



BERLIN MAYOR AND COUNCIL

Monday, April 26, 2021

EFFECTIVE 04/01/2021: SPECIAL NOTICE: All Meetings of the Mayor and Council will be held in-person with NO public in attendance and will be streamed live on Facebook for viewing only.

Meeting packets will be posted by 5:00 p.m. on the Wednesday before the meeting.

- Advance questions will be accepted until 12:00 PM/NOON on the day of the meeting. Submit to:
 - Email: info@berlinmd.gov; please use Meeting Questions as your subject
 - Fax: 410-641-2316
 - Mail: Berlin Town Hall, Attn: Meeting Questions, 10 William St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
 - Drop boxes Town Hall – one is at the rear of the building on the parking lot, and the other is at the corner of Bay and Williams Street on the building.
- Questions and Comments during the meeting:
 - Unless a Public Hearing is being held, questions and comments will NOT be taken via Facebook.
 - Public Hearings: The Mayor will announce when Public Hearings are opened via Facebook and at that time questions will be accepted live via the comment section on Facebook.

Meeting attendance will be limited to Elected Official, authorized personnel, and presenters as appropriate.

To watch the Meeting on Facebook, please click on the blue Facebook icon at the top of any page on the Town website, www.berlinmd.gov, or type @berlinmd in the Facebook search bar.

Your patience and understanding as we work to meet the restrictions on gatherings while still conducting Town business is truly appreciated.

To receive future meeting notifications directly to your email, please sign-up at the bottom of any page on [our website](#).



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Monday, April 26, 2021

7:00 PM **REGULAR SESSION** [Livestream: Facebook](#)

1. Approval of the Minutes for:
 - a. General Fund Work Session 04.12.2021
 - b. Regular Session 04.12.2021
2. Berlin Fire Company and Emergency Services Quarterly Report – President David Fitzgerald
3. Motion 2021-10: Motion to approve the use of Henry Park's Basketball Courts for a Summer Basketball Clinic – Myro Small, Worcester County Recreation Program Manager
4. Proclamation 2021-31: Municipal Clerks Week – Administrative Manager Kelsey Jensen
5. Stormwater Presentation by Davis, Bowen & Friedel (DBF) - Josh Taylor, P.E.
6. Town Administrator's Report
7. Departmental Reports
8. Comments from the Council
9. Comments from the Mayor
10. Comments from the Public (Questions or comments must be submitted in writing before Noon on Monday, April 26, 2021.)
11. Comments from the Press (Questions or comments must be submitted in writing before Noon on Monday, April 26, 2021.)
12. Adjournment

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Jeffrey Fleetwood at (410) 641-4002. Written materials in alternate formats for persons with disabilities are made available upon request.

TTY users dial 7-1-1 in the State of Maryland.

TTY users outside Maryland dial 1-800-735-2258



BERLIN MAYOR AND COUNCIL
Meeting Minutes
General Fund Work Session
Monday, April 12, 2021

5:00 PM WORK SESSION – Berlin Town Hall Council Chambers

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

Absent: Councilmember Troy Purnell.

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Economic and Community Development Director Ivy Wells, Planning Director David Engelhart, Public Works Superintendent Jimmy Charles, and Administrative Manager Kelsey Jensen.

Due to the Coronavirus/Covid-19 State of Emergency, this meeting was broadcast live via Facebook. No other persons were present in the Council Chambers other than those specified. Mayor Tyndall opened the meeting at approximately 5:00 p.m.

1. Berlin Fire Company's President David Fitzgerald and Chief Robert Rhode presented the Fire Service's information, reviewing the year-to-date expenses and providing projections for the remainder of the year and anticipated needs for the coming year. Mr. Fitzgerald then provided the same information for the Emergency Medical Service. Vice-President Burrell asked how many staff members they have and how many are they planning to have next fiscal year; Mr. Fitzgerald said they have 12 full time now and are looking to have 16 full time next fiscal year. Councilmember Knerr asked if they applied for the Personal Protective Equipment (PPE) grant funds for round one, round two, or both and said he would like to see their taxes and financial statements; Mr. Fitzgerald said they are in the process of applying for round two, they were told they were not eligible in round one, they should be signing papers for round two on Friday with The Bank of Ocean City. Mr. Fitzgerald said he does not know how much they are eligible to receive, but he did receive a confidential encrypted email about it today but has not been able to open it yet because he has not been on his computer. Vice-President Burrell asked him to share the information from the email when he can open it. Mr. Fitzgerald also said when the audit summary is completed, he will provide tax and financial statements from PKS & Co., PA. Mayor Tyndall asked how the grant funding is disbursed between Fire and EMS and Mr. Fitzgerald said it is up to the Town; Vice-President Burrell said no, it is up to them because the Town does not know their needs.
2. Mayor Tyndall provided an opening statement about the FY 2022 budget process and said he would not be taking any questions or comments during the work session, but if you had any you can call during business hours or reach out to your elected representative.
3. Mr. Fleetwood provided an opening statement regarding the budget process and how proud he is of staff and the work they have put into the budget.
4. Ms. Saleh provided an overview of anticipated General Fund Revenues. Vice-President Burrell asked why the \$184,000 transfer from Electric to the General Fund is being removed, especially this year when we have a deficit; Mayor Tyndall said it was something that started back in the

90's and they are the only utility to pay real estate taxes to the Town and it does not make sense to continue when the Electric Department also needs the funds for capital improvements.

Mayor Tyndall said if the Maryland Bikeway funds are not approved by the County that project would be postponed. He also said they need to contribute to the reserve fund for the community center on Flower Street; Councilmember Knerr asked why we need to do a feasibility study for the Community Center; Mayor Tyndall said he wants to be sure they are assessing the needs of the community and not arbitrarily building something that would not be useful to the community. He said the Town has \$400,000 in reserves for this already, but he wants to see up to \$27,000 set aside for community planning and a feasibility study to help leverage funds for possible funding opportunities.

5. Mayor Tyndall provided the proposed budget for Elected Officials and indicated that he is recommending all salaries remain the same for this year. He is also asking the Mayor and Council to forgo cell phone reimbursements and is recommending reducing the amount for all other employees based on their position with a maximum of \$36.16 a month. Vice-President Burrell asked how he came up with that number; Mayor Tyndall said it was from a study out of Oxford that was commissioned by Samsung; Vice-President Burrell then asked for the date of the study; Mayor Tyndall said he did not remember but could send it to him. Town Administrator Jeffrey Fleetwood said that article was based on corporate America which the Town is not. Councilmember Knerr asked how many cell phones the Town currently reimburses; Mayor Tyndall said 42 in the General Fund. Councilmember Knerr said he recommends that existing employees continue to receive \$50 a month and new hires start receiving \$25 a month, he said employees count on that money as a part of their benefits. Councilmember Orris asked how this process works as far as the Council making suggestions; Finance Director Natalie Saleh said they can recommend changes and she can present the budget with the recommended changes after speaking with the Mayor. Vice-President Burrell said the Council's intent with the tax increase was to help with employee benefits; Mayor Tyndall said the tax increase was not enough to reinstate all of the benefits the Council wanted to see. Councilmember Knerr said the Council made it clear that they were united in seeing the increase directly impact employee benefits.

Mr. Fleetwood presented the proposed budget for Administration. Councilmember Orris asked what the grant services line item was for; Mayor Tyndall said it is for a grant writer to help obtain grants because it is time consuming and having an expert handle it can be helpful. Councilmember Orris asked if we can remove the \$16,500 for the strategic plan and use them towards a new AV system in the Council Chambers; Councilmember Knerr said he would like to see the strategic plan be removed and those funds go back in for vehicle allowances. Councilmember Nichols said the vehicle allowance should not be called a vehicle allowance and should be put back into the affected employees' salaries because they have been receiving it for several years. Councilmember Orris also said he would like to see skatepark funding in the budget somewhere; Deputy Town Administrator Mary Bohlen said that would likely be something that would fall in the parks budget. Councilmember Orris then asked what happened with the \$171,000 that was received as a COVID relief grant and Ms. Saleh said it was a reimbursable grant and was set to the side for emergencies.

Ms. Saleh then presented her proposed budget information for Finance and Customer Service. She requested to reduce the funding to the Berlin Fire Company due to the amount of grants they are eligible to receive. She said she would like to request more funding for employee travel and training to allow employees to attend Tyler and GFOA conferences this fiscal year.

Mr. Fleetwood presented the Building and Grounds proposed draft budget, noting that the cleaning contract still only covered the public restrooms on William Street and at Henry Park as well as restrooms in some Town buildings; employees are still responsible for cleaning the building and their workspaces. He also mentioned that the roof for the Planning Building needs to be replaced, and the windows and doors in Town Hall.

Mayor Tyndall announced that due to the Regular Session Mayor and Council Meeting, they would need to stop this meeting and resume it after adjournment of the Regular Session. The meeting was recessed at 6:52 pm.

The meeting reconvened at 8:03 pm.

Chief Downing presented the proposed draft budget for the Police Department. He said the longest standing police officer in action right now has been on the force for 30-years, and they have four officers who have been with the force for less than one-year. Their civilian employees range from 40-years to two-years with the department. He said the average cost of outfitting an officer with all of the equipment and uniforms runs about \$130,000. He also mentioned that with Police Reform he thinks a lot of officers will be retiring earlier than anticipated.

Mr. Fleetwood presented the Public Works proposed draft budget with new Superintendent Jimmy Charles. He also discussed the longevity of their employees. Councilmember Knerr asked which truck the new truck would be replacing; Mr. Charles said he will likely drive the new truck and all of the trucks will move down the line to get rid of the 1989. Mr. Fleetwood and Mr. Charles then discussed possible options to replace the single stream recycling at Heron Park and said they have a few solutions which may reduce costs and labor because they have to sort through a lot of trash right now or they are charged more to dump it. Mayor Tyndall asked Mr. Charles to send the specifications on the new Street Sweeper. Councilmember Orris asked why they have a budget item for sidewalk repairs when none were discussed; he said that they always budget for sidewalk repairs for when projects require repairs, for example if a pipe needs repaired and the sidewalks are damaged to make the repair, they need to be able to fix it. Councilmember Orris then asked if the \$67,000 street light costs included holiday lights; Ms. Saleh said that holiday lights are in the Electric Budget.

Economic and Community Development Director Ivy Wells presented their proposed draft budget along with an overview of her and Allison Early's duties. Vice-President Burrell asked how she assists with vacancies; she said when a business wants to be in town they reach out and when a vacancy is available, she passes the information along. Councilmember Nichols asked if the overtime associated with other departments working events was included in her budget; she said it was not, each department budgets accordingly. Ms. Wells then mentioned that she thinks it is very important to improve connectivity in Town. Vice-President Burrell asked about the costs of business licenses, and Ms. Saleh said she is in the process of re-evaluating those costs; Vice-President Burrell said he wants to see what Ms. Saleh comes up with.

Planning Director Dave Engelhart presented his proposed draft budget as relatively unchanged. Mr. Engelhart then made mention that he felt the vehicle allowance removal was personal and he was one of the three that was affected and does not feel that it was appropriate because he started receiving it shortly after he started, and it has become a part of his income.

Ms. Bohlen addressed the Parks and Recreation proposed draft budget noting that it is virtually unchanged.

6. Ms. Saleh discussed the Debt Service, noting that there are three bonds that were paid out of the General Fund, Heron Park being the large one.

Councilmember Orris asked about the potential \$4,000,000 federal funding available; Mayor Tyndall said they are still foggy on parameters. Councilmember Orris then asked about the process at this point; Ms. Saleh said there will be a Utility Fund Budget on April 26th and then the Budget Introduction on May 10th, and then a Public Hearing on May 24th.

Councilmember Orris said he wanted to be sure he is advocating for employees in his role as a Councilmember and would like to see a 1% COLA, the vehicle allowance reinstated, cell phones remaining at \$50 for all employees and \$25 for new hires, reexamine the recycling in capital and putting the savings from that into reserves, but he will type it all up and send it to Ms. Saleh and the Council. Ms. Saleh said to be clear, they can put changes in writing to her, but she will need to discuss them with the Mayor before making a change to the budget, and then at the introduction they can make Motions to amend the budget as they see fit, Mayor Tyndall said that is correct, they can make a Motion to amend the budget once it is in the form of an Ordinance.

Vice-President Burrell said it is the Mayor's Budget, but hopefully he is listening to input from the Department Heads and the Council to see another point of view. He said the Council does vote on the budget though, and the Council feels strongly about reinstituting benefits provided to staff like the cell phone reimbursements, training, etc., these cuts will compromise the quality of services the Town can provide.

Councilmember Knerr said he would like to see the cell phone reimbursements reinstated at \$50 and \$25 for new hires, vehicle allowance reinstated, a 1.5% COLA, and hold to off on the strategic planning funds.

Mayor Tyndall said he does want to make note that whatever changes the Council wants to see should be done across the board, so if they make changes to employee's benefits in the General Fund, they need to do the same in the Utility Funds.

The work session was adjourned at approximately 9:15 PM.

Respectfully Submitted,



Kelsey Jensen
Administrative Manager



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, April 12, 2021

7:00 PM REGULAR SESSION

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

Absent: Councilmember Troy Purnell.

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Economic and Community Development Director Ivy Wells, Planning Director David Engelhart, Public Works Superintendent Jimmy Charles, Town Attorney David Gaskill, and Administrative Manager Kelsey Jensen.

Due to the Coronavirus/Covid-19 State of Emergency, this meeting was broadcast live via Facebook with limited public attendance. 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. Regular Session of 03.22.2021:

On the motion of Councilmember Knerr, second by Councilmember Orris, the Regular Session Minutes of March 22, 2021, were approved by the following vote:

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

b. Work Session of 03.29.2021:

On the motion of Councilmember Orris, second by Vice-President Burrell, the Work Session Minutes of March 29, 2021, were approved by the following vote:

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

2. Motions to Approve:

- a. Motion 2021-07: Request to use Stephen Decatur Park for a Motherhood Walk on May 8, 2021 Jasmine Dennis with the Grace Center for Maternal and Women's Health, was present and requested to use the park free of charge for the purpose indicated in the motion but did make a

request to change the date of the walk to either September 11, 2021, or September 25, 2021 so they have more time to plan. Deputy Town Administrator Mary Bohlen indicated that this is not an issue. Councilmember Knerr asked what areas of the park they would need to use, Ms. Dennis indicated they would need use of the pavilion and the walking path.

On the motion of Vice-President Burrell, second by Councilmember Nichols, Motion 2021-07 with either of the dates indicated, was approved by the following vote:

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

- b. Motion 2021-08: Request for use of Town Services for a Film Fest on June 11, June 12, and June 13 and an Interactive Play on October 16 – Berlin Heritage Foundation

Town Administrator Jeffrey Fleetwood asked if Councilmember Orris or Economic and Community Development Director Ivy Wells could explain the event. Councilmember Orris asked Town Attorney Gaskill if he needed to excuse himself from this topic since he serves on the Board for the Berlin Heritage Foundation, Mr. Gaskill said because no money is being made he is fine to make the request. Councilmember Orris and Ms. Wells explained the event and requests for Town services.

On the motion of Councilmember Knerr, second by Councilmember Nichols, Motion 2021-08 was approved by the following vote:

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

3. Resolution 2021-03: Resolution approving the Town to apply for a USDA Grant for two police vehicles

Police Chief Arnold Downing explained that they are able to apply for a grant through the USDA for 55%, up to \$50,000, of two police vehicles being covered by the grant and the remaining 45% be covered by the Town. He said the USDA indicated that the Resolution needed to be advertised once, which it was, and then can be introduced, held as a Public Hearing, and voted on, all in the same evening. Mayor Tyndall said he did not realize this was set for a Public Hearing this evening. Administrative Manager Kelsey Jensen apologized for not having it worded in such a way on the agenda but did indicate that it was properly advertised to the USDA specifications.

Mayor Tyndall opened the Public Hearing at 7:12 PM. Resident Marie Velong asked what vehicles these will be replacing or are they additional vehicles; Chief Downing indicated they would be replacing 2006 and 2007 vehicles in the fleet. Chief Downing indicated that Worcester County is in full support of this grant and indicated that the signer on all paperwork would be Town Administrator Jeffrey Fleetwood. Vice-President Burrell added that regardless of grant approval, these vehicles are needed and are in the draft budget at this time. Ms. Velong then asked what

happens to the money we would be saving if approved; Mayor Tyndall said it would offset the obligations in the General Fund and offset the contingency fund. Councilmember Knerr asked how many vehicles the Police Department has in total; Chief Downing said 16, and two military vehicles, they try to replace them every five years, but have put these off for a few years. With no further questions, the Public Hearing was closed at 7:19 PM.

On the motion of Vice-President Burrell, second by Councilmember Orris, Resolution 2021-03 was approved by the following vote:

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

4. Proclamation 2021-30: Fair Housing Month

Deputy Town Administrator Mary Bohlen explained that this is an annual Proclamation. Mayor Tyndall asked what if a resident feels they have a conflict with fair housing, what steps can they take; Ms. Bohlen said they can call the Town and we can get them in touch with the proper contact, or they can call 211.

5. Motion 2021-09: Motion Approving the PJM Risk Management Policy, Procedures, and Control Provisions

Town Administrator Jeffrey Fleetwood explained that this a required annual Motion of PJM.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2021-09 was approved by the following vote:

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

6. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood reported that at the next Council meeting, there will be a presentation by DBF. He thanked Mr. Engelhart for keeping him updated on all the developments in Town, he said there are quite a few right now. He indicated that Ms. Wells has been busy with events starting back up. He said Ms. Saleh has been very busy with the budget. Mr. Charles has been a great addition. Ms. Jensen has been very busy with budget and insurance. Lastly, Chief Downing has been kept busy by the kids in Town.

7. Departmental Reports:

a. Planning and Zoning Director – David Engelhart

Mr. Engelhart said development has been ramping up with projects for The Willows, Isaiah Fassett Apartments, Phase Two of Oceans East, widening of 376, IG Burton parking lot project, and five new single-family homes.

b. Economic and Community Development Director – Ivy Wells

Ms. Wells said she has been working on the MD Main Street grant which was in the amount of \$194,000. She met with Cody Miller about a possible distillery next to the American Legion on Old Ocean City Boulevard. April 17-24 is clean up week/earth week, and the Visitors Center will have gloves and trash bags available to assist in picking up trash around town and that people may call her to arrange a pickup of the trash bags. She is working with David Fitzgerald to welcome the Delmarva Fire Association.

c. Police Chief – Arnold Downing

Chief Downing said in FY'21 they received several grants for equipment and recruitment which have been a major help. One grant was a signing bonus for several various criteria; Councilmember Nichols asked if it included sign language; Chief Downing said he did not believe so, but will look into it.

d. Public Works Superintendent – Jimmy Charles

Mr. Charles said the trash truck broke this past week and they were able to repair it for \$4,500, Bob Clark did the labor and saved them \$3,500, but because the truck was down they picked up over 2,200 residential cans and all Town cans by hand. Mr. Fleetwood said they had no delay in repair, and it was as seamless as could be. Mr. Charles then indicated that bulk pick up was coming up and to look online for more information. Mayor Tyndall thanked them for the quick action with the trash that was left at Stephen Decatur Park today.

e. Finance Director – Natalie Saleh

Ms. Saleh reminded all that the Utility Fund Work Session will be at 5 PM on 04/26 followed by the Regular Session at 7 PM. She said the next PKS Audit will likely be virtual again, so they are beginning the scanning process now to save time. They will be doing water disconnects this week. Customer Service has been working with the Water Department on a Meter Replacement Project. And lastly, she thanked her staff for the assistance with the Maryland Public Service Commission paperwork.

f. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen said the Backyard Buffer pick up will be on Saturday and they still have a few bundles remaining.

g. Administrative Manager – Kelsey Jensen

Ms. Jensen said they will have interviews this week for the Public Works seasonal part-time general laborer. Open Enrollment will be May 18-20. She is working with Chris Carroll on Health Insurance renewals. She has a call with Matt Jones for Workers Compensation Insurance this week. Lastly, there will be a presentation by CIC Wealth Management on Thursday for supplemental retirement plans. Mr. Fleetwood added that the Health Department will be in Town doing vaccines again on Wednesday.

8. Comments from the Council:

Councilmember Knerr wished Councilmember Nichols a Happy Birthday.

Councilmember Nichols thanked Water Resources for their help at Cannery Village and Mr. Engelhart for all the updates on the development in Town.

Councilmember Orris asked if there were trashcans at Stephen Decatur Park; Mr. Charles said there are, but they are not under the pavilions. Councilmember Orris also indicated that he still

wants to see term limits and vacancies listed on the website for Boards and Commissions; Ms. Bohlen said she is working with the Mayor and D3 on that request and has not forgotten.

9. Comments from the Mayor:

Mayor Tyndall said he found out in February that the Berlin Little League would be losing their lease agreement with the County in May, they came to terms on a one-year agreement but need something more long-term.

10. Comments from the Public – none.

11. Comments from the Press – none.

12. Adjournment:

On the motion of Vice-President Burrell, the Mayor and Council meeting was adjourned at approximately 7:56 PM.

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

Respectfully Submitted,



Kelsey Jensen
Administrative Manager



TOWN OF BERLIN SPECIAL USE OF PARK FORM



Note: This form is to be completed by/with Town staff. It will be the determination of Town staff if additional services are required for the event/activity. Based on that determination additional forms and meetings with Town staff may be required to insure a successful event.

TODAY'S DATE: 4/12/21EVENT/ACTIVITY DATE: June 5, 2021 TIME FROM: 10:00 a.m. TO: 12:00 p.m.NAME: Myro SmallAnticipated # of attendees 30
ADDRESS: 6030 Public Landing RdSnow Hill, MD 21863PHONE: 410-632-2144EMAIL: msmall@co.worcester.md.usORGANIZATION: Worcester County
(IF APPLICABLE)WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR SERVICES? ☒ YES ☐ NODESCRIPTION OF EVENT/ACTIVITY: Youth Basketball League

PARK REQUESTED

<input type="checkbox"/> Stephen Decatur Park, Tripoli Street <input type="checkbox"/> Pavilion <input type="checkbox"/> # of _____ Tennis Courts (max 3) <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Dr. William Edward Henry Park, Flower Street <input type="checkbox"/> Pavilion <input checked="" type="checkbox"/> # of ² _____ Basketball Courts (max 2) <input type="checkbox"/> Other _____
<input type="checkbox"/> Heron Park	

PLEASE CHECK ALL THAT APPLY BELOW:

- ☒ More than one consecutive date;
- ☐ More than 50 people;
- ☒ Any event/activity that charges attendees a fee and/or involves the sale or goods or services;
- ☒ Use of areas other than the pavilion

Fees: \$50.00 per day per amenity, plus \$10 for electric (if applicable). \$25.00 will be refunded when facility is left in good condition. Failure to adhere to the parks rules and/or leave the facility in good condition may result in the forfeit of that \$25.00 and/or refusal by the Town of Berlin to permit the user to reserve the park in the future.

Office Use Only:

Fee calculation:

\$50.00 X _____ (number of facilities requested) = \$ _____ X _____ (number of days) = (a) \$ _____

\$10.00 for electric X _____ (number of days) = (b) \$ _____

(a) + (b) = \$ _____ Total fee to be paid

Does activity require any additional Town services?

- ☐ Additional trash cans
- ☐ Additional picnic tables
- ☐ Road Closure
- ☐ Other _____
- ☐ Referral to another department/additional forms to be completed _____

Notes/Comments: _____

I, the undersigned acknowledge and agree to the following:

1. **PARKS RULES:** I have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s).
2. **VEHICLES STRICTLY PROHIBITED ON PARKS' GROUNDS.** I understand that vehicles are not permitted in the parks beyond the parking lots. **ABSOLUTELY NO EXCEPTIONS** without prior express authorization.
3. **RESERVATION OF FACILITY(IES).** I understand that this reservation is only for the facility(ies) indicated above; all other areas of the park are open to the public and may be in use during my event.
4. **LIABILITY INSURANCE/RELEASE OF LIABILITY:** I certify that I or the organization which I represent possesses appropriate liability insurance and that, upon request, I will provide the Town of Berlin with verification of such insurance. If I do not possess such insurance, I understand that purchase of insurance may be required for this event/activity. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

Signature: **Myro Small** Digitally signed by Myro Small
Date: 2021.04.07 15:34:03
+04'00'

Date: **4/12/2021**

Clerk: _____ Fee Pd: \$ _____ Date: _____ Refund: ☐ YES ☐ NO Date: _____



BUSINESS USE OF PARK APPLICATION



This form is required when sale of goods or services is being requested in connection with an event or activity within a Town of Berlin Park, or on a recurring basis within a Town of Berlin Park. A Vendor's Application and Certification for Peddling and Soliciting may also be required.

Name of Business/Organization: Worcester County Rec Agent/Responsible Party: Myro Small
(Individual Person must be identified)
Address 6030 Public Landing Rd Phone #: (W) 410-632-2144 (C) _____
Snow Hill, MD 21863 Email: msmall@co.worcester.md.us

Park where activity or event will occur: ☐ Stephen Decatur Park ☒ William Henry Park ☐ Heron Park

Purpose of Facility Use: Summer Basketball League

Requested Days/Times of Use: Saturday's 10:00 a.m. - 12:00 p.m.

of Persons Expected to participate in activity/event _____

List all individuals/employees who may/will conduct the business activity:

1) Myro Small	6)
2) Adrian Bowen	7)
3)	8)
4)	9)
5)	10)

Please add any other information relevant to this application, including a description of items to be sold, services to be performed and/or fees to be charged:

Reverse must be completed and signed.

AGREEMENT

By signing below, the agent/responsible party understands that, until approval by the Mayor and Council, this form is an application for use of the parks for the aforementioned purposes, and not a permit for use. He/She further assumes full responsibility for complying with the rules and regulations set forth in the Town of Berlin Code of Ordinances and, specifically, Chapter 22, "Parks and Recreation", Sec. 22.48-50, as well as any additional terms and conditions imposed by the Mayor and Council of the Town of Berlin. He/She understand that failure to comply may result in:

1. The imposition of limitations to this permit; and/or
2. Withdrawal of this permit; and/or
3. Refusal by the Mayor and Council to authorize future use by the entity.

A copy of this permit must be in the possession of the person conducting the business activity and shown upon request.

I, further acknowledge and agree to the following:

- 1) The Mayor and Council of the Town of Berlin reserves the right to refuse approval of any permit for any reason at their discretion.
- 2) I am responsible for application for and payment of a Town of Berlin Business License Fee or Vendor Permit as applicable under the Code of the Town of Berlin, Chapter 8.
- 3) If the nature of the business activity involves the sale or provision of food or drink to be prepared on site and/or prior to sale and to be sold to and/or consumed by the public, I am responsible for obtaining any and all applicable permits from any other agencies including, but not necessarily limited to, agencies of Worcester County and the State of Maryland. The Mayor and Council of the Town of Berlin reserves the right to deny approval of this permit pending verification of appropriate permits obtained from any other agency as applicable. Alcohol sales are prohibited under any circumstance.
- 4) That, if applicable, I am responsible for completion and submission of road closure permit forms to the State Highway Administration.
- 5) The Town of Berlin is in no way responsible for my adherence to the above conditions and that any fees associated with this permit, including the Town of Berlin Business License Fee and/or Vendor Permit, paid to the Town of Berlin, are separate from and unrelated to any fee charged for any other purpose by any other agency.
- 6) I will maintain insurance appropriate to the activity proposed and will provide proof of said insurance upon request.
- 7) If appropriate to the activity proposed, I will have my customers/clients sign documents acknowledging that the Town of Berlin holds no responsibility for any loss/injury/damage incurred by their participation in my business activity.
- 8) I will be responsible for any damage to Town of Berlin owned or leased property incurred as a result of my use of the facility under this permit.
- 9) Under NO circumstance are motorized vehicles permitted on parks' grounds, except those areas designated for parking of motor vehicles, without express written approval by an authorized representative of the Town of Berlin.

Signature: Myro Small Digitally signed by Myro Small
Date: 2021.04.06 15:55:35 -04'00' Date: 4/9/21

Printed Name: Myro Small

Office Use Only: Date Rec'd: _____		Initials: _____		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-profit organizations: <input type="checkbox"/> Proof of Non-profit certification submitted and verified.					
By _____		Date: _____			
All others: Mayor and Council of the Town of Berlin on the _____ day of _____.					
_____ For to _____		Opposed with _____ Abstaining			
Additional Conditions/Notations: _____					



NON-PROFIT ORGANIZATION
REQUEST FOR WAIVER OF PARKS FEES



This Request for Waiver of Parks Fees is only for use by certified Non-Profit Organizations/. PROOF OF NON-PROFIT STATUS IS REQUIRED WITH SUBMISSION. FORM MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT DATE.

Name of Organization: Worcester County Recreation & Parks

Contact Person: Myro Small

Address: 6030 Public Landing Rd Snow Hill MD 21811
Street Address City State Zip Code

Phone Number: 410-632-2144 Email Address: msmall@co.worcester.md.us EIN: _____

Park where activity or event will occur: ☐ Stephen Decatur Park ☒ William Henry Park

Requested Days/Times of Use: Saturday's / 10:00 a.m. - 12:00 p.m.

of Persons Expected to participate in activity/event 30

With the exception of government entities, Information/Forms which MUST accompany this form:

1. Non-profit (501(c)(3)) Letter of Determination from the IRS; OR
2. Copy of information from irs.gov website.

Request will not be considered without the above information.

AGREEMENT

By signing below, the agent/responsible party understands and acknowledges:

1. That this is a request to waive fees associated with the reservation of the facilities of the Town of Berlin Park indicated above; any other costs or fees associated with the event, including those imposed by other agencies are not part of this waiver.
2. This form does not exempt the organization(s) from the applicability of any Town Code, other rules, regulations or policies associated with use of the parks. He/She further assumes full responsibility for complying with the rules and regulations set forth in the Town of Berlin Code of Ordinances and, specifically, Chapter 22, "Parks and Recreation", Sec. 22.48-50, as well as any additional terms and conditions imposed by the Mayor and Council of the Town of Berlin, as well as any applicable laws, regulations or codes imposed by the State of Maryland or Worcester County.
3. He/She understand that failure to comply may result in:
 - a. The imposition of limitations to use for the organization; and/or
 - b. Withdrawal of approval of this waiver; and/or
 - c. Refusal to authorize future use by the entity.
4. If this Request for Waiver is approved, such approval is applicable only to the date(s) specified above; additional waiver(s) must be requested for any future reservations of a Town of Berlin Park(s) by the organization.

Signature: Myro Small Digitally signed by Myro Small
Date: 2021.04.07 15:37:38 -0400 Date: 4/12/2021

Printed Name: Myro Small

Office Use Only: Date Rec'd: _____ Initials: _____	
<input type="checkbox"/> Verification of Non-Profit Status received. Non-profit ID # _____ OR <input type="checkbox"/> Government Entity	
Request <input type="checkbox"/> Approved <input type="checkbox"/> Denied If denied state reason: _____	
Comments: _____	



Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

Summer Instructional Youth Basketball

June 5, 2021 – July 24, 2021

Safety Guidelines:

- Participants must practice physical distancing as much as possible.
- Staff will sanitize equipment after use of basketballs, pinnies etc.
- When in line for activities, please maintain 6ft of distance between other individuals in line.
- Participants must bring their own water bottle.

We encourage everyone to continue practicing proper hygiene etiquette and social distancing.

By signing this document, I agree that I have received, read, and will adhere to and follow the Social Distancing policies outlined for this program. I understand that failure to comply could result in my suspension from the program.

On behalf of my child, I understand and assume the risk of potential COVID-19 exposure in connection with participation in this program. I release the County Commissioners of Worcester County, Maryland from all liability for personal injury arising from COVID-19 exposure in connection with participation in this program.

Participant name (print): _____

Parent/Guardian name (print): _____

Parent/Guardian Signature: _____

Date: _____



Mayor & Council of Berlin, Maryland

April 26, 2021

PROCLAMATION 2021 - 31

A PROCLAMATION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN RECOGNIZING THE 52nd ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

WHEREAS, The Mayor and Council of the Town of Berlin, recognize the Office of the professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

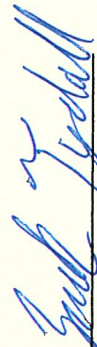
WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and

WHEREAS, The Professional Municipal Clerks serve as the information center on functions of local government of and community., and

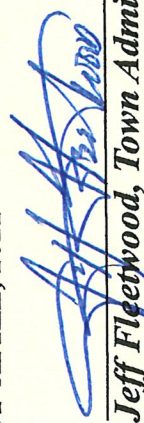
*WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Professional .
Municipal Clerk.*

NOW THEREFORE, I, Zack Tyndall, Mayor of the Town of Berlin, Maryland do recognize the week of May 2 through May 8, 2021 as Professional Municipal Clerks Week and further extend appreciation to our Professional Municipal Clerks for the services they perform.

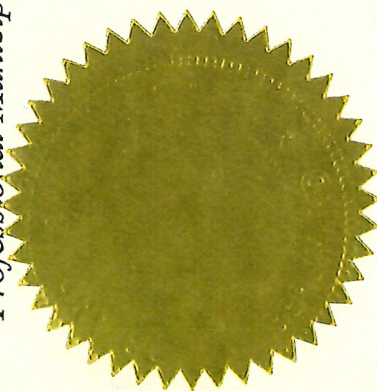
WITNESS MY HAND AND SEAL, THIS 26TH DAY OF APRIL, 2021



Mayor Zack Tyndall



Jeff Fleetwood, Town Administrator

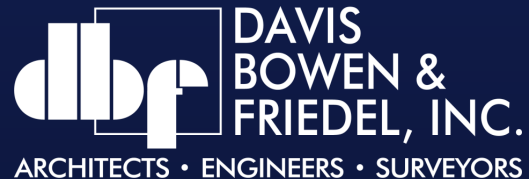




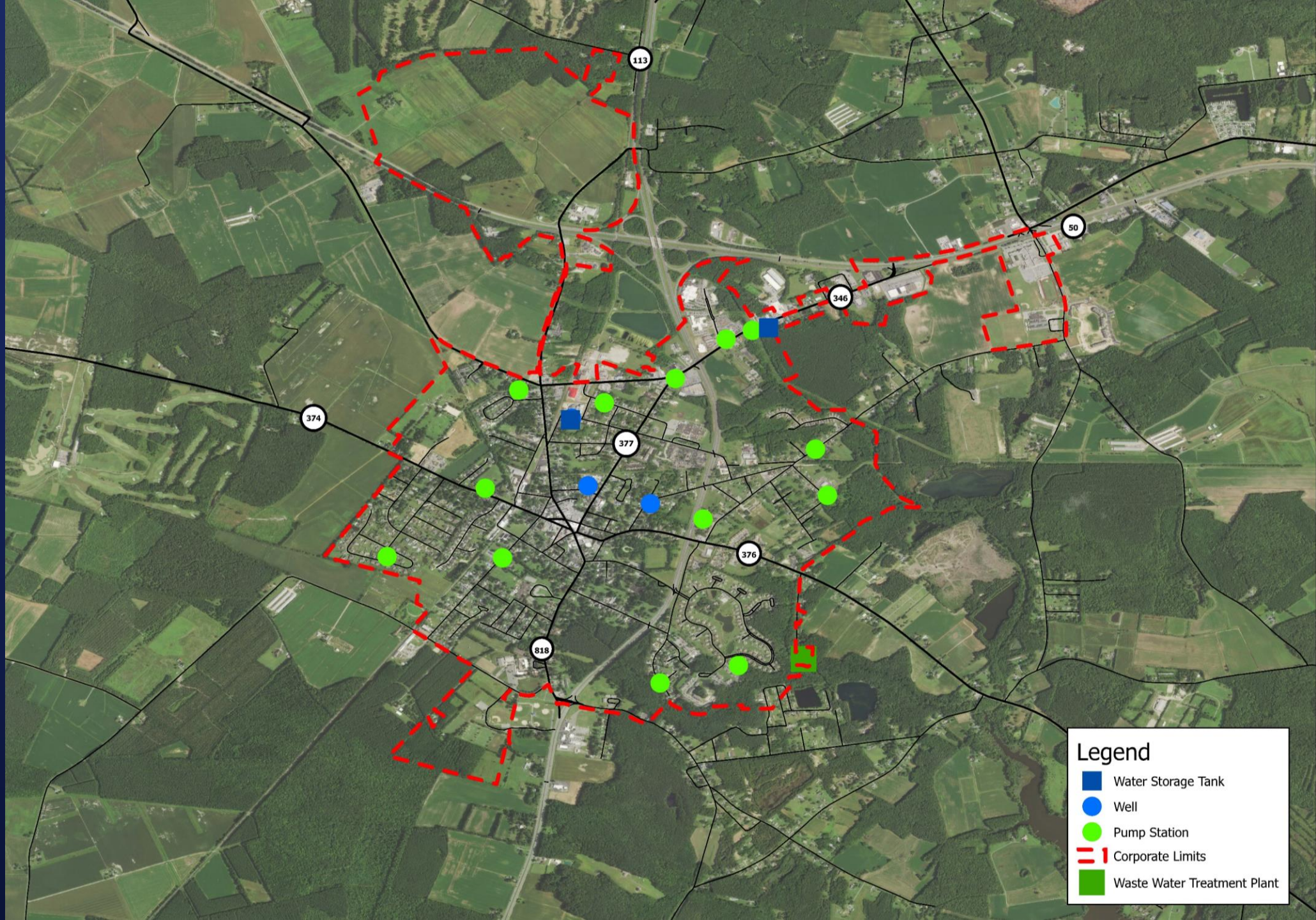
BERLIN MAYOR & COUNCIL MEETING

WATER & WASTEWATER CAPACITY PLANNING UPDATE

PRESENTED BY:



APRIL 2021



Legend

- Water Storage Tank
- Well
- Pump Station
- Corporate Limits
- Waste Water Treatment Plant

AGENDA

- + Existing Water & Wastewater Infrastructure/Facilities
- + Existing Capacities:
 - Water Wells
 - Water Tanks
 - WWTP Permit
 - WWTP Flows
- + Proposed Development
- + Proposed Infrastructure Improvements

EXISTING DRINKING WATER INFRASTRUCTURE

+ Existing Wells:

#1 Powellton Avenue (980 GPM)

#2 Franklin Avenue (240 GPM)

#3 Branch Street (480 GPM)

+ Water Appropriation Permit (MDE) – Average Daily Flow: 500,000 GPD ADF (average daily flow) 750,000 GPD MMU (month of maximum use)

+ Water Usage:

5-Year Average: 403,000 GPD

2020 Average: 440,000 GPD (88%)

+ Existing Elevated Storage Tanks:

Franklin Avenue: 200,000 GAL

Rt. 346 East: 250,000 GAL

450,000 GAL Total Storage

EXISTING WASTEWATER TREATMENT PLANT

- + WWTP Permitted Capacity = 750,000 GPD
- + MDE Discharge Permit Requirements: Total Nitrogen (TN) < 8mg/l
BOD < 10mg/l
TSS < 10mg/l
Fecal Coliform < 3 MPN/100ml
 - MDE requires that municipalities begin the planning/design process for WWTP upgrades at 80% permitted flow capacity = 600,000 GPD
- + Average Daily Flow 3 Year Average: 493,000 GPD (66% of Permit Capacity)

2018: 505,000 GPD	2019: 481,000 GPD	2020: 456,000 GPD (62% of Permit Capacity)
-------------------	-------------------	--
- + Reserved Infill EDUs/Flow: (213 EDU/ 53,250 GPD) (73% of Permit Capacity)
- + Anticipated Development EDUs/Flow: (83 EDU/ 53,250 GPD) (76% of Permit Capacity)
- + Remaining EDUs: 732 EDUs to 100% Permitted Capacity
132 EDUs to 80% Permitted Capacity

EXISTING WASTEWATER PUMP STATIONS

Berlin Wastewater Pump Stations

- + 346 East Pump Station (1997) →
- + 346 West Pump Station (1998) →

2021 Proposed Developments

Oceans East & Atlantic Orthopaedics
Buas Property (Rt. 818. & Rt. 50) & Sunlight Lane/Purnell
Crossing South

Other Pump Stations

- | | |
|---|---|
| + Broad Street (1935, updated 1958) | + Decatur St. Extended Lift Station (<2000) |
| + William Street (1969) | + Schoolfield Lift Station (1958, updated 1977) |
| + Cannery Village (2015) | + Flower Street Lift Station (1985) |
| + Decatur Farms Pump Station (2005) | + Graham Avenue (1988) |
| + West Street Lift Station (1958, updated 1987) | + Franklin Knoll Lift Station (2005-2006) |



+ Town of Berlin
Wastewater Capacity
Management Plan


- Inflow & Infiltration

2018 - 2020 Precipitation/WWTP Flow Versus Well Production Data				
	Wastewater		Water	
Year	Rain (in)	Flow (MGD)		Water Distr. (MGD)
2018				
Total	59.50	184.39		138.62
Avg. Per Day		0.505		0.380
2019				
Total	53.60	175.72		152.43
Avg. Per Day		0.481		0.418
2020				
Total	59.10	166.55		159.08
Avg. Per Day		0.455		0.436
3-Yr Average Per Day		0.481		0.411
I&I Calculation: (WWTP Flows - WTF Production)				0.070
I&I Percentage at WWTP				14.5%

PROPOSED DEVELOPMENT

+ Town of Berlin
Wastewater Capacity
Management Plan

- Pending Pump
Station/Wastewater
Capacity Allocations



SUBDIVISIONS/DEVELOPMENTS - Data as of February, 2021								
			USAGE CATEGORY			RECEIVING FLOW		
DEVELOPMENT/SUBDIVISION	TOTAL # OF EDUs	TOTAL # OF SINGLE FAMILY / UNITS	TOTAL # OF MULTI-FAM UNITS	TOTAL # OF COMM'L-UNITS	RT 346 West PS	RT 346 East PS	WWTP	
2021:								
Sunlight Lane/White Oak Builders	28				28		28	
Willows/Wolfe Terrace	35						35	
115 Flower Street - Fassitt	1						1	
IG Burton Chevy	9					9	9	
Buas MD 818 7-11	8				8		8	
Atlantic Ortho	21					21	21	
Oceans East	48					48	48	
2021 TOTALS:	150	0	0	0	36	78	150	
2022 - 2023:								
Oceans East	106					106	106	
US 50 Supermarket & Commercial	50				50		50	
Abbott Farm	352				352		352	
Buas MD 818 Hotel & Pad Site	40				40		40	
Derrickson MD 818 Mixed Use	8				8		8	
Carbaugh RT 346 Comm/Aparts	100				100		100	
Harrison Athletic Fields	5					5	5	
MSP Expansion	15				15		15	
2022-2023 TOTALS:	676	0	0	0	565	111	676	
GRAND TOTALS:	826	0	0	0	601	189	826	
Total Anticipated Flow (Total EDU X 250 GPD)	206,500				150,250	47,250	206,500	

ANTICIPATED UPGRADES

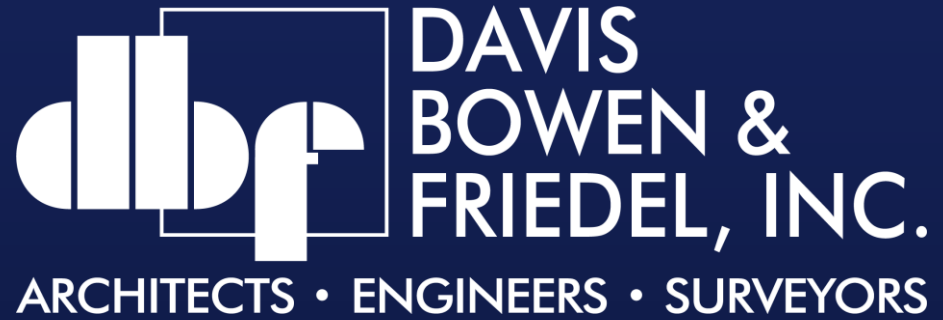
Short Term (2021-2023):

- + Rt. 346 East Sewer Pump Station
(Capacity Upgrade)
- + Rt. 346 West Sewer Pump Station
(Capacity Upgrade)
- + Williams Street Pump Station Improvement
(Currently in design for upgrades in 2021)
- + Broad Street Pump Station Replacement
(Original 1935 Construction) – Replace in 2022
- + Install Smart Meter System

Long Term (2024-2026):

- + WWTP Upgrades To Increase Capacity & Nutrient Removal
- + New Elevated Storage Tank
- + Rehabilitate Existing Wells
- + Rehabilitate Pump Stations with More Efficient/Cost Effective Pumps

QUESTIONS?



Check Run Report for:

04/08/21

04/12/21

04/14/21



Town of Berlin, MD

4/9/21

Check Register

Packet: APPKT01978 - 20210408SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000088	AFFORDABLE BUSINESS SYSTEMS	04/08/2021	Regular	0.00	798.77	19834
0000158	AN ANGEL'S TOUCH CLEANING SERV	04/08/2021	Regular	0.00	1,000.00	19835
0000166	ANIXTER POWER SOLUTIONS, LLC	04/08/2021	Regular	0.00	1,953.80	19836
0000312	BENEFITMALL	04/08/2021	Regular	0.00	69,188.22	19837
0000323	BERLIN AUTOMOTIVE	04/08/2021	Regular	0.00	172.47	19838
0000323	BERLIN AUTOMOTIVE	04/08/2021	Regular	0.00	986.28	19839
0003041	BLUE PEAK LOGIC INC	04/08/2021	Regular	0.00	1,130.00	19840
0000455	CARD'S TECHNOLOGY	04/08/2021	Regular	0.00	761.00	19841
0002647	CINTAS RUGS	04/08/2021	Regular	0.00	62.22	19842
0000696	DELAWARE ELECTRIC CO-OP	04/08/2021	Regular	0.00	210.91	19843
0002863	DIESEL LAPTOPS	04/08/2021	Regular	0.00	1,195.00	19844
0000784	EA ENGINEERING, SCIENCE AND TEC	04/08/2021	Regular	0.00	1,618.75	19845
0000794	EASTERN SHORE COFFEE	04/08/2021	Regular	0.00	39.11	19846
0000807	ECONO SIGNS LLC	04/08/2021	Regular	0.00	589.95	19847
0000907	FLAG PUBLICATIONS INC	04/08/2021	Regular	0.00	201.25	19848
0000977	GREAT AMERICA FINANCIAL	04/08/2021	Regular	0.00	163.04	19849
0002644	INTERNATIONAL OF DELMARVA	04/08/2021	Regular	0.00	269.10	19850
0001080	IRIE RADIO INC	04/08/2021	Regular	0.00	450.00	19851
0001565	NATIONWIDE RETIREMENT SOLUTIC	04/08/2021	Regular	0.00	4,209.60	19852
0002754	NOYES MICROSYSTEMS INC	04/08/2021	Regular	0.00	110.00	19853
0001677	PENINSULA DRY CLEANERS, INC	04/08/2021	Regular	0.00	77.00	19854
0002524	QUADIENT LEASING USA INC	04/08/2021	Regular	0.00	154.22	19855
0001997	STAPLES BUSINESS CREDIT	04/08/2021	Regular	0.00	154.70	19856
0001998	STAPLES CREDIT PLAN	04/08/2021	Regular	0.00	1,081.69	19857
0002022	STUART C IRBY CO	04/08/2021	Regular	0.00	4,892.00	19858
0003149	TRANSAMERCIA	04/08/2021	Regular	0.00	335.10	19859
0002928	UNIFIRST CORPORATION	04/08/2021	Regular	0.00	120.71	19860
0002205	UNITED WAY OF THE EASTERN SHO	04/08/2021	Regular	0.00	38.00	19861
0002231	VA MD & DE ASSOC OF ELECTRIC CC	04/08/2021	Regular	0.00	647.91	19862
0002233	VALERIE J MANN	04/08/2021	Regular	0.00	400.00	19863
0002363	WORCESTER COUNTY LANDFILL	04/08/2021	Regular	0.00	2,355.20	19864

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	42	31	0.00	95,366.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	42	31	0.00	95,366.00



Town of Berlin, MD

Payment Register

APPKT01978 - 20210408SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					798.77
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/08/2021	798.77	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN162385	AFFORDABLE BUSINESS QUARTERLY PAYMENT	04/07/2021	04/07/2021	0.00	798.77	

Vendor Number	Vendor Name					Total Vendor Amount
0000158	AN ANGEL'S TOUCH CLEANING SERVICES					1,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/08/2021	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1907	CLEANING SERVICES	04/07/2021	04/07/2021	0.00	1,000.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC					1,953.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/08/2021	1,953.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4880455-00	BURNDY YTA33R2N 336 AL/CU/ACSR CONNECTOR	04/08/2021	04/08/2021	0.00	383.00	
4896959-00	HDSO-70 CLAMPS DEADENDS STRAIGHT 336 ALUM.	04/08/2021	04/08/2021	0.00	116.00	
4896987-00	HDSO-70 CLAMPS DEADENDS STRAIGHT 336 ALUM.	04/08/2021	04/08/2021	0.00	133.00	
489699-00	HDSO-70 CLAMPS DEADENDS STRAIGHT 336 ALUM.	04/08/2021	04/08/2021	0.00	456.80	
4897001-00	HDSO-70 CLAMPS DEADENDS STRAIGHT 336 ALUM.	04/08/2021	04/08/2021	0.00	865.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000312	BENEFITMALL					69,188.22
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/08/2021	69,188.22	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MAY FY 21	BENEFIT MALL MED, DEN, VIS, INS COVERAGE MAY 2021	04/08/2021	04/08/2021	0.00	69,188.22	

Vendor Number	Vendor Name					Total Vendor Amount
0000323	BERLIN AUTOMOTIVE					1,158.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/08/2021	172.47	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
347180	PARTS TO REPAIR DOOR HANDLE ON VEHICLE #12	04/01/2021	04/01/2021	0.00	172.47	
Check				04/08/2021	986.28	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
VARIOUS INVS	PARTS TOOLS AND OTHER SUPPLIES	04/01/2021	04/01/2021	0.00	986.28	

Vendor Number	Vendor Name					Total Vendor Amount
0003041	BLUE PEAK LOGIC INC					1,130.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/08/2021	1,130.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1681	YEARLY AGREEMENT SOFTWARE	04/08/2021	04/08/2021	0.00	1,130.00	

Payment Register
APPKT01978 - 20210408SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0000455</u>	CARD'S TECHNOLOGY					761.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	761.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>46679</u>	LICENSING	04/05/2021	04/05/2021	0.00	761.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002647</u>	CINTAS RUGS					62.22
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	62.22			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>4080565356</u>	YEARLY RUG SERVICE	04/07/2021	04/07/2021	0.00	62.22	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000696</u>	DELAWARE ELECTRIC CO-OP					210.91
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	210.91			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>12686</u>	8" FIBERGLASS DEAD END CROSS ARM	04/01/2021	04/01/2021	0.00	210.91	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002863</u>	DIESEL LAPTOPS					1,195.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	1,195.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>81206</u>	ANNUAL SUBSCRIPTION	04/05/2021	04/05/2021	0.00	1,195.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000784</u>	EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC					1,618.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	1,618.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>144545</u>	PROJ 1470404 STMWTR MNGT ON CALL SUPPORT SVCS	04/07/2021	04/07/2021	0.00	1,618.75	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000794</u>	EASTERN SHORE COFFEE					39.11
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	39.11			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>065139</u>	DISTILLED WATER	04/07/2021	04/07/2021	0.00	30.36	
<u>227083</u>	BOTTLED WATER AND COOLER RENTAL FEES	04/05/2021	04/05/2021	0.00	8.75	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000807</u>	ECONO SIGNS LLC					589.95
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	589.95			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>10-966293</u>	4 STREET SIGNS	04/05/2021	04/05/2021	0.00	589.95	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0000907</u>	FLAG PUBLICATIONS INC					201.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	201.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>334884</u>	FLAG PUBLICATIONS SEASONAL LABORER AD	04/01/2021	04/01/2021	0.00	90.00	
<u>335224</u>	PUBLIC WORKS SEASONAL HELP JOB DESC AD	04/08/2021	04/08/2021	0.00	90.00	
<u>335292</u>	ADVERTISING	04/08/2021	04/08/2021	0.00	21.25	

Payment Register
APPKT01978 - 20210408SW

Vendor Number	Vendor Name					Total Vendor Amount
<u>0000977</u>	GREAT AMERICA FINANCIAL					163.04
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	163.04			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>29071700</u>	COPIER LEASE	04/08/2021	04/08/2021	0.00	163.04	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002644</u>	INTERNATIONAL OF DELMARVA					269.10
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	269.10			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>580765P</u>	COOLANT WWTP GENERATOR	04/07/2021	04/07/2021	0.00	269.10	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001080</u>	IRIE RADIO INC					450.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	450.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>643 00023-0001</u>	ADVERTISING	04/05/2021	04/05/2021	0.00	450.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001565</u>	NATIONWIDE RETIREMENT SOLUTIONS					4,209.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	4,209.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>PPE 03/28/2021</u>	NATIONWIDE 457 EMPLOYEE CONTRIBUTION	04/07/2021	04/07/2021	0.00	4,209.60	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002754</u>	NOYES MICROSYSTEMS INC					110.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	110.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>1016814</u>	IT SERVICE	04/08/2021	04/08/2021	0.00	110.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001677</u>	PENINSULA DRY CLEANERS, INC					77.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	77.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>20-31198</u>	MONTHLY DRY CLEANING	04/08/2021	04/08/2021	0.00	77.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002524</u>	QUADIENT LEASING USA INC					154.22
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	154.22			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>N8801076</u>	POSTAGE LEASE	04/08/2021	04/08/2021	0.00	154.22	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001997</u>	STAPLES BUSINESS CREDIT					154.70
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	154.70			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>1634210525</u>	OFFICE SUPPLIES	04/07/2021	04/07/2021	0.00	154.70	

Payment Register
APPKT01978 - 20210408SW

Vendor Number	Vendor Name					Total Vendor Amount
0001998	STAPLES CREDIT PLAN					1,081.69
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	1,081.69			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6035-5178-2026-3951 MAR	STAPLES OFFICE SUPPLIES	04/08/2021	04/08/2021	0.00	1,081.69	

Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					4,892.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	4,892.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S012327278.001	COND. ZUZARA 4/0 ALUM. TRIPLEX OVERHEAD WIRE	04/08/2021	04/08/2021	0.00	1,050.00	
S012330234.001	SPOOLS OF #4 SOFT DRAWN COPPER (6) SPOOLS	04/01/2021	04/01/2021	0.00	900.00	
S012347403.001	4" U-GUARD 20 SECTIONS OF 10FT. LENGTHS	04/01/2021	04/01/2021	0.00	520.00	
S012348887.001	FULL REEL OF 1/0 OVERHEAD TRIPLEX	04/01/2021	04/01/2021	0.00	1,032.00	
S012355070.001	COND. QUAD 4/0 APPALOOSA / XL OVERHEAD SERV. WIF	04/08/2021	04/08/2021	0.00	1,390.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003149	TRANSAMERICA					335.10
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	335.10			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2504151207	TRANSAMERICA MONTHLY SUPPLEMENTAL INSURANCE	04/01/2021	04/01/2021	0.00	335.10	

Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					120.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	120.71			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
092 1831696	UNIFORM CLEANING SERVICE - PUBLIC WORKS	04/05/2021	04/05/2021	0.00	120.71	

Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					38.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	38.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 03/23/2021	UNITED WAY EMPLOYEE CONTRIBUTION	04/07/2021	04/07/2021	0.00	38.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002231	VA MD & DE ASSOC OF ELECTRIC COOPERATIVES					647.91
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	647.91			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
24566	LINEMAN SCHOOL - BOOKS, TESTING AND TRAINING	04/07/2021	04/07/2021	0.00	647.91	

Vendor Number	Vendor Name					Total Vendor Amount
0002233	VALERIE J MANN					400.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	400.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
04052021	PREPARATION OF APPLICATION	04/08/2021	04/08/2021	0.00	400.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					2,355.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/08/2021	2,355.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MARCH FY 21	REFUSE, RECYCLE AND CAN PULLS	04/08/2021	04/08/2021	0.00	2,355.20	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	42	31	0.00	95,366.00
Packet Totals:		42	31	0.00	95,366.00



Town of Berlin, MD

Check Register

Packet: APPKT01980 - 20210412SW

J 4/12/21
m75 4/12/21

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks 0002202	UNITED STATES POSTAL SERVICE	04/12/2021	Regular	0.00	5,000.00	19865

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	5,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	5,000.00

Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	4/2021	5,000.00
			5,000.00



Town of Berlin, MD

84/12/21

Payment Register

APPKT01980 - 20210412SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number Vendor Name
0002202 UNITED STATES POSTAL SERVICE

Total Vendor Amount
5,000.00

Payment Type Payment Number
Check

Payment Date Payment Amount
04/12/2021 5,000.00

Payable Number Description
APRIL FY 21 POSTAGE FOR BULK MAILING - UTILITY BILLINGS

Payable Date Due Date
04/12/2021 04/12/2021

Discount Amount Payable Amount
0.00 5,000.00

Payment Register

APPKT01980 - 20210412SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	5,000.00
Packet Totals:		1	1	0.00	5,000.00



Town of Berlin, MD

Payment Register

APPKT01982 - 20210414SW

01 - Vendor Set 01

m7B 4/14/21
841/14/21

Bank: BOC AP - BOC AP Checks

Vendor Number Vendor Name
0003109 JAMES BRADFORD FARM TRUST
Payment Type Payment Number
Check
Payable Number Description
APRIL FY 21 BOUNDS SPRAY SITE BOND

Payable Date	Due Date	Discount Amount	Payable Amount	Payment Date	Payment Amount	Total Vendor Amount
04/14/2021	04/14/2021	0.00	2,022.50	04/14/2021	2,022.50	2,022.50

Vendor Number Vendor Name
0003110 JESSE JONES FARM TRUST
Payment Type Payment Number
Check
Payable Number Description
APRIL FY 21 BOUNDS SPRAY SITE BOND

Payable Date	Due Date	Discount Amount	Payable Amount	Payment Date	Payment Amount	Total Vendor Amount
04/14/2021	04/14/2021	0.00	2,022.50	04/14/2021	2,022.50	2,022.50

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	4,045.00
Packet Totals:		2	2	0.00	4,045.00



Town of Berlin, MD

Check Register

Packet: APPKT01982 - 20210414SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0003109	JAMES BRADFORD FARM TRUST	04/14/2021	Regular	0.00	2,022.50	19866
0003110	JESSE JONES FARM TRUST	04/14/2021	Regular	0.00	2,022.50	19867

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	4,045.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	4,045.00

Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	4/2021	4,045.00
			4,045.00