



## BERLIN MAYOR AND COUNCIL

**Monday, January 24, 2022**

**NOTE Special Time: 6:00 PM**

**EFFECTIVE 01/05/2022: SPECIAL NOTICE: This Meeting of the Mayor and Council will be held virtually via Zoom. Meetings will also be streamed live on Facebook for viewing only.**

Every effort will be made to have meeting packets 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](mailto:info@berlinmd.gov), please use Meeting Comments as your subject.
  - Fax to: 410-641-2316.
  - Mail to: Berlin Town Hall, Attn: Meeting Comments, 10 Williams St., Berlin, MD 21811. It is recommended that mail be posted no later than the close of business on the Friday before the meeting to help ensure delivery. The Town of Berlin is not responsible for delays or delivery failures on the part of the USPS or other delivery service.
  - Drop off: Drop off in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.
- Questions and Comments during the meeting:
  - Via Zoom during the meeting at the invitation of the Mayor.
  - Questions and comments will not be taken via Facebook.
- You may join the public sessions in one of three ways:
  - Via computer or mobile device with audio.
  - Via computer to watch and phone to hear. Interaction only available via computer/device.
  - Via phone only – no ability to interact.

**To join the Zoom Meeting, please go to:**

**Regular Session – 6:00 PM**

**Via Computer:** <https://us06web.zoom.us/j/84924218128>

**Phone:** 301-715-8592

**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](http://www.berlinmd.gov), or type @townofberlinmd 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](http://our website).



## BERLIN MAYOR AND COUNCIL

### Meeting Agenda

Berlin Town Hall

10 William Street

Monday, January 24, 2022

#### 6:00 PM REGULAR SESSION – **VIA ZOOM:** <https://us06web.zoom.us/j/84924218128>

1. Approval of the Minutes for:
  - a. Regular Session of 01.10.22
2. Presentation of Town's 2022 Goals – Mayor Zack Tyndall
3. Presentation of Fiscal Year 2021 Audit – Leslie Michalik and Michael Kleger, Pigg, Krahel & Stern
4. Contract Award Recommendations:
  - a. RFP 2021-03: Paving of Town Streets and Pathway
  - b. RFP 2021-04: Branch Street Well #3 – Replacement Well Project– Town Administrator Jeffrey Fleetwood
5. Draft RFP Discussion:
  - a. RFP 2022-01 Smart Water Meter Equipment Procurement
  - b. RFP 2022-02 Smart Water Meter Installation– Water Resources Director Jamey Latchum and Josh Taylor of Davis, Bowen & Friedel
6. Discussion:
  - a. Water and Wastewater Recommendations – Finance Director Natalie Saleh and Jean Holloway, Southeast Rural Community Assistance Project (SERCAP)
  - b. Stormwater Utility Adjustments – Finance Director Natalie Saleh and Darl Kolar, EA Engineering
7. Introduction of the Enterprise Funds Reserve Policy – Finance Director Natalie Saleh
8. Berlin Fire Company and EMS Quarterly Presentation – President David Fitzgerald
9. Town Administrator's Report
10. Departmental Reports
11. Comments from the Council
12. Comments from the Mayor
13. Comments from the Public
14. Comments from the Press
15. Adjournment

**\*\* Please refer to the prior page, the cover sheet, for additional instructions on accessing the meeting via Zoom.** Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Jeffrey Fleetwood at (410) 641-4002. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, January 10, 2022**

**7:00 PM      REGULAR SESSION – Via Zoom**

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

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

Due to the Coronavirus/Covid-19 State of Emergency, this meeting was held via Zoom and broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 7:05 PM.

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

1. Approval of the Minutes for:

a. Executive Session of December 10, 2021:

On the motion of Councilmember Orris, second by Councilmember Knerr, the Executive Session minutes of 12/10/2021 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>	5				

b. Statement of Closure for Executive Session of December 10, 2021:

Mayor Tyndall read the Statement of Closure.

c. Executive Session of December 13, 2021:

On the motion of Councilmember Knerr, second by Vice-President Burrell, the Executive Session minutes of 12/13/2021 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>	5				

d. Statement of Closure for Executive Session of December 13, 2021:  
Mayor Tyndall read the Statement of Closure.

e. Regular Session of December 15, 2021:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Regular Session Minutes of 12/15/2021 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>	5				

f. Executive Session of December 15, 2021:

On the motion of Councilmember Knerr, second by Councilmember Orris, the Executive Session minutes of 12/15/2021 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>	5				

g. Statement of Closure for Executive Session of December 15, 2021:  
Mayor Tyndall read the Statement of Closure.

2. Notification of Council Vote via email re: Use of Henry Park by 4STEPS Therapeutic Riding Program  
Mayor Zack Tyndall informed the public about the approval of the use of Henry Park by 4STEPS Therapeutic Riding Program by electronic poll.
3. Presentation: Review of 2021  
Mayor Zack Tyndall reviewed all of the highlights since October 2020 when he took office. Councilmember Knerr said none of the accomplishments would be possible without Town staff and he also mentioned that Vice-President Burrell and Councilmember Purnell should be commended on their years of service with the Town as well. Vice-President Burrell said they cannot forget the public and the boards and commission members that contribute so much to the Town as well, including the public participation in meetings, it helps guide them in the decisions they make. Councilmember Orris said he wanted to specifically recognize the Town Administrator for his time and efforts with the Town; Mayor Tyndall said the same can be said about the Deputy Town Administrator and her 30 years of service.
4. Discussion re: LEXIPOL Proposal  
Chief Downing explained the benefits of joining Lexipol. He also mentioned that Worcester County, Snow Hill, and Ocean City are all members as well. He said it will keep them at the top level with policies, they help manage content and make suggestions to policy changes as well as assist them with

keeping up with State and Federal policy change mandates as well. He also mentioned that with switching to all electronic policies it allows them to share new policies easily and allows officers to access specific policies with ease. Chief Downing also mentioned they would receive a 15% discount by joining now and will save about \$4,000 with LGIT. He said they have \$19,833.90 in forfeited funds that can pay for this year's membership, but it would need to be budgeted in future years. Vice-President Burrell asked about the training aspect; Chief Downing stated that there is mandated testing and periodic policy reviews, he said it allows the individual to view policies changes as soon as they are in place because they must review changes. Councilmember Knerr asked if Lexipol creates new policies for them or updates old ones; Chief Downing said they do both, use and update old polices and help them to incorporate new ones. Mayor Tyndall asked who would be able to access the policies; Chief Downing said staff and public. Councilmember Orris asked if the 15% saving would be every year, or just year one; Chief Downing said 15% was an intro rate, but there is a 5% discount guarantee for being a member with LGIT annually.

On the motion of Councilmember Orris, second by Vice-President Burrell, the Lexipol proposal was approved by the following vote:

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

5. Town Administrator's Report

Jeffrey Fleetwood was not present, but Deputy Town Administrator Mary Bohlen reported on his behalf. The 37 windows were installed in town hall, they would do the exterior painting when the weather warmed up. She commended Public Works, Water Resources, and Electric on their work with the weather event. Town Hall, Planning, and the Welcome Center will all be closed to the public until at least early February due to the high COVID positivity rate, but staff is working, so please call if you need anything. Department Heads are beginning work on their budget numbers. They are hopeful that the Smart Meters RFP will come on the next agenda for review and approval. Lastly, the next meeting will be a very heavy agenda and the meeting will begin at 6 PM instead of 7 PM.

6. Departmental Reports:

a. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen said she appreciates everyone's patience while she re-familiarizes herself with Zoom. She also mentioned that most Town Offices will be closed on January 17<sup>th</sup> in honor of Dr. Martin Luther King, Jr. birthday.

b. Economic and Community Development Director – Ivy Wells

Ms. Wells said that restaurant week is underway and you can win prizes by dining out; dining cards can be picked up at the Welcome Center. She is working on a DHCD safety grant with Chief Downing.

c. Police Chief – Arnold Downing

Chief Downing said they are remaining open to the public, but will not be doing fingerprinting or tours, they will also not allow outside use of their training room.

## d. Water Resources Director – Jamey Latchum

Mr. Latchum reported that he has been working with staff to on the Smart Meters RFP.

## e. Finance Director – Natalie Saleh

Ms. Saleh said she is working to gather information from Department Heads regarding the FY'23 capital budget items. The PKS Audit presentation will be on the next agenda, and the quarterly reports listed on the budget schedule will be moved to the February meeting due to the number of items on the next agenda.

## f. Public Works Superintendent – Jimmy Charles

Mr. Charles said the snow storm worked in their favor and did not last too long. Town staff cleared 18 miles of Town Street; Mayor Tyndall thanked them for their work.

## g. Electric Utility Director – Tim Lawrence

Mr. Lawrence said they assisted with snow removal. They installed and energized lines at Willows. They will be removing the tree at the Hotel this week. They will run the natural gas engine this week. Two employees will be going to the lineman training school on Monday. Mayor Tyndall said he received a call regarding Brett Lininger's services for the RPS legislation they would like to retain his services again this year. The total cost for his services are \$60,000 but the Town's portion would be \$2,858; he would like the Council's approval to move forward with retaining him again this year.

On the motion of Councilmember Purnell, second by Vice-President Burrell, the request to retain Mr. Lininger's services again this year for \$2,858 was approved by the following vote:

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

## h. Administrative Manager – Kelsey Jensen

Ms. Jensen said they will hold interviews for the Plant Operator Trainee position on January 26<sup>th</sup> and are hopeful that one of the three interviewees will be selected. She also mentioned that there are two positions currently accepting applications in the Police Department, a Police Officer, and a part-time Police Communications Officer. One Digital's Chris Carroll will be presenting on Medicare and Social Security on January 27<sup>th</sup> at 10 AM via Zoom, she will be sending a link to all employees tomorrow. She has been working on end of year reporting and the FY '23 budget numbers.

## 7. Comments from the Council:

Councilmember Orris asked Mayor Tyndall for more information on the committee interest he said he had received; Mayor Tyndall said he is working on gathering the information and will inform the Council when it is available.

Councilmember Nichols apologized for not being visible on the call. She thanked staff for keeping the roads cleared during the weather events this week. She said she was impressed to see the linemen moving so well through the training programs. She asked Mayor Tyndall for a link with all of the available vacancies he said he would provide that to the Council. Lastly, she wanted to clarify that the Community Center Committee is not halted, she wanted to make that clear, it is still in the works; Mayor Tyndall said he feels it is moving along more, they are hoping to have the committee pulled together soon.

Vice-President Burrell said he was contacted late today by the American Legion Duncan Showell Post 231 regarding their district meeting on January 23<sup>rd</sup>, a day before the next meeting, but they are requesting a special Sunday permit for this. He wanted to see if the Council would consider voting on this pending the submittal of the paperwork; Mayor Tyndall said he would prefer an electronic poll after receiving the forms. Administrative Manager Kelsey Jensen said typically they drop the forms to the Town for approval, after approval they take the form to Worcester County themselves.

\*\*The American Legion Post 231 dropped the forms off the following day (Tuesday, January 11, 2022). Deputy Town Administrator Mary Bohlen sent an electronic poll to the Council who voted unanimously in favor of the special Sunday permit for Sunday, January 23, 2022. The Special Sunday Permit form is attached to these minutes as Item A.

8. Comments from the Mayor:

Mayor Tyndall had no comments.

9. Comments from the Public:

Marie Velong sent in two questions via Zoom:

1. When it snows or rains, does recycle have to be covered?

Public Works Director Jimmy Charles said it does help to have it covered or wrapped in plastic when referring to paper or cardboard, it cannot be recycled if it is wet.

2. Any idea when there will be ethics training?

Deputy Town Administrator Mary Bohlen said there has been a hold on hosting that due to COVID, but they are hopeful it will take place soon, she will be informed.

Mayor Tyndall asked if there were any other comments from the public; Ms. Bohlen said there were some comments emailed in ahead of time, that she emailed to the Mayor and Council today. Mayor Tyndall asked her if she can read them into the record, but she did not have them on her. Mayor Tyndall asked that they be printed and incorporated into the minutes. They are incorporated and attached to these minutes as Item B.

10. Comments from the Press – none.

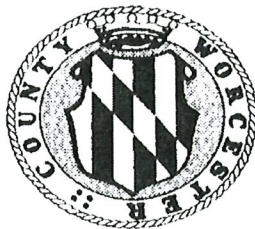
11. Adjournment:

On the motion of Vice-President Burrell, the Mayor and Council meeting was adjourned at approximately 8:20 PM.

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

Respectfully Submitted,

Kelsey Jensen  
Administrative Manager



BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY

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

APPLICATION FOR SPECIAL SUNDAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS  
UNDER THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF  
MARYLAND AT ITS 1967 SESSION

Date of Application: 12-14-21  
Name of Applicant: Duncan Showell American Legion Post 231  
Address of Applicant: 104 Showell St Berlin, Md 21811  
Telephone: 410-641-2067 E-Mail: \_\_\_\_\_  
Class and Number of License now held: C-84  
Location for which Permit is sought: 104 Showell St + Flower St Berlin, Md 21811  
Election District No.: 3  
Convention or Group for which Permit sought: SFS District 2 American Legion  
District Meeting  
Date for which Permit sought: January 23, 2022  
If within incorporated town, has Mayor & Council approved issuance of Permit? \_\_\_\_\_

FEE: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

Jack Tydall

SIGNATURE OF APPLICANT

Larry Duffly Sr  
Post Adjutant



**Mary Bohlen**

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**From:** Info  
**Sent:** Monday, January 10, 2022 11:18 AM  
**To:** David Gaskill (dgaskill@berlinmd.gov); Dean Burrell; Jack Orris; Jay Knerr; Jeffrey Fleetwood; Shaneka Nichols; Troy Purnell; Zackery Tyndall  
**Subject:** FW: Meeting Comments

Please see forwarded email below.

**From:** jason walter <propanejason@comcast.net>  
**Sent:** Monday, January 10, 2022 11:08 AM  
**To:** Info <info@berlinmd.gov>  
**Cc:** Mayor Zack <mayorzack@berlinmd.gov>; Charlene Sharpe <csharpe@mdcoastdispatch.com>  
**Subject:** Meeting Comments

Contingency funds

Contingency funds are a reserve intended to be used for unplanned, unavoidable expenditures. Policy should define conditions warranting use, maintenance level and a solid plan to replenish. I find Councilman Purnell's motion to utilize contingency dollars to offer employee bonuses an unscrupulous act of absolute incompetence. Responsible, budget conscious department heads should have called this out as a bad decision when our Mayor offered them the opportunity for comment. I expect none will cry poor should any department encounter an unexpected issue or failure in the coming months. Given the criticism doled out to the previous M&C over unscrupulous spending it goes beyond comprehension that the current M&C allowed the motion to pass. Mr. Purnell's personal response to my criticism over this blunder also deserves calling out; "If I need your opinion, oh wait never mind I really don't care what you think. Don't ever contact me again". Purnell's arrogance is simply mind blowing. I suppose he is in need of a reminder he is actually an elected representative of the taxpayer, not a member of royalty. Perhaps he can be encouraged to look up the definition of his role? Does the MML offer a remedial course on local government?

Last election cycle the Berlin taxpayer asked for a better REPRESENTATIVE government. Will it start to show up in the new year?

**Jason Walter**  
Berlin, MD



## **Town of Berlin's 2022 Goals**

### **Goal 1: Maintain and create safe, inclusive public spaces**

- Continue progress on a Community Center
- Improve the walking path at Stephen Decatur Park
- Begin the process to replace a current playground with an inclusive playground
- Explore options to bring a dog park to Berlin
- Renovate the Veterans Memorial on Main Street to be more accessible
- Redevelop Burbage Park
- Finalize a sustainable path forward for Heron Park
- Progress toward identifying a location for a skate park
- Complete Stephen Decatur Park restroom project
- Create a plan for the passive use areas of Heron Park
- Install life rings around the water at Heron Park and Stephen Decatur Park
- Create a pocket park on the corner of Flower Street and Bay Street

### **Goal 2: Support diverse art, culture, and entertainment activities throughout town**

- Hold inaugural Flower Street Festival
- Hold inaugural Homecoming parade
- Explore possibility of a Gospel Festival
- Explore options to create a public, outdoor concert venue

### **Goal 3: Enhance neighborhood, community, and employee safety**

- Continue to evaluate the use of speed cameras
- Complete study for Law Enforcement Officers Pension System (LEOPS)
- Work with the State Highway Administration (SHA) to install traffic lights on both ends of Main Street
- Finish 2022 with zero workplace injuries
- Explore options for roundabouts in town
- Create a Berlin Crisis Emergency Response Team (CERT)
- Deploy a pedestrian and bicycle safety PSA program

### **Goal 4: Manage and maintain infrastructure**

- Focus on stormwater and flood management projects
- Replace the broken fossil fuel generators with natural gas generators
- Complete an updated electric utility rate study
- Replace aging water meters
- Continued maintenance and/or construction of streets and sidewalks throughout Town
- Renovate former police station at Town Hall
- Routine ditch maintenance and assessment
- Complete GIS housing inventory assessment
- Review parking study and work towards a solution for parking issues

**Goal 5: Increase interconnect ability between neighborhoods and districts**

- Work with the State Highway Administration (SHA) to install crosswalks in areas where crosswalks are not painted
- Begin the process to build a pedestrian bridge across Route 113 at Bay Street
- Begin construction of Phase 1 of the Rails to Trails project

**Goal 6: Promote environmental stewardship and manage natural resources**

- Support the ongoing development and implementation of the Berlin Beautification Committee
- Explore participation in the America in Bloom program
- Installation of water bottle refilling stations
- Increase recycling efforts throughout the town
- Develop a plan to bring a composting program to residents and businesses

**Goal 7: Increase tourism and continue to support the small business community**

- Support the ongoing efforts to increase tourism
- Rebrand the town as a destination community
- Begin a small business development workshop
- Land a story about Berlin in a national magazine or publication

**Goal 8: Improve the town's financial position**

- Adopt enterprise fund reserve policy
- Achieve the required balances for the general fund reserve
- Implement rate changes for water, sewer, storm water service
- Improve working capital balances for water resources fund
- Equitable funding for Fire and EMS
- Hold the property tax rate at current level
- Work toward achieving the Government Finance Officers Association's (GFOA) Distinguished Budget award
- Finalize American Rescue Plan Act spending plan

**Goal 9: Clear, transparent, and effective communication**

- Update the town's website
- Increase accessibility of documents online
- Digitize documents for all town departments
- Grow participation in vacant board, commission, and committee seats
- Improve audio visual capabilities in the council chambers
- Complete a strategic plan

**Goal 10: Plan for town growth and development**

- Finalize a document for the Commercial Architectural Design Standards
- Conduct public workshops regarding growth and development
- Implement short-term rental regulations

# TOWN OF BERLIN, MARYLAND

## OVERVIEW OF FINANCIAL HIGHLIGHTS

YEAR ENDED JUNE 30, 2021



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, 2021 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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## *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*

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## General Fund (Governmental activities)

Primary operating fund of the Town.

Reports activities for general government (administration), public safety (police and fire), public works, economic development, and recreation and parks.

Activities are financed primarily through taxes, grants, and service charges.

Focus is on short-term assets (cash or other assets easily converted to cash). Does not consider capital assets or long-term debt.

General fund is accounted for on the modified accrual basis which accounts for inflow and outflow of financial resources.

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

	2021		2020
	Budget	Actual	Actual
Revenues	\$ 6,164,726	\$ 7,743,198	\$ 6,796,734
Expenditures	6,414,726	5,961,448	5,790,666
Revenues over (under) expenditures	(250,000)	1,781,750	1,006,068
Other financing sources (uses)			
Prior year surplus	350,000		
Proceeds from disposal of fixed assets		34,249	
Contributions from water and sewer funds	75,000		
Transfers (to) from other funds	(175,000)	(1,691,781)	
Net other financing sources (uses)	250,000	(1,657,532)	-
Net change in fund balance	\$	\$ 124,218	\$ 1,006,068

5

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## What is fund balance?

“Fund balance” is:

- Difference between assets (what you own) and liabilities (what you owe).
- Key measure of financial health.
- GFOA recommends fund balance of no less than 60 days of operating expenditures.

6

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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	\$ 1,609,137
Restricted	803,492
Assigned	938,602
Unassigned	2,941,969
Total fund balance	<u>\$ 6,293,200</u>

Unrestricted (Assigned, and unassigned) = \$3,880,571

Represents 8 months of operating expenditures.

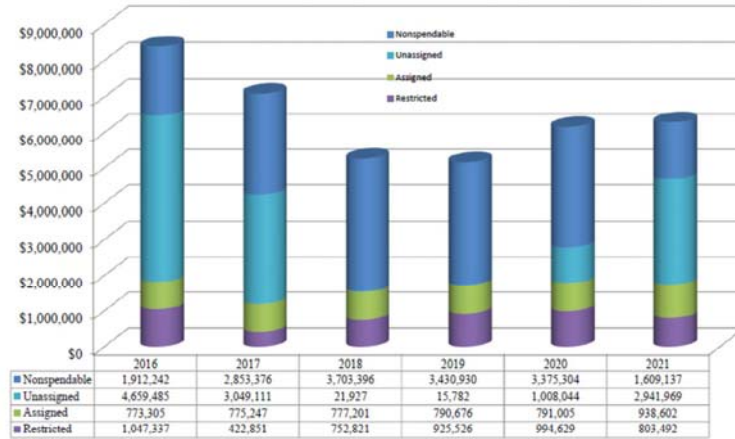
GFOA recommends a fund balance of no less than 60 days of operating expenses.

8

8



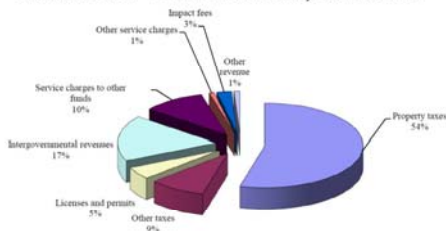
### General Fund Balance



9

9

### General Fund – Where the money comes from



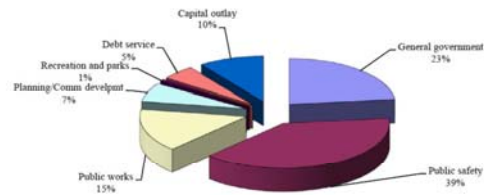
	2021		2020	
	\$	%	\$	%
Property taxes	\$ 4,187,678	54.08%	\$ 4,037,069	59.40%
Other taxes	719,133	9.29%	464,305	6.83%
Licenses and permits	372,993	4.82%	229,377	3.37%
Intergovernmental revenues	1,342,650	17.34%	1,086,004	15.98%
Service charges to other funds	796,519	10.29%	820,688	12.07%
Other service charges	65,116	0.84%	65,252	0.96%
Impact fees	187,704	2.42%	35,890	0.53%
Other revenue	71,405	0.92%	58,149	0.87%
Totals	\$ 7,743,198	100.00%	\$ 6,796,734	100.00%

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### General Fund Expenditures – Where did the money go



	2021		2020	
	\$	%	\$	%
General government	\$ 1,385,515	23.24%	\$ 1,530,824	26.43%
Public safety	2,323,786	38.98%	2,254,313	38.93%
Public works	915,024	15.35%	928,387	16.03%
Planning/Comm developmt	397,048	6.66%	417,103	7.20%
Recreation and parks	40,466	0.68%	61,266	1.06%
Debt service	307,614	5.16%	314,217	5.43%
Capital outlay	591,995	9.93%	284,556	4.91%
Totals	\$ 5,961,448	100.00%	\$ 5,790,666	100.00%

11

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## Enterprise funds (Business-type activities)

Four enterprise funds: Electric, water, sewer, and stormwater funds.

Intended to be run like a for-profit business.

Funded by user charges. Revenues set at level to cover expenses.

Use the accrual basis of accounting which is used by for-profit business.

Revenues are recorded when they are earned even if cash has not yet been received. Expenses are recorded when goods or services have been received even if the cash has not yet been expended.

Accounts for both long-term and short term financial information. (Capital assets and long-term debt).

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## Electric Fund Statement of Activities

	2021	2020
Operating revenues	\$ 5,975,397	\$ 5,209,930
Operating expenses	<u>5,474,087</u>	<u>5,353,984</u>
Operating income (loss)	<u>501,310</u>	<u>(144,054)</u>
Non-operating revenues (expenses) and transfers		
Interest expense	(141,228)	(155,061)
Insurance proceeds	124,306	1,798,992
Gain (loss) on disposal of capital assets	<u>(160,495)</u>	<u>10,937</u>
Net non-operating revenues (expenses)	<u>(177,417)</u>	<u>1,654,868</u>
Net change in net position	<u>\$ 323,893</u>	<u>\$ 1,510,814</u>

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## Water Fund Statement of Activities

	2021	2020
Operating revenues	\$ 810,312	\$ 840,086
Operating expenses	<u>967,165</u>	<u>967,580</u>
Operating loss	<u>(156,853)</u>	<u>(127,494)</u>
Non-operating revenues (expenses) and transfers		
Interest income	869	2,084
Special connection fees	<u>401,829</u>	<u>65,325</u>
Net non-operating revenues	<u>402,698</u>	<u>67,409</u>
Net change in net position	<u>\$ 245,845</u>	<u>\$ (60,085)</u>

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## Sewer Fund Statement of Activities

	2021	2020
Operating revenues	\$ 2,468,675	\$ 2,412,499
Operating expenses	<u>2,649,763</u>	<u>2,553,423</u>
Operating loss	<u>(181,088)</u>	<u>(140,924)</u>
Non-operating revenues (expenses) and transfers		
Interest income	1,409	4,782
Interest expense	(179,630)	(189,216)
Special connection fees	1,111,925	178,693
Transfer from general fund	<u>1,691,781</u>	<u>-</u>
Net non-operating revenues (expenses)	<u>2,625,485</u>	<u>(5,741)</u>
Net change in net position	<u>\$ 2,444,397</u>	<u>\$ (146,665)</u>

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## Stormwater Fund Statement of Activities

	2,021	2020
Operating revenues	\$ 189,260	\$ 185,568
Operating expenses	<u>290,772</u>	<u>259,998</u>
Operating loss	<u>(101,512)</u>	<u>(74,430)</u>
Non-operating revenues (expenses) and transfers		
Capital grants	<u>-</u>	<u>71,000</u>
Net change in net position	<u>\$ (101,512)</u>	<u>\$ (3,430)</u>

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## Enterprise Funds Net Position

For enterprise or business-type funds, we consider “net position”. Where fund balance (general fund) only considers short-term or spendable resources, net position includes the large, long-term items such as capital assets, long-term debt, and net pension obligations.

Net position at the end of the year was \$25,919,158 broken down as follows:

	Electric Fund	Water Fund	Sewer Fund	Stormwater Fund	Total
Net position					
Invested in capital assets, net of debt	\$ 3,097,477	\$ 1,812,468	\$ 15,655,330	\$ 2,546,857	\$ 23,112,132
Restricted for capital projects		241,077	670,620		911,697
Unrestricted (deficit)	1,653,174	1,373,887	(927,293)	(204,439)	1,895,329
Total net position	<u>\$ 4,750,651</u>	<u>\$ 3,427,432</u>	<u>\$ 15,398,657</u>	<u>\$ 2,342,418</u>	<u>\$ 25,919,158</u>

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## Enterprise Funds Working Capital

	Electric Fund	Water Fund	Sewer Fund	Stormwater Fund
Current assets	4,655,545	1,659,478	1,141,423	54,482
Current liabilities	(916,523)	(50,043)	(579,575)	(4,703)
Working capital	<u>3,739,022</u>	<u>1,609,435</u>	<u>561,848</u>	<u>49,779</u>
Annual operating expenses	<u>5,474,087</u>	<u>967,165</u>	<u>2,649,763</u>	<u>290,772</u>
# days working capital	<u>249</u>	<u>607</u>	<u>77</u>	<u>62</u>

GFOA recommendation is not less than 45 days of working capital

18

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In Conclusion ...

Questions?



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	Company	Total	Notes:
1	Terra Firma	\$ 227,710 <sup>56</sup>	
2	George & Lynch	\$ 166,343 <sup>00</sup>	
3	ECM	\$ 191,991 <sup>00</sup>	
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ARCHITECTS ENGINEERS SURVEYORS

December 20, 2021

Town of Berlin  
10 Williams St.  
Berlin, MD 21811

*Michael R. Wigley, AIA, LEED AP  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA  
Jason P. Loar, P.E.  
Ring W. Lardner, P.E.  
Jamie L. Sechler, P.E.*

ATTN: Mr. Jeff Fleetwood  
Town Administrator

RE: Recommendation of Award – RFP 2021-04  
Branch Street Well #3 - Replacement Well Project  
Berlin, Maryland  
DBF# 0050A002.069


Mr. Fleetwood:

This correspondence is to inform you that the low bidder for the referenced project is A.C. Shultes of Delaware Inc. Enclosed, please find one copy of each bidders' bid package, as well as a copy of the Bid Tabulation for the referenced project. Davis, Bowen & Friedel, Inc., (DBF) has reviewed the low bidder's bid package and find all documentation to be properly submitted.

Based on A.C. Shultes of Delaware Inc's previous work experience with the Town of Berlin and with other municipal public supply wells of similar size and scope, DBF trusts that the Contractor has the resources and experience necessary to complete the project. Based on these findings, DBF recommends award of the Branch Street Well #3 Replacement Well project to A.C. Shultes of Delaware Inc, contingent upon the availability of funds. Should the Town choose to accept DBF's recommendation, the award amount for the completion of the referenced project would be Sixty-Four Thousand, Five Hundred and Eighty-One dollars and 00/100 (\$64,581.00). The final cost will depend on the actual installed well dimensions, based on the as-bid Add/Deduct pricing.

If the Mayor and Council concur, please provide notification to DBF and we will continue the award process. Should you have any questions, comments or concerns, please contact me at 410-543-9091.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.

  
Joshua J. Taylor, P.E.  
Associate

N:\00\050A\050A002\0050A002.069 - Branch St. Well #2\Bidding\Bids\2021-12-20 - Fleetwood Award Recommendation.docx

Enclosures

cc: Jory Oursler, A.C. Shultes of Delaware Inc.  
Mary Bohlen, Town of Berlin

**TOWN OF BERLIN**  
**BRANCH STREET WELL #3 REPLACEMENT WELL**  
**DBF # 0050A002.069**  
**DECEMBER 15, 2021 at 10:30 AM**

**BID RESULTS**

					<b>A.C. Shultes of Delaware, Inc.</b>		<b>Somerset Well Drilling Co. Inc.</b>	
Item No. & Description		Size/ Depth	Unit	Est. Qty	Unit Price	Total Price	Unit Price	Total Price
1.	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid	-	LS	-	\$3,229.00	\$3,229.00	\$6,390.00	\$6,390.00
2.	Furnishing and Installation of Test Well	6.75"	LF	125	\$86.70	\$10,838.00	\$197.12	\$24,640.00
2A.	Add/Deduct Cost to Adjust Pilot Hole Depth	6.75"	LF	+/-	\$ 12.00/FT	\$ 12.00/FT	\$30/FT	\$30/FT
3.	Furnishing and Installation of Production Well	18"	LF	125	\$404.11	\$50,514.00	\$771.36	\$96,420.00
3A.	Add/Deduct Cost to Adjust Well Depth	18"	LF	+/-	\$ 21.00/FT	\$ 21.00/FT	\$60/FT	\$60/FT
3B.	Add/Deduct Cost to Adjust Stainless Steel Screen Depth	12"	LF	+/-	\$ 119.00/FT	\$ 119.00/FT	\$125/FT	\$125/FT
3C.	Add/Deduct Cost to Adjust Black Steel Casing depth	12"	LF	+/-	\$ 64.00/FT	\$ 64.00/FT	\$223/FT	\$223/FT
<b>TOTAL BASE BID (ITEM 1)</b>					<b>\$64,581.00</b>		<b>\$127,450.00</b>	

Note: Highlighted cell shows corrected mathematical error. Submitted bid form stated \$24,689.00, however, calculation based on provided Unit Price is \$24,640.00.  
Total Base bid is the sum of Bid Items 1, 2 and 3, excluding Add/Deduct pricing.





# RFP 2021-04 Branch Street Well #3 Replacement Well

Contractor: A.C. SCHULTES OF DELAWARE, INC.  
**COST PROPOSAL**

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.

The following tables should be included within the proposal submission as applicable.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid)	--	LS	--	\$ 3,229-	\$ 3,229.00
2.	Furnishing and Installation of Test Well	6.75"	LF	125	\$10,838-	\$10,838.00
2A.	Add/Deduct Cost to Adjust Pilot Hole Depth	6.75"	LF	+/-	\$ 12/FT	\$12.00/FT
3.	Furnishing and Installation of Production Well	18"	LF	125	\$50,514-	\$50,514.00
3A.	Add/Deduct Cost to Adjust Well Depth	18"	LF	+/-	\$21.00/FT	\$ 21.00/FT
3B.	Add/Deduct Cost to Adjust Stainless Steel Screen Depth	12"	LF	+/-	\$119/FT	\$119.00/FT
3C.	Add/Deduct Cost to Adjust Black Steel Casing depth	12"	LF	+/-	\$64/FT	\$64.00/FT
<p style="text-align: right;"><b>Total Base Bid \$</b> <u>64,581.00</u></p> <p><b>(Written Amount)</b> <u>SIXTY FOUR THOUSAND FIVE-HUNDRED EIGHTY-ONE DOLLARS &amp; NO CENTS</u></p>						



# RFP 2021-04 Branch Street Well #3 Replacement Well

Contractor: A.C. SCHULTES OF DELAWARE, INC

## Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
N/A		

Please attach additional sheet(s) or continue list on reverse if necessary.

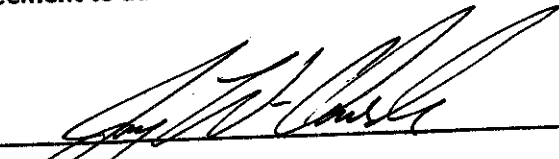


# RFP 2021-04 Branch Street Well #3 Replacement Well

Contractor: A.C. SCHULTES OF DELAWARE, INC.

## SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: 

Date: 12/15/21

Printed Name: JORY OURSLER, PRESIDENT

Firm Name: A.C. SCHULTES OF DELAWARE, INC.

Tax/EIN: 52-0736190

DBA (if different than above): \_\_\_\_\_

Address: P.O. BOX 188 / 16289 SUSSUX HIGHWAY

City, State Zip: BRIDGEVILLE, DE 19933

Phone: 302-337-8254



**A.C. SCHULTES OF DELAWARE, INC.**  
**EXPERIENCE**

**LARRY HORSEY**                      18 Years                      Drilling Foreman  
DE Driller License #5324  
MD Master Driller License #MWD599  
VA Driller License #2719 000655

**GORDON WRIGHT**                      8 Years                      Drilling Foreman  
DE Driller License #5657  
MD Master Driller License #MWD159

**Project:**            Hopewell Nursery  
**Address:**        P.O. Box 240, Warwick, MD 21912  
**Date:**             10/8/2021  
**Contact:**        Owen Bellis  
856-392-8611  
**Description:**    12" x 355' Production Well  
**Driller:**         Larry Horsey/Gordon Wright

**Project:**            Artesian Water Company % ACSMD  
**Address:**        664 Churchmans Road, Newark, DE 19702  
**Date:**             7/22/2021  
**Contact:**        Barry Price  
302-453-6935  
**Description:**    8" x 156' Production Well w/testing  
**Driller:**         Larry Horsey/Gordon Wright

**Project:**            Kings Grant Farm, Inc  
**Address:**        6586 Kings Grant Lane, Chestertown, MD 21620  
**Date:**             2/3/2021  
**Contact:**        Webb Johnson  
443-480-2148  
**Description:**    (7) 8" x 120' Irrigation Wells w/testing & submersible pump system  
**Driller:**         Larry Horsey/Gordon Wright

**Project:**            Central Sod Farms of Maryland  
**Address:**        920 John Brown Road, Centreville, MD 21617  
**Date:**             7/24/2020  
**Contact:**        Tom Warpinski  
410-320-7790  
**Description:**    8" x 379' Irrigation Well w/testing & submersible pump system  
**Driller:**         Larry Horsey/Gordon Wright

**Project:**            Marshall's Riverbank Nurseries  
**Address:**        27573 Pemberton Drive, Salisbury, MD 21801  
**Date:**             5/8/2020  
**Contact:**        Kent Fadeley  
443-624-1905  
**Description:**    (2) 10" x 80' Irrigation Wells w/testing & submersible pump systems  
**Driller:**         Larry Horsey

**A.C. SCHULTES OF DELAWARE, INC.**

**EXPERIENCE**

<b>LARRY HORSEY</b>	18 Years	Drilling Foreman DE Driller License #5324 MD Master Driller License #MWD599 VA Driller License #2719 000655
<b>GORDON WRIGHT</b>	8 Years	Drilling Foreman DE Driller License #5657 MD Master Driller License #MWD159

**Project:** John Trice, III  
**Address:** 6836 East New Market-Ellwood Road, Hurlock, MD  
**Date:** 12/10/2019  
**Contact:** John Trice, III  
443-521-7223  
**Description:** (2) 12" x 100' Irrigation Wells w/testing & submersible systems  
**Driller:** Larry Horsey

**MARYLAND MUNICIPALITIES REFERENCES**

**Customer:** City of Salisbury  
**Address:** P.O. Box C, Rehoboth Beach, DE 19971  
**Contact:** Heather Lankford  
410-548-3170 (O); 443-783-9988 ©

**Customer:** Municipal Utilities Commission  
**Address:** P.O. Box 214, Cambridge, MD 21613  
**Contact:** Ed Bramble  
443-521-6377

**Customer:** Queen Anne's Country Sanitary Commission  
**Address:** 310 Bateau Drive, Stevensville, MD 21666  
**Contact:** Joe Haxton  
410-643-3535

**Customer:** Town of Ocean City  
**Address:** P.O. Box 158, Ocean City, MD 21843  
**Contact:** Bud Iman  
410-289-6344

**CUSTOMER:** TOWN OF BERLIN

**PROJECT:** BRANCH STREET WELL #3 REPLACEMENT

**ACSD JOB:** TBD

**PERSONNEL:** 2 MAN CREW - OCCASIONALLY 3 MAN CREW

RFP 2021-04 Branch Street Well #3 Replacement Well

Bid Results

Wednesday, December 15, 2021, 10:30 AM

	Company	Total	Notes:
1	A.C. Shultes	\$64,581 <sup>00</sup>	
2	Somerset	\$127,937 <sup>00</sup>	
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# DRAFT RFP 2022-01 Smart Meter Equipment Procurement

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## ADVERTISEMENT

TOWN OF BERLIN  
REQUEST FOR PROPOSALS  
RFP # 2022-01  
**Smart Meter Equipment Procurement**

Due Date: February XX, 2022

Time: XX:XX XM EST

The Town of Berlin is seeking Proposals for the procurement and delivery of the necessary equipment including smart meters, transmitters, data collectors, all software & hardware required for meter upgrades, mobile meter readers, electronic tablets, and appurtenances, for the Town of Berlin's Smart Meter Upgrade Project. The Smart Meter Upgrade project scope includes upgrading all Town owned water meters to smart meters and any necessary appurtenances, including coordination with the Town, the Town's meter installation contractor, and the Town's Meter Reading and Billing systems provider (Tyler Technologies) for startup and testing of all smart meter reading and billing systems. Qualified suppliers are encouraged to visit the Town of Berlin website at [berlinmd.gov/government/request-for-proposals/](http://berlinmd.gov/government/request-for-proposals/) or contact Town Administrator Jeffrey Fleetwood at 410-641-4002/ [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov) for the official RFP. EEO.





# DRAFT RFP 2022-01 Smart Meter Equipment Procurement

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## GENERAL INFORMATION

**NOTICE:** Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for the procurement and delivery of the necessary equipment and appurtenances for the Town of Berlin's Smart Meter Upgrades Project. by filing with the Town by the date and time and at the location as indicated herein.

**RFP # 2022 – 01**  
**Smart Meter Equipment Procurement**  
**Due Date: February XX, 2022**  
**Time: XX:XX XM EST**

**Deliver submittals to:**  
Jeffrey Fleetwood, Town Administrator  
Town of Berlin  
10 William St.  
Berlin, MD. 21811  
Attn: RFP 2022 – 01

The Town of Berlin (the "Town") is seeking Supplier ("Submitter" or "Bidder") proposals for the procurement and delivery of the necessary equipment including smart meters, transmitters, data collectors, all software & hardware required for meter upgrades, mobile meter reading devices, laptop, electronic tablets, and appurtenances for the Town of Berlin's Smart Meter Upgrade Project. All equipment shall be delivered to the Town of Berlin Water and Wastewater Treatment Plant at 9210 Bottle Branch Road Berlin, Maryland 21811. Deliveries shall be coordinated with the Town. Proposals must be submitted to the address and by the date and time, and in the format indicated herein.

It is the responsibility of potential bidders to thoroughly review this Request for Proposal and ensure their full understanding of same.

Proposals received after the due date will not be considered. Submitters accept all risks of late delivery of mailed or shipped submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Supplier" or "Contractor") must comply with the Town of Berlin's equal opportunity requirements.



# DRAFT RFP 2022-01 Smart Meter Equipment Procurement

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**ABOUT BERLIN:** The Town of Berlin is a community of approximately 5,000 people located on Maryland's eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.

## SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified Supplier for the procurement and delivery of the necessary equipment including smart meters, transmitters, data collectors, all software & hardware required for meter upgrades, mobile meter readers, laptop, electronic tablets, and appurtenances for the Town of Berlin's Smart Meter Upgrades Project.

### A. SPECIFICATIONS

1. Smart meters to be upgraded include residential and commercial meters. Meters shall have a lead-free bronze maincase with a lifetime warranty from the manufacturer. Meters shall be made in the USA. See attached technical equipment specifications for additional requirements. For bidding purposes, quantities and sizes are as follows:
  - A. 8" - Two (2)
  - B. 6" - Four (4)
  - C. 4" - Ten (10)
  - D. 3" - Three (3)
  - E. 2" – Seventy-seven (77)
  - F. 1.5" – Twenty-three (23)
  - G. 1" - Sixty (60)
  - H. 5/8" x 3/4" – Eighteen hundred (1850)
2. All Software and Hardware necessary for the smart meter upgrades shall be included. Equipment and software shall be compatible with the Town's existing MRB software (Tyler Technologies). Refer to the cost proposal for an itemized breakdown of equipment to be supplied.
3. The two (2) data collectors shall be installed on the Town's elevated water towers located on Franklin Avenue and MD Route 346. The data collectors and all associated equipment and hardware required shall be installed by an approved contractor certified by the meter equipment manufacturer.

### B. MINIMUM REQUIREMENTS

1. Equipment Delivery shall be made within 90 (sixty) days of award of contract. Installation of data collectors shall be completed within 30 days of delivery of all necessary equipment.
2. Supplier is responsible for, at a minimum: Arrangements for delivery of equipment and materials; the Town of Berlin shall assist in determining suitable times and locations.
3. Supplier shall ensure that personnel working on site shall be appropriately supervised to ensure the completion of duties per the contract.
4. Supplier shall warranty their equipment and materials for a minimum period of two years (2-years) from acceptance.



# DRAFT RFP 2022-01 Smart Meter Equipment Procurement

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5. In addition to the section indicted above, Supplier shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland and any other entity or agency with authority over projects of this nature.

## C. CONTACT INFORMATION

Town Administrator Jeffrey Fleetwood  
Berlin Town Hall  
10 William Street  
Berlin, MD 21811  
Phone: 410-641-4002  
Email: [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov)

All questions and concerns must be submitted to Mr. Fleetwood; information gathered from any other individual, including other employees of the Town unless specified by Mr. Fleetwood, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.

## MINIMUM REQUIREMENTS FOR SUPPLIERS

- A minimum of ten (10) years' experience with supplying, installing, testing, and startup for smart meters and associated meter reading and billing equipment, software, and hardware for municipalities.
- Appropriate licensure and insurance required for completion of the project.
- A local service representative authorized by the manufacturer for the equipment being provided shall be permanently located within 1 hour drive (60 miles) of the Town of Berlin.

## SUBMITTAL REQUIREMENTS

Dates and times applicable to this RFP are on the following page. Responses to this RFP must include the following information:

- Statement of all relevant licensure, insurance, certifications and qualifications as applicable for the completion of the project. Proof of such shall be required prior to issuance of Notice to Proceed.
- A minimum of five (5) references relating to the services being requested with full name, title, address, phone numbers; references from Maryland municipalities preferred but not required.
- The completed Cost Proposal as included in this RFP.
- The completed Signature page as included in this RFP.
- The completed List of Proposed sub-contractors (if applicable) included on the Cost Proposal page.
- A complete list of equipment to be provided, including manufacturer technical specifications for each piece of equipment.
- Additionally, submitters are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:



# DRAFT RFP 2022-01 Smart Meter Equipment Procurement

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- Scheduling of work to include a general idea of progression of work.
- Expected delivery windows.
- Any specific needs the submitter anticipates.
- Any other information the submitter feels is relevant for consideration.

Printed and electronic or email submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

- If printed, the Town encourages double-sided printing where appropriate. Complete submission should not exceed 20 sheets of paper and must be in a sealed envelope addressed to;

Town of Berlin RFP 2021-04  
Attn: J. Fleetwood, Town Administrator  
10 William Street  
Berlin, MD 21811

- If electronic (via USB drive), USB must be clearly labeled: "TOB RFP 2022-01"
- If via email, send to [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov) with the subject "RFP 2022-01 Smart Meter Equipment Procurement".

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

## DEADLINES AND IMPORTANT DATES:

**February XX, 2022, XX:XX AM – MANDATORY Pre-Bid Meeting:** Pre-bid Meeting shall be held at Town Hall, 10 William Street, Berlin, MD 21811 and will be followed by site visit(s) if requested.

**February XX, 2022, XX:XX PM – Deadline to submit questions:** Questions from potential Bidders are due via email to [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov). Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

**February XX, 2022, XX:XX PM – Posting of responses:** Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/government/request-for-proposals/>.

**February XX, 2022, XX:XX AM – Due Date for Proposals:** Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline, at which time proposals will be publicly opened and read aloud at Berlin Town Hall, 2<sup>nd</sup> Floor Conference Room, 10 William



# DRAFT RFP 2022-01 Smart Meter Equipment Procurement

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Street, Berlin, MD 21811. Proposals received after that date and time will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

## EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of Supplier with similar projects.
- Information from Municipal References.
- Overall quality of proposal.
- Project understanding.
- Anticipated project cost.
- Anticipated equipment delivery windows.

The Town may select a limited number of submitters for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The supplier selected as the apparently successful supplier will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder shall review and execute the Standard Town Agreement. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.

• **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Bids shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

• **EQUAL OPPORTUNITY EMPLOYMENT:** The successful supplier or suppliers must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

• **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.



# DRAFT RFP 2022-01 Smart Meter Equipment Procurement

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- **HOLD HARMLESS:** The Town of Berlin shall be held harmless against claims for injuries to persons or damages to property, errors, omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected supplier, his agents, representatives, employees or subcontractors.
- **NON-ENDORSEMENT:** As a result of the selection of a supplier to supply products and/or services to the Town, the Town does not agree to the supplier's reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.
- **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the supplier or suppliers ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Supplier's business or personal account(s).



# DRAFT RFP 2022-01 Smart Meter Equipment Procurement

Supplier: \_\_\_\_\_

## COST PROPOSAL

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.

The following tables should be included within the proposal submission as applicable.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Procure and Deliver Smart Meters, and All Required Hardware, Complete	8"	EA	2		
2.		6"	EA	4		
3.		4"	EA	10		
4.		3"	EA	3		
5.		2"	EA	77		
6.		1.5"	EA	23		
7.		1"	EA	60		
8.		5/8" x 3/4"	EA	1850		
9.	Procure and Install Smart Meter Data Collectors and Hardware on Existing Town Elevated Water Storage Towers on Franklin Avenue and MD Route 346.	--	EA	2		
10.	Procure and Deliver "Handheld" Mobile Meter Reading Device	--	EA	1		
11.	Procure and Deliver "Drive-by" Mobile Meter Reading Device.	--	EA	1		
12.	Procure and Deliver Electronic Tablet Devices (iPad with latest iOS)	--	EA	4		
13.	Provide Cloud Based Meter Reading Software	--	LS	--		
14.	Provide Annual Software Maintenance and Updates	--	LS/YR	--		
<b>Total Base Bid (Items 1 -13) \$</b> _____						
<b>(Written Amount)</b> _____						



# DRAFT RFP 2022-01 Smart Meter Equipment Procurement

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Supplier: \_\_\_\_\_

**Proposed Subcontractors:**

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

Please attach additional sheet(s) or continue list on reverse if necessary.





# DRAFT RFP 2022-01 Smart Meter Equipment Procurement

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Supplier: \_\_\_\_\_

## SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Tax/EIN: \_\_\_\_\_

DBA (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_



## DRAFT RFP 2022-02 Smart Meter Installation

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### ADVERTISEMENT

TOWN OF BERLIN  
REQUEST FOR PROPOSALS  
RFP # 2022 – 02  
**Smart Meter Installation**

Due Date: April XX, 2022  
Time: XX:XX AM EST

The Town of Berlin is seeking Proposals for the installation of Town provided equipment including smart meters, transmitters and appurtenances, for the Town of Berlin's Smart Meter Upgrade Project. The Smart Meter Upgrade project scope includes upgrading all Town owned water meters to smart meters, any necessary repair or replacement of existing meter assemblies, and coordination with the Town, the Town's meter supplier, and the Town's Meter Reading and Billing systems provider (Tyler Technologies) for startup and testing of all smart meter reading and billing systems. Qualified contractors are encouraged to visit the Town of Berlin website at [berlinmd.gov/government/request-for-proposals/](http://berlinmd.gov/government/request-for-proposals/) or contact Town Administrator Jeffrey Fleetwood at 410-641-4002/ [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov) for the official RFP. EEO.



# DRAFT RFP 2022-02 Smart Meter Installation

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## GENERAL INFORMATION

**NOTICE:** Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for the installation of Town provided equipment including smart meters, transmitters and appurtenances for the Town of Berlin's Smart Meter Upgrade Project by submitting to the Town by the date and time and at the location as indicated herein.

**RFP # 2022-02**  
**Smart Meter Installation**  
**Due Date: April XX, 2022**  
**Time: XX:XX AM EST**

**Deliver submittals to:**  
Jeffrey Fleetwood, Town Administrator  
Town of Berlin  
10 William St.  
Berlin, MD. 21811  
Attn: RFP 2022 – 02

The Town of Berlin (the "Town") is seeking Contractor ("Submitter" or "Bidder") proposals for installation of Town provided equipment including smart meters, transmitters, and appurtenances for the Town of Berlin's Smart Meter Upgrades Project. All upgrades are located in the Town of Berlin, Maryland 21811. Proposals must be submitted to the address and by the date and time, and in the format indicated herein.

It is the responsibility of potential bidders to thoroughly review this Request for Proposal and ensure their full understanding of same.

Proposals received after the due date will not be considered. Submitters accept all risks of late delivery of mailed or shipped submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Contractor") must comply with the Town of Berlin's equal opportunity requirements.

**ABOUT BERLIN:** The Town of Berlin is a community of approximately 5,000 people located on Maryland's eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.



# DRAFT RFP 2022-02 Smart Meter Installation

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## SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified Contractor for the installation of Town provided equipment including smart meters, transmitters and appurtenances for the Town of Berlin's Smart Meter Upgrades Project. All work shall be performed in accordance with the Contract Documents, including this RFP, Drawings, Technical Specifications, and the applicable general requirements of the Town of Berlin Design and Construction Standards for Water, Sewer, and Roadway Systems.

### A. SPECIFICATIONS

1. Smart meters to be installed include residential and commercial meters, sizes and approximate quantities are as follows:
  - a. 6" - Three (3)
  - b. 4" - Ten (10)
  - c. 3" - Three (3)
  - d. 2" - Seventy-seven (77)
  - e. 1.5" - Twenty-three (23)
  - f. 1" - Sixty (60)
  - g. 5/8" x 3/4" - Eighteen hundred (1850)
2. Each meter installation shall be tracked on a map provided by the Town and a Meter Data Sheet shall be completed with all property, meter, and water service data. Each meter installed shall be GPS located by the Contractor and all data electronically provided to the Town and Town Engineer.
3. Meter vaults or pits shall be replaced as deemed necessary by the Town. This work may include the following:
  - a. Replacement of meter setters.
  - b. Replacement of meter vaults or pits.
  - c. Replacement of water services.
  - d. Ancillary fittings required for the above-mentioned work.
  - e. Restoration of surface and subgrade to pre-construction conditions, including any disturbance to grass, driveways, pavement, or concrete, as required by the work. Refer to the Cost Proposal for restoration bid items.

### B. MINIMUM REQUIREMENTS

1. Work shall be started within 60 days of award of contract.
2. Work shall be completed within 180 calendar days of start date.
3. Contractor is responsible for, at a minimum:
  - a. Notification of appropriate agencies as required by regulations prior to start of work.
  - b. Complete traffic control as required.
  - c. Arrangements for delivery of equipment and materials required for meter installation; the Town of Berlin shall assist in determining suitable times and locations for acquisition of meters.



# DRAFT RFP 2022-02 Smart Meter Installation

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4. Contractor shall ensure that personnel working on site shall be appropriately supervised to ensure the completion of duties per the contract.
5. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of residents and visitors to the Town.
6. Contractor shall take reasonable care to ensure the cleanliness of the streets, sidewalks, parking areas and other affected areas during deliveries.
7. Workday hours shall be:
  - a. For streets: workday shall begin no earlier than 8:00 AM and shall end no later than 6:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays. Work outside the hours indicated above shall be done only with the express permission of the Town.
8. As work progresses the Contractor shall track all meter installations with GPS locates and complete installation Data Sheet for each meter installed for Town inventory.
9. All work shall comply with the Code of the [Town of Berlin, Article III Noise, §14-43\(4\)](#).
10. Contractor shall warranty their work for a minimum period of two years (2-years) from project acceptance.
11. In addition to the section indicted above, Contractor shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland and any other entity or agency with authority over projects of this nature.

## C. CONTACT INFORMATION

Town Administrator Jeffrey Fleetwood  
Berlin Town Hall  
10 William Street  
Berlin, MD 21811  
Phone: 410-641-4002  
Email: [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov)

All questions and concerns must be submitted to Mr. Fleetwood; information gathered from any other individual, including other employees of the Town unless specified by Mr. Fleetwood, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.

## MINIMUM REQUIREMENTS FOR CONTRACTORS

- A minimum of ten (10) years' experience with installing, startup, and testing smart meters and associated meter reading equipment.
- Appropriate licensure, certifications, permits required for completion of the project.



# DRAFT RFP 2022-02 Smart Meter Installation

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## SUBMITTAL REQUIREMENTS

Dates and times applicable to RFP 2022-02 are on the following page. Responses to RFP 2022-02 must include the following information:

- Statement of all relevant licensure, certifications and qualifications as applicable for the completion of the project. Proof of such shall be required prior to issuance of Notice to Proceed.
- A minimum of three (3) references relating to the services being requested with full name, title, address, phone number, email; references from Maryland municipalities preferred.
- The completed Cost Proposal as included in this RFP.
- The completed Signature page as included in this RFP.
- The completed List of Proposed sub-contractors (if applicable) included on the Cost Proposal page.
- Additionally, submitters are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
  - Scheduling of work to include a general idea of progression of work.
  - An estimate of the number of personnel expected to be onsite at a given time.
  - Any specific needs the contractor anticipates.
  - Any other information the submitter feels is relevant for consideration.

Printed and electronic or email submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

- If printed, the Town encourages double-sided printing where appropriate. Complete submission should not exceed 20 sheets of paper and must be in a sealed envelope addressed to;

Town of Berlin RFP 2022-02  
Attn: J. Fleetwood, Town Administrator  
10 William Street  
Berlin, MD 21811

- If electronic (via USB drive), USB must be clearly labeled: "TOB RFP 2022-02"
- If via email, send to [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov) with the subject "RFP 2022-02 Smart Meter Installation".

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.



# DRAFT RFP 2022-02 Smart Meter Installation

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## DEADLINES AND IMPORTANT DATES:

**April XX, 2022, XX:XX AM – MANDATORY Pre-Bid Meeting:** Pre-bid Meeting shall be held at Town Hall, 10 William Street, Berlin, MD 21811 and will be followed by site visit(s) if requested.

**April XX, 2022, by XX:XX PM – Deadline to submit questions:** Questions from potential Bidders are due via email to [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov). Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

**April XX, 2022, by XX:XX PM – Posting of responses:** Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/government/request-for-proposals/>.

**April XX, 2022, by XX:XX AM – Due Date for Proposals:** Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline, at which time proposals will be publicly opened and read aloud at Berlin Town Hall, 2<sup>nd</sup> Floor Conference Room, 10 William Street, Berlin, MD 21811. Proposals received after that date and time will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

## EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of Contractor with similar projects.
- Information acquired from municipal references.
- Overall quality of proposal.
- Project understanding.
- Anticipated project cost.
- Anticipated project schedule.

The Town may select a limited number of submitters for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The installer selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder review and execute the



## DRAFT RFP 2022-02 Smart Meter Installation

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Standard Town Agreement. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.

- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Bids shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful contractor or contractors must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

- **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

- a. Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000
- b. Vehicle Liability: \$1,000,000
- c. Workers Compensation: \$1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

- **HOLD HARMLESS:** The Town of Berlin shall be held harmless against claims for injuries to persons or damages to property, errors, omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees or subcontractors.

- **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

- **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).





# DRAFT RFP 2022-02 Smart Meter Installation

Contractor: \_\_\_\_\_

## COST PROPOSAL

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.

The following tables should be included within the proposal submission as applicable.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, Furnish and Install Sediment & Erosion Control Measures, and Provide Traffic Control Measures.	--	LS	--		
2.	Install Smart Meters, Complete, as Required by the Contract Documents.	6"	EA	3		
3.		4"	EA	10		
4.		3"	EA	3		
5.		2"	EA	77		
6.		1.5"	EA	23		
7.		1"	EA	60		
8.		5/8" x 3/4"	EA	1850		
9.	Replace Existing Meter Pit.	--	EA	--		
10.	Replace Existing Water Service.	--	LF	--		
11.	Replace Existing Meter Setter.	--	EA	--		
12.	Restoration of Disturbed Asphalt.	--	SY	40		
13.	Restoration of Disturbed Sidewalk.	--	SY	60		
14.	Restoration of Disturbed Curb & Gutter.	--	LF	30		
15.	Restoration of Disturbed Stone Driveway	--	SY	40		

**Total Base Bid (Items 1 – 15) \$** \_\_\_\_\_

**(Written Amount)** \_\_\_\_\_



# DRAFT RFP 2022-02 Smart Meter Installation

Contractor: \_\_\_\_\_

**Proposed Subcontractors:**

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

Please attach additional sheet(s) or continue list on reverse if necessary.



# DRAFT RFP 2022-02 Smart Meter Installation

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Contractor: \_\_\_\_\_

## SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Tax/EIN: \_\_\_\_\_

DBA (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_



# Water and Wastewater Recommendations for the Town of Berlin



Presented by: Jean Holloway

Southeast Rural Community Assistance Project (SERCAP)

January 24, 2022



1

## Conclusions presented – 11/1/21

- Neither the water nor the sewer system is financially sustainable under the present circumstances and rate structure
- An unsustainable system means the town will have trouble qualifying for any kind of funding program for needed improvements
- The sewer system is over-loaded with debt – 30%+ of total exp.
- A capital reserve needs to be established starting immediately for both utilities in anticipation of replacement and improvement needs



2

## Conclusions presented – 11/1/21 (*cont'd.*)

- Water loss is almost 25% of production which equates to as much as \$204,000 in lost revenue for water and more than \$350,000 for sewer
- Old and insufficient metering is definitely part of the problem, but meters alone will not make the systems sustainable
- A water audit can help to determine actual losses, but should wait until new meters are operational for 6 months to a full year
- Meter upgrades are currently being planned



3

## Recommendations – 11/1/21

- Replace meters with a system that reads every gallon from the first one
- Conduct a water audit after meters are operational to see what other sources of non revenue water may be the cause
- Institute interim rate measures for remainder of FY 22 and into FY 23 to begin building a dedicated capital reserve

### WATER FUND

\$5.00 per residential EDU per billing

\$10.00 per commercial EDU per billing

### SEWER FUND

\$14.50 per residential EDU per billing

\$29.00 per commercial EDU per billing



4

## Capital Fund Estimates

	Monthly Rev.	Tot. 4/1 to 6/30/22	Tot. 7/1/22 to 6/30/23
<b>Water</b>	\$13,743	\$41,228	\$164,910
<b>Total Revenue 4/1/22 through 6/30/23 = \$206,138</b>			

<b>Sewer</b>	\$40,153	\$120,460	\$481,839
<b>Total Revenue 4/1/22 through 6/30/23 = \$602,299</b>			



5

## In Conclusion:

- With no reserves at all under present rates the systems are vulnerable to crisis, whether operational or financial. COVID has made that worse
- Establishing these reserve funds is critical to achieving sustainability and credit worthiness for future projects and charges should begin 4/1/22
- The reserves support the newly-adopted Capital Improvement Plan
- Installation of updated meters is a critical part of the recommendation
- Another rate study should be done once meters are in that includes a re-structuring of rates to make them more equitable for all users
- The capital reserve funds should be continued to ensure sustainability and credit worthiness



6

## ESTABLISHMENT OF THE STORMWATER UTILITY

- ▶ Town Ordinance 2013-1 Established the Town's Stormwater Utility
- ▶ Effective July 1, 2013
- ▶ Equivalent Residential Unit (ERU) = 2,100 SF of impervious surface
- ▶ Residential \$50/ERU
- ▶ Non-Residential \$25/ERU
- ▶ Initial Annual Revenue Estimation (\$570,000)
  - ▶ Residential (\$50/ERU) = \$70,000
  - ▶ Non-Residential (\$25/ERU) = \$200,000
  - ▶ General Fund = \$300,000

1

## STORMWATER UTILITY STATUS

- ▶ The Stormwater utility was initially substantially supported through grants
- ▶ Stormwater utility has had a negative Change in Net Position for the last several year
- ▶ An adjustment of the current fee structure is needed to the financial health of the stormwater utility
- ▶ An adjustment will result in a positive Change in Net Position and establish and allocation fund for capital projects.

2

2

## CURRENT STORMWATER UTILITY

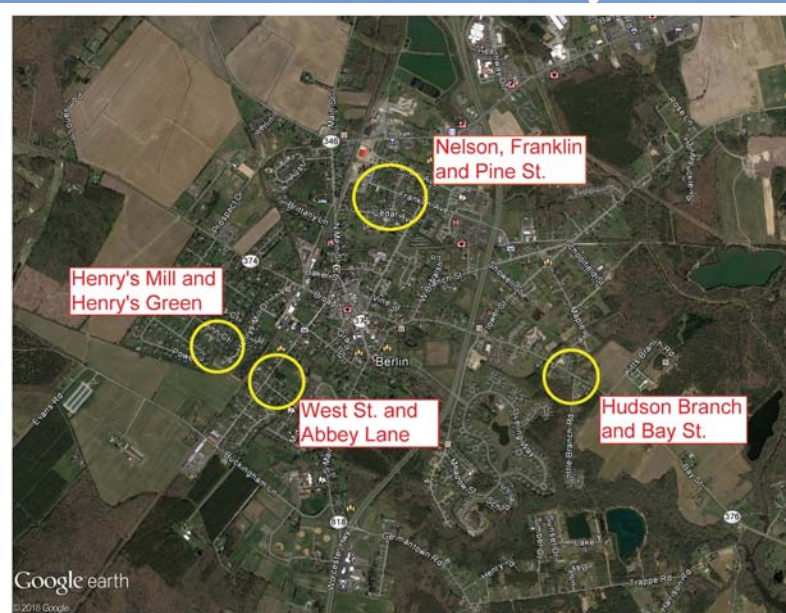
	2021	2020	2019
<b>REVENUES</b>			
Service charges	\$ 189,232	\$ 184,746	\$ 181,266
Interest on delinquent accounts		738	1,348
Miscellaneous	28	84	63
Total revenues	189,260	185,568	182,677
<b>EXPENSES</b>			
Personnel expenses	96,057	78,690	105,931
Supplies and operating	17,967	11,428	15,744
Professional services	12,919	22,749	33,467
Contracted services	6,190	3,662	1,394
Insurance	1,219	1,365	812
Depreciation	156,420	142,104	124,125
General overhead			
Total expenses	290,772	259,998	281,473
Operating loss	(101,512)	(74,430)	(98,796)
<b>NONOPERATING REVENUES</b>			
Capital grants		71,000	76,786
Net nonoperating revenues		71,000	76,786
Change in net position	\$ (101,512)	\$ (3,430)	\$ (22,010)

xxx

3

3

## FUTURE CAPITAL PROJECTS



4

4



## PROJECTS COMPLETED AND BUDGETARY COSTS

▶ <u>Completed Stormwater Improvement Projects (Total Project Capital Costs \$2,273,000)</u>	
▶ Project 1 – West Street Culvert Replacement	\$ 134,000
▶ Project 2 – Flower Street Off-Line Wetlands	\$ 399,000
▶ Project 3 – Flower Street Culvert Replacement	\$ 330,000
▶ Project 4 – West Street Storm Drain Replacement	\$ 426,000
▶ Project 5 and 6 – William Street Off-Line Wetlands and Culvert Replacement	\$ 354,000
▶ Project 7 – Cedar Ave., Maple Dr., and Pine St.	\$ 455,000
▶ Project 8 – Graham Ave. Submerged Gravel Wetlands	\$ 175,000
▶ <u>Future Stormwater Improvement Projects (Total Budget Estimate \$3,700,000)</u>	
▶ Nelson, Franklin and Pine St.	\$ 850,000
▶ West Street and Abbey Lane	\$ 1,800,000
▶ Henry's Mill and Henry's Green	\$ 450,000
▶ Hudson Branch and Bay Street	\$ 600,000

5

5

## STORMWATER UTILITY ADJUSTMENT

- ▶ **Residential Stormwater Utility Fee**
  - ▶ Current \$50/Year
  - ▶ Proposed \$100/Year (Starting April 1, 2022)
  - ▶ Estimated Additional Revenue \$75,400\*
- ▶ **Non-Residential Stormwater Utility Fee**
  - ▶ Current \$25/ERU
  - ▶ Proposed \$35/ERU – Starting April 1, 2022 (Minimum of \$50/Year)
  - ▶ Estimated Additional Revenue \$42,000\*

\* Estimated revenue is based on 2021 actual audited Stormwater Utility Fees collected for both residential and non-residential properties.

6

6

## STORMWATER UTILITY ADJUSTMENT

### Non-Residential Stormwater Utility Fee Impacts

- ▶ **Lower Tier**
  - ▶ Many non-residential properties fall under the current minimum of IERU, thus the low-end tier impact will remain the minimum of IERU. i.e. increase from \$25/Year to \$35/Year
- ▶ **Midlevel Tier**
  - ▶ Average increase of \$10.84/Month
- ▶ **Highest Tier**
  - ▶ Highest impact for the largest area \$227.50/Month
  - ▶ Next 4 highest impacted range from \$103.33 to \$131.67/month

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## STORMWATER UTILITY GOALS

- ▶ **Short Term**
  - ▶ Improve financial position of the stormwater fund
  - ▶ Develop a systematic plan for ditch maintenance, pipe video and stormwater pipe jetting.
  - ▶ Allocating funds for capital projects
- ▶ **Long Term**
  - ▶ Established capital balance
  - ▶ Strengthened position for grant applications with leveraged funds

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RESOLUTION 2022 –

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

WHEREAS, the Mayor and Council have the authority to set financial policies for the Town, and

WHEREAS, the Mayor and Council have determined a policy regarding the establishment and maintenance of Enterprise Funds Reserves is consistent with best practices in municipal finance, and

WHEREAS, the Mayor and Council must establish reserves in a manner consistent with the Government Accounting Standards Board (GASB), and

WHEREAS, the Mayor and Council can immediately establish reserves required by grantors, bondholders, and higher levels of government, and

WHEREAS, the Mayor and Council recognize the benefit of establishing additional reserve categories and target balances as goals to work toward, and

WHEREAS, the Mayor and Council have established a plan to achieve those target balances.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin, Maryland that the following Enterprise Funds Reserve Policy is established:

**Purpose**

The Town will establish and work to maintain reserve balances to:

1. Guard its citizens against service disruptions in the event of economic uncertainties, local disasters, and other financial hardships;
2. Provide for fluctuations in revenues and expenditures while ensuring adequate cash flow;
3. Enable the Town to mitigate risks and provide contingency plan(s) to maintain community resilience;
4. Demonstrate continued creditworthiness to bond rating agencies and comply with relevant debt covenants.

**Enterprise Funds**

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

### Category and Purpose of Each Fund Balance

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

### Reserve Calculation Factors.

The Town shall consider a variety of factors when calculating prudent reserve amount targets, including the following:

1. Funds needed to meet current and future cash flow requirements.
2. Funds to provide contingencies for revenue volatility.
3. Funds to provide contingencies for expenditure volatility (including emergency expenditures due to unpredictable events).
4. Funds for capital asset replacement and continuity of improvements.
5. Funds to carry out debt service obligations.

### Reserves Established and Target Balances.

The Town shall strive to reach and maintain fund balances according to the requirements set forth in this section.

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

### Use, Transfer and Replenishment of Fund Balance

1. All transfers, replenishments, or expenditures from Enterprise Fund Reserves require the expressed approval of the Mayor and Council during an open and public meeting.

2. Mayor and Council retains the authority to assign and amend the Enterprise Fund Reserves balance.
3. Enterprise Fund Reserves are to be replenished annually through the annual budget surplus, one-time revenues, and special assessment revenues.

### **Report on Fund Balance Levels**

1. The Finance Director shall report and advise on the fund balance levels to the Mayor and Council as follows:
  - a. During the annual budget adoption process and audit presentation, the Finance Director shall forecast the ending fund balances and reserve levels; and
  - b. Make recommendations regarding the fund balances relative to their recommended levels set forth in this policy.
2. If at any time, the Enterprise Fund Reserves reaches a zero balance or is projected to reach a zero balance during the fiscal year, the Town Administrator shall provide a report to the Mayor and Council, along with a plan to replenish the Enterprise Fund Balance to a positive balance and maintain sustainable level.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Mayor and the Town of Berlin, Maryland, by  
affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Mayor and Town of Berlin.

ATTEST:

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

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

**Berlin Fire Company****Quarterly Update****October 1 to December 31, 2021****OPERATIONS  
RESPONSE  
REPORT**

1

2

**Fire-Rescue**  
**October 1 – December 31, 2021**  
**In-Town Fire/Rescue Call Responses**

**49****49.5% of calls**

(Out Town—50---50.5%)

**Fire-Rescue Oct 1 – Dec 31, 2021****Busiest Day****Wednesday****Followed by Sunday****Busiest Times of Day****3 pm to 4 pm****Followed by 12 pm to 1 pm**

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**Fire-Rescue Oct 1 – Dec 31, 2021****Response Time****3.95 minutes**

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

**ADMINISTRATIVE  
and  
FINANCIAL  
REPORT**

5

6

### Fire-Rescue Oct 1 – Dec 31, 2021

- Revenue Budget Highlights

- Fund Raisers--

- Event Parking-Fall Events--\$200-\$300

- Christmas Parade--\$25

- New Years Cancelled

- Friday Night Dinners-simple events for volunteer time availability

- Goal is 200 dinners

- Annual Fund Drive Letter Mailed-20% increase

7

### Fire-Rescue Oct 1 – Dec 31, 2021

- Expense Budget Highlights

- Vehicle Fuel—slightly over 50% due to increased costs

- Vehicle Maintenance—pump test repairs pending  
major transmission repair in progress

8

### Requests from Surplus/ARPA Funds

- Breathing Apparatus
- Apparatus
- Rear Parking Lot

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### Capital Apparatus Replacement

Engines—33 and 23 years old

Another 15 years old

Rescue—22 years old

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**Berlin Fire Company  
Emergency Medical Services**

**Quarterly Update  
October 1 to December 31, 2021**

1

**OPERATIONAL  
REPORT**

2

**EMS Oct 1 – Dec 31, 2021**  
**In-Town EMS Call Responses**

**306**  
**62.71% of calls**  
(182 Out of Town-37.29%)

3

**EMS Oct 1 – Dec 31, 2021**

**In-Town**

**TRANSPORTS 193**  
**63.08 %**  
**NON-TRANSPORTS 113**  
(Out Town-81 trans—101 non)

4

**EMS Oct 1 – Dec 31, 2021**

**Busiest Days**  
**Friday followed by Thursday**

**Busiest Times of Day**  
**11 am to 3 pm**  
**Followed by 3 pm to 7 pm**

5

**EMS- Oct 1 – Dec 31, 2021**

**Response Times**

**1.18 minute average**

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

**Increase in simultaneous calls—increased hospital times for offloading**

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

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## ADMINISTRATIVE AND FINANCIAL REPORT

7

### EMS Oct 1 – Dec 31, 2021

- Revenue Budget Highlights
  - Annual Drive—25% less
  - \*OC Paramedic Foundation solicitation\*
  - County Provided an additional \$115,000 for supplemental personnel
  - Added an Emergency Medical Technician/Firefighter 7 am to 7 pm—Daily

8

### EMS Oct 1 – Dec 31, 2021

- Expense Budget Highlights
  - Payroll—5% over due to shift coverage
  - Vehicle Maintenance and Repair-- will be over budget at year end
  - importance of replacement schedule

9

### EMS Capital Funds Summary

No Capital Funds for Ambulance Replacements  
 Replacements Due--2025-2027-2029  
 All County Funds Received for per ambulance allocation are being used to pay ambulance  
 Loan Payment—No Town Funds provided

Cardiac Monitors are at end of life—  
 \$80,000

EMS has NO contingency funds for emergencies

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### Request from Surplus or ARPA Funds

- Cardiac Monitors--\$40,000
- Event Response Vehicle--\$40,000
- Ambulance Replacements--\$630,000
- Additional EMT Night Staffing--\$80,000

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### Additional Staffing

It is imperative that we increase our staffing to four persons 24/7.

This is needed for call volume of fire, rescue, and emergency medical services.

Simultaneous calls, increased call times, volunteer availability, etc.

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## Check Run Reports for:

01.03.22

01.07.22

01.13.22

01.18.22



Town of Berlin, MD

# Check Register

Packet: APPKT02218 - 20220106SW

*[Handwritten signature]*  
1/18/22

1/18/22 *mab* By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	274.90	DFT0000153
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	106.09	DFT0000154
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	263.19	DFT0000155
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	119.99	DFT0000156
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	263.50	DFT0000157
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	500.44	DFT0000158
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	1,739.33	DFT0000159
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	2,512.96	DFT0000160
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	1,056.32	DFT0000161
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	1,197.53	DFT0000162
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	307.58	DFT0000163
0003138	CARD SERVICES CENTER	01/03/2022	Bank Draft	0.00	16.75	DFT0000164

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	8,358.58
EFT's	0	0	0.00	0.00
	12	12	0.00	8,358.58

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
98	POOLED CASH	1/2022	8,358.58
			<b>8,358.58</b>



Town of Berlin, MD

# Check Register

Packet: APPKT02220 - 20220107SW

*1/7/22*  
*mz 1/7/22*

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	01/07/2022	Regular	0.00	325.00	21509
0002406	AE MOORE JANITORIAL INC	01/07/2022	Regular	0.00	367.78	21510
0000088	AFFORDABLE BUSINESS SYSTEMS	01/07/2022	Regular	0.00	361.77	21511
0000306	BELAIR ROAD SUPPLY	01/07/2022	Regular	0.00	806.77	21512
0000323	BERLIN AUTOMOTIVE	01/07/2022	Regular	0.00	1,217.42	21513
0000406	BRASURES CARPET CARE INC	01/07/2022	Regular	0.00	625.10	21514
0000455	CARD'S TECHNOLOGY	01/07/2022	Regular	0.00	1,177.50	21515
0000480	CATO OIL CO., INC.	01/07/2022	Regular	0.00	9,879.53	21516
0000529	CINTAS FIRST AID & SAFETY	01/07/2022	Regular	0.00	30.54	21517
0000572	COMCAST	01/07/2022	Regular	0.00	128.39	21518
0000572	COMCAST	01/07/2022	Regular	0.00	154.67	21519
0000572	COMCAST	01/07/2022	Regular	0.00	134.72	21520
0000572	COMCAST	01/07/2022	Regular	0.00	108.35	21521
0000678	DAVIS, BOWEN & FRIEDEL	01/07/2022	Regular	0.00	17,458.15	21522
0000907	FLAG PUBLICATIONS INC	01/07/2022	Regular	0.00	132.50	21523
0000977	GREAT AMERICA FINANCIAL	01/07/2022	Regular	0.00	340.52	21524
0001068	INTERCOASTAL TRADING INC.	01/07/2022	Regular	0.00	11,760.00	21525
0001068	INTERCOASTAL TRADING INC.	01/07/2022	Regular	0.00	4,555.00	21526
0001080	IRIE RADIO INC	01/07/2022	Regular	0.00	450.00	21527
0001081	IRON SOURCE	01/07/2022	Regular	0.00	1,340.00	21528
0001565	NATIONWIDE RETIREMENT SOLUTIO	01/07/2022	Regular	0.00	4,569.96	21529
0001625	ONE CALL CONCEPTS, INC.	01/07/2022	Regular	0.00	33.72	21530
0001707	PITTSVILLE MOTORS	01/07/2022	Regular	0.00	710.41	21531
0001757	RACETRACK AUTO CENTER	01/07/2022	Regular	0.00	846.55	21532
0003171	RICKY JARMON	01/07/2022	Regular	0.00	933.38	21533
0002057	TATE ENGINEERING	01/07/2022	Regular	0.00	6,923.00	21534
0003149	TRANSAMERCIA	01/07/2022	Regular	0.00	271.98	21535
0002928	UNIFIRST CORPORATION	01/07/2022	Regular	0.00	219.76	21536
0002205	UNITED WAY OF THE EASTERN SHO	01/07/2022	Regular	0.00	40.00	21537
0002248	VERIZON BUSINESS	01/07/2022	Regular	0.00	103.65	21538

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	42	30	0.00	66,006.12
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	30	0.00	66,006.12

Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	1/2022	66,006.12
			66,006.12



Town of Berlin, MD

# Payment Register

APPKT02220 - 20220107SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000015	ABC PRINTERS INC					325.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/07/2022	325.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
60655	SIGNS FOR MERRY MARKETPLACE	01/05/2022	01/05/2022	0.00	325.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					367.78
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/07/2022	367.78	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
409209	PAPER PRODUCTS RESTROOMS	01/04/2022	01/04/2022	0.00	356.32	
409446	CLEANING SUPPLIES	01/06/2022	01/06/2022	0.00	11.46	

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					361.77
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/07/2022	361.77	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN180741	OFFICE EQUIPMENT LEASING	01/05/2022	01/05/2022	0.00	73.60	
IN180784	CONTRACT INVOICE COPIER WITH OVERAGES FOR COPIE	01/07/2022	01/07/2022	0.00	288.17	

Vendor Number	Vendor Name					Total Vendor Amount
0000306	BELAIR ROAD SUPPLY					806.77
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/07/2022	806.77	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2142525	CLEANOUT TOPS	01/03/2022	01/03/2022	0.00	806.77	

Vendor Number	Vendor Name					Total Vendor Amount
0000323	BERLIN AUTOMOTIVE					1,217.42
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/07/2022	1,217.42	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
VARIOUS-	EQUIPMENT AND PARTS FOR VEHICLE REPAIR	01/06/2022	01/06/2022	0.00	1,217.42	

Vendor Number	Vendor Name					Total Vendor Amount
0000406	BRASURES CARPET CARE INC					625.10
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/07/2022	625.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
119864	CARPET CLEANING TOWN HALL	01/05/2022	01/05/2022	0.00	625.10	

Vendor Number	Vendor Name					Total Vendor Amount
0000455	CARD'S TECHNOLOGY					1,177.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/07/2022	1,177.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
48906	MICROSOFT OFFICE 365 FY 2022	01/07/2022	01/07/2022	0.00	1,177.50	

**Payment Register**
**APPKT02220 - 20220107SW**

Vendor Number	Vendor Name					Total Vendor Amount
0000480	CATO OIL CO., INC.					9,879.53
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/07/2022	9,879.53			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2136501	TOWN VEHICLE GAS	01/07/2022	01/07/2022	0.00	9,879.53	
Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					30.54
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/07/2022	30.54			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4105910648	FIRST AID CABINET	01/04/2022	01/04/2022	0.00	30.54	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					526.13
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/07/2022	154.67			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0041947 JAN FY 22	COMCAST INTERNET & DIGITAL SVC	01/05/2022	01/05/2022	0.00	154.67	
Check		01/07/2022	108.35			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0042978 JAN FY 22	COMCAST INTERNET & DIGITAL SVC	01/05/2022	01/05/2022	0.00	108.35	
Check		01/07/2022	128.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0043323 JAN FY 22	COMCAST INTERNET & DIGITAL SVC	01/05/2022	01/05/2022	0.00	128.39	
Check		01/07/2022	134.72			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0043547 JAN FY 22	COMCAST INTERNET & DIGITAL SVC	01/05/2022	01/05/2022	0.00	134.72	
Vendor Number	Vendor Name					Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL					17,458.15
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/07/2022	17,458.15			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
151716	PROJ 0050A002.009 PURNELL CROSSING SOUTH	01/04/2022	01/04/2022	0.00	1,662.50	
161717	PROJ 0050A002.033 BERLIN SONRISE CHURCH PROPERTY	01/04/2022	01/04/2022	0.00	300.00	
161718	PROJ 0050A002.056 MD RT 376 SHA WATER/SEWER	01/04/2022	01/04/2022	0.00	9,916.90	
161719	PROJ 0050A002.062 BERLIN AUTOZONE	01/04/2022	01/04/2022	0.00	390.00	
161720	PROJ 0050A002.065 DECATUR PARK COMFORT STATION	01/04/2022	01/04/2022	0.00	327.50	
161721	PROJ 0050A002.369 BRANCH ST WELL #3 REPLCMNT	01/04/2022	01/04/2022	0.00	4,701.25	
161722	PROJ 0050A114.A01 PUMP STA REHAB WM ST TOWN OF	01/04/2022	01/04/2022	0.00	160.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000907	FLAG PUBLICATIONS INC					132.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/07/2022	132.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
343294	ADVERTISING	01/04/2022	01/04/2022	0.00	75.00	
343541	ADVERTISING	01/05/2022	01/05/2022	0.00	35.00	
343542	ADVERTISING	01/05/2022	01/05/2022	0.00	22.50	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					340.52
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/07/2022	340.52			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
30723825	GREAT AMERICA FINANCIAL LARGE COPIER LEASE TH & P	01/04/2022	01/04/2022	0.00	340.52	



**Payment Register**
**APPKT02220 - 20220107SW**

Vendor Number	Vendor Name					Total Vendor Amount	
0001068	INTERCOASTAL TRADING INC.					16,315.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/07/2022	4,555.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
214705 , 214790, 214501	BLEACH	01/03/2022	01/03/2022	0.00	4,555.00		
Check						01/07/2022	11,760.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
214800	SODA ASH	01/04/2022	01/04/2022	0.00	11,760.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001080	IRIE RADIO INC					450.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/07/2022	450.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
643-00023-0010	MONTHLY RADIO ADVERTISING	01/06/2022	01/06/2022	0.00	450.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001081	IRON SOURCE					1,340.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/07/2022	1,340.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
CT126265-1	BARRELS	01/05/2022	01/05/2022	0.00	1,340.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001565	NATIONWIDE RETIREMENT SOLUTIONS					4,569.96	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/07/2022	4,569.96
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
PPE 01/02/22	EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	01/04/2022	01/04/2022	0.00	4,569.96		
Vendor Number	Vendor Name					Total Vendor Amount	
0001625	ONE CALL CONCEPTS, INC.					33.72	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/07/2022	33.72
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
1126158	MISS UTILITY TICKETS	01/07/2022	01/07/2022	0.00	33.72		
Vendor Number	Vendor Name					Total Vendor Amount	
0001707	PITTSVILLE MOTORS					710.41	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/07/2022	710.41
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
177242-1	REPAIR TRUCK - 2011 F150	01/07/2022	01/07/2022	0.00	710.41		
Vendor Number	Vendor Name					Total Vendor Amount	
0001757	RACETRACK AUTO CENTER					846.55	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/07/2022	846.55
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
138645	PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	01/04/2022	01/04/2022	0.00	762.00		
138789	PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	01/05/2022	01/05/2022	0.00	84.55		
Vendor Number	Vendor Name					Total Vendor Amount	
0003171	RICKY JARMON					933.38	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/07/2022	933.38
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
DEC FY 22	MONTHLY CLEANING SERVICE - POLICE DEPT	01/05/2022	01/05/2022	0.00	933.38		

**Payment Register**
**APPKT02220 - 20220107SW**

Vendor Number	Vendor Name					Total Vendor Amount
<u>0002057</u>	TATE ENGINEERING					6,923.00
Payment Type	Payment Number					Payment Date Payment Amount
Check						01/07/2022 6,923.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>IN168418</u>	POWER PLANT - COMPRESSOR PUMP REPLACEMENT	01/04/2022	01/04/2022	0.00	6,923.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0003149</u>	TRANSAMERCIA					271.98
Payment Type	Payment Number					Payment Date Payment Amount
Check						01/07/2022 271.98
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>2504446786</u>	TRANSAMERICA SUPPLEMENTAL LIFE INSURANCE	01/04/2022	01/04/2022	0.00	271.98	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002928</u>	UNIFIRST CORPORATION					219.76
Payment Type	Payment Number					Payment Date Payment Amount
Check						01/07/2022 219.76
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>092 1873182</u>	UNIFORMS AND CLEANING SERVICES	01/05/2022	01/05/2022	0.00	109.88	
<u>092 1875447</u>	UNIFORMS AND CLEANING SERVICES	01/05/2022	01/05/2022	0.00	109.88	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002205</u>	UNITED WAY OF THE EASTERN SHORE					40.00
Payment Type	Payment Number					Payment Date Payment Amount
Check						01/07/2022 40.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>PPE 01/02/22</u>	UNITED WAY EMPLOYEE CONTRIBUTION	01/04/2022	01/04/2022	0.00	40.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002248</u>	VERIZON BUSINESS					103.65
Payment Type	Payment Number					Payment Date Payment Amount
Check						01/07/2022 103.65
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>05608219</u>	VERIZON BUSINESS TELEPHONE SERVICE	01/04/2022	01/04/2022	0.00	103.65	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	42	30	0.00	66,006.12
Packet Totals:		42	30	0.00	66,006.12

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-66,006.12
	Packet Totals:	-66,006.12



Town of Berlin, MD

# Check Register

Packet: APPKT02222 - 20220107SW

*J 1/7/22*

*MRB 1/7/22*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000572	COMCAST	01/07/2022	Regular	0.00	134.72	21539
0000572	COMCAST	01/07/2022	Regular	0.00	182.93	21540
0000572	COMCAST	01/07/2022	Regular	0.00	154.67	21541
0000807	ECONO SIGNS LLC	01/07/2022	Regular	0.00	989.74	21542 -
0001757	RACETRACK AUTO CENTER	01/07/2022	Regular	0.00	589.71	21543

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	5	0.00	2,051.77
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
	5	5	0.00	2,051.77

Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	1/2022	2,051.77
			2,051.77



Town of Berlin, MD

# Payment Register

APPKT02222 - 20220107SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					472.32
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check		41 016 0023325 JAN FY 22	COMCAST INTERNET & DIGITAL SVC	01/07/2022	01/07/2022	01/07/2022 134.72
						Discount Amount Payable Amount
						0.00 134.72
Check		41 016 0024711 JAN FY 22	COMCAST INTERNET & DIGITAL SVC	01/07/2022	01/07/2022	01/07/2022 182.93
						Discount Amount Payable Amount
						0.00 182.93
Check		41 016 0149930 JAN FY 22	COMCAST INTERNET & DIGITAL SVC	01/07/2022	01/07/2022	01/07/2022 154.67
						Discount Amount Payable Amount
						0.00 154.67
Vendor Number	Vendor Name					Total Vendor Amount
0000807	ECONO SIGNS LLC					989.74
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check		10-971948	"NO OUTLET" SIGNS AND METAL STREET POLES	01/07/2022	01/07/2022	01/07/2022 989.74
						Discount Amount Payable Amount
						0.00 989.74
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					589.71
Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date Payment Amount
Check		138622	PARTS, SUPPLIES AND REPAIRS POLICE VEHICLES	01/07/2022	01/07/2022	01/07/2022 589.71
						Discount Amount Payable Amount
						0.00 589.71

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	5	5	0.00	2,051.77
Packet Totals:		5	5	0.00	2,051.77



Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-2,051.77
Packet Totals:		-2,051.77



Town of Berlin, MD

UBPKT07944 - 20220113MC

# Refund Check Register

## Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
SS-0810201-00	COMCAST CABLEVISION OF DELMARV	1/13/2022	21547	983.56			983.56	Deposit
SS-1840101-00	COMCAST CABLEVISION OF DELMARV	1/13/2022	21548	3,242.85			3242.85	Deposit
Total Refunds: 2				Total Refunded Amount:	4,226.41			

1/18/22  
1/18/22 m7B

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	4226.41
Revenue Total:	4226.41

## General Ledger Distribution

Posting Date: 01/18/2022

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-4,226.41	Yes
10-2010-2074	UNAPPLIED CREDITS	4,226.41	
10 Total:		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-4,226.41	
98-2498-2200	DUE TO OTHER FUNDS	4,226.41	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

# Check Register

Packet: APPKT02228 - 20220118SW

1/18/22 *MRB* By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOCAP Checks						
0000015	ABC PRINTERS INC	01/18/2022	Regular	0.00	3,287.07	21549 --
0000070	ADKINS COMPANY	01/18/2022	Regular	0.00	31.74	21550
0000158	AN ANGEL'S TOUCH CLEANING SERV	01/18/2022	Regular	0.00	1,000.00	21551
0003394	BEAR INDUSTRIES INC	01/18/2022	Regular	0.00	465.00	21552
0000394	BOOTH & ASSOCIATES INC	01/18/2022	Regular	0.00	11,009.32	21553
0003317	CARTER MACHINERY COMPANY INC	01/18/2022	Regular	0.00	3,806.02	21554
0000511	CHOPTANK ELECTRIC COOPERATIVE	01/18/2022	Regular	0.00	1,785.98	21555 ✓
0000529	CINTAS FIRST AID & SAFETY	01/18/2022	Regular	0.00	93.93	21556
0000581	COMPTROLLER OF MARYLAND	01/18/2022	Regular	0.00	720.26	21557
0000583	COMPTROLLER OF MARYLAND	01/18/2022	Regular	0.00	35,349.98	21558
0000584	COMPTROLLER OF MARYLAND	01/18/2022	Regular	0.00	2,396.98	21559
0000949	COYNE CHEMICAL	01/18/2022	Regular	0.00	4,301.09	21560
0000678	DAVIS, BOWEN & FRIEDEL	01/18/2022	Regular	0.00	465.00	21561
0000792	EAST TO WEST EMBROIDERY & DESI	01/18/2022	Regular	0.00	195.95	21562
0000794	EASTERN SHORE COFFEE	01/18/2022	Regular	0.00	73.65	21563
0000845	ENVIREP, INC.	01/18/2022	Regular	0.00	1,695.00	21564 -
0000847	ENVIROCORP, INC.	01/18/2022	Regular	0.00	427.50	21565
0000899	FIRE PROTECTIVE SERVICE	01/18/2022	Regular	0.00	1,148.12	21566
0000977	GREAT AMERICA FINANCIAL	01/18/2022	Regular	0.00	137.04	21567
0001066	INNOVATIVE HEALTH SERVICES, LLC	01/18/2022	Regular	0.00	1,137.50	21568
0001089	J G PARKS & SONS INC	01/18/2022	Regular	0.00	59.74	21569
0001261	L/B WATER SERVICE, INC	01/18/2022	Regular	0.00	1,593.75	21570
0001286	LEGAL SHIELD	01/18/2022	Regular	0.00	31.90	21571
0001414	MARYLAND WATER QUALITY FINAN	01/18/2022	Regular	0.00	174,234.76	21572
0001565	NATIONWIDE RETIREMENT SOLUTIC	01/18/2022	Regular	0.00	4,569.96	21573
0001676	PENINSULA AUTO & TRUCK PARTS, I	01/18/2022	Regular	0.00	288.02	21574
0003297	PHYLLIS G KIMMEL LAW OFFICE PLL	01/18/2022	Regular	0.00	4,600.00	21575
0001697	PIGG, KRAHL, STERN & CO., P.A.	01/18/2022	Regular	0.00	15,950.00	21576
0003127	QUADIENT FINANCE USA, INC	01/18/2022	Regular	0.00	500.00	21577
0003222	SFS TOOLS AND SAFETY LLC	01/18/2022	Regular	0.00	1,297.76	21578 -
0001997	STAPLES BUSINESS CREDIT	01/18/2022	Regular	0.00	255.96	21579
0003212	SWARTZ'S FABRICATION & REPAIR L	01/18/2022	Regular	0.00	1,677.00	21580
0002163	TOWN OF BERLIN	01/18/2022	Regular	0.00	28,560.49	21581
0002928	UNIFIRST CORPORATION	01/18/2022	Regular	0.00	109.88	21582
0002202	UNITED STATES POSTAL SERVICE	01/18/2022	Regular	0.00	5,000.00	21583 ✓
0002205	UNITED WAY OF THE EASTERN SHOI	01/18/2022	Regular	0.00	40.00	21584
0002252	VERIZON WIRELESS-720117503-000	01/18/2022	Regular	0.00	527.56	21585
0002363	WORCESTER COUNTY LANDFILL	01/18/2022	Regular	0.00	13,764.30	21586

## Bank Code BOCAP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	46	38	0.00	322,588.21
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
	46	38	0.00	322,588.21

Fund Summary

Fund	Name	Period	Amount
98	POOLED CASH	1/2022	322,588.21
			322,588.21



Town of Berlin, MD

# Payment Register

APPKT02228 - 20220118SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000015	ABC PRINTERS INC					3,287.07
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	3,287.07			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
60439	PRINT PICTURE	01/12/2022	01/12/2022	0.00	40.00	
60641,60699	REPORT FOLDERS AND PROPERTY FORMS	01/13/2022	01/13/2022	0.00	3,247.07	

Vendor Number	Vendor Name					Total Vendor Amount
0000070	ADKINS COMPANY					31.74
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	31.74			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
03682537	TOOLS, PARTS AND OTHER SUPPLIES	01/12/2022	01/12/2022	0.00	31.74	

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		01/18/2022	1,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1968	CLEANING SERVICE FOR TOWN OF BERLIN BATHROOMS	01/12/2022	01/12/2022	0.00	1,000.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003394	BEAR INDUSTRIES INC					465.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	465.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
60433	FIRE SPRINKLER REPAIR	01/14/2022	01/14/2022	0.00	465.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC					11,009.32
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	11,009.32			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
52881	POWER PLANT BOX STRUCTURE CONVERSATION	01/12/2022	01/12/2022	0.00	5,720.00	
52951	ELECTRIC RATE SERVICES	01/12/2022	01/12/2022	0.00	5,289.32	

Vendor Number	Vendor Name					Total Vendor Amount
0003317	CARTER MACHINERY COMPANY INC					3,806.02
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	3,806.02			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
-0936796	REPLACE FUEL TRANSFER PUMP	01/13/2022	01/13/2022	0.00	650.79	
-0938994	FRANKLIN KNOLLGENERATOR - SERVICE	01/13/2022	01/13/2022	0.00	3,155.23	

Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					1,785.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	1,785.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9913024900 DEC FY 22	UTILITY SERVICE FOR SPRAY SITES	01/18/2022	01/18/2022	0.00	1,785.98	

**Payment Register**
**APPKT02228 - 20220118SW**

Vendor Number	Vendor Name					Total Vendor Amount	
0000529	CINTAS FIRST AID & SAFETY					93.93	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/18/2022	93.93
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
4107243029	FIRST AID AND OTHER SUPPLIES	01/13/2022	01/13/2022	0.00	53.03		
5090087069	FIRST AID AND OTHER SUPPLIES	01/12/2022	01/12/2022	0.00	40.90		
Vendor Number	Vendor Name					Total Vendor Amount	
0000581	COMPTROLLER OF MARYLAND					720.26	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/18/2022	720.26
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
DEC FY 22	ENVIRONMENTAL TRUST FUND REPORT	01/18/2022	01/18/2022	0.00	720.26		
Vendor Number	Vendor Name					Total Vendor Amount	
0000583	COMPTROLLER OF MARYLAND					35,349.98	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/18/2022	35,349.98
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
BRF-1 4QRT FY 22	BAY RESTORATION FEE	01/14/2022	01/14/2022	0.00	35,349.98		
Vendor Number	Vendor Name					Total Vendor Amount	
0000584	COMPTROLLER OF MARYLAND					2,396.98	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/18/2022	2,396.98
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
DEC FY 22	ELECTRIC UNIVERSAL SERVICES PROGRAM FUND	01/18/2022	01/18/2022	0.00	2,396.98		
Vendor Number	Vendor Name					Total Vendor Amount	
0000949	COYNE CHEMICAL					4,301.09	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/18/2022	4,301.09
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
373613	POLYMER	01/13/2022	01/13/2022	0.00	4,301.09		
Vendor Number	Vendor Name					Total Vendor Amount	
0000678	DAVIS, BOWEN & FRIEDEL					465.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/18/2022	465.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
160369	PROJ 0050A002.009 PURNELL CROSSING	01/11/2022	01/11/2022	0.00	465.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0000792	EAST TO WEST EMBROIDERY & DESIGN					195.95	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/18/2022	195.95
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
60382	UNIFORM SHIRTS-NAME & EMBLEM - AUGUST & EDWAF	01/10/2022	01/10/2022	0.00	195.95		
Vendor Number	Vendor Name					Total Vendor Amount	
0000794	EASTERN SHORE COFFEE					73.65	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/18/2022	73.65
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
620394	DRINKING WATER AND WATER COOLER RENTAL FEES	01/12/2022	01/12/2022	0.00	32.20		
620394, 254359	DRINKING WATER AND WATER COOLER RENTAL FEES	01/10/2022	01/10/2022	0.00	41.45		

**Payment Register**
**APPKT02228 - 20220118SW**

Vendor Number	Vendor Name					Total Vendor Amount
0000845	ENVIREP, INC.					1,695.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	1,695.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
73381	SERVICE INFLUENT PUMPS	01/13/2022	01/13/2022	0.00	1,695.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					427.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	427.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2200043	MONITORING WELL SAMPLES	01/13/2022	01/13/2022	0.00	427.50	
Vendor Number	Vendor Name					Total Vendor Amount
0000899	FIRE PROTECTIVE SERVICE					1,148.12
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	1,148.12			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
101246,247,248,249,250	ANNUAL FIRE EXTINGUISHER INSPECTION	01/13/2022	01/13/2022	0.00	1,148.12	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					137.04
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	137.04			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
30806720	MONTHLY LEASING - OFFICE EQUIPMENT	01/13/2022	01/13/2022	0.00	137.04	
Vendor Number	Vendor Name					Total Vendor Amount
0001066	INNOVATIVE HEALTH SERVICES, LLC					1,137.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	1,137.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
QUARTERLY CHARGES	INNOVATIVE QUARTERLY BILL OCT-DEC 2021 AND PIN M	01/13/2022	01/13/2022	0.00	1,137.50	
Vendor Number	Vendor Name					Total Vendor Amount
0001089	J G PARKS & SONS INC					59.74
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	59.74			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
427108	FAN CLUTCH SWITCH	01/13/2022	01/13/2022	0.00	59.74	
Vendor Number	Vendor Name					Total Vendor Amount
0001261	L/B WATER SERVICE, INC					1,593.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	1,593.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3583358	METERS AND OTHER WATER REPAIR SUPPLIES	01/18/2022	01/18/2022	0.00	1,593.75	
Vendor Number	Vendor Name					Total Vendor Amount
0001286	LEGAL SHIELD					31.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	31.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
139007 01/15/2022	LEGAL SHIELD EMPLOYEE FUNDED CONTRIBUTION	01/13/2022	01/13/2022	0.00	31.90	

**Payment Register**
**APPKT02228 - 20220118SW**

Vendor Number	Vendor Name					Total Vendor Amount
0001414	MARYLAND WATER QUALITY FINANCING ADMINISTRATION					174,234.76
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	174,234.76			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
22016	BERLIN EFFLUENT STORAGE & SPRAY IRRIGATION SYS	01/10/2022	01/10/2022	0.00	174,234.76	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					4,569.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	4,569.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 01/16/22	EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	01/14/2022	01/14/2022	0.00	4,569.96	
Vendor Number	Vendor Name					Total Vendor Amount
0001676	PENINSULA AUTO & TRUCK PARTS, INC					288.02
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	288.02			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
195433,195543,190645	EQUIPMENT AND PARTS FOR VEHICLE REPAIR	01/10/2022	01/10/2022	0.00	154.56	
195655	BATTERY FOR VEHICLE #40	01/10/2022	01/10/2022	0.00	133.46	
Vendor Number	Vendor Name					Total Vendor Amount
0003297	PHYLLIS G KIMMEL LAW OFFICE PLLC					4,600.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	4,600.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
155	101 MD PSC CASE NO 9508	01/13/2022	01/13/2022	0.00	4,600.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001697	PIGG, KRAHL, STERN & CO., P.A.					15,950.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	15,950.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
236126	PKS ANNUAL AUDIT	01/13/2022	01/13/2022	0.00	15,950.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003127	QUADIENT FINANCE USA, INC					500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7900 0440 8091 8273 01/01	POSTAGE FOR POSTAGE MACHINE	01/13/2022	01/13/2022	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003222	SFS TOOLS AND SAFETY LLC					1,297.76
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	1,297.76			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
396732	RUBBER TESTING & REPLACEMENTS	01/12/2022	01/12/2022	0.00	595.20	
396733	RUBBER TESTING & REPLACEMENTS	01/12/2022	01/12/2022	0.00	702.56	
Vendor Number	Vendor Name					Total Vendor Amount
0001997	STAPLES BUSINESS CREDIT					255.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	255.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1639570592	OFFICE SUPPLIES	01/14/2022	01/14/2022	0.00	255.96	



**Payment Register**
**APPKT02228 - 20220118SW**

Vendor Number	Vendor Name					Total Vendor Amount
0003212	SWARTZ'S FABRICATION & REPAIR LLC					1,677.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	1,677.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
721	SERVICE AND DOT TRUCKS	01/13/2022	01/13/2022	0.00	1,677.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002163	TOWN OF BERLIN					28,560.49
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	28,560.49			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FEB FY 22	TOWN UTILITY BILLINGS	01/11/2022	01/11/2022	0.00	28,560.49	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					109.88
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	109.88			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
092 1876538	UNIFORMS AND CLEANING SERVICES	01/10/2022	01/10/2022	0.00	109.88	
Vendor Number	Vendor Name					Total Vendor Amount
0002202	UNITED STATES POSTAL SERVICE					5,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	5,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
01112022 POSTAGE	POSTAGE FOR BULK MAILING - UTILITY MAILINGS	01/11/2022	01/11/2022	0.00	5,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					40.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	40.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 0/16/22	UNITED WAY EMPLOYEE CONTRIBUTION	01/14/2022	01/14/2022	0.00	40.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002252	VERIZON WIRELESS-720117503-00001					527.56
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	527.56			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9895790176	MDT CARD FEE	01/13/2022	01/13/2022	0.00	527.56	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					13,764.30
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2022	13,764.30			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124 DEC FY 22	REFUSE, RECYCLE AND CAN PULLS	01/10/2022	01/10/2022	0.00	12,459.50	
309 DEC FY 22	SLUDGE	01/13/2022	01/13/2022	0.00	1,304.80	

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		46	38	0.00	322,588.21
		Packet Totals:	46	38	0.00	322,588.21

**Cash Fund Summary**

Fund	Name	Amount
98	POOLED CASH	-322,588.21
	<b>Packet Totals:</b>	<b>-322,588.21</b>