



BERLIN MAYOR AND COUNCIL Meeting Agenda

**Berlin Town Hall
10 William Street
Monday, January 27, 2020**

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Executive Session of 01/13/20
 - b. Statement of Closure for Executive Session of 01/13/20
 - c. Regular Session of 01/13/20
2. Berlin Fire Company and Emergency Medical Services Quarterly Presentation
3. Motion 2020-02 Approving Coast Kids proposal for the improvement/expansion of the Henry Park Pollinator Garden
Verena Chase, Assateague Coastal Trust
4. Worcester Youth and Family Counseling Annual Presentation
Tiffany Scott, WYFCS
5. Heron Park Cleanup
 - a. Groundwater evaluation as directed by MDE. Work to be performed by EA Engineering-\$12,981.26. Testing to start in the next 7-10 days.
 - b. Update on debris removal
Jeffrey Fleetwood, Town Administrator
6. Public Hearing: Ordinance 2020-01 Amending Chapter 24; Solid Waste
Mary Bohlen, Deputy Town Administrator and Dave Wheaton, Public Works Superintendent
7. Motion 2020-03 Creation of Loading/Unloading Zone on Pitt Street and 15-Minute Parking Spaces on Commerce Street
Ivy Wells, Director of Economic and Community Development
8. Financial Projections and General Fund Review
Natalie Saleh, Finance Director
9. Departmental Reports
10. Town Administrator's Report
11. Comments from the Mayor
12. Comments from the Council

13. Comments from the Public

14. Comments from the Press

15. Adjournment

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

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

WRITTEN STATEMENT FOR CLOSING A MEETING UNDER THE OPEN MEETINGS ACT

Date: 01/13/20 Time: 6:00 pm Location: Conf. Room Motion to close meeting made by: Gulyas

Seconded by Members voting in favor: Brittingham, Burrell, and Tyndall Opposed: 0 Abstaining 0 Absent Purnell

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

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

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

§3-305(b) (14) Award of Contract
§3-305(b) ()
§3-305(b) ()

This statement is made by Wm. Gee Williams, III, Presiding Officer: SIGNATURE

WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING- NOT A PART OF THE CLOSING STATEMENT)

PERSONS ATTENDING CLOSED SESSION: Mayor, Brittingham, Burrell, Gulyas, & Tyndall, J. Fleetwood, M. Bohlen, D. Gaskill, D. Wheaton

TOPICS ACTUALLY DISCUSSED Berlin Fire Company Agreement; Potential sanitation services request for proposals

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES:

Without formal motion or vote staff directed to begin development of sanitation services RFP

TIME CLOSED SESSION ADJOURNED: 7:00 p.m.

PLACE OF CLOSED SESSION Town Hall, Conference Room

PURPOSE OF CLOSED SESSION: Contract(s)

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (14); () ; ()

MEMBERS WHO VOTED TO CLOSE: Brittingham, Burrell, Gulyas, Tyndall

(Form Revised 10/1/14)



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, January 13, 2020

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

Present: Mayor Gee Williams, Vice-President Elroy Brittingham, Councilmembers Dean Burrell, Thom Gulyas, and Zackery Tyndall.

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

Absent: Councilmember Troy Purnell

Prior to opening the meeting, Mr. Fleetwood noted that, on behalf of the Town employees, Water Superintendent Marvin Smith had presented a cake to thank the Mayor and Council.

Following the Lord’s Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:05 PM.

1. Approval of the Minutes for:

a. Regular Session of 12/09/19:

Councilmember Tyndall noted that in item 7, “snow plow” should read “snow machine”. He moved to approve the Regular Session Minutes as corrected and approval was unanimous by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell					X
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	4				1

2. Motion of the Mayor and Council 2020-01 Approving the Purchase and Financing Request for Two (2) Additional Equivalent Dwelling Unites (EDU), 305 Washington Street.

Mr. Duane Maddy of Bran Jess, LLC came forward to present the request. He provided a brief explanation of his intents for development for the property in question. Mr. Fleetwood noted that Mr. Maddy was requesting allocation of the EDUs as well as financing and that Planning Director Dave Engelhart and Water Resources Director Jamey Latchum had reviewed and approved the request as presented. Mayor Williams noted that the amount of \$30,034.80 was being requested for financing and that all required deposits, as well as any other financial obligations to the Town, had been paid. Councilmember Gulyas moved to approve the request as presented and approval was unanimous by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell					X
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	4				1

3. Introduction of Ordinance 2020-01 Amending Chapter 24; Solid Waste

Ms. Bohlen explained that this Ordinance had previously been introduced in November of 2019, but that the period of time between introduction and passage had expired, therefore it was necessary to reintroduce the Ordinance as if for the first time. She noted that there were no changes from the prior presentation and that all proposed changes to the Chapter were noted in the Ordinance, including comments explaining the proposed changes. No changes in the Town's collection or handling of solid waste would be implemented by the passage of the Ordinance; the language was to clarify and bring the Town Code and practice into compliance. The Public Hearing would be held on January 27, 2020.

4. Discussion – Re-opening Heron Park

Mayor Williams noted that the Council was considering re-opening the park based on the requests for use by visitors, particularly local birding groups. Mr. Fleetwood noted that there were no known chemicals present and that the park had been closed pending completion of the clean-up that had been started in late spring and described the five areas remaining to be cleaned-up. Councilmember Tyndall asked if any of the work could be done by Town forces and Mr. Wheaton indicated that Public Works could start on some of the smaller clean-up tasks the following week. Councilmember Tyndall indicated that he was reluctant to open the park in its current condition, but the addition of additional barricades and signage as well as some clean-up would be helpful. Mr. Fleetwood noted that two bids had been received in response to a solicitation in the fall; those could be reviewed further to determine if portions could be accomplished at this time.

Discussion followed regarding the dumpster(s) placed for single-stream recycling. Mr. Wheaton noted that there were inappropriate items placed in the dumpster, but that Public Works tried to clean them out prior to pickup by the contractor. It was noted that the contractor had the right to refuse collection and/or charge the Town additional fees if non-recyclable items were placed in the dumpster.

5. Discussion – Pitt Street Loading/Unloading Zone.

Ms. Wells noted that, for several years, staff and merchants had been working to establish an appropriate location for a loading/unloading zone for parcel services (UPS, FedEx, USPS) that would get them off Main Street when loading/unloading. Ms. Wells showed a picture of the proposed area near the intersection of Pitt and Main Streets and noted that she had discussed this with the local UPS driver as well as the owner of the horse and carriage that operated at that location and both were in agreement with the location. Discussion continued regarding the impact to the businesses in the immediate vicinity, as well as the need for a 15-minute parking zone for customers of the bank and/or other businesses downtown. Following discussion, Councilmember Tyndall suggested moving the zone to the opposite side of Pitt Street and asked that the issue be further reviewed before bringing a formal motion back to the Mayor and Council for approval.

6. Departmental Reports:

a. Finance Director – Natalie Saleh

Ms. Saleh reviewed the proposed Fiscal Year 2021 Budget Schedule, noting the dates for various aspects of the process. Councilmember Tyndall asked about the status of presentation of a Reserve Policy and

Ms. Saleh and Mr. Fleetwood noted that they had been working on one to be presented for discussion later.

b. Deputy Town Administrator – Mary Bohlen

Ms. Bohlen noted that the revised Minutes from the November 25, 2019 Meeting were included with the packet for this evening’s meeting.

She also noted that the Census 2020 was rapidly approaching. Mr. Fleetwood, Mr. Engelhart and Ms. Bohlen were members of the Worcester County Complete Count Committee and the Council and public could expect to see information about the census over the coming months. Mr. Fleetwood noted that approval was needed to place magnetic decals on Town vehicles for the census.

Mr. Engelhart, Mr. Fleetwood and Ms. Bohlen each spoke regarding the importance of participation in the census process.

Councilmember Brittingham moved to authorize the placement of the decals on Town vehicles and approval was unanimous by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell					X
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	4				1

c. Water Resources Director – Jamey Latchum

Mr. Latchum indicated that Water Resources had been working on replacing water meters and addressing several recent sewer blockages.

In response to a question from Councilmember Brittingham, Mr. Latchum indicated that the Graham Avenue Submerged Gravel Wetland was completed, with the exception of some corrective measures that would need to be taken once the ground had fully settled, as well as the plantings that the Maryland Coastal Bays Program would work on in the spring.

d. Electric Utility Director – Tim Lawrence

Mr. Lawrence indicated that the Electric Department had taken advantage of a requested shut down at the ice plant to rebuild the pole at that location and had replaced a pole on Branch Street. He also noted that several houses were requesting the installation of underground services and that the delivery of the new generator for the power plant had been moved from June to April. Mr. Fleetwood and Mr. Lawrence also noted the progress of the new apprentices in completing the program.

e. Police Chief – Arnold Downing

Chief Downing extended the sympathy of the Berlin Police Department for the recent loss of an officer of the Fruitland Police Department and indicated that Berlin would make themselves available to assist as needed, as well as lowering the flag at the police station in respect.

He noted the recent completion of annual training by members of the department and extended his thanks to the various area law enforcement agencies for their assistance during the holidays.

f. Planning and Zoning Director – David Engelhart

Mr. Engelhart indicated that the Planning Commission had given their approval of a recent annexation request for the property of the former McDonalds at the corner of Rt. 50 and Seahawk Road and that the Mayor and Council would hold a public hearing for that annexation in February.

He also noted that several in-fill lots had been or were preparing to be developed – ten in 2019 and two permitted thus far in 2020.

g. Economic and Community Development Director – Ivy Wells

Ms. Wells indicated that she had reached out the UPS driver as per the earlier discussion and that he had indicated that the opposite side of Pitt Street would be acceptable. She also extended her thanks for all the assistance during the holidays and indicated that Berlin Main Street had received a \$1,500 donation from the Chamber of Commerce.

The current week was Restaurant Week in Berlin and she encouraged everyone to visit Berlin's eateries. She also noted new businesses and businesses relocating.

7. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood thanked Mr. Wheaton for his attendance at the meeting and reminded everyone in attendance of the Identity Theft workshop scheduled for the following day.

8. Comments from the Mayor:

Mayor Williams had no comments.

9. Comments from the Council:

Councilmember Gulyas noted the recent work done to the Burbage building.

Councilmember Tyndall thanked Mr. Smith and Town employees for the cake.

Vice-President Brittingham echoed Councilmember Tyndall's comments.

Councilmember Burrell also thanked Mr. Smith and staff and indicated that the sentiment was appreciated.

10. Comments from the Public – none.

11. Comments from the Press – none.

12. Adjournment:

On the motion of Councilmember Burrell, the Mayor and Council meeting was adjourned at approximately 8:25 PM.

Respectfully Submitted,



Mary Bohlen
Deputy Town Administrator

Presentation: Berlin Fire Company

President: David Fitzgerald

Berlin Fire Company
Emergency Medical Services

 Quarterly Update
 October 1, 2019 to
 December 31, 2019

1

EMS Oct 1, 2019- Dec 31, 2019
 In-Town EMS Call Responses

240
59.25% of calls
 (165 Out of Town-40.75%)

2

EMS Oct 1, 2019-Dec 31, 2019

TRANSPORTS 171

NON-TRANSPORTS 69

 (Out Town-104 trans—61 non)

3

EMS Oct 1, 2019- Dec 31, 2019

Busiest Days
Saturday and Monday
followed by Tuesday and Friday

Busiest Time of Day
1 pm to 2 pm

Time Range
8 am to 4 pm

4

EMS- Oct 1,2019 to Dec 31, 2019

 Response Times

 Review of random staffed EMS calls meet 60
 second standard

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

5

EMS July 1-Dec 31, 2019

- Revenue Budget Highlights
 - Donations and Annual Donations- annual mailer in November—lower at 43.79% continued trend
 - Invoices—49.99%
 - County Funds—100% reimbursement for 2018 calls—(received \$142,500 for in town runs)
 - Town Funds—at 50% as per town agreement

6

EMS July 1-Dec 31, 2019

- Expense Budget Highlights
 - Medical Supplies—replacement of expired supplies—higher at 79.49%
 - Medical Equipment—includes annual maintenance contracts and one unexpected repair—99.34%
 - Payroll—49.37%
 - Fuel—slightly above budget projection-53.59%

7

EMS July 1- Dec 31, 2019

- New Ambulance ordered--\$295,000 delivery expected early January 2020
- Loan from Bank needed
(previous request of \$10,000 from Town unexpended fire/EMS funds from FY18-19)
- Need to continue planning with Town for capital EMS replacement units and equipment

8

EMS-FY20-21 Budget Process

- Tax Rate Formula Discussion
- Capital Replacement Schedule for Ambulances—10 year replacement cycle
- Last unit cost approx \$295,000 x 3=\$885,000 budget each year \$88,500
- Expected to re-chassis existing units at approximately \$100,000 savings per unit budget each year \$58,500

9

Berlin Fire Company

Quarterly Update
October 1, 2019 to
December 31, 2019

10

Fire-Rescue
Oct 1, 2019-December 31, 2019
In-Town Fire/Rescue Call Responses

39

49.3% of calls

(Out Town—40---50.7%)

11

Fire-Rescue Oct 1-Dec 31, 2019

Busiest Days
Wednesday and Saturday
Followed by Thursday and Friday

Busiest Times of Day
1 pm to 2 pm

1 pm to 5 pm time period with greater number of calls

12

Fire-Rescue July 1- Dec 31, 2019

Response Time

5.3 minutes

County "response check time is 6 minutes"

(pg 29-Matrix report—nine minutes or less)
(Goal on page 32 of 90 seconds for fire is only if the station is fully staffed for fire as per NFPA1720)

13

Fire-Rescue July 1- Dec 31, 2019

- Revenue Budget Highlights
 - Donation drive—down 30% from budgeted
 - Fund Raisers—up slightly due to rentals
 - State Aid—just received—mainly for fire gear replacement
 - Town Funds—per town agreement

14

Fire-Rescue July 1- Dec 31, 2019

- Expense Budget Highlights
 - Utilities—monitoring with new boiler systems—additional unexpected repairs--\$1500
 - Fuel—higher than predicted—continue to monitor
 - Fire Equipment—replaced 15 year old rescue air bag system as budgeted
 - unexpected replacement of gear washer \$9500
 - Storage Building improvements as scheduled

15

FY20-21 Budget Updates

- Tax Rate Formula System Discussed
- Capital Apparatus Replacement Schedule being reviewed for submission
- Fire/Rescue Operating Costs stable

16



MOTION OF THE MAYOR AND COUNCIL 2020-02

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING COAST KIDS PROPOSAL FOR THE IMPROVEMENT AND EXPANSION OF THE HENRY PARK POLLINATOR GARDEN.

APPROVED THIS ____ DAY OF _____, 2020 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

ELROY BRITTINGHAM, SR. VICE PRESIDENT

APPROVED THIS ____ DAY OF _____, 2020 BY THE MAYOR OF THE TOWN OF BERLIN.

WM. GEE WILLIAMS, III, MAYOR

ATTEST: _____
JEFFREY FLEETWOOD
TOWN ADMINISTRATOR

Proposed Rain Garden at Henry Park – Plant list

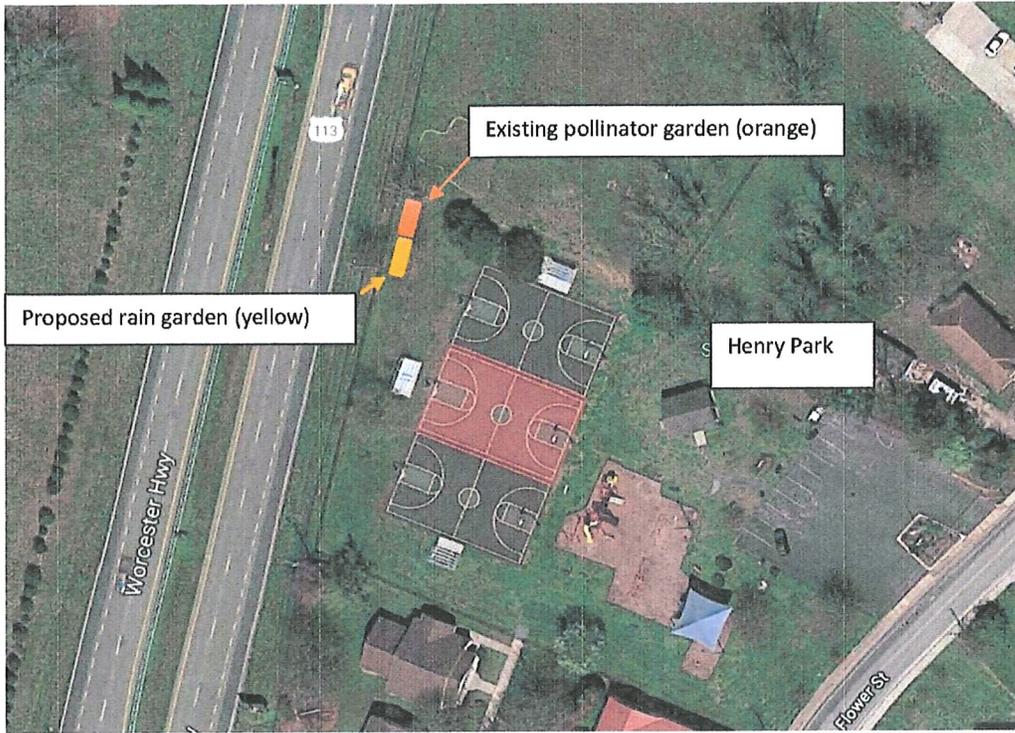
Herbaceous plants:

- Beebalm
- Blueflag Iris
- Cardinal Flower
- Goldenrod
- Great Blue Lobelia
- Joe Pye Weed
- Mountain Mint
- Spiderwort
- Summer Phlox
- Swamp Milkweed
- Turtlehead

Shrubs:

- Beautyberry
- Iva frutescens

Proposed rain garden location at Henry Park



Presentation: Worcester Youth and Family

Youth Coordinator Tiffany Scott

YOUTH PROGRAMS PRESENTATION
 WORCESTER YOUTH AND FAMILY COUNSELING SERVICES
 JANUARY 27, 2020
 TIFFANY SCOTT, YOUTH PROGRAMS COORDINATOR
 DR. JEN LEGGOUR, EXECUTIVE DIRECTOR

1

YOUTH PROGRAMS

BERLIN YOUTH CLUB: BYC

ADOLESCENT PROGRAMS
 SABERS: Supporting Adolescent Boys Through Education & Resources
 SAGES: Supporting Adolescent Girls Through Education & Support

WORCESTER CONNECTS
 YOUTH COMMUNITY OUTREACH

2

YOUTH PROGRAMS INSTRUCTIONAL TOPICS

- PUBLIC SPEAKING
- CONFLICT RESOLUTION
- EFFECTIVE COMMUNICATION SKILLS
- PROJECT PLANNING
- TEAM BUILDING
- NUTRITION
- SELF-AWARENESS/EMPOWERMENT
- GOAL SETTING
- SAFE DATING
- MINDFULNESS
- HYGIENE
- SERVICE LEARNING

3

BYC SUMMER 2019

- > 26 full time youth participants
- > 24 additional youth participated in select events
- > WYFCS partnered with 24 community organizations
- > Youth participated in 25 interactive experiences throughout the summer!

4

"A SUMMER OF FIRST EXPERIENCES"

5

BYC SUMMER ADVENTURES

- Horseback Riding at 4Steps Therapeutic Horse Farm
 - Team Work
 - Self Awareness
 - Courage
 - Communication
 - Patience

6

FUN FIT FIELD DAY

7

AGH COMMUNITY GARDEN

8

CRABBING AT AYERS CREEK

9



10



11



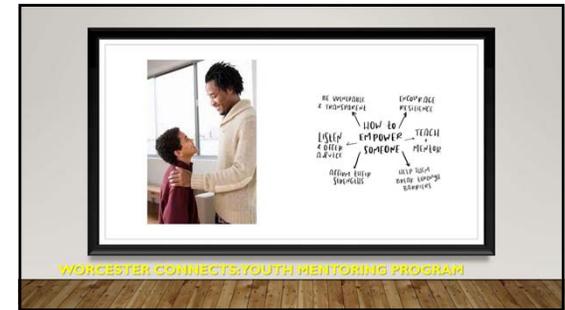
12



13



14



15



16



17



18

UPCOMING EVENTS & FUTURE PLANS

- BERLIN TOWN EVENTS
- BERLIN YOUTH CLUB SUMMER PLANNING
- WORCESTER WELLNESS : BUCKINGHAM AFTERSCHOOL ACADEMY
- JA INSPIRE EVENT



Presentation: Heron Park Clean-Up

Jeff Fleetwood, Town Administrator



ORDINANCE NO. 2020-01

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND,
A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 24 "SOLID WASTE".

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT CHAPTER 24 "SOLID WASTE" SHALL BE AMENDED AS FOLLOWS:

1 Chapter 24 - SOLID WASTE⁽¹⁾

2 ARTICLE I. - IN GENERAL

3 Sec. 24-1. - Word usage; definitions.

4 (a) For the purpose of this article, the following terms, phrases, words and their derivatives shall have
5 the meanings given herein. When not inconsistent with the context, words used in the present tense
6 include the future tense, words used in the plural include the singular and words in the singular
7 include the plural. The word "shall" is always mandatory and not merely discretionary. The use of a
8 masculine pronoun shall be assumed to include the feminine.

9 (b) The following words, terms and phrases, when used in this article, shall have the meanings
10 ascribed to them in this section, except where the context clearly indicates a different meaning:

11 *Automated collection containers* means any containers for refuse having a capacity of 95 gallons and
12 purchased, owned and provided by the town, equipped with wheels and a lifting bar for use in a
13 semiautomated or totally automated collection process.

14 *Building or Construction materials* means any material such as lumber, brick, block, stone, plaster,
15 concrete, asphalt, roofing shingles, gutters and other substances accumulated as the result of repairs or
16 additions to existing buildings or structures, construction of new buildings or structures, or the demolition
17 of existing buildings or structures. The list contained in this definition may not be considered to be all
18 inclusive.

19 ~~*Bulk waste* means any waste items not considered to be normal household trash/refuse to include,~~
20 ~~but not necessarily limited to, appliances, building materials, electronics, such as computers, household~~
21 ~~furnishings, and items associated with automotive repair and the like.~~ *Bulk waste* means any waste items
22 not considered to be normal household trash/refuse including recyclables or yard waste. Bulk waste
23 includes, but is not necessarily limited to, appliances, electronics, such as computers and household
24 furnishings and any such other items that by their nature or size are not reasonably considered to be
25 general refuse, recyclable material or yard waste, or as shall be designated by the Mayor and Council or
26 their designated representative from time to time.

27 *Business/commercial establishment* means any retail, wholesale, motel, hotel, and institutional,
28 religious, governmental or nonresidential establishment.

29 *Business/commercial trash* means any waste/refuse associated with the operation of a business
30 establishment. Home-occupied businesses may be subject to this definition. A determination of whether a
31 home-occupied business is to be considered to generate waste/refuse under this definition shall be made
32 by the ~~director of public works~~ Director of Public Works.

33 *Curb/curbside* means the sidewalk or lawn or other area of a property or building fronting on a public
34 street or road.

35 *Garbage* (also *refuse* and *trash*) means the waste materials from normal household living conditions,
36 including waste foodstuffs of vegetable or animal origin, paper products, fabrics, plastic and metal
37 containers, bottles, crockery and other similar materials, free of hazard of explosion, conflagration or

1 hazard to collection personnel. Items designated as "recyclables" under article III of this chapter shall be
2 excluded from this definition as are items designated by the ~~director of public works~~ Director of Public
3 Works as "bulk waste" or "yard waste."

4 *Garbage container* means any container for refuse with a tightfitting lid and intended for the
5 placement of trash/waste/refuse.

6 *Hazardous refuse* means materials such as poisons, acids, caustics, harmful or dangerous
7 chemicals, infected materials, offal, fecal matter, explosives, highly flammable material and parts of the
8 human anatomy, including pathological specimens ~~and includes, but is not necessarily limited to,~~
9 household chemicals such as paint, yard or garden chemicals, insecticides and other pest controls,
10 automotive fluids, cleaning chemicals and the like.

11 *Household garbage/trash/refuse.* See *Garbage*.

12 *Industrial waste* means all waste, including solids, semisolids, sludges and liquids, created or
13 generated by factories, plants or other manufacturing enterprises.

14 ~~*Multiple dwelling unit* means a building or portion thereof used or designed as a residence for three
15 or more families living independently of each other and doing their own cooking therein, including
16 apartment houses.~~

17 *Person* means any individual, firm, company, corporation or association.

18 *Public containers* means any container owned by the town, located on public property or on property
19 publicly controlled, to be used for the deposit of public trash by the general public. The term "general
20 public" is not taken to mean a local resident and/or business owner/operator or employee of same and
21 shall not be interpreted to permit regular depositing of household and/or business trash.

22 ~~*Public works department*~~ *Public Works Department* means the ~~Public works department~~ *Public*
23 *Works Department* of the town; the term "sanitation department" (a division of ~~public works~~ *Public Works*)
24 may also be used.

25 *Recyclable materials* means those materials and items which shall be designated as such by
26 regulations adopted from time to time by the Mayor and Council or their designated representative ~~and~~
27 ~~further defined in article III of this chapter.~~

28 *Sanitation department* means the division of the town ~~Public works department~~ *Public Works*
29 *Department* responsible for trash and recycling collection.

30 ~~*Single residential unit* means any dwelling place occupied by one family.~~

31 *Town* means the Town of Berlin, Maryland.

32 *Yard waste* means tree and shrubbery trimmings, grass or weed trimmings and other waste
33 associated with the cleanup and/or maintenance of lawns and yards. Parts of trees including stumps,
34 provided that such parts of trees, or stumps do not weigh more than 50 pounds, shall be included in this
35 definition. Separate collection days for this type of refuse shall be scheduled by the ~~Public works~~
36 ~~department~~ *Public Works Department* and announced via local media, the town website and other
37 applicable public announcement venues.

38 (Code 1977, § 55-1; Ord. No. 1976-1, 4-5-1976; Ord. No. 2009-05, 3-23-2009)

39 Sec. 24-2. - Scavenging.

40 It is unlawful for anyone to disturb any refuse containers or to remove their covers or any contents
41 thereof, except the occupants of the premises on which the containers are placed or their duly authorized
42 agents or the duly authorized employees or agents of the town.

43 (Code 1977, § 55-7; Ord. No. 2009-05, 3-23-2009)

44 Sec. 24-3. - Administration.

1 The administration of the provisions of this article shall be the duty and responsibility of the ~~director~~
2 ~~of public works~~Director of Public Works.

3 (Code 1977, § 55-3; Ord. No. 2009-05, 3-23-2009)

4 ~~Sec. 24-4.— Notice of violation; correction.~~

5 Any person violating the provisions of this article shall be notified in writing by registered mail, return
6 receipt requested, of said violation. Said notice shall describe the violation and notify the violator to
7 correct same within five days or, for cause shown, a greater length of time. In the event that the violation
8 is not corrected, the Mayor and Council may, at their option and on the recommendation of the director of
9 public works, refuse to make collection of the refuse, trash, garbage, etc., of said violator.

10 (Code 1977, § 55-8; Ord. No. 2009-05, 3-23-2009)

11 ~~Sec. 24-5.— Violations and penalties.~~

12 Any person who shall violate any provisions of this article shall be guilty of a municipal infraction and
13 shall be fined the sum of \$50.00 for any single initial violation and the sum of \$100.00 for each repeat or
14 continuing violation.

15 (Code 1977, § 55-9; Ord. No. 2009-05, 3-23-2009)

16 Secs. 24-64—24-28. - Reserved.

17 ARTICLE II. - GARBAGE, RUBBISH AND REFUSE COLLECTION^[2]

18 Sec. 24-29. - General regulations for storage and collection.

19 (a) It shall be unlawful for any person to cause or allow unsightly litter, foul or offensive odors or
20 potentially dangerous materials to remain on or emanate from any property under his control or to
21 discard, abandon or cause the same on any public or private property within the corporate limits of
22 the town.

23 (b) Every residence and commercial establishment in the town will, at all times, furnish or have
24 available garbage containers, with secure lids, as directed by this article and/or as directed by the
25 ~~director of public works~~Director of Public Works. No residence or commercial establishment will be
26 occupied without the presence of the correct container(s).

27 (c) It shall be the responsibility of the ~~department of public works~~Public Works Department to protect
28 the property of residents and businesses from unnecessary damage or abuse resulting from any
29 refuse collection activity performed by the Town of Berlin. Claims for damage to premises or
30 containers must be supported by reasonable evidence to receive consideration for replacement or
31 reimbursement.

32 (d) The town may, at its option, provide refuse service where residences and/or businesses are
33 concentrated in high-density situations, such as apartment complexes with more than three dwelling
34 units. In these cases, the management, community association, homeowners' or condominium
35 association or the like shall be officially notified of the details of the service to be rendered. It shall be
36 the responsibility of the ~~Public-works department~~ Public Works Department to determine if
37 reasonable arrangements can be made for the placement and collection of acceptably sized
38 collection containers on public, private, or common ownership property. The standard of service shall
39 be sanitary, and containers shall be maintained in a nonoffensive manner.

40 (e) Nothing in this article shall prevent a property owner or tenant of a property from entering into an
41 agreement with a private collection service at the expense of the property owner or tenant as
42 opposed to collection by town employees and equipment. Private individuals or firms engaged in the
43 business of refuse collection in the town shall be subject to all federal, state or local laws,

1 ordinances, codes or regulations applicable to the operation and maintenance of motor vehicles,
2 including air and noise pollution.

3 (f) Streets, roads, lanes or other vehicle-accessible travelways not dedicated as public for the purposes
4 of maintenance and other considerations by the town shall not be included in the trash/recycling
5 collection schedule unless the owner of said travelways enters into a written agreement acceptable
6 to the town providing for said services.

7 (g) Properties which do not receive municipal collection of waste shall adhere to those portions of this
8 article intended to preserve the aesthetic, safe, and healthy maintenance of properties as relates to
9 trash/waste/refuse.

10 (h) The Director of Public Works shall have the authority to determine if items placed for collection at any
11 time are of a nature or volume to incur additional considerations, such as classification as
12 commercial, bulk or yard waste, and to assess fees for that collection, or refuse collection by the
13 Town.

14 (i) It shall be unlawful for any person to place household or commercial refuse beyond ordinary litter in
15 any waste receptacle intended for the general use of the public for the disposal of litter and which
16 are provided in public areas such as, but not necessarily limited to, parks or the downtown
17 commercial district.

18 (Code 1977, § 55-2; Ord. No. 2009-05, 3-23-2009)

19 Sec. 24-30. - Collection days.

20 (a) Garbage, trash and refuse for residential and commercial properties shall be collected by the town
21 according to a schedule set by the ~~director-of-public-works~~ Director of Public Works and approved by
22 the Mayor and Council. Said schedule may be changed from time to time as deemed necessary and
23 as necessitated by office closures due to holidays or other events.

24 (b) Garbage, trash and refuse shall be collected at least weekly by the town.

25 (c) Recyclables shall generally be collected at least weekly; however, in the event that a holiday or
26 other office closure shall prohibit the regular collection of recyclables, no more than two weeks
27 between collections shall occur.

28 (d) The Town may elect to offer one or more special collection schedules per year for bulk or yard waste
29 or other items. Scheduling, regulations and requirements, including fees to be assessed for such
30 service for such collections may be established by the Director of Public Works with the approval of
31 the Mayor and Council.

32 (Code 1977, § 55-4; Ord. No. 2009-05, 3-23-2009)

33 Sec. 24-31. - Responsibilities of ~~account-holders~~ collection customers.

34 (a) ~~Residential-accounts~~ Residential collection.

35 (1) It shall be unlawful and a violation of this article for any person to place waste, including but not
36 limited to garbage, recyclables, yard waste or bulk items, on the property of another without the
37 consent of the owner of the property.

38 (2) Properties that have been supplied automated collection containers must use those containers
39 for all refuse except as specified below. Containers must be placed at the curb or roadside or as
40 otherwise directed, with the handle away from and parallel to traffic. Printed instructions on the
41 container shall be followed.

42 (3) Properties not provided with automated collection containers, but which will receive collection
43 by municipal employees and equipment shall provide containers no larger than 30 gallons which

- 1 shall be equipped with tightfitting lids, which shall be closed at all times, except when refuse is
2 being deposited in said containers. Properties not provided with automated collection containers
3 shall comply with all other standards as set forth in this article.
- 4 (4) Plastic trash bags may be used in all town-provided or privately-owned containers.
- 5 (5) Refuse containers, whether provided by the town or privately owned, must be maintained in a
6 clean and sanitary condition. They shall not be set out for collection containing free liquids or
7 rainwater. They shall be kept free of dead animals, vermin, lice, maggots or the like and
8 unreasonably offensive odors resulting from the lack of cleanliness, animal feces or items which
9 may be infectious or disease-bearing. Receptacles which have become excessively worn or
10 corroded shall be promptly replaced.
- 11 (6) Town-supplied collection containers, supplied at no initial cost to the property owner, shall not
12 exceed one per dwelling unit for residential properties. If town-supplied collection containers are
13 available to a residential property, additional private receptacles will not be picked up. Should a
14 property owner request additional town-supplied collection containers, such shall be provided at
15 a one-time, non-refundable, cost of \$100.00 per container to be paid prior to delivery of the
16 container. All provisions of subsection (a)(12) of this section shall apply to all containers
17 provided to a given property.
- 18 (7) Containers shall be placed for collection by 6:00 a.m. on the day of collection and must be
19 removed to the premises by no later than 11:00 p.m. on the day of collection. Containers shall
20 not be kept at the curb or roadside between scheduled collections.
- 21 (8) Items too bulky for placement in an approved container, or as further defined, may not be
22 placed for collection except at those times scheduled for special bulk waste or yard waste
23 collection. Special bulk waste or yard waste collections are only available to regular residential
24 ~~and-commercial~~ collection ~~account-holders~~customers. All recyclable materials shall be
25 separated from all other refuse as more particularly set forth in article III of this chapter.
- 26 (9) All properties shall provide a location or locations readily accessible to the town sanitation
27 department. Typically, such location shall be at the curb or roadside at the front of the
28 residence. Sanitation department employees shall not enter private property to collect refuse.
29 Should other arrangements for placement be required, such deviation shall be agreed upon by
30 said resident and the ~~director-of-public-works~~Director of Public Works or other proper agent of
31 the town.
- 32 (10) It shall be the responsibility of the resident to transport the containers to and from the
33 designated area or, as applicable, to transport refuse to the containers.
- 34 (11) The town sanitation department shall not be responsible for picking up any garbage, rubbish
35 or refuse from the ground that is not contained in a proper garbage container, plastic trash bag
36 or paper bundle unless the town sanitation department causes a spillage.
- 37 (12) Should the automated collection container provided to a given property require replacement
38 due to damage or breakage or loss or theft, it shall be the responsibility of the owner of the
39 property to reimburse the town for the cost of the replacement of the container if it is determined
40 by the ~~director-of-public-works~~Director of Public Works that such damage or breakage is not in
41 the normal course of use. Such replacement cost shall be determined based on the current
42 retail price paid by the town at the time of replacement and may include an administrative
43 charge not to exceed ten percent of that price.
- 44 (13) Town-supplied collection containers shall remain the property of the town. Should ownership
45 or tenancy of a property or unit change, the container assigned to that property or unit shall
46 remain on the property for use by the next owner or tenant. The town reserves the right to
47 remove containers from vacant properties until such time as the property or unit becomes
48 occupied by a new owner/tenant.
- 49 (b) ~~Commercial accounts~~collection.
- 50 (1) All conditions as set forth in section 24-29 shall apply.

- 1 (2) A commercial customer shall be permitted to have up to two town-supplied collection
- 2 containers at no initial cost. Should a commercial customer request more than two town-
- 3 supplied collection containers, the provisions of subsection (a)(6) of this section shall apply.
- 4 (3) The rate schedule for garbage collection fees for commercial accounts shall be determined by
- 5 the Mayor and Council annually. The classification of a commercial account within that schedule
- 6 shall be determined by the ~~director of public works~~ Director of Public Works.
- 7 (4) All fees for commercial accounts shall be due and payable at the time of rendering of the
- 8 statement by the Mayor and Council, and the Mayor and Council reserve the right to deny
- 9 collection service when, in their sole judgment, said commercial account is detrimentally in
- 10 arrears.

11 (Code 1977, § 55-5; Ord. No. 2009-05, 3-23-2009; Ord. No. 2009-15, 12-28-2009; Ord. No. 2013-02, 3-11-2013)

12 Sec. 24-32. - Items prohibited for placement for collection.

13 The following items are prohibited from being placed for collection:

- 14 (1) Motor vehicle tires.
- 15 (2) Building materials.
- 16 (3) Hazardous, radioactive or medical wastes.
- 17 (4) Burning or smoldering materials or any other materials which would create a fire hazard.
- 18 (5) Rocks, dirt, sod, paint or motor oil.
- 19 (6) Dead animals.
- 20 (7) Unbagged animal waste.
- 21 (8) ~~Household appliances to include computer components.~~
- 22 (98) Items defined as recyclable under article III of this chapter.
- 23 (409) ~~Items defined as bulk or yard waste under this chapter, except when a separate and specific~~
- 24 ~~collection schedule is established for those items.~~
- 25 (10) Any other item, disposal of which falls under the regulation of a county, state, or federal agency,
- 26 such as, but not limited to, the county health department, the state department of the
- 27 environment, or the environmental protection agency.

28 (Code 1977, § 55-6; Ord. No. 2009-05, 3-23-2009)

29 Secs. 24-33—24-52. - Reserved.

30 ARTICLE III. - RECYCLING MANDATORY

31 Sec. 24-53. - Purpose.

- 32 ~~(a) The Mayor and Council of the town find that the amount of refuse needing landfill disposal can be~~
- 33 ~~further reduced by having a recycling program to include the collection of glass bottles and jars,~~
- 34 ~~aluminum beverage cans, bimetal cans, newspapers, certain plastics, household appliances and~~
- 35 ~~other articles designated by the Mayor and Council or their designated representative.~~
- 36 ~~(b) The Mayor and Council find that it is in the fiscal interest of the town to reduce refuse disposal fees~~
- 37 ~~and it is in the interest of sound environmental policy to have a mandatory recycling program within~~
- 38 ~~the town.~~

1 ~~(c) The state legislature passed a recycling law in the 1988 General Assembly Session requiring~~
2 ~~counties in the state to establish recycling programs to reduce their solid waste streams by 15~~
3 ~~percent by January, 1994.~~

4 ~~(d) The purpose of this article is to make recycling mandatory.~~

5 (Code 1977, § 81-1; Ord. No. 92-9, 6-22-1992)

6 ~~Sec. 24-54. Definitions.~~

7 ~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed~~
8 ~~to them in this section, except where the context clearly indicates a different meaning:~~

9 ~~*Bulk or special collection items* means all those large items, including, without limitation, furniture~~
10 ~~and appliances; yard waste, including, without limitation, stumps, branches, grass clippings and plant~~
11 ~~trimmings; and any such other items that by their nature or size are not reasonably considered to be~~
12 ~~general refuse or recyclable material, or as shall be designated by the Mayor and Council or their~~
13 ~~designated representative from time to time.~~

14 ~~*General refuse* means all trash, debris, garbage and discarded items presented to the town for~~
15 ~~collection other than those designated as recyclable materials.~~

16 ~~*Recyclable materials* means those materials and items which shall be designated as such by~~
17 ~~regulations adopted from time to time by the Mayor and Council or their designated representative.~~

18 (Code 1977, § 81-2; Ord. No. 92-9, 6-22-1992)

19 ~~Sec. 24-55. Violations and penalties.~~

20 ~~Any person who shall violate any provisions of this article shall be guilty of a municipal infraction and~~
21 ~~shall be fined the sum of \$50.00 for any single initial violation and the sum of \$100.00 for each repeat or~~
22 ~~continuing violation.~~

23 (Code 1977, § 81-5; Ord. No. 92-9, 6-22-1992)

24 Sec. 24-5654. - Collection of recyclable material.

25 (a) All recyclable material to be collected by the town shall be separated by the property owner or
26 resident before collection and shall be presented separately from general refuse, as well as
27 separated from each other type of recyclable material, as those types or categories of material shall
28 be designated by the Mayor and Council.

29 (b) All recyclable material shall be separated and presented for collection in the manner and at the time
30 or times established by regulations promulgated from time to time by the Mayor and Council.

31 ~~(c) Periodically, but in no event less than once a week, the town shall collect recyclable materials,~~
32 ~~which collection may either be in conjunction with or separate from the collection of general refuse.~~
33 ~~Generally, recyclables shall be collected once per week on a schedule determined by the Public~~
34 ~~Works Department and subject to change. In the event that recyclable collection is cancelled due to~~
35 ~~office closure or other unforeseen circumstances, collection shall occur no less than once every two~~
36 ~~weeks.~~

37 (d) The Mayor and Council may require that recyclable materials and general refuse be presented for
38 collection in separate specially designated containers, and any person desiring collection of
39 recyclable materials by the town may be required to obtain such designated container or containers,
40 which shall be used for no other purpose.

41 (e) It shall be unlawful for any person, other than the designated employees of the town or its
42 designated agent, to pick up or collect recyclable materials which are presented for collection by the
43 town pursuant to the provisions of this article and regulations adopted pursuant hereto.

1 (f) The town shall not collect refuse or garbage which is not separated from recyclable material nor shall
2 it collect recyclable materials that are not properly separated or contained as provided herein or in
3 any regulations promulgated pursuant hereto.

4 (Code 1977, § 81-3; Ord. No. 92-9, 6-22-1992)

5 Sec. 24-~~57~~55. - Bulk and special items.

6 (a) The town will not collect bulk or special items as defined in section 24-54 during the course of its
7 general refuse or recyclable materials collections.

8 (b) At the recommendation of the Public Works Director the Mayor and Council may establish
9 specific dates for the collection of bulk waste or other special items.

10 Sec. 24-56. Yard waste.

11 (a) The Town will not collect yard waste as defined in section 24-1 during the course of its
12 general refuse or recyclable materials collections.

13 (b) At the recommendation of the Public Works Director the Mayor and Council may establish
14 specific dates for the collection of yard waste.

15 (Code 1977, § 81-4; Ord. No. 92-9, 6-22-1992)

16 ARTICLE IV. - VIOLATIONS

17 Sec. 24-57. - Notice of violation; correction.

18 Any person violating the provisions of this article shall be notified in writing by registered mail, return
19 receipt requested, of said violation. Said notice shall describe the violation and notify the violator to
20 correct same within five days or, for cause shown, a greater length of time. In the event that the violation
21 is not corrected, the Mayor and Council may, at their option and on the recommendation of the Director of
22 Public Works, refuse to make collection of the refuse, trash, garbage, etc., of said violator.

23 (Code 1977, § 55-8; Ord. No. 2009-05, 3-23-2009)

24 Sec. 24-58. - Violations and penalties.

25 Any person who shall violate any provisions of this article shall be guilty of a municipal infraction and
26 shall be fined the sum of \$50.00 for any single initial violation and the sum of \$100.00 for each repeat or
27 continuing violation.

28 (Code 1977, § 55-9; Ord. No. 2009-05, 3-23-2009)

29 Footnotes:

30 --- (1) ---

31 Charter reference— Authority to provide for the removal of solid waste, § C5-1B(27).

32 State Law reference— Solid waste disposal, Md. Environment Code Ann. § 9-204 et seq.

33 --- (2) ---

34 Charter reference— Authority to provide for the removal of solid waste, § C5-1B(27).

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 20_____, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this _____ day of _____, 20_____, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ in favor to _____ opposed, with _____ abstaining, and _____ absent.

Elroy Brittingham, Vice President

This Ordinance was approved this _____ day of _____, 20_____ by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the _____ day of _____, 20_____.

Wm. Gee Williams, Mayor

ATTEST:

Jeffrey Fleetwood, Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2020-03

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING:

- A. 50 FEET OF CURB SPACE LOCATED ON THE SOUTH SIDE OF PITTS STREET (CLOSEST TO MAIN STREET) TO BE DESIGNATED UNLOADING/LOADING ZONE FOR 'OFFICIAL PARCEL CARRIERS ONLY' BETWEEN THE HOURS OF 10:00 AM UNTIL 3:00 PM
- B. APPROVING (2) PARKING SPACES ON COMMERCE STREET (CLOSEST TO MAIN STREET) TO BE DESIGNATED 15-MINUTE PARKING ONLY.

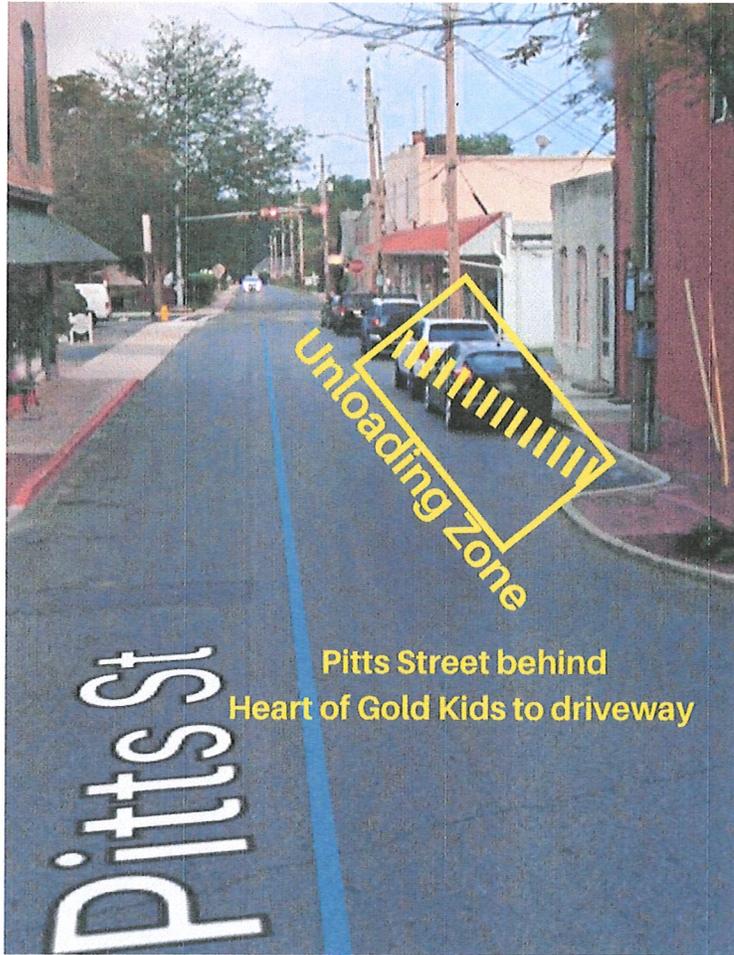
APPROVED THIS ____ DAY OF _____, 2020 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

ELROY BRITTINGHAM, SR. VICE PRESIDENT

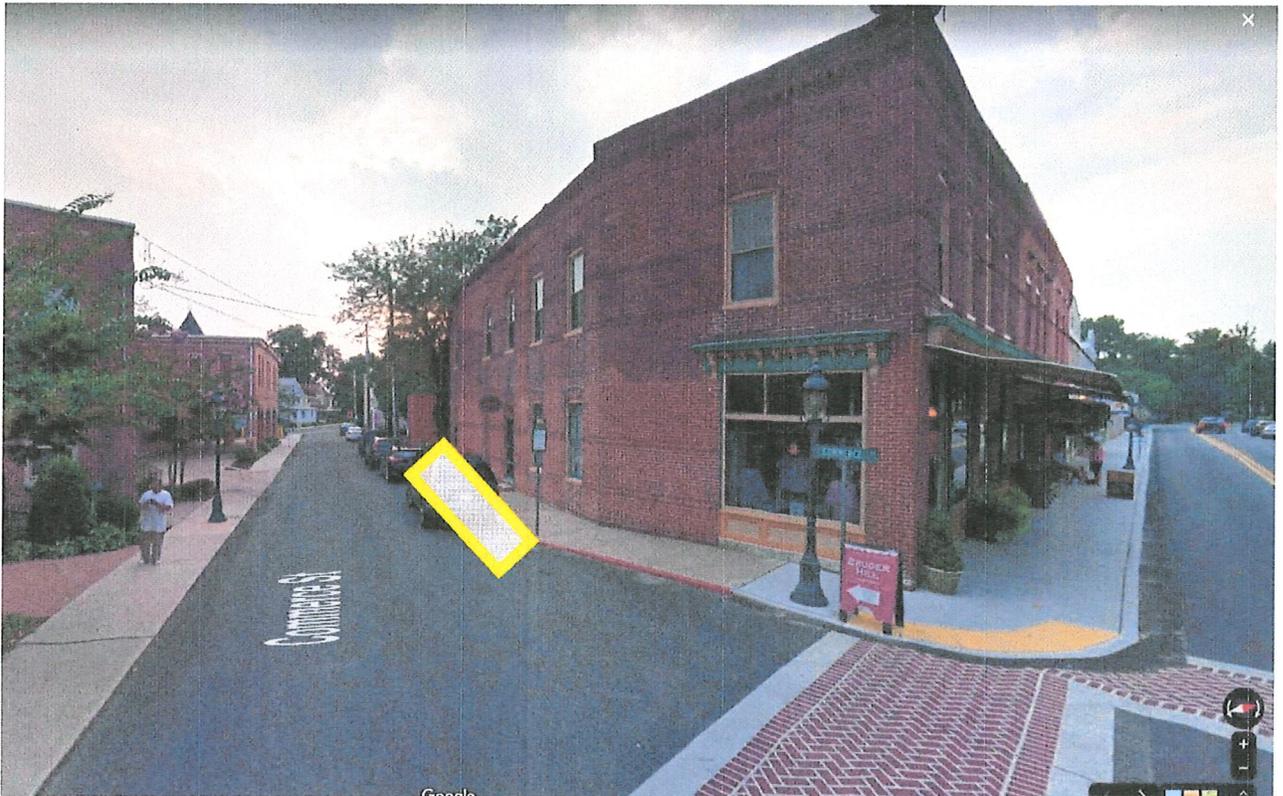
APPROVED THIS ____ DAY OF _____, 2020 BY THE MAYOR OF THE TOWN OF BERLIN.

WM. GEE WILLIAMS, III, MAYOR

ATTEST: _____
JEFFREY FLEETWOOD
TOWN ADMINISTRATOR



Pitts Street behind
Heart of Gold Kids to driveway



**(2) 15-MINUTE DESIGNATED PARKING SPACES ON COMMERCE ST
HOURS 10AM-6PM**

Presentation: Financial Projections and General Fund Review

Natalie Saleh, Finance Director

**SIX (JULY-DECEMBER 2019) MONTHS REVENUES AND EXPENSES BUDGETED VS ACTUAL
GENERAL FUND**

	FY 2020 Budget	July-December FY 20 Actual	Variance Budgeted vs Actual	Percent Remaining
Total revenues	\$ 6,399,098	\$ 4,503,213	(1,895,885)	30%
Total expenditures	6,449,098	3,199,247	(3,249,851)	50%
Revenues (under) over expenditures	(50,000)	1,303,966		
Proceeds from issuance of debt	50,000	-		
Revenues (under) over expenditures	\$ -	\$ 1,303,966		

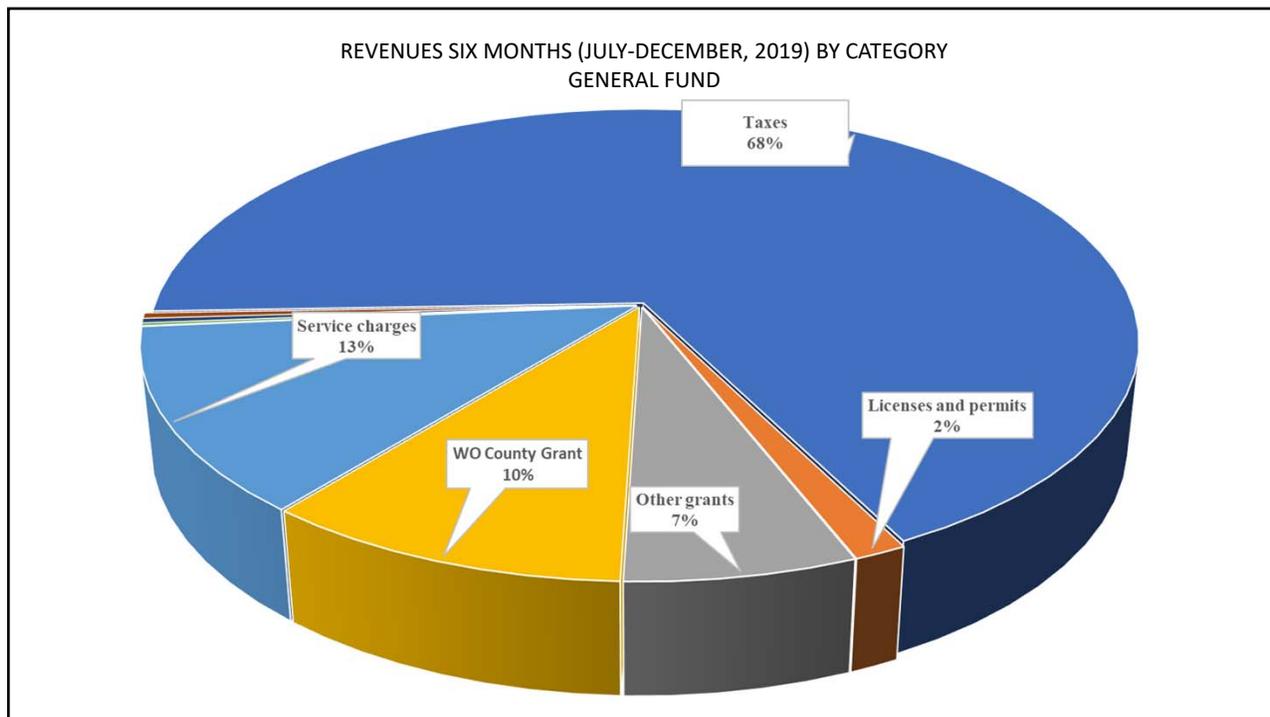
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**SIX MONTHS(JULY-DECEMBER,2019) REVENUES AND EXPENSES BY CATEGORY
FY 2020 BUDGETED VS ACTUAL
GENERAL FUND**

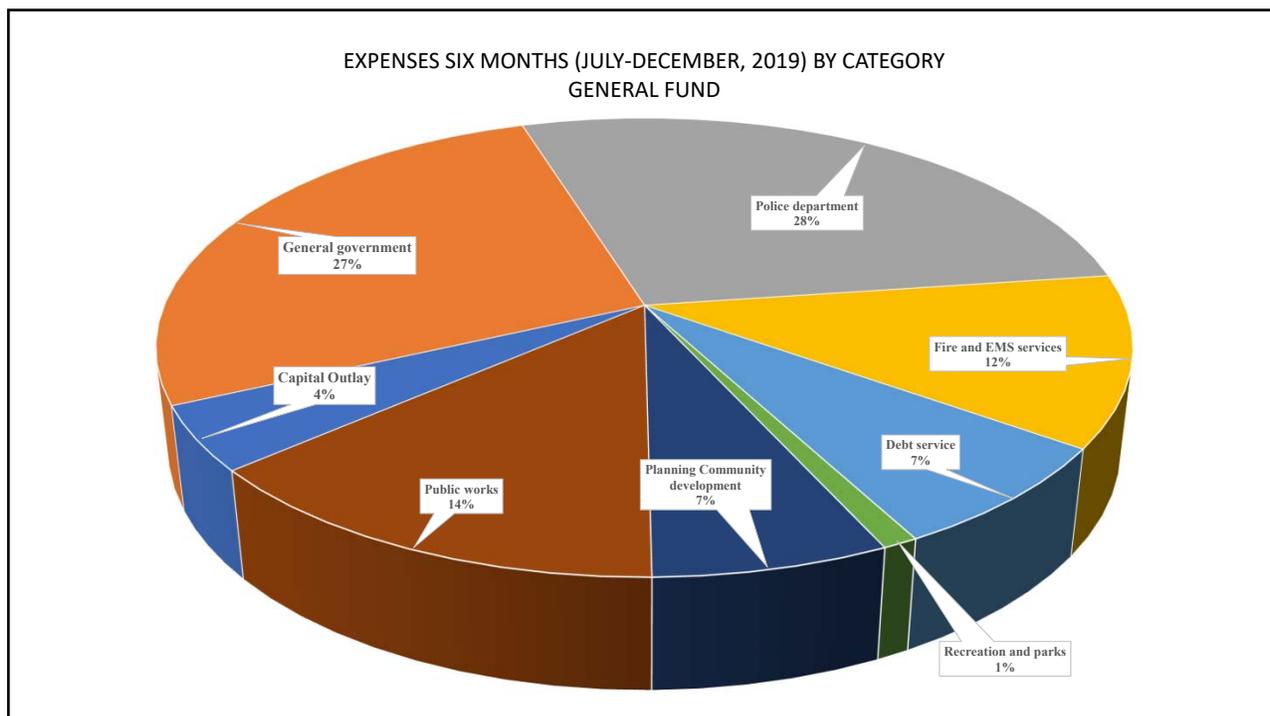
Category	FY 20 Budget	Revenue as of	
		12/31/2019	% Remaining
Taxes	4,172,000	3,066,877	26%
Licenses and permits	192,500	66,612	65%
Other grants	648,610	291,798	55%
WO County Grant	465,000	465,000	0%
Service charges	858,988	573,570	33%
Impact fees	40,000	8,760	0%
Interest income	15,000	14,036	6%
Other income	7,000	16,559	0%
Total	\$ 6,399,098	\$ 4,503,213	30%

Category	FY 20 Budget	Expenses as of	
		12/31/2019	% Remaining
Capital items	421,672	144,545	66%
General government	1,886,181	864,864	54%
Police department	1,820,431	884,762	51%
Fire and EMS services	544,500	384,500	29%
Debt service	314,136	234,791	25%
Recreation and parks	63,700	31,889	50%
Planning Community development	449,217	212,126	53%
Public works	949,262	441,771	53%
Total	\$ 6,449,098	\$ 3,199,247	50%

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**SIX (JULY-DECEMBER 2019) MONTHS REVENUES AND EXPENSES BUDGETED VS ACTUAL
ELECTRIC FUND**

	FY 2020 Budget	July-December FY 20 Actual	Variance Budgeted vs Actual	Percent Remaining
Total revenues	\$ 5,286,500	\$ 3,112,210	(2,174,290)	41%
Total expenditures	5,286,500	2,131,692	(3,154,808)	60%
Revenues (under) over expenditures	\$ -	\$ 980,518		

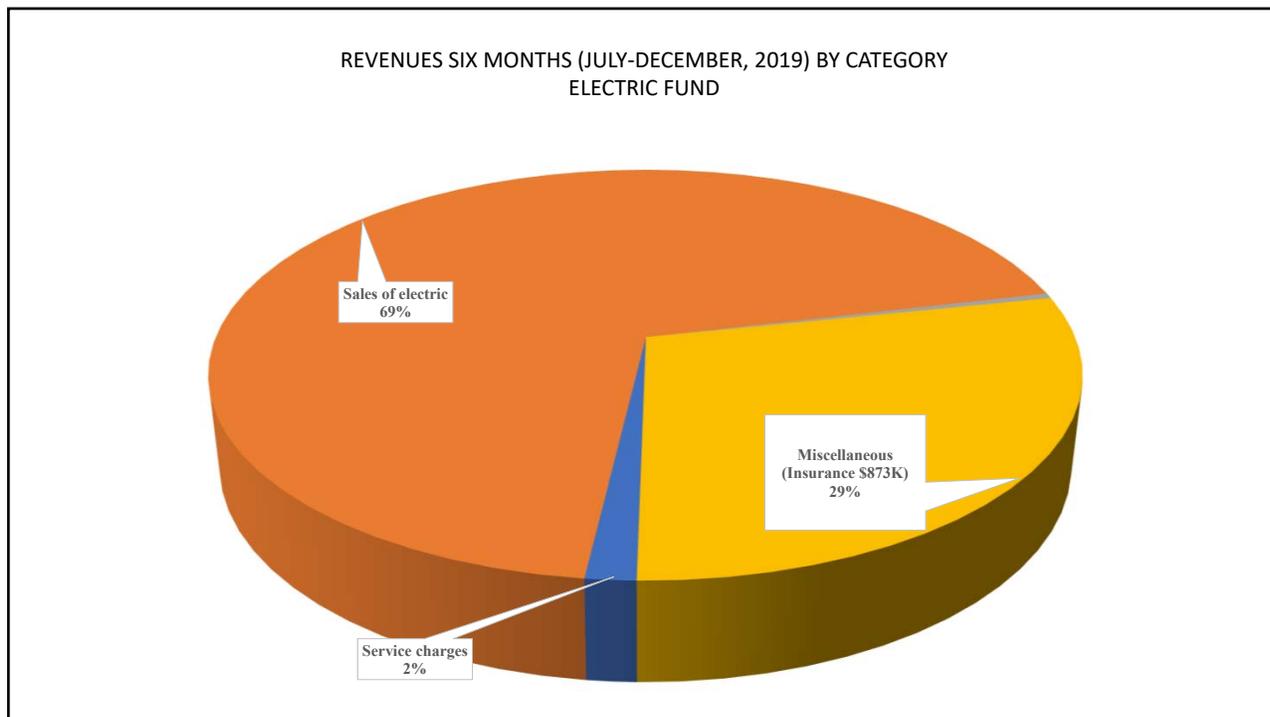
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**SIX MONTHS(JULY-DECEMBER,2019) REVENUES AND EXPENSES BY CATEGORY
FY 2020 BUDGETED VS ACTUAL
ELECTRIC FUND**

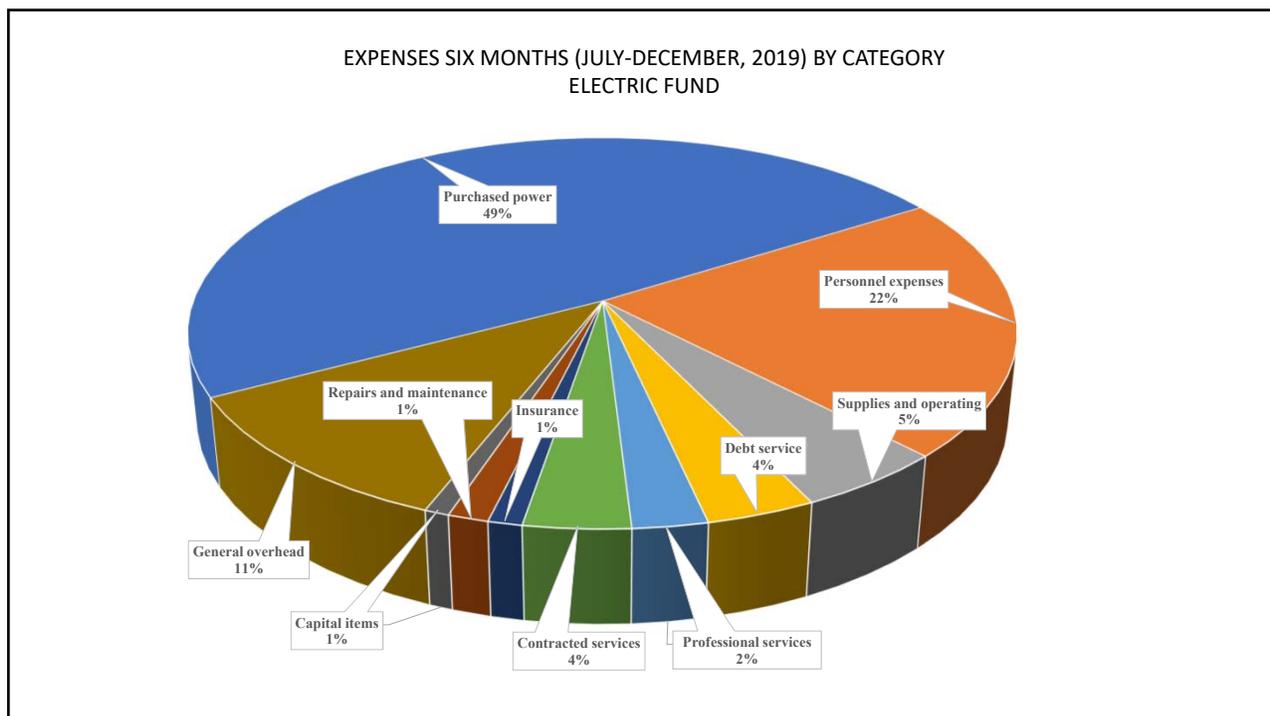
Category	FY 20 Budget	Revenue as of	
		12/31/2019	% Remaining
Service charges	51,000	49,311	3%
Sales of electric	5,205,500	2,161,493	58%
Interest on delinquent accounts	30,000	12,599	58%
Miscellaneous (Insurance \$873K)	-	888,807	0%
Total	\$ 5,286,500	\$ 3,112,210	41%

Category	FY 20 Budget	Expenses as of	
		12/31/2019	% Remaining
Purchased power	2,426,000	1,040,510	57%
Personnel expenses	995,550	463,401	53%
Supplies and operating	539,073	108,308	80%
Debt service	473,805	78,340	83%
Professional services	110,000	53,836	51%
Contracted services	44,700	76,325	0%
Insurance	23,230	24,400	0%
Repairs and maintenance	59,282	29,097	51%
Capital Items	234,000	17,736	92%
General overhead	380,860	239,738	37%
Total	\$ 5,286,500	\$ 2,131,692	60%

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**SIX (JULY-DECEMBER 2019) MONTHS REVENUES AND EXPENSES BUDGETED VS ACTUAL
WATER FUND**

	FY 2020 Budget	July-December FY 20 Actual	Variance Budgeted vs Actual	Percent Remaining
Total revenues	\$ 747,350	\$ 378,338	369,012	49%
Special connection fees	168,150	1,800	166,350	99%
Total expenditures	915,500	368,543	546,957	60%
Revenues (under) over expenditures	\$ -	\$ 11,595		

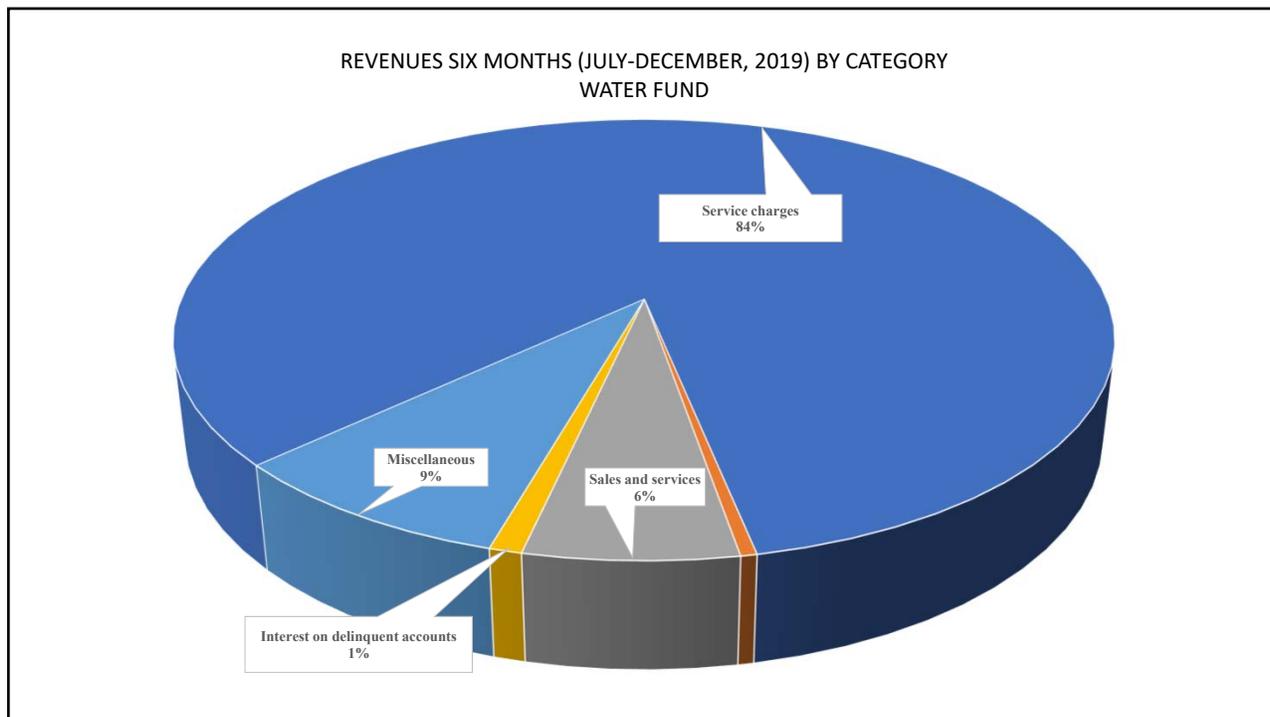
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**SIX MONTHS (JULY-DECEMBER, 2019) REVENUES AND EXPENSES BY CATEGORY
FY 2020 BUDGETED VS ACTUAL
WATER FUND**

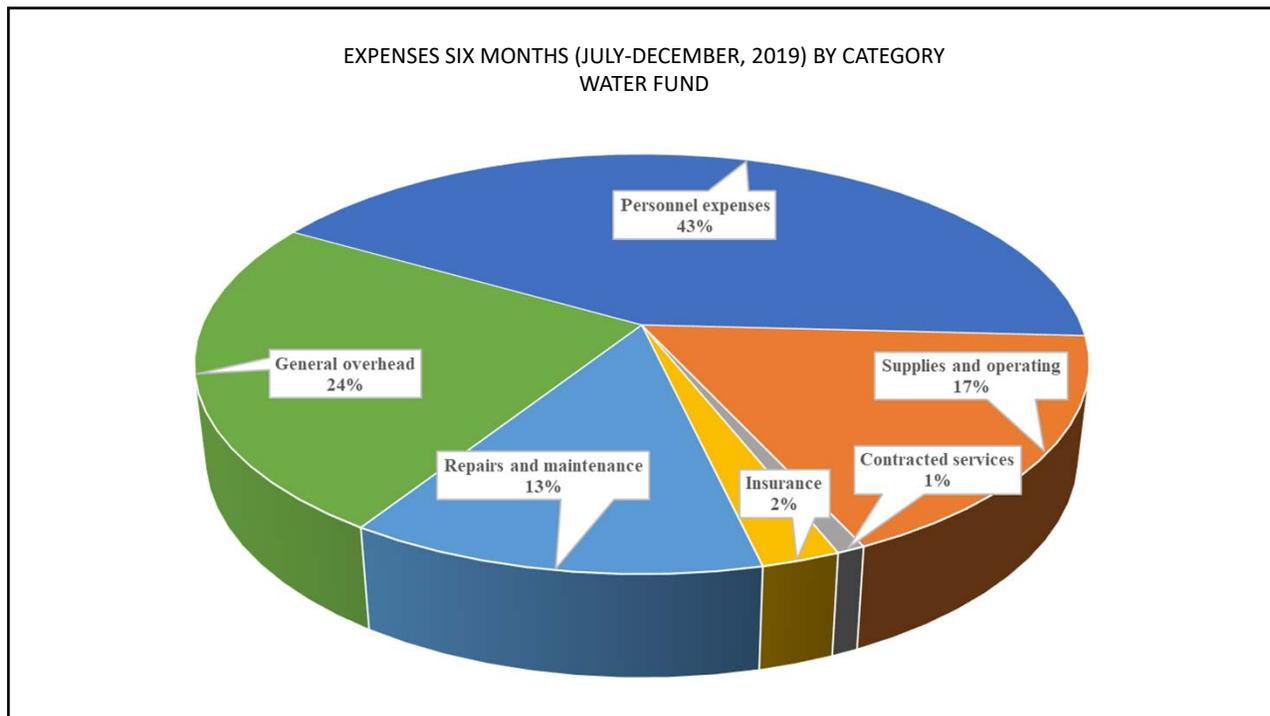
Category	FY 20 Budget	Revenue as of	
		12/31/2019	% Remaining
Service charges	656,100	318,388	51%
Special connection fees	168,150	1,800	99%
Sales and services	22,000	23,563	0%
Interest on delinquent accounts	5,050	3,614	28%
Miscellaneous	64,200	32,773	49%
Total	\$ 915,500	\$ 380,138	58%

Category	FY 20 Budget	Expenses as of	
		12/31/2019	% Remaining
Personnel expenses	342,685	156,635	54%
Supplies and operating	258,544	63,684	75%
Contracted services	20,024	3,195	84%
Insurance	9,193	8,850	4%
Repairs and maintenance	71,000	46,686	34%
Capital items	54,000	-	100%
General overhead	160,054	89,493	44%
Total	\$ 915,500	\$ 368,543	60%

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**SIX (JULY-DECEMBER 2019) MONTHS REVENUES AND EXPENSES BUDGETED VS ACTUAL
SEWER FUND**

	FY 2020	July-December	Variance Budgeted	Percent
	<u>Budget</u>	<u>FY 20</u> <u>Actual</u>	<u>vs Actual</u>	<u>Remaining</u>
Total revenues	\$ 1,937,800	\$ 1,030,644	907,156	47%
Special connection fees	465,918	4,000	461,918	99%
Total expenditures	2,403,718	1,019,872	1,383,846	58%
Revenues (under) over expenditures	\$ -	\$ 14,772		

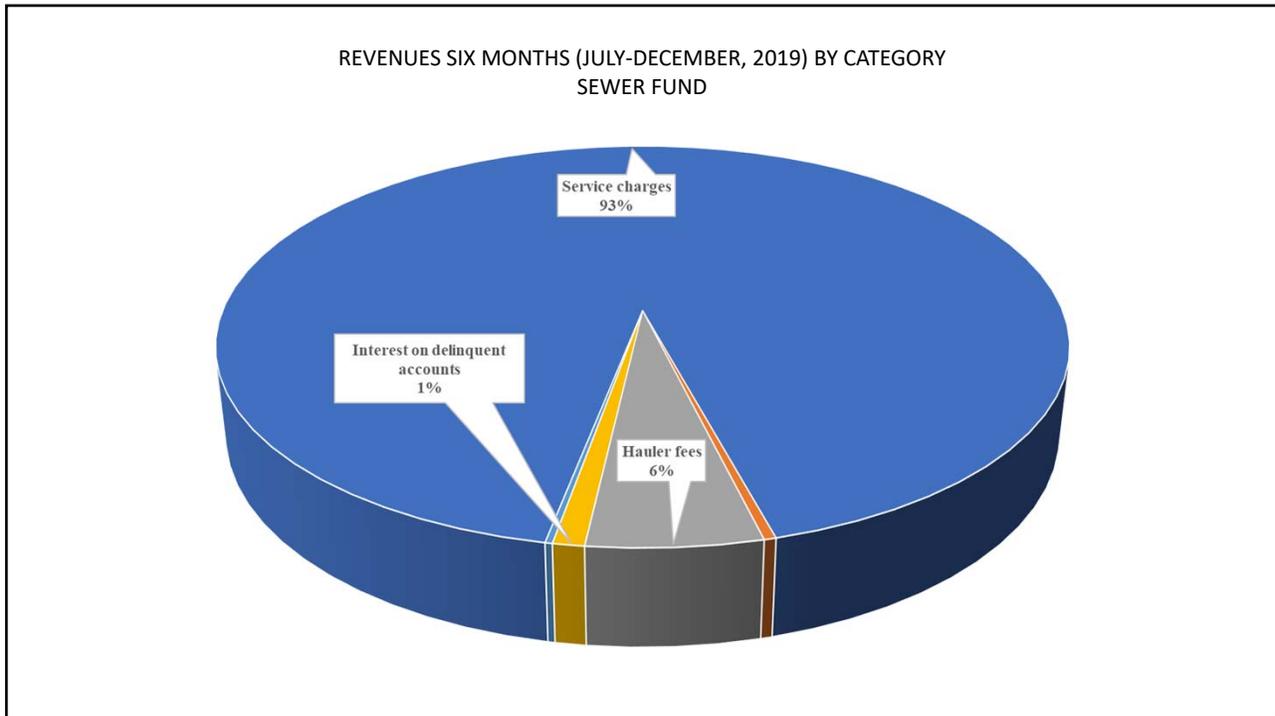
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**SIX MONTHS(JULY-DECEMBER, 2019) REVENUES AND EXPENSES BY CATEGORY
FY 2020 BUDGETED VS ACTUAL
SEWER FUND**

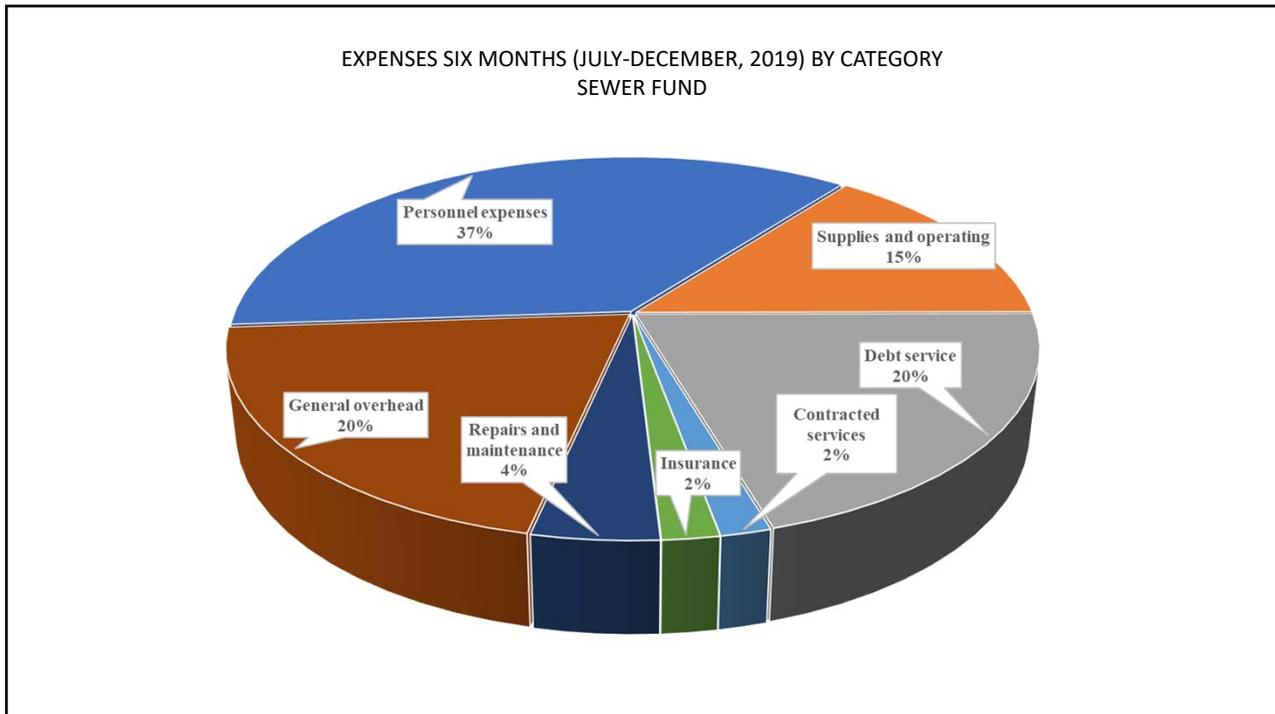
Category	FY 20 Budget	Revenue as of	
		12/31/2019	% Remaining
Service charges	1,811,100	959,410	47%
Special connection fees	465,918	4,000	99%
Hauler fees	115,000	58,285	49%
Interest on delinquent accounts	10,000	10,527	0%
Miscellaneous	1,700	2,421	0%
Total	\$ 2,403,718	\$ 1,034,644	57%

Category	FY 20 Budget	Expenses as of	
		12/31/2019	% Remaining
Personnel expenses	818,433	372,531	54%
Supplies and operating	463,785	148,191	68%
Debt service	632,899	208,798	67%
Professional services	10,000	-	100%
Contracted services	21,764	17,468	20%
Insurance	20,564	19,823	4%
Repairs and maintenance	66,500	43,849	34%
Capital items	90,000	-	100%
General overhead	279,774	209,213	25%
Total	\$ 2,403,718	\$ 1,019,872	58%

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16

**SIX (JULY-DECEMBER 2019) MONTHS REVENUES AND EXPENSES BUDGETED VS ACTUAL
STORMWATER FUND**

	FY 2020 Budget	July-December FY 20 Actual	Variance Budgeted vs Actual	Percent Remaining
Total revenues	\$ 169,550	\$ 80,039	89,511	53%
Total grants	75,000	-	75,000	100%
Total expenditures	454,550	236,751	217,799	48%
Revenues (under) over expenditures	(210,000)	(156,712)		
Capital Outlay Reserve	210,000	-		
Revenues (under) over expenditures	\$ -	\$ (156,712)		

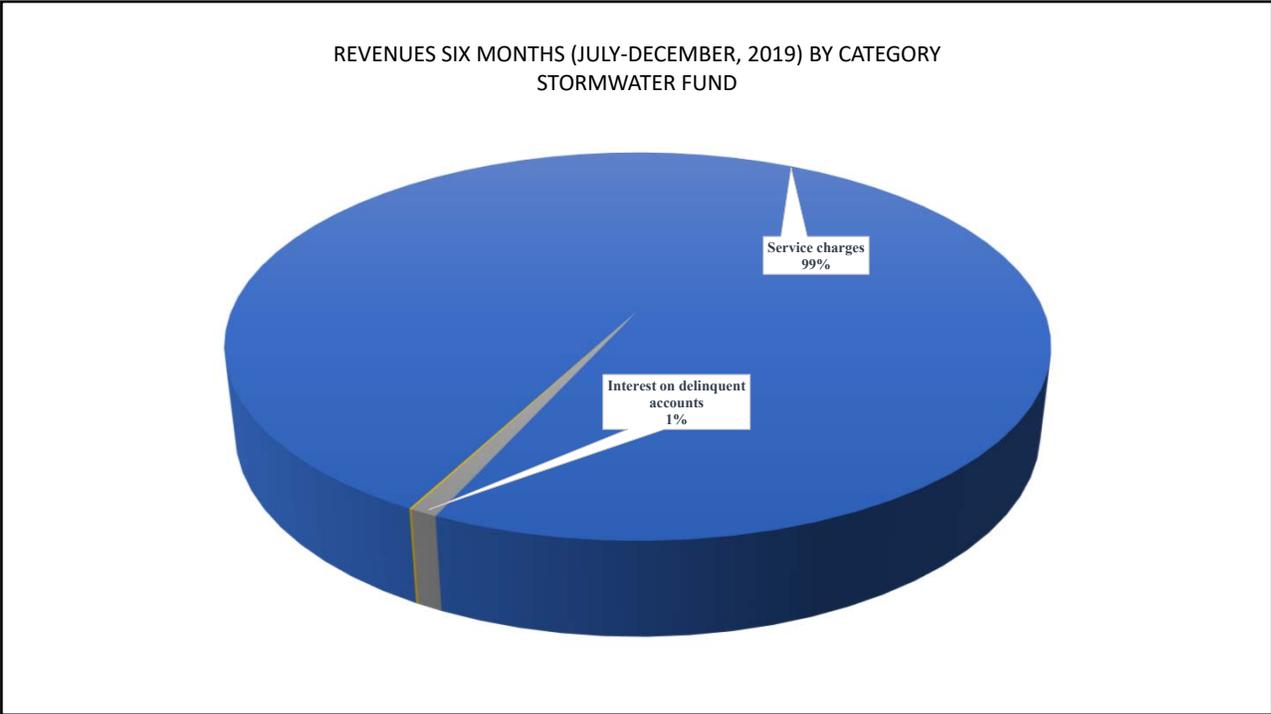
17

STORMWATER FUND

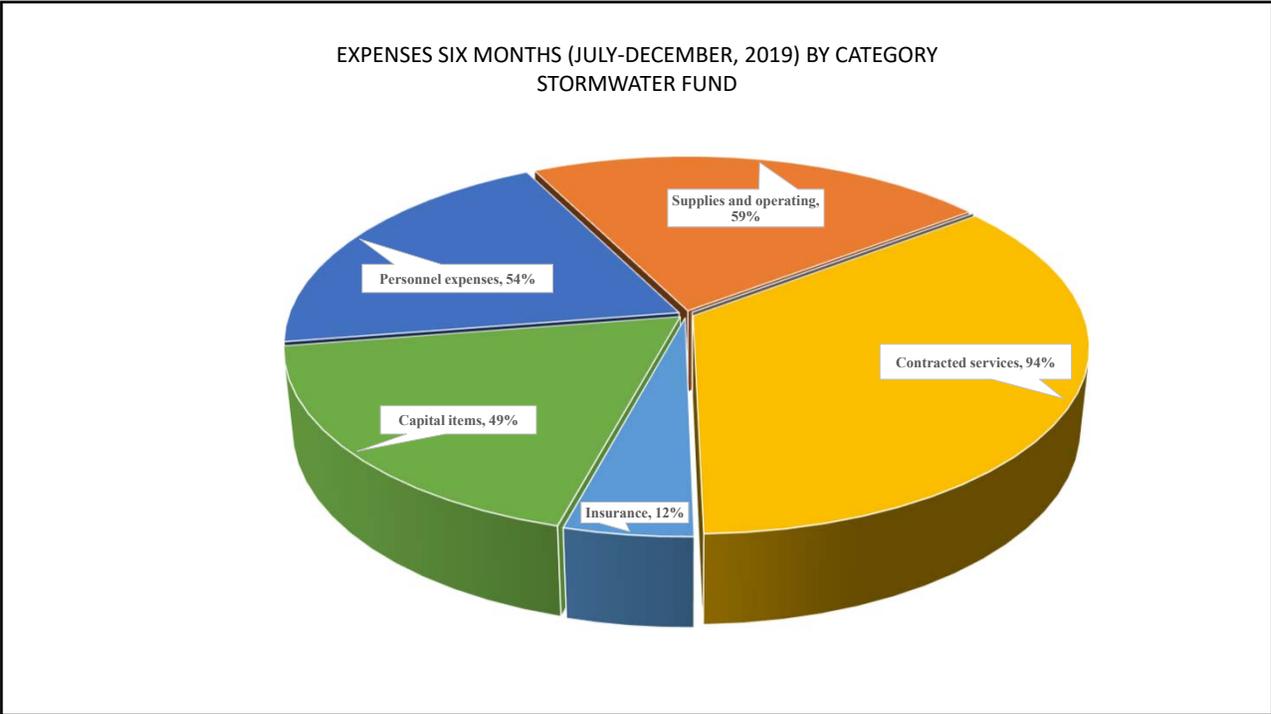
Category	FY 20 Budget	Revenue as of	
		12/31/2019	% Remaining
Service charges	168,500	79,242	53%
Grants	75,000	-	100%
Interest on delinquent accounts	1,000	734	27%
Miscellaneous	50	63	0%
Total	\$ 244,550	\$ 80,039	67%

Category	FY 20 Budget	Expenses as of	
		12/31/2019	% Remaining
Personnel expenses	100,321	46,518	54%
Supplies and operating	11,274	4,600	59%
Professional services	11,980	18,232	0%
Contracted services	4,610	292	94%
Insurance	1,365	1,200	12%
Capital items	325,000	165,910	49%
Total	\$ 454,550	\$ 236,751	48%

18



19



20