



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall

10 William Street

Monday, December 14, 2020

EFFECTIVE 11/23/2020: SPECIAL NOTICE: There will be no public or press attendance permitted at Mayor and Council Meetings until further notice; attendance will be limited to Elected Officials, designated personnel and presenters as appropriate. We will continue to live stream Mayor and Council Meetings during the ongoing Coronavirus/Covid-19 State of Emergency. Your patience and understanding as we work to meet the restrictions on gathering size, while still conducting Town business is truly appreciated.

- Meeting packets will be posted by 5:00 p.m. on the Wednesday before the meeting.
- Written questions will be accepted to provide the Mayor and Council the opportunity to review and discuss BY 12:00 PM/NOON on the day of the meeting. Submit to:
 - Email: info@berlinmd.gov, please use M&C Comments as your subject
 - Fax to: 410-641-2316
 - Mail to: Berlin Town Hall, Attn: M&C Comments, 10 Williams St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
 - Drop off in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.

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

No response will be given to questions and comments submitted via Facebook during a regular meeting.

PUBLIC HEARINGS: If a public hearing is scheduled, questions will also be taken via Facebook during the Public Hearing portion of that meeting. A staff member will monitor the questions for duplicates, language and appropriateness to the Public Hearing topic. Depending on the volume of questions, we may not be able address everyone.

Responses will be given out loud via the live stream; they WILL NOT be responded to via the comments on Facebook.



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall

10 William Street

Monday, December 14, 2020

7:00 PM REGULAR SESSION – Via Zoom – Livestreamed to Facebook

1. Approval of the Minutes for:
 - a. Work Session of 10/21/20
 - b. Executive Session of 11/23/20
 - c. Statement of Closure for Executive Session of 11/23/20
 - d. Regular Session of 11/23/20
2. PKS FY2020 Audit Presentation – PKS Representatives, Michael Kleger, Partner and Leslie Michalik, Manager
3. Water and Sewer Projections – SERCAP Representative Jean Holloway
4. Discussion only re: Deeding property right of way MD 376 – SHA Representative Judd Vickers
5. Ocean's East II, LLC EDU Agreement – Planning and Zoning Director David Engelhart
6. Town Administrator's Report
7. Departmental Reports
8. Comments from the Mayor
9. Comments from the Council
10. Comments from the Public (Questions or comments submitted prior to 12 noon on Monday, December 14, 2020 will be addressed at this time. Questions submitted on Facebook will not be answered during the meeting except during public hearings as applicable.)
11. Comments from the Press
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 and 1-800-735-2258 outside of Maryland.*



BERLIN MAYOR AND COUNCIL
BUDGET WORK SESSION
Meeting Minutes
Wednesday, October 21, 2020

9:00 AM COUNCIL ORIENTATION WORK SESSION
Berlin Town Hall Council Chambers

Present: Mayor Zackery Tyndall, Councilmembers Orris, Nichols, and Knerr.

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

Mayor Tyndall called the work session to order at 9:05 AM.

All staff present gave a brief introduction and overview of their job duties and invited the new and existing Councilmembers to do a tour of their facility.

The Councilmembers and Mayor Tyndall then briefly introduced themselves and discussed what they hope to gain from the experience.

The group took a brief break at 10:30 AM and resumed the work session at 10:45 AM.

Ms. Bohlen then discussed meeting types, meeting protocol, Robert's Rules, and the order of operations. Ms. Jensen mentioned that packets that come from her were confidential because they usually contain executive session minutes.

Mr. Fleetwood provided everyone with an employee handbook and Chief Downing said their standards are listed on their website.

Ms. Saleh then gave a budget overview and explained the various documents/workbooks the Town uses and showed them how to follow along.

The work session adjourned at 12:10 PM.

Respectfully Submitted,

Kelsey Jensen
Administrative Manager

**WRITTEN STATEMENT FOR CLOSING A MEETING
UNDER THE OPEN MEETINGS ACT**

Agenda Item # 1C

Date: 11/23/20 Time: 6:30 pm Location: Council Chambers Motion to close meeting made by: Purnell

Seconded by Knerr Members voting in favor: Burrell, Orris

Opposed: 0 Abstaining 0 Absent Nichols

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- ☐ (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- ☐ (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- ☐ (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- ☐ (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- ☐ (5) To consider the investment of public funds;
- ☐ (6) To consider the marketing of public securities;
- ☒ (7) To consult with counsel to obtain legal advice on a legal matter;
- ☐ (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- ☐ (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- ☐ (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- ☐ (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- ☐ (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- ☐ (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- ☒ (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (14) Potential proposal by developer(s) to purchase parcels of land currently owned by the Town.

§3-305(b) () _____

§3-305(b) () _____

This statement is made by Mayor Zack Tyndall, Presiding Officer: _____
SIGNATURE

.....



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, November 23, 2020

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

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

Absent: Councilmember Shaneka Nichols.

Staff Present: Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Planning Director Dave Engelhart, 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. No other persons were present in the Council Chambers other than those specified above.

Following the Pledge of Allegiance, Mayor Tyndall called the meeting to order at 7:00 PM.

1. Approval of the Minutes for:

a. Work Session of 10/21/20:

On the motion of Councilmember Knerr, seconded by Councilmember Purnell, the Work Session minutes of October 21, 2020 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

**** This item was revisited further into the meeting and changes were made.**

b. Regular Session of 11/09/20:

Councilmember Orris noted that in item six, the last sentence, he should be changed to Mr. Fleetwood for more clarity.

On the motion of Councilmember Orris, seconded by Councilmember Purnell, the Regular Session Minutes of October 26, 2020 with the correction noted, 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

c. Executive Session of 11/16/20:

On the motion of Councilmember Knerr, seconded by Councilmember Orris, the Executive Session minutes of October 26, 2020 were approved by the following vote:

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

d. Statement of Closure for Executive Session of 11/16/20:

Mayor Tyndall read the Statement of Closure and noted that it was a unanimous vote to close the meeting.

2. Municipal Government Works Month Proclamation

Mayor Tyndall proclaimed November as Municipal Government Works Month and explained that going forward this would be proclaimed at the first meeting in November.

3. Motion 2020-29: Deeding of real property at Willows of Berlin

Town Administrator Jeffrey Fleetwood explained that Mr. Holden with Willows of Berlin is asking the Town to deed the 11,923 sq/ft property to Willows in exchange for improvements to Maple Avenue and the adjacent sidewalks specified in the Public Works Agreement, and to maintain the current public access to Maple Avenue for the adjacent Stoll Property. Only once all three items are completed to Town standards would the property be deeded over to Willows.

Councilmember Knerr points out that if we let them proceed with construction before deeding the property, they would be building on Town property and we risk them not doing what they agreed to do if we let them build on it first, but they will need to construct their property before paving the streets. Planning Director David Engelhart said the terms are laid out in the Public Works agreement, they will not receive their Certificate of Occupancy (CO) and Town property would not be conveyed to them until it is completed to Town standards. Town Attorney David Gaskill said it will be more incentive to the developer to get things done right so they can receive their CO; so, he does not see a problem with it. Vice-President Burrell asked where it says to Town Standards; Mr. Fleetwood said in the Public Works agreement. Vice-President Burrell said he would like to see "only to Town standards, will the parcel convey" added to paragraph four of the Motion to be sure they complete it to our standards before we convey the property.

On the motion of Councilmember Purnell, seconded by Councilmember Orris, Motion 2020-29 with the amendment made to paragraph four was approved by the following vote:

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

** This item was revisited further into the meeting and changes were made.

4. Departmental Reports:

a. Economic and Community Development Director – Jeffrey Fleetwood on behalf of Ivy Wells
Mr. Fleetwood reported that Ms. Wells was working on signage for the Ice Ice event on the 27th. He also mentioned that she is collecting money towards gift cards for Worcester Gold please contact her if you would like to contribute. The Berlin home decorating contest information is on the Main Street website.

b. Electric Utility Director – Jeffrey Fleetwood on behalf of Tim Lawrence

Mr. Fleetwood said they are working on securing a grant through Maryland Electric Administration for a 48.95 KW rooftop solar field, it would be at no cost to the Town up to \$125,000 and we would own the energy produced, which would offset the electric costs of running the plant.

c. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen reminded everyone about the holiday closure on the 26th and 27th, and that trash would be collected Friday and no recycling collection this week. Mr. Fleetwood added that Town Offices are closed to the public, phones are still manned, but payments should be made online, mailed through the USPS or in the dropbox.

d. Administrative Manager – Kelsey Jensen

Ms. Jensen asked if Mr. Fleetwood wanted to touch on Mr. Parkinson's award; Mr. Fleetwood said Alan Parkinson, Chief Linesman, received the Safety Hard Hat Award from American Municipal Power after being nominated by Electric Utility Director Tim Lawrence. Mayor Tyndall added that Mr. Lawrence received this award in the past.

e. Planning and Zoning Director – David Engelhart

Mr. Engelhart said they are also closed to the public but call with any questions: 410-641-4143. They have a drop box outside with applications in the box as well.

Vice-President Burrell asked if there have been any operational changes to the Police Departments schedule; Mr. Fleetwood said there have not been.

5. Comments from the Mayor:

Mayor Tyndall said a letter was sent from the Mayor and Council to the Maryland Board of Public Works regarding the Department of Natural Resources land acquisition of the Bay Club property and adjacent farmland known as the Joseph farm. It was passed by the board unanimously, so we can look forward to adding that to the Town's comprehensive plan; it is a 600-acre green space right outside of the Town. He also wished everyone a Happy Thanksgiving.

6. Comments from the Council:

Vice-President Burrell wished everyone a Happy Thanksgiving.

Councilmember Purnell wished everyone a Happy Thanksgiving and asked when Jean Holloway would be presenting; Mr. Fleetwood said she is on the schedule for December 14th along with several other presenters.

Councilmember Orris wished everyone a safe, healthy, and Happy Thanksgiving. He then asked about bulk pick up; Ms. Bohlen said three tons were collected. He asked where Ice Ice sculptures

would be located; Mr. Fleetwood said they will be on main street in front of each business. Lastly, he asked if they should have voted on the work session on 10/21/20 because Councilmember Nichols was not present; it was determined that they should not have voted, and the item was moved to the December 14th meeting.

Councilmember Knerr wished everyone a Happy Thanksgiving.

*** Town Administrator Jeffrey Fleetwood received a message from Mr. Holden stating the language used in Motion 2020-29 may not work for them because they need the property deeded to them before settlement. Councilmember Purnell stated that even if we deed it to them before the work is done we can hold back the CO or the Bond until they complete the work they agreed to. Mayor Tyndall suggested taking a brief recess to allow Mr. Fleetwood to call Mr. Holden.

On the motion of Councilmember Orris, seconded by Councilmember Knerr, a Motion to take a brief recess 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

On the motion of Councilmember Orris, seconded by Vice-President Burrell, a Motion to reconvene 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

Town Attorney David Gaskill advised that Motion 2020-29 would need to be reconsidered.

On the motion of Vice-President Burrell, seconded by Councilmember Purnell, a Motion to reconsider Motion 2020-29 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

Town Attorney David Gaskill suggested removing the entire last sentence in paragraph four and adding ", all to be completed per Town standards.". Mr. Holden made a comment that there is a

bond for the work on Maple which more than covers the costs of the road improvements and sidewalks.

On the motion of Vice-President Burrell, seconded by Councilmember Knerr, Motion 2020-29 with the amendments suggested by Town Attorney David Gaskill, was approved by the following vote:

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

7. Comments from the Public – none.

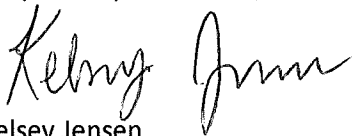
8. Comments from the Press – none.

9. Adjournment:

On the motion of Vice-President Burrell, seconded by Councilmember Purnell, the Mayor and Council meeting was adjourned at approximately 7:46 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, MARYLAND

OVERVIEW OF FINANCIAL HIGHLIGHTS

YEAR ENDED JUNE 30, 2020



1

1

Independent Auditors' Report

In our opinion, the financial statements **present fairly, in all material respects** the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Berlin, Maryland as of June 30, 2020 and for the year then ended in accordance with accounting principles generally accepted in the United States of America (GAAP).

Clean or unmodified opinion.

Highest level of assurance that we can give.

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2

Government Auditing Standards Report

Report on internal control over financial reporting and on compliance and other matters

- Not an opinion report
- We did not identify any material weaknesses in internal control over financial reporting
- We did not identify any instances of noncompliance that we were required to report under *Government Auditing Standards*

3

General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance

	2020		2019
	Budget	Actual	Actual
Revenues	\$ 6,399,098	\$ 6,796,734	\$ 6,599,178
Expenditures	6,449,098	5,790,666	6,691,609
Revenues over (under) expenditures	(50,000)	1,006,068	(92,431)
Other financing sources (uses)			
Proceeds from issuance of debt	50,000		
Net change in fund balance	\$	\$ 1,006,068	\$ (92,431)

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General Fund Balance

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

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

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

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

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

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General Fund Balance

FUND BALANCES

Nonspendable	\$ 3,375,304
Restricted	994,629
Assigned	791,005
Unassigned	1,008,044
Total fund balance	<u>\$ 6,168,982</u>

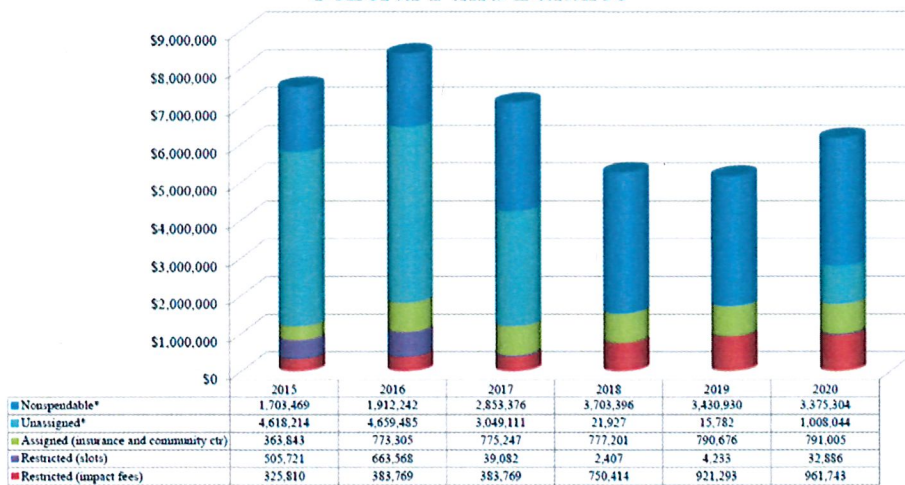
Unrestricted (Assigned, and unassigned) = \$1,799,049
Represents 3.75 months of operating expenditures.

GFOA recommends a fund balance of no less than 60 days of operating expenses.

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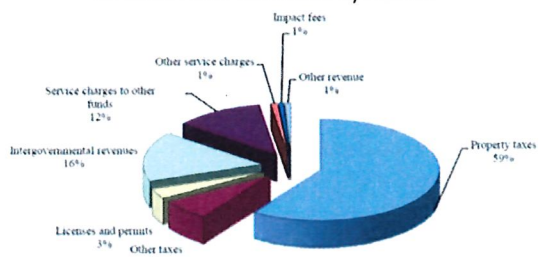
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Town of Berlin, Maryland General Fund Balance



7

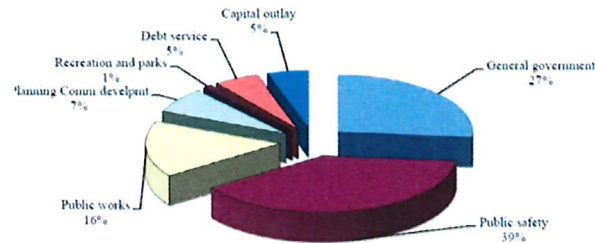
General Fund Revenues by Source



	2020		2019	
	\$	%	\$	%
Property taxes	\$ 4,037,069	59.40%	\$ 3,361,670	50.94%
Other taxes	464,305	6.83%	556,209	8.43%
Licenses and permits	229,377	3.37%	291,750	4.42%
Intergovernmental revenues	1,086,004	15.98%	1,264,455	19.16%
Service charges to other funds	820,688	12.07%	826,131	12.52%
Other service charges	65,252	0.96%	62,508	0.95%
Impact fees	35,890	0.53%	166,987	2.53%
Other revenue	58,149	0.85%	69,469	1.06%
Totals	\$ 6,796,734	100.00%	\$ 6,599,179	100.00%

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General Fund Expenditures - by Program



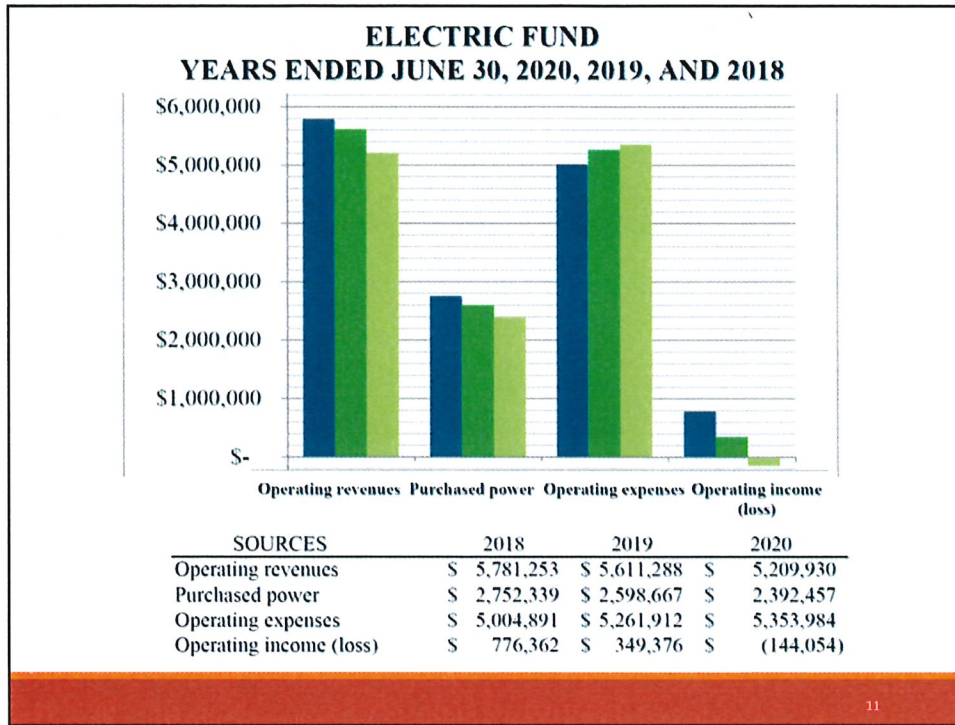
	2020		2019	
	\$	%	\$	%
General government	\$ 1,530,826	26.44%	\$ 1,612,325	24.08%
Public safety	2,254,313	38.93%	2,461,294	36.78%
Public works	928,387	16.03%	976,773	14.60%
Planning/Comm development	417,103	7.20%	471,750	7.05%
Recreation and parks	61,266	1.06%	70,215	1.05%
Debt service	314,217	5.43%	320,221	4.79%
Capital outlay	284,554	4.91%	779,032	11.64%
Totals	\$ 5,790,666	100.00%	\$ 6,691,610	100.00%

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Electric Fund
Statement of Activities

	2020	2019
Operating revenues	\$ 5,209,930	\$ 5,611,288
Operating expenses	5,353,984	5,261,912
Operating income	(144,054)	349,376
Non-operating revenues (expenses) and transfers		
Interest expense	(155,061)	(163,365)
Insurance proceeds	1,798,992	
Gain on disposal of capital assets	10,937	
Net non-operating expenses	1,654,868	(163,365)
Net change in net position	\$ 1,510,814	\$ 186,011

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Water Fund Statement of Activities

	2020	2019
Operating revenues	\$ 840,086	\$ 785,093
Operating expenses	967,580	987,141
Operating loss	(127,494)	(202,048)
Non-operating revenues (expenses) and transfers		
Interest income	2,084	1,179
Special connection fees	65,325	340,311
Transfers in	-	64,120
Net non-operating revenues	67,409	405,610
Net change in net position	\$ (60,085)	\$ 203,562

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Sewer Fund Statement of Activities

	2020	2019
Operating revenues	\$ 2,412,499	\$ 1,900,560
Operating expenses	<u>2,553,423</u>	<u>2,831,200</u>
Operating loss	<u>(140,924)</u>	<u>(930,640)</u>
Non-operating revenues (expenses) and transfers		
Interest income	4,782	1,179
Interest expense	(189,216)	(181,081)
Special connection fees	178,693	934,524
Gain on disposl of assets	-	5,689
Net non-operating revenues	<u>(5,741)</u>	<u>760,311</u>
Net change in net position	<u>\$ (146,665)</u>	<u>\$ (170,329)</u>

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Stormwater Fund Statement of Activities

	2020	2019
Operating revenues	\$ 185,568	\$ 182,677
Operating expenses	<u>259,998</u>	<u>281,473</u>
Operating loss	<u>(74,430)</u>	<u>(98,796)</u>
Non-operating revenues (expenses) and transfers		
Capital grants	<u>71,000</u>	<u>76,786</u>
Net change in net position	<u>\$ (3,430)</u>	<u>\$ (22,010)</u>

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Enterprise Funds Net Position

	Electric Fund	Water Fund	Sewer Fund	Stormwater Fund	Total
NET POSITION					
Net investment in capital assets	3,578,378	1,904,208	16,223,635	2,696,469	24,402,690
Restricted for capital projects		1,005	2,728		3,733
Unrestricted (deficit)	848,380	1,276,374	(3,272,103)	(252,539)	(1,399,888)
Total net position	<u>\$ 4,426,758</u>	<u>\$ 3,181,587</u>	<u>\$ 12,954,260</u>	<u>\$ 2,443,930</u>	<u>\$ 23,006,535</u>

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Enterprise Funds Working Capital

	Electric Fund	Water Fund	Sewer Fund	Stormwater Fund
Current assets	4,864,170	1,543,910	498,044	31,768
Current liabilities	(1,559,976)	(50,593)	(627,937)	(8,415)
Working capital	<u>3,304,194</u>	<u>1,493,317</u>	<u>(129,893)</u>	<u>23,353</u>
Annual operating expenses	<u>5,353,985</u>	<u>967,580</u>	<u>2,553,423</u>	<u>259,997</u>
# days working capital	<u>225</u>	<u>563</u>	<u>-19</u>	<u>33</u>

GFOA recommendation is not less than 45 days of working capital

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Mayor and Council of Berlin December 14, 2020

Presented by: Jean Holloway
SERCAP Delaware & Eastern Maryland



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About SERCAP

- Southeast Rural Community Assistance Project, Inc. (SERCAP) is a 501(C)3 nonprofit organization focused on improving the quality of life for people living in rural communities across the Southeast United States. We are one of 6 such regions representing all 50 states and the US territories. The 6 regional organizations together make up the Rural Community Assistance Partnership (RCAP)
- Now in its 51st year, SERCAP has advocated to ensure every single person living in our service area has daily access to clean and affordable drinking water, working indoor plumbing and wastewater facilities, and safe and affordable housing in which to live.
- Our advocacy and technical expertise in affordable water and wastewater facilities, community development, and environmental health has resulted in assistance to over 450,000 people in our Southeast region – SO FAR...



2

Re-Cap

- A presentation was made to the Mayor & Council in late August 2019
- Before work could start on the full rate study COVID-19 came along
- After discussion with Town staff work on a rate analysis was paused
- This is NOT a rate study in itself but much of the data is already compiled
- Tonight's presentation is an assessment of financial projections and some recommendations for further action
- Some issues need immediate attention to sustain the utilities



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What WILL be covered this evening

- A projection of costs and revenues for 6 years
- A projection of surplus/(deficit) over that 6 year period
- An overview of debt costs in relation to overall costs and revenues
- An assessment of Non-Revenue water and its financial impacts
- Recommendations for immediate, mid-range and longer term actions



4

2019 Presentation – 3 things before a rate change

1. Get a handle on collections – everyone pays for non-payment
2. Reduce or eliminate gallons included in minimum bill
- 3. Get a handle on Non-Revenue Water**
 - Lost/un-billed water still costs to produce
 - Real losses (gallons) or apparent losses (paper) have a ripple effect
 - \$\$ will be lost for both water and sewer with non-revenue water
 - Old or under-registering meters pour \$\$ down the drain



5

Non Revenue Water translated to \$\$\$

AWWA standard is no more than 10% non-revenue water

System A produces 10,000,000 gallons per month

Their non-revenue water is 10% = 1,000,000 gallons per month

Annual loss = 12,000,000 gallons per year

Avg. Water COST = \$4.50/1,000 gal = \$54,000 annually in costs

Water RATE = \$5.00/1,000 gal = \$60,000 annually in lost revenue

Sewer COST = \$8.00/1,000 gal of water = \$96,000 in costs

Sewer RATE = \$10.00/1,000 gal of water = \$120,000 in lost revenue



6

For Berlin – Annual loss is 25% of production

(highest month was 41% and lowest was 13%)

(11 month figures)	Production	-	147,676,489
	Billed Volume	-	<u>110,533,996</u>
	Non Revenue Water	-	37,142,493
	37,142 Billable units X Water rate \$4.24	=	\$157,482 lost water rev.
	37,142 Billable units X Sewer Rate \$6.80	=	\$252,565 lost sewer rev.

AND that's only in 11 months. While not all of that may be actual gallons lost, it's significant at even half that



7

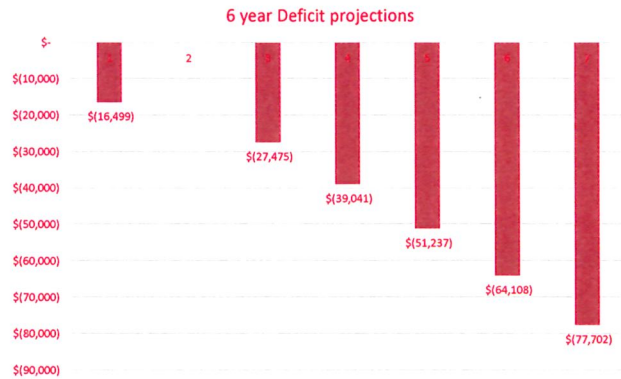
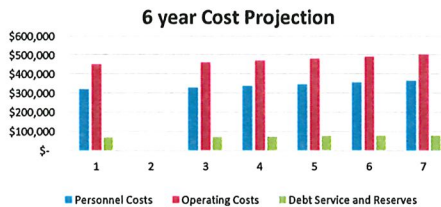
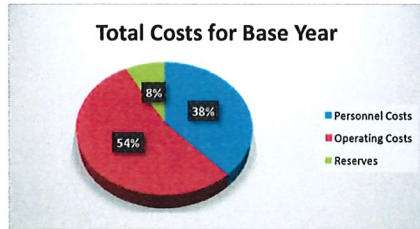
So where did the 37+ million gallons go?

- Number one culprit is meter age and under-registration
- Meters not registering billable units until register trips the next 1,000
- Administrative – software and records inaccuracies (paper loss)
- Line loss - volume in the lines is likely 5% +/- of that total *(which means you're "only" losing 20%)*
- Leaks – whether household, mains or service/lateral lines
(because if the meters aren't correct, you can't identify the amount of loss)
- Hydrant flushing, storage tank refills, line breaks, repairs, filter backwash, fire flows, authorized use not charged (town buildings, fire house, etc.)
- Un-authorized use (i.e. theft of service)



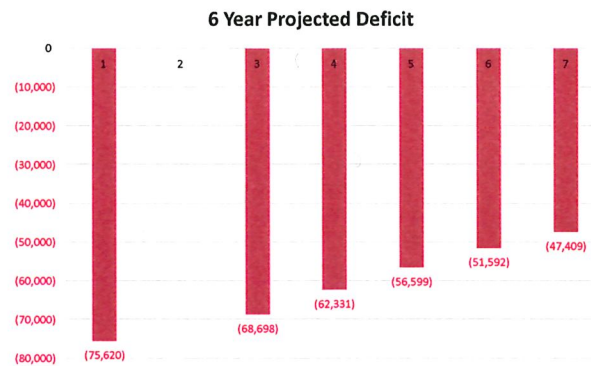
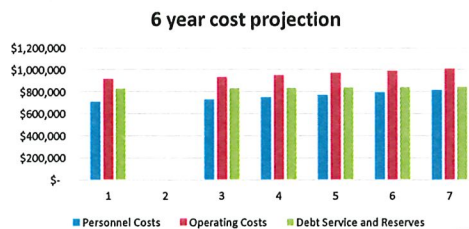
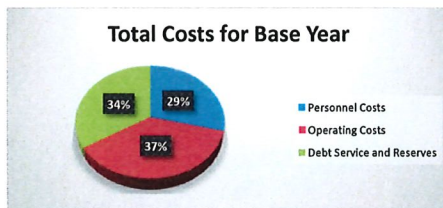
8

The Water Utility FINANCIAL picture



9

The Sewer Utility FINANCIAL Picture



10

Some Observations ...

- Water Utility has no current debt, despite an increasing deficit
- Deficit can be significantly reduced, if not eliminated by replacing meters and a Water Audit to narrow the gap of production vs. usage
- Wastewater Utility has a heavy debt burden – more than one third of all costs and almost equal to operations costs
- Almost 30% of rate revenues go directly to pay debt before funding any of operations
- Debt to Revenue ratio is unfavorable to any lender or funder



11

Conclusions and Recommendations

- **In the near term:**
 - Rates need to be increased to make up for the projected deficit until a cost recovery rate can be adopted
 - Develop a plan and timetable to replace water meters and associated software
 - WW Debt load should be examined for possible retirement or refinancing options
- **Mid range:**
 - Cost Recovery Rate study should proceed for both water and sewer
 - Identify funding options and apply for funds to replace meters
 - Rate STRUCTURE should be revised based on rate analysis
- **Long range:** Both utilities work towards full cost recovery and sustainability



12

How SERCAP can help (if you want us to)

- Assisting staff with developing a water meter replacement plan
- Identifying sources of funding for water meter replacement
- Making applications for funding/liaison with funders
- Conducting a Full Cost Recovery rate analysis and re-structuring
- Conducting a Water Audit to identify real vs. “paper” losses
- Investigating opportunities for re-financing existing debt
- Setting up an Asset Management plan to make both systems more sustainable



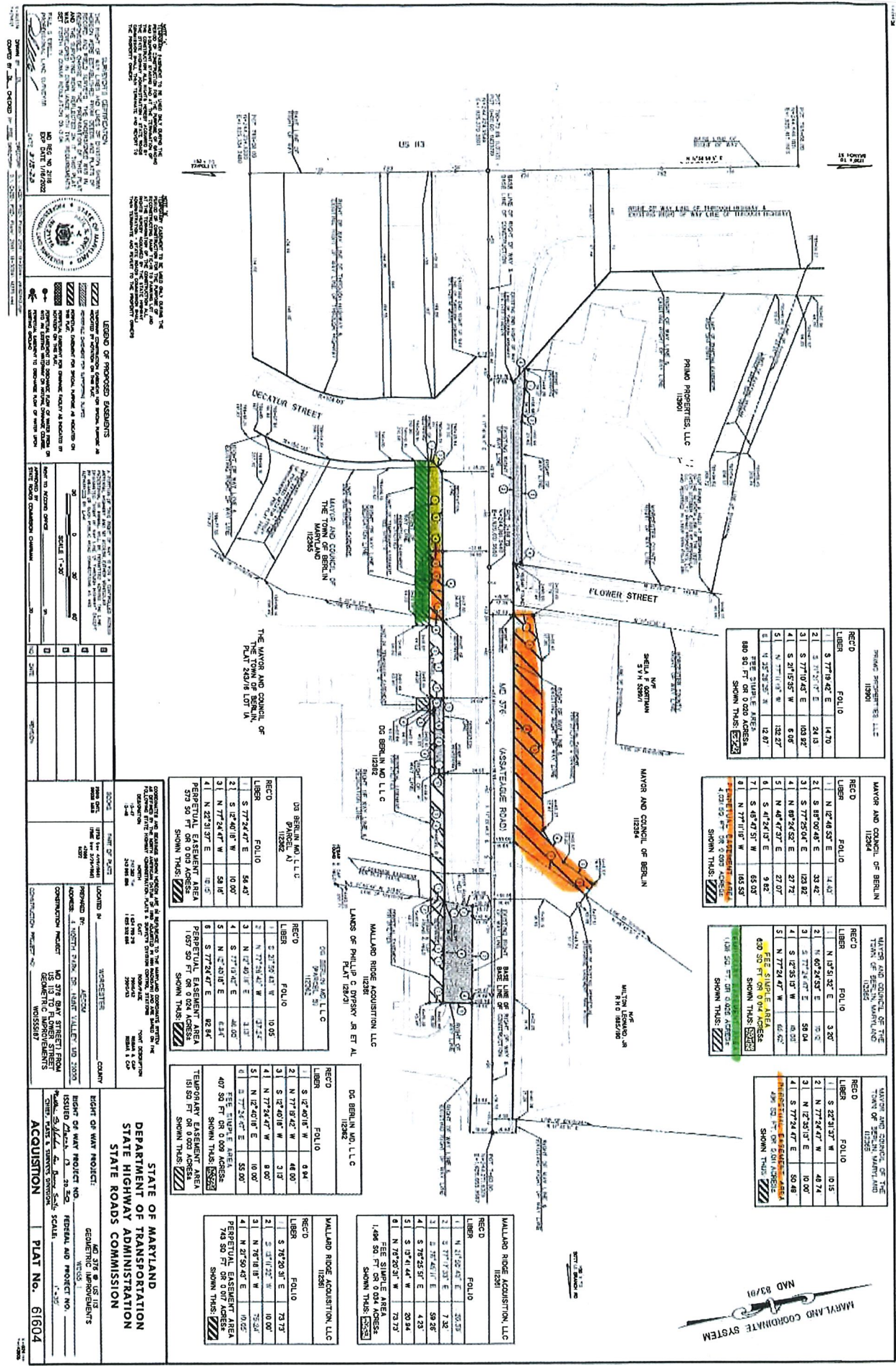
13

Mayor and Council of Berlin December 14, 2020

Presented by: Jean Holloway
SERCAP Delaware & Eastern Maryland



14



PRIMO PROPERTIES, LLC
112801

REC'D	FOLIO
LIBER	1470
1	S 77°19'42" E 1470
2	S 77°19'42" E 2413
3	S 77°10'43" E 103 82'
4	S 27°15'35" W 6 00'
5	N 77°11'37" W 128.27'
6	N 25°23'35" E 12 87'

PER SIMPLE AREA
880.50 FT OR 0.020 ACRES
SHOWN THIS: 11/23/21

MAYOR AND COUNCIL OF BERLIN
112881

REC'D	FOLIO
LIBER	14 43'
1	N 12°44'53" E 14 43'
2	S 87°00'43" E 33 42'
3	S 77°25'04" E 123 82'
4	N 69°24'52" E 27 72'
5	N 46°47'37" E 27 07'
6	S 47°24'12" E 9 82'
7	S 46°47'37" W 55 03'
8	N 77°11'37" W 143 52'

PER SIMPLE AREA
4,021.50 FT OR 0.093 ACRES
SHOWN THIS: 11/23/21

MAYOR AND COUNCIL OF THE
TOWN OF BERLIN, MARYLAND
112882

REC'D	FOLIO
LIBER	3 20'
1	N 12°44'53" E 3 20'
2	N 60°24'53" E 79 24'
3	S 77°24'07" E 59 04'
4	S 12°35'17" W 10 35'
5	N 77°24'47" W 62 42'

PER SIMPLE AREA
620.50 FT OR 0.014 ACRES
SHOWN THIS: 11/23/21

MAYOR AND COUNCIL OF THE
TOWN OF BERLIN, MARYLAND
112883

REC'D	FOLIO
LIBER	10 15'
1	S 22°31'37" W 10 15'
2	N 77°24'47" W 48 74'
3	N 12°35'17" E 10 00'
4	S 77°24'47" E 50 48'

PER SIMPLE AREA
599.50 FT OR 0.014 ACRES
SHOWN THIS: 11/23/21

MALLARD RIDGE ACQUISITION, LLC
112884

REC'D	FOLIO
LIBER	30 35'
1	N 27°22'42" E 30 35'
2	S 77°17'53" E 7 32'
3	S 77°25'57" E 59 26'
4	S 77°25'57" E 4 33'
5	S 12°41'44" W 20 34'
6	N 77°20'37" W 73 77'

PER SIMPLE AREA
1,446.50 FT OR 0.034 ACRES
SHOWN THIS: 11/23/21

MALLARD RIDGE ACQUISITION, LLC
112885

REC'D	FOLIO
LIBER	73 73'
1	S 77°25'37" E 73 73'
2	S 12°11'22" W 10 00'
3	N 77°24'47" W 75 34'
4	N 27°50'42" E 10 02'

PER SIMPLE AREA
743.50 FT OR 0.017 ACRES
SHOWN THIS: 11/23/21

STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
STATE ROADS COMMISSION

RIGHT OF WAY PROJECT: _____
ISSUED DATE: 7/1/2024
PROJECT NO: _____
SCALE: 1"=50'

ACQUISITION: _____
PLAT No. 61604

DATE: 7/1/2024
BY: _____
FOR: _____

WATER AND SEWER USE AND ALLOCATION AGREEMENT

Made this 14th day of December, 2020 by and between Oceans East II, LLC hereinafter referred to as “Owner”, and the Town of Berlin, hereinafter referred to as “Berlin or “Town of Berlin”.

WITNESSETH:

Whereas, the Owner is the owner in fee simple of certain property located in Worcester County, Maryland and known as 9828 Seahawk Road, Berlin, MD., Tax Map 25, Parcel 91; hereinafter referred to as the “Property”; and

Whereas, the Property consists of two 24 unit apartment buildings, known as Building 1 and Building 4 of Ocean’s East Phase 2. (“Building”). The Buildings contains 48 units (“Units”)

Whereas, Berlin Standards and Specifications require the following:

Whereas, the Property is allocated under policies and procedures of Berlin a Water and Sewer allocation of 48 (“forty-eight”) Equivalent Dwelling Units (“EDU”) equal to 12,000 gpd; and

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

Whereas, this Agreement is not intended and shall not be construed as authorizing any EDU’s in addition to the (48) EDU(s) allocated to the Property; and

Whereas, this Agreement is intended only to authorize the specific uses so as to assure the Town of Berlin that the use of the Property does not utilize in excess of (48) EDU(s), not to exceed 12,000gpd.

Now, Therefore, in consideration of permission granted by the Town of Berlin to allow Owner or Owner’s successors, personal representatives and assigns, a water and sewer allocation from the Town of Berlin equal to 48 (“forty-eight”) EDU(s) or 12,000gpd for the Project, the Owner does hereby covenant and agree for itself, and for all its purchasers, lessees, successors and assigns, to and with the Town of Berlin, as follows:

1. Historical metered flows were determined by the master meter on the Property from 24 months of continuous usage immediately prior to the approval date of this agreement and these flows were used in the allocation of (48) EDU(s) or 12,000gpd.
2. Owner specifically acknowledges and agrees that any changes to the approved use including any increase to or enhancement of a previously approved use may not be made without the prior express written approval of the Town of Berlin.
3. The Property is only approved for (48) EDU(s), Owner is to notify the Town of Berlin for approval of any change in use or ownership. The Owner further agrees and understands that a Zoning Permit shall be required for any change of use.
4. The Town shall monitor water consumption as an indication of actual sewer flow to a non-residential unit or project for a period of twenty-four months following completion of the entire project. If the flow exceeds the established EDU's allocated to the property, the owner of the non-residential unit or project will be assessed additional Special Connection Charges as appropriate, at the rate previously paid by the owner to reflect the additional flow in excess of the previously allocated number of EDU's. Any fractional portion shall be rounded to the next highest whole number. The owner agrees that it is required to purchase additional EDU'S if the actual flow exceeds the established EDU'S allocated to the property, and understands and agrees that the failure to purchase additional EDU'S may result in the termination of water and sewer service to the property at the discretion of the Town of Berlin.
5. Flow projections for the Property shall be calculated by the Town utilizing the flow projections provided in the Guidance Document, titled Wastewater Capacity Management Plans, 2006, published by the State of Maryland Department of the Environment, as amended, ("Guideline") except for medical office use.
6. Effective December 31, 2006, when the proposed use is for medical office space, flow projections for such use shall be calculated by the Town by multiplying the gross square footage of such medical office space times 0.10 to determine the projected flow in gallons per day ("Medical Office Guideline".)
7. Effective February 25, 2008, when the proposed use is for carry-out only, flow projection for such use shall be calculated by the Town by multiplying the gross square footage, to include all seating and food preparation area, including non-public space behind the counter but not a walk in refrigerated space if within the footprint of the building, times 0.5 gpd to determine the projected flow in gallons per day. If seating is planned the numbers of seats are multiplied by 25 gpd and the greater flow of the seating or square foot flow will be used. ("Carry -out Guideline".)
8. The Town shall review each request for a change in use, expansion of the use, or intensification of the use and, within 45 days of submission, calculate the projected flow pursuant to the Guidelines and Medical Office

Guideline. Uses, which result in projected or actual flows in excess of the EDU allocated hereunder, shall not be permitted. The Town may extend the 45-day period provided that it notifies the Owner in writing that it requires additional time to calculate the projected flow.

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

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

ATTEST:

OWNER's Name: OCEANS EAST II, LLC

W. Blair Rinnier, President (Seal)

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this ____ day of _____, 2020, before me, a Notary Public of the State and County aforesaid, personally appeared _____ and acknowledged the foregoing agreement to be his/her respective act.

AS WITNESS my hand and Notarial Seal.

Notary Public
My commission expires:

Lien Holder Consent

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

WITNESS

By: _____

Name: _____

Title: _____

Town of Berlin

ATTEST:

MAYOR

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2020, before me, a Notary Public of the State and County aforesaid, personally appeared _____ and acknowledged himself to be the _____ of the Town of Berlin, and that he, as such _____, being authorized so to do, executed the foregoing agreement for the purposes therein contained.

AS WITNESS my hand and Notarial Seal.

Notary Public

My commission expires:



**TOWN OF BERLIN
WATER & SEWER ALLOCATION APPLICATION**

The undersigned hereby makes application under the provisions of Ordinance 2009-02 Water and Sewer Allocation for the Town of Berlin. Fill in all applicable blanks.

APPLICANT DATA

Name: Oceans East II, LLC

Mailing Address: 218 East Main Street

Salisbury, MD 21801

Telephone: 410-742-8151

PROPERTY DATA

Project Name: Ocean's East II, LLC

Street Address: 9828 Seahawk Road Town: Berlin

Tax Map: 25 Parcel: 0091 Lot: Other:

Acreage: 65.24 Zoning: R-4 Account No. SDAT 016536

Existing Land Use: Multi-family residential district

Existing Allocations: sewer: 183 EDUs or 45,750 gpd water: 183 EDUs or 45,750 gpd

Zoning: R-4

PROJECT DATA

Description: 9828 Seahawk Road, LLC Berlin, MD 21811

Application is for: sewerage: 48 water: 48

Total EDU's Required: Forty Eight (48)

Amount Due: \$ 800,928

Balance Due: \$ 800,928

(Balance of EDU charge must be paid in full prior to the issuance of a Building Permit for structures that are being built.)

Check Run Reports for:

11/19/20

11/20/20

11/25/20

12/04/20



Town of Berlin, MD

Check Register

Packet: APPKT01841 - 20201119SW

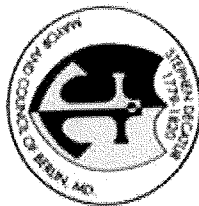
Handwritten signature

mrb

11/19/2020

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000015	ABC PRINTERS INC	11/19/2020	Regular	0.00	87.00	19037
0002702	ABSOLUTE SECURITY GROUP INC	11/19/2020	Regular	0.00	335.00	19038
0000090	AFLAC	11/19/2020	Regular	0.00	1,402.08	19039
0000102	ALBAN ENGINE POWER SYSTEMS	11/19/2020	Regular	0.00	952.53	19040
0000312	BENEFITMALL	11/19/2020	Regular	0.00	73,459.84	19041
0003138	CARD SERVICES CENTER	11/19/2020	Regular	0.00	4,084.82	19042
0003138	CARD SERVICES CENTER	11/19/2020	Regular	0.00	484.23	19043
0003138	CARD SERVICES CENTER	11/19/2020	Regular	0.00	338.71	19044
0003138	CARD SERVICES CENTER	11/19/2020	Regular	0.00	440.88	19045
0003138	CARD SERVICES CENTER	11/19/2020	Regular	0.00	157.16	19046
0003138	CARD SERVICES CENTER	11/19/2020	Regular	0.00	159.88	19047
0003138	CARD SERVICES CENTER	11/19/2020	Regular	0.00	289.40	19048
0003138	CARD SERVICES CENTER	11/19/2020	Regular	0.00	1,409.56	19049
0003138	CARD SERVICES CENTER	11/19/2020	Regular	0.00	100.15	19050 ✓
0003138	CARD SERVICES CENTER	11/19/2020	Regular	0.00	1,156.55	19051
0000511	CHOPTANK ELECTRIC COOPERATIVE	11/19/2020	Regular	0.00	351.87	19052
0002647	CINTAS RUGS	11/19/2020	Regular	0.00	342.20	19053
0000572	COMCAST	11/19/2020	Regular	0.00	22.20	19054
0000572	COMCAST	11/19/2020	Regular	0.00	334.64	19055
0000584	COMPTROLLER OF MARYLAND	11/19/2020	Regular	0.00	2,358.18	19056 ✓
0000581	COMPTROLLER OF MARYLAND	11/19/2020	Regular	0.00	334.86	19057
0000622	CROPPERS INC	11/19/2020	Regular	0.00	20.00	19058
0000794	EASTERN SHORE COFFEE	11/19/2020	Regular	0.00	12.58	19059
0001581	EVANS NOAH DAVID	11/19/2020	Regular	0.00	100.00	19060
0000897	FERGUSON ENTERPRISES	11/19/2020	Regular	0.00	253.24	19061
0002920	FORTUNE BRIAN	11/19/2020	Regular	0.00	25.43	19062 ✓
0001286	LEGAL SHIELD	11/19/2020	Regular	0.00	57.80	19063
0001291	LEWIS KADUSHIN	11/19/2020	Regular	0.00	300.00	19064
0001495	MIDDLE DEPARTMENT INSPECTION	11/19/2020	Regular	0.00	389.00	19065
0001590	NORTHERN TOOLS EQUIPMENT	11/19/2020	Regular	0.00	12.80	19066
0001676	PENINSULA AUTO & TRUCK PARTS, I	11/19/2020	Regular	0.00	172.86	19067
0001682	PEP-UP, INC.	11/19/2020	Regular	0.00	390.00	19068
0001707	PITTSVILLE MOTORS	11/19/2020	Regular	0.00	1,829.26	19069 ✓
0001757	RACETRACK AUTO CENTER	11/19/2020	Regular	0.00	1,283.34	19070
0002942	ROMBLAD CONNOR A	11/19/2020	Regular	0.00	96.68	19071
0001862	SALISBURY BRICK CO.	11/19/2020	Regular	0.00	91.50	19072
0002795	SANDPIPER ENERGY INC	11/19/2020	Regular	0.00	202.42	19073
0002169	TRACTOR SUPPLY CO	11/19/2020	Regular	0.00	392.92	19074
0002185	TYLER TECHNOLOGIES INC	11/19/2020	Regular	0.00	24,616.46	19075 ✓
0002928	UNIFIRST CORPORATION	11/19/2020	Regular	0.00	122.71	19076
0003207	UNITED ENERGY TRADING LLC	11/19/2020	Regular	0.00	271.95	19077
0002199	UNITED ROTARY BRUSH CORP	11/19/2020	Regular	0.00	1,121.51	19078
0002301	WESCO RECEIVABLES CORP.	11/19/2020	Regular	0.00	1,750.38	19079
0002307	WHEATON DAVE	11/19/2020	Regular	0.00	250.00	19080



Town of Berlin, MD

UBPKT06601 - 20201113MC

Jul 15/2020

11/17/2020

Refund Check Register

Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-1300001-12	WVATT, LOUISE	11/19/2020	19082	151.46			151.46	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	151.46			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	151.46
Revenue Total:	151.46

General Ledger Distribution

Posting Date: 11/13/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-151.46	Yes
10-2010-2074	UNAPPLIED CREDITS	151.46	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-151.46	
98-2498-2200	DUE TO OTHER FUNDS	151.46	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

Check Register

Packet: APPKT01843 - 20201119SW

11/19/2020 M7B 11/19/2020

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0002163	TOWN OF BERLIN	11/19/2020	Regular	0.00	23,604.43	19083

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	23,604.43
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	23,604.43



Town of Berlin, MD

Check Register

Packet: APPKT01845 - 20201120SW

OK 11/20/2020

mrb 11/20/2020

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0003174	ANTHONY D BALSOMA	11/20/2020	Regular	0.00	768.00	19084

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	768.00
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	768.00



Town of Berlin, MD

Check Register

Packet: APPKT01849 - 20201125SW

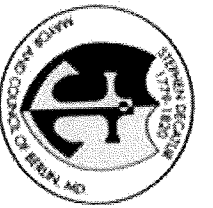
Handwritten: 11/25/2020 7178

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000005	1st SERVICE REFRIGERATION AIR CO	11/25/2020	Regular	0.00	505.05	19087
0002406	AE MOORE JANITORIAL INC	11/25/2020	Regular	0.00	207.84	19088
0000088	AFFORDABLE BUSINESS SYSTEMS	11/25/2020	Regular	0.00	85.69	19089
0003211	BRENDA DAVIS	11/25/2020	Regular	0.00	1,800.00	19090
0000511	CHOPTANK ELECTRIC COOPERATIVE	11/25/2020	Regular	0.00	2,222.69	19091
0000572	COMCAST	11/25/2020	Regular	0.00	128.39	19092
0000572	COMCAST	11/25/2020	Regular	0.00	154.41	19093
0000572	COMCAST	11/25/2020	Regular	0.00	154.41	19094
0000571	COMCAST BUSINESS	11/25/2020	Regular	0.00	1,002.04	19095
0000678	DAVIS, BOWEN & FRIEDEL	11/25/2020	Regular	0.00	4,160.00	19096
0003209	DOLLES CANDYLAND INC	11/25/2020	Regular	0.00	775.00	19097
0001495	MIDDLE DEPARTMENT INSPECTION	11/25/2020	Regular	0.00	1,516.92	19098
0001565	NATIONWIDE RETIREMENT SOLUTIC	11/25/2020	Regular	0.00	4,319.96	19099
0001676	PENINSULA AUTO & TRUCK PARTS, I	11/25/2020	Regular	0.00	126.81	19100
0002178	TRI SUPPLY & EQUIPMENT	11/25/2020	Regular	0.00	218.11	19101
0002928	UNIFIRST CORPORATION	11/25/2020	Regular	0.00	122.71	19102
0002205	UNITED WAY OF THE EASTERN SHO	11/25/2020	Regular	0.00	30.00	19103
0002246	VERIZON-000014448231	11/25/2020	Regular	0.00	772.50	19104
0002247	VERIZON-000718605643	11/25/2020	Regular	0.00	53.68	19105
0002857	VERIZON-850462866001-13	11/25/2020	Regular	0.00	44.37	19106
0003055	WASHINGTON NATIONAL INSURAN	11/25/2020	Regular	0.00	317.94	19107

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	25	21	0.00	18,718.52
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
	25	21	0.00	18,718.52



Town of Berlin, MD

UBPKT06616 - Refunds 1 UBPKT06615 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0760081-10	ROBINSON, TREASURE	11/25/2020	19085	46.16			46.16	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	46.16			

[Signature]
11/25/2020

Refund Check Register
Refund Check Detail

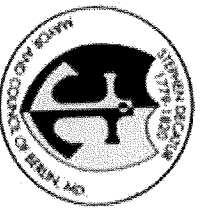
Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	46.16
Revenue Total:	46.16

General Ledger Distribution

Posting Date: 11/17/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-46.16	Yes
10-2010-2074	UNAPPLIED CREDITS	46.16	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-46.16	
98-2498-2200	DUE TO OTHER FUNDS	46.16	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

UBPKT06629 - Refunds 1 UBPKT06628 Disconnect

Refund Check Register

Refund Check Detail

9/17/20 11/25/2020

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-120041-19	COLLINS, TASHAWN	11/25/2020	19086	167.03			167.03	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	167.03			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	167.03
Revenue Total:	167.03

General Ledger Distribution

Posting Date: 11/23/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-167.03	Yes
10-2010-2074	UNAPPLIED CREDITS	167.03	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-167.03	
98-2498-2200	DUE TO OTHER FUNDS	167.03	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

12/4/2020 mTB 12/4/2020
Check Register

Packet: APPKT01852 - 20201204SW

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000274	BANK OF OCEAN CITY	12/04/2020	Regular	0.00	145,624.65	19111
0000323	BERLIN AUTOMOTIVE	12/04/2020	Regular	0.00	100.60	19112
0000334	BERLIN FIRE CO	12/04/2020	Regular	0.00	245,321.25	19113
0003138	CARD SERVICES CENTER	12/04/2020	Regular	0.00	258.00	19114
0000455	CARD'S TECHNOLOGY	12/04/2020	Regular	0.00	5,405.47	19115
0000572	COMCAST	12/04/2020	Regular	0.00	182.43	19116
0000572	COMCAST	12/04/2020	Regular	0.00	154.41	19117
0000572	COMCAST	12/04/2020	Regular	0.00	134.46	19118
0000784	EA ENGINEERING, SCIENCE AND TEC	12/04/2020	Regular	0.00	7,343.75	19119
0000794	EASTERN SHORE COFFEE	12/04/2020	Regular	0.00	22.77	19120
0000977	GREAT AMERICA FINANCIAL	12/04/2020	Regular	0.00	308.65	19121
0001040	HOME DEPOT CREDIT CARD SERVI	12/04/2020	Regular	0.00	973.11	19122
0001066	INNOVATIVE HEALTH SERVICES, LLC	12/04/2020	Regular	0.00	1,097.50	19123
0001080	IRIE RADIO INC	12/04/2020	Regular	0.00	450.00	19124
0001083	J & A BOTTLELESS WATER COOLERS	12/04/2020	Regular	0.00	66.00	19125
0003109	JAMES BRADFORD FARM TRUST	12/04/2020	Regular	0.00	2,022.50	19126
0003110	JESSE JONES FARM TRUST	12/04/2020	Regular	0.00	2,022.50	19127
0001390	MARYLAND CHIEFS OF POLICE ASSO	12/04/2020	Regular	0.00	100.00	19128
0001394	MARYLAND DEPT OF THE ENVIRON	12/04/2020	Regular	0.00	50.00	19129
0002754	NOYES MICROSYSTEMS INC	12/04/2020	Regular	0.00	95.00	19130
0001757	RACETRACK AUTO CENTER	12/04/2020	Regular	0.00	1,352.93	19131
0003204	RHODE ANTHONY	12/04/2020	Regular	0.00	32.00	19132
0003102	SCHAEFER FIREWORKS	12/04/2020	Regular	0.00	2,500.00	19133
0002022	STUART C IRBY CO	12/04/2020	Regular	0.00	900.00	19134
0002093	THE DISPATCH	12/04/2020	Regular	0.00	150.00	19135
0003149	TRANSAMERCIA	12/04/2020	Regular	0.00	335.10	19136
0002928	UNIFIRST CORPORATION	12/04/2020	Regular	0.00	122.71	19137
0002233	VALERIE J MANN	12/04/2020	Regular	0.00	175.00	19138
0002252	VERIZON WIRELESS-720117503-000	12/04/2020	Regular	0.00	480.12	19139
0002304	WEST OCEAN CITY ILLNESS & INJUR	12/04/2020	Regular	0.00	380.00	19140
0002348	WOR WIC COMMUNITY COLLEGE	12/04/2020	Regular	0.00	136.00	19141

Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	40	31	0.00	418,296.91
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	40	31	0.00	418,296.91



Town of Berlin, MD

UBPKT06637 - 20201202MC

Refund Check Register

Refund Check Detail

12/14/2020 MTF

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	12/4/2020	19110	250.88			250.88	Deposit
Total Refunds: 1				Total Refunded Amount:	250.88			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	250.88
Revenue Total:	250.88

General Ledger Distribution

Posting Date: 12/02/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-250.88	Yes
10-2010-2074	UNAPPLIED CREDITS	250.88	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-250.88	
98-2498-2200	DUE TO OTHER FUNDS	250.88	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

UBPKT06635 - Refunds 1 UBPKT06634 Disconnect

12/4/2020 m77B

12/4/2020

Refund Check Register Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-0300001-03	GEBHART, LESLIE	12/4/2020	19109	4.81			4.81	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	4.81			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	4.81
Revenue Total:	4.81

General Ledger Distribution

Posting Date: 12/01/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-4.81	Yes
10-2010-2074	UNAPPLIED CREDITS	4.81	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-4.81	
98-2498-2200	DUE TO OTHER FUNDS	4.81	Yes
98 Total:		0.00	
Distribution Total:		0.00	