Subject to Interest Rate | Days in Billing Cycle | Interest Charge |
|-----------------|------------------------------|----------------------------------|-----------------------|-----------------|
| Purchases       | 17.99% (v)                   | \$0.00                           | 28                    | \$0.00          |
| Cash Advances   | 21.49% (v)                   | \$0.00                           | 28                    | \$0.00          |

(v) - variable