



**BERLIN MAYOR AND COUNCIL
Meeting Agenda**

**Berlin Town Hall
10 William Street
Monday, March 11, 2019**

6:30 PM EXECUTIVE SESSION – Conference Room

- a. Pursuant to Section §3-305(b)(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;
- b. Pursuant to Section §3-305(b)(3) To consider the acquisition of real property for a public purpose and matters directly related thereto

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Executive Session of 02/25/19
 - b. Statement of Closure for Executive Session of 02/25/19
 - c. Regular Session of 02/25/19
2. Worcester Youth and Family Youth Program Grant Application for a rain garden, signs, and solar trash compactors in Henry Park – Tiffany Scott, Worcester Youth and Family
3. Presentation: Water and Sewer Rate Study – Rob Duma, P.E., Davis Bowen and Friedel, Inc.
4. Motions to Approve:
 - a. Motion 2019-06: Motion awarding a contract to Coastal Site Works, LLC for the demolition of seven small buildings and the digester at Berlin Falls Park in an amount not to exceed \$124,000 – Town Administrator Laura Allen
 - b. Motion 2019-07: Motion approving the FY 20 Program Open Space Annual Development Program as presented – Administrative Services Director Mary Bohlen
5. Departmental Reports:
 - a. Finance Director – Natalie Saleh
 - b. Administrative Services Director – Mary Bohlen
 - c. Water Resources/Public Works – Jane Kreiter
 - d. Electric – Tim Lawrence
 - e. Chief – Arnold Downing
 - f. Planning – Dave Engelhart
 - g. Economic and Community Development – Ivy Wells

h. Managing Director – Jeff Fleetwood

6. Town Administrator's Report
7. Comments from the Mayor
8. Comments from the Council
9. Comments from the Public
10. Comments from the Press
11. Adjournment

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Laura Allen, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.

*TTY users dial 7-1-1 in the State of Maryland.
TTY users outside Maryland dial 1-800-735-2258*



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, February 25, 2019

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

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

Absent: Councilmember Thom Gulyas.

Staff Present: Managing Director Jeff Fleetwood, Administrative Services Director Mary Bohlen, Water Resources/Public Works Director Jane Kreiter, 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 Town Clerk Kelsey Jensen.

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. Executive Session of 02/11/19:

On the motion of Councilmember Tyndall, the Executive Session minutes of February 11, 2019 were approved 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

b. Statement of Closure for Executive Session of 02/11/19:

Mayor Williams read the Statement of Closure.

c. Regular Session of 02/11/19:

On the motion of Vice-President Brittingham, the Regular Session Minutes of February 11, 2019 were approved 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

d. Budget Work Session of 02/21/19:

On the motion of Councilmember Purnell, the Budget Work Session Minutes of February 21, 2019 were approved 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. Atlantic General Hospital Presentation

President Michael Franklin gave a presentation on AGH updates. Mayor Williams, Vice-President Brittingham, and Councilmember Burrell all expressed their excitement in how far the hospital has come and how involved in the community they are.

3. Departmental Reports:

a. Administrative Services Director – Mary Bohlen

Ms. Bohlen reported that the Parks Commission is gearing up for spring events and clean-up day.

b. Water Resources/Public Works Director – Jane Kreiter

Ms. Kreiter congratulated Superintendent/Project Manager of Wastewater and Public Works on being named Delaware Fireman of the Year – Sussex County. The Mayor and Council asked Ms. Kreiter to pass along their congratulations.

Managing Director Jeff Fleetwood advised the Mayor and Council that Ms. Kreiter will be retiring on June 1, 2019. Ms. Kreiter said on Saturday she will have 30 years of service. The Mayor and Council congratulated her on her retirement.

c. Electric Utility Director – Tim Lawrence

Mr. Lawrence reported that they had their required stack testing and will be back out to test engine one, they worked with Delmarva Power to remove an H structure on Graham, they performed a home energy audit, they will move forward with extending the overhead service on 818, they installed a new underground service, and they are reading meters this week. Councilmember Tyndall asked why they lost power on Middle Street yesterday; Mr. Lawrence said a squirrel made contact with a transformer.

d. Police Chief – Arnold Downing

Chief Downing reported that the Berlin Police Department had its one-year anniversary today at the new facility.

e. Economic and Community Development Director – Ivy Wells

Ms. Wells reported that event planning is underway, including Christmas events, she gave testimony in Annapolis for grant funding, she updated the Council on the bike Maryland meeting, and reported that it has been five years since Berlin was named Americas Coolest Small Town.

4. Town Administrator's Report – Jeffrey Fleetwood on behalf of Laura Allen – none.

5. Comments from the Mayor:

Mayor Williams reported that the Berlin Community Improvement Association (BCIA) and the Town met last week and discussed the future of the Multipurpose Building. The BCIA has agreed to transfer the property and two buildings to the Town at no cost to the Town for the best interest of the community. BCIA and Head Start will continue to exist. The Mayor then discussed the process of taking over the property and said when the time comes they will be looking for community involvement.

6. Comments from the Council:

Councilmember Burrell thanked the Town Staff for the flowers that were sent to his recovery wife.

7. Comments from the Audience – none.

8. Comments from the Press – none.

9. Adjournment:

On the motion of Councilmember Burrell, the Mayor and Council meeting was adjourned at approximately 7:50 PM.

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

Respectfully Submitted,

Kelsey Jensen
Town Clerk

Presentations:

Worcester Youth and Family Youth Program Grant
Application for a rain garden, signs, and solar trash
compactors in Henry Park

– Tiffany Scott, Worcester Youth and Family



TOWN OF BERLIN

WATER & WASTEWATER USER RATE STUDY

DBF #0050A111.A01



Prepared by:

DAVIS, BOWEN & FRIEDEL
601 E. Main Street, Suite 100
Salisbury, MD 21804
(410) 543-9091

February 2019

TOWN OF BERLIN

WATER & WASTEWATER USER RATE STUDY

DBF #050A111.A01

1. INTRODUCTION
2. BACKGROUND
3. CUSTOMER CLASSIFICATIONS/TYPE
4. NUMBER OF SPECIAL CONNECTIONS
5. COMPARISON OF SPECIAL CONNECTION CHARGES WITH OTHER UTILITY PROVIDERS
6. REVENUE AND EXPENSE TRENDS
7. RATE COMPARISON WITH OTHER UTILITY PROVIDERS
8. ALTERNATIVE RATE DESIGN METHODS
9. DEBT OBLIGATIONS
10. CAPITAL IMPROVEMENTS
11. INFLATION AND USER RATES
12. SPECIAL WATER & SEWER USAGE
13. CONCLUSIONS

Table 1: Annual Connections

Table 2: Special Connection Charge Comparison

Table 3: Revenues & Expenses: Water and Sewer Accounts

Table 4: Revenue & Expense Positions: Sewer Account

Table 5: Revenue & Expense Positions: Water Account

Table 6: Sewer Utility Rate Comparison

Table 7: Water Utility Rate Comparison

Table 8: Existing and Proposed Rate Tiers

Table 9: Sewer Debt Obligations

Table 10: Water System Capital Improvements

Table 11: Sewer System Capital Improvements

Table 12: Inflation Indices Summary

Table 13: User Rate Increase Implementation

Chart 1: Sewer Revenues & Expenses

Chart 2: Water Revenues & Expenses

Chart 3: Current Water & Sewer Rates

Chart 4: Uniform Rate Design

Chart 5: Decreasing Block Rate Design

Chart 6: Increasing Block Rate Design

Chart 7: Seasonal Rate Design

Chart 8: Proposed Water & Sewer Rates

Chart 9: Proposed Water & Sewer Rates – Year 1

Chart 10: Proposed Water & Sewer Rates – Year 3

Chart 11: Proposed Water & Sewer Rates – Year 5

APPENDIX A – Inflation Rate Data Sources

APPENDIX B – Current Town User Rates

1. INTRODUCTION

This study intends to provide background, recommendations, and conclusions for the Town of Berlin’s water and wastewater systems regarding user rates and special connection charges. The study will review operating revenues and expenses trends, compare rates to other utility providers, compare special connection charges with other utility providers, review rate design methods, and make recommendations for rates and charges.

2. BACKGROUND

The Town of Berlin operates a wastewater collection and treatment system for the Town’s customers. The collection system consists of gravity sewer mains ranging from 4” to 15” and forcemains ranging from 1.25” to 10”. The Town operates approximately 14 pumping stations of varying age, condition, and flow. The Town treats wastewater at the treatment plant on Bottle Branch Road and discharges wastewater via spray irrigation.

The Town of Berlin’s water system collects groundwater as it’s source water through three (3) well sites. Water is pumped into the Town’s two elevated storage tanks and distributed through water mains of 4” to 12” in diameter.

3. CUSTOMER CLASSIFICATIONS/TYPE

The Town serves a mix of residential and commercial customers in their water and sewer systems. The majority of users are residential; making up approximately 85% of all customers. While commercial user represents approximately 15% of the customer base.

Except for a clause in the adopted resolution regarding non-residential metered water customers exceeding EDU allocations and out-of-town customers; all customers are charged the same rate. Variable rates based on classification are a common tool for developing rates. In the publication *Developing Rates for Small Systems* by the American Water Works Association, they recommend using variable rates if the cost of delivering water to each customer classification varies. Although it is difficult to calculate, the cost to each customer classification should be the basis for variable rates. Small-scale businesses and residential customers may have the same cost of service whereas a large institution or school may vary in cost.

Keeping the current same rate charge for all customer classifications is recommend, however, variable customer classification charges can be considered in the future.

4. NUMBER OF SPECIAL CONNECTIONS

For water and sewer, the Town collects a special connection charge for new connections to the systems. Using data from the *Wastewater Rates and Fees* presentation prepared by URS in 2009, connections for the years 1999 through 2008 are available. For the year 2009 through 2017, connections were estimated based on special connection charge revenues. This data is provided in the table below.

Table 1: Annual Connections

Year	Connections
1999	19
2000	32
2001	32
2002	40
2003	55
2004	81
2005	108
2006	100
2007	47
2008	31
2009	17
2010	3
2011	35
2012	3
2013	19
2014	57
2015	60
2016	34
2017	134

Reviewing the data from the table shows that the Town averaged 47.7 connections per year. Removing the peak years of 2005 and 2006 brings the average connections to 41.1. The previous rate study presentation shows an average of 42 with this methodology. For planning purposes, a range of 30 to 40 connections should be used.

5. COMPARISON OF SPECIAL CONNECTION CHARGES WITH OTHER UTILITY PROVIDERS

Special connection charges for other water and sewer providers were collected and tabulated. See the table below for the special connection charge comparison.

Table 2: Special Connection Charge Comparison

Utility Provider	Water	Sewer	Total Cost
City of Harrington, DE	\$1,170.00	\$2,520.00	\$3,690.00
Town of Federalsburg	\$2,500.00	\$2,500.00	\$5,000.00
Cambridge MUC	*See total	*See total	\$5,640.00
Somerset County Sanitary District	\$1,000.00	\$5,000.00	\$6,000.00
Town of Bridgeville, DE	\$500.00	\$6,000.00	\$6,500.00
Easton Utilities Commission	\$2,350.00	\$4,700.00	\$7,050.00
City of Pocomoke	\$4,500.00	\$4,500.00	\$9,000.00
Town of Denton	\$4,000.00	\$5,000.00	\$9,000.00
Town of Snow Hill	\$3,500.00	\$7,000.00	\$10,500.00
Mystic Harbour	\$3,000.00	\$7,700.00	\$10,700.00
City of Salisbury	\$5,363.00	\$5,340.00	\$10,703.00
Town of Delmar	\$4,000.00	\$7,000.00	\$11,000.00
Town of Trappe	\$6,610.00	\$6,610.00	\$13,220.00
Town of Centreville	\$5,097.00	\$8,677.00	\$13,774.00
Ocean Pines	\$3,000.00	\$11,573.00	\$14,573.00
City of Fruitland	\$8,700.00	\$7,800.00	\$16,500.00
Town of Berlin	\$4,425.00	\$12,261.00	\$16,686.00

Costs for water and sewer were calculated by researching rates for each utility provider and summing various fees including: impact fees, tap installation fees, transmission fees, capacity unit fees, and special connection fees.

Many municipalities use the special connection charge for future capital improvements. The Town of Berlin’s special connection charge is based on the debt service repayments for the wastewater treatment plant (sewer portion) and debt service repayments and capital expenditures for the water system. Berlin’s special connection charges are high due to the State’s mandate for strict effluent requirements. The Town’s spray irrigation is the largest in the state of Maryland and thus, had a large capital cost.

6. REVENUE AND EXPENSE TRENDS

Reviewing the data from the Town’s audits, a revenue and expense trend was able to be derived. To provide a clearer picture, hauler fees, sales and service (tanker filling), depreciation expense, capital grants, interest income, and loss on disposal of assets has been removed from the analysis. See below for the revenue and expense trend charts.

Chart 1: Sewer Revenues & Expenses

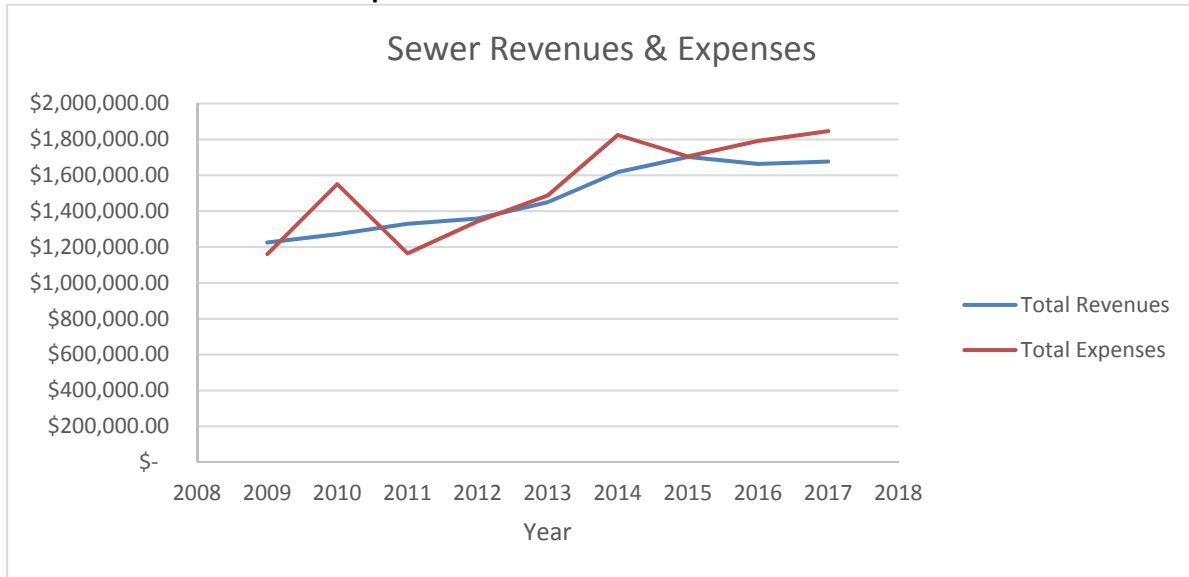


Chart 2: Water Revenues & Expenses

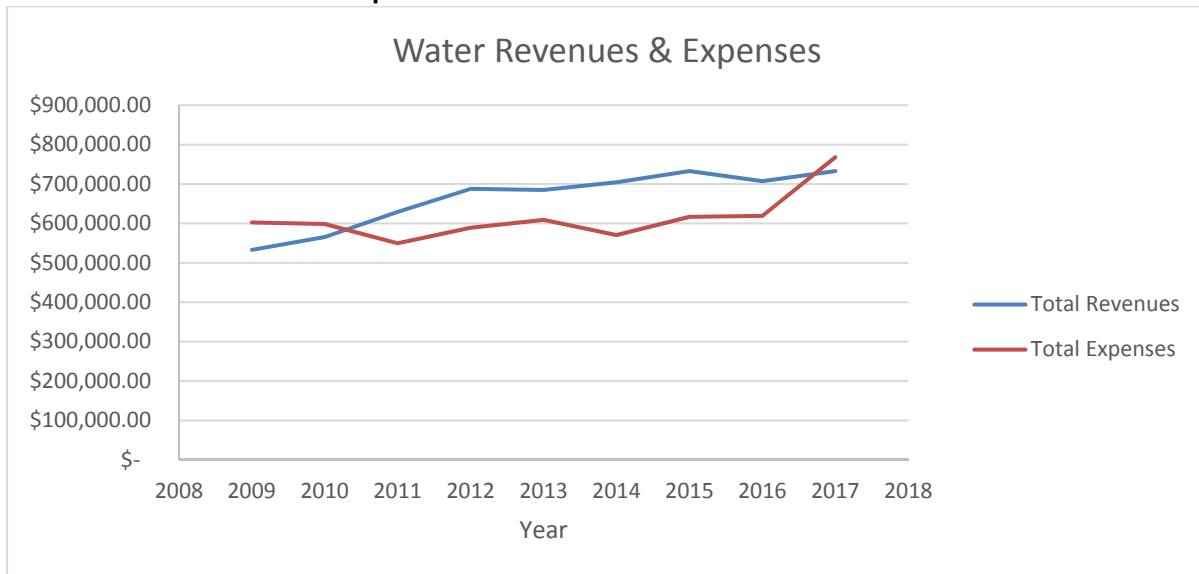


Table 3: Revenues & Expenses: Water and Sewer Accounts

Year	Water			Sewer		Difference
	Revenues	Expenses	Net Position	Revenues	Expenses	
2009	\$ 532,979.00	\$ 602,602.00	\$ (69,623.00)	\$ 1,225,533.00	\$ 1,160,244.00	\$ 65,289.00
2010	\$ 565,600.00	\$ 598,402.00	\$ (32,802.00)	\$ 1,271,501.00	\$ 1,551,140.00	\$ (279,639.00)
2011	\$ 629,197.00	\$ 549,707.00	\$ 79,490.00	\$ 1,330,094.00	\$ 1,164,729.00	\$ 165,365.00
2012	\$ 687,774.00	\$ 589,152.00	\$ 98,622.00	\$ 1,359,148.00	\$ 1,343,101.00	\$ 16,047.00
2013	\$ 684,869.00	\$ 609,138.00	\$ 75,731.00	\$ 1,450,411.00	\$ 1,487,632.00	\$ (37,221.00)
2014	\$ 704,541.00	\$ 570,329.00	\$ 134,212.00	\$ 1,617,638.00	\$ 1,824,780.00	\$ (207,142.00)
2015	\$ 732,849.00	\$ 616,859.00	\$ 115,990.00	\$ 1,702,818.00	\$ 1,705,261.00	\$ (2,443.00)
2016	\$ 707,244.00	\$ 619,303.00	\$ 87,941.00	\$ 1,663,663.00	\$ 1,792,168.00	\$ (128,505.00)
2017	\$ 732,707.00	\$ 767,937.00	\$ (35,230.00)	\$ 1,676,988.00	\$ 1,846,386.00	\$ (169,398.00)

Analyzing the revenues and expenses in this manner shows that the water system ran a loss in three (3) of the nine (9) years and the wastewater ran a loss in six (6) out of the nine (9) years. If a 10% reserve is added to the expenses the calculations show the water system running a loss in three (3) years and the sewer system running a loss in eight (8) of the nine (9) years.

For further analysis, only the last five (5) years will be used. The last rate change went into effect in January 1, 2013. In the last five (5) years, three (3) of the sewer budgets showed a loss and one (1) of the water budgets showed a loss. A calculation was run to increase the revenues from service charges at a rate of 5%, 10%, and 15%. The tables below show the results of these calculations. If a 15% increase to rates is provided, the sewer system shows a net positive. A 10% increase to the water rates shows a net positive. See the table below for a summary.

Table 4: Revenue & Expense Positions: Sewer Account

Year	Sewer Account - Net Position			
	Current Rate	5% Increase in Service Charge	10% Increase in Service Charge	15% Increase in Service Charge
2013	\$ (37,221.00)	\$ 33,622.15	\$ 104,763.30	\$ 175,904.45
2014	\$ (207,142.00)	\$ (127,992.30)	\$ (48,842.60)	\$ 30,307.10
2015	\$ (2,443.00)	\$ 81,017.80	\$ 164,478.60	\$ 247,939.40
2016	\$ (128,505.00)	\$ (46,391.25)	\$ 35,722.50	\$ 117,836.25
2017	\$ (169,398.00)	\$ (86,803.80)	\$ (4,209.60)	\$ 78,384.60

Summary of table: 5 out of 5 years at the current rate are operating at a loss. With a 5% increase to service charges 3 out of 5 years operates at a loss. With a 10% increase to service charges, 2 years operate at a loss. A 15% increase to service charges show a net positive for all years.

Table 5: Revenue & Expense Positions: Water Account

Year	Water Account - Net Position			
	Current Rate	5% Increase in Service Charge	10% Increase in Service Charge	15% Increase in Service Charge
2013	\$ 75,731.00	\$ 106,529.65	\$ 137,328.30	\$ 168,126.95
2014	\$ 134,212.00	\$ 165,877.45	\$ 197,542.90	\$ 229,208.35
2015	\$ 115,990.00	\$ 148,745.25	\$ 181,500.50	\$ 214,255.75
2016	\$ 87,941.00	\$ 119,939.95	\$ 151,938.90	\$ 183,937.85
2017	\$ (35,230.00)	\$ (1,483.00)	\$ 32,264.00	\$ 66,011.00

Summary of table: 1 out of 5 years at the current rate are operating at a loss. With a 10% increase to service charges each year shows a positive position.

7. RATE COMPARISON WITH OTHER UTILITY PROVIDERS

The following tables compare the sewer rates for other municipal utility providers in the vicinity of the Town of Berlin. The table has a usage of 7,500 gallons per month or 22,500 gallons per quarter as a baseline. The rates do not include debt service, front-footage, or annual EDU assessments. As noted on Table 6, the Town of Berlin ranks in the highest one-third for annual sewer service costs for the entities in the comparison. Table 7 has a comparison for water utility rates, the Town has the lowest cost for annual water service costs for the entities compared. The Town’s current water and sewer rates are provided in Appendix B.

Table 6: Sewer Utility Rate Comparison

Entity	Estimated Usage (based on billing frequency)	Sewer Rate	Frequency (#/year)	Yearly Sewer Cost
Town of Snow Hill	22,500	\$ 100.35	4	\$ 401.40
Easton Utilities Commission	7,500	\$ 33.75	12	\$ 405.00
Mystic Harbour	22,500	\$ 113.88	4	\$ 455.50
Ocean Pines	22,500	\$ 114.88	4	\$ 459.50
West Ocean City	N/A	\$ 115.50	4	\$ 462.00
Town of Delmar	22,500	\$ 123.75	4	\$ 495.00
City of Pocomoke	7,500	\$ 43.16	12	\$ 517.86
City of Harrington, DE	22,500	\$ 129.60	4	\$ 518.40
Cambridge MUC	7,500	\$ 45.68	12	\$ 548.10
Town of Centreville	22,500	\$ 144.55	4	\$ 578.20
Town of Denton	22,500	\$ 169.23	4	\$ 676.90
Town of Berlin	7,500	\$ 58.45	12	\$ 701.40
City of Fruitland	22,500	\$ 190.00	4	\$ 760.00
City of Salisbury	22,500	\$ 210.61	4	\$ 842.44
Town of Federalsburg	22,500	\$ 210.69	4	\$ 842.76
Somerset County Sanitary District	22,500	\$ 213.18	4	\$ 852.70
Town of Bridgeville, DE	7,500	\$ 80.75	12	\$ 969.00
Town of Trappe	7,500	\$ 87.81	12	\$ 1,053.72

Table 7: Water Utility Rate Comparison

Entity	Estimated Usage (based on billing frequency)	Water Rate	Frequency (#/year)	Yearly Water Cost
Town of Berlin	7,500	\$ 18.70	12	\$ 224.40
City of Harrington, DE	7,500	\$ 24.38	12	\$ 292.50
Cambridge MUC	7,500	\$ 24.44	12	\$ 293.28
Somerset County Sanitary District	22,500	\$ 79.55	4	\$ 318.20
City of Salisbury	22,500	\$ 84.98	4	\$ 339.90
Town of Bridgeville, DE	7,500	\$ 29.83	12	\$ 357.90
Town of Delmar	22,500	\$ 90.00	4	\$ 360.00
Town of Federalsburg	22,500	\$ 92.08	4	\$ 368.30
City of Fruitland	22,500	\$ 93.50	4	\$ 374.00
Easton Utilities Commission	7,500	\$ 33.25	12	\$ 399.00
City of Pocomoke	7,500	\$ 33.83	12	\$ 405.90
Town of Denton	22,500	\$ 102.63	4	\$ 410.50
Town of Snow Hill	22,500	\$ 103.95	4	\$ 415.80
Mystic Harbour	22,500	\$ 113.88	4	\$ 455.50
Ocean Pines	22,500	\$ 114.88	4	\$ 459.50
Town of Centreville	22,500	\$ 129.65	4	\$ 518.60
Town of Trappe	7,500	\$ 44.43	12	\$ 533.16

8. ALTERNATIVE RATE DESIGN METHODS

The Town currently bills rates based on an increasing block rate design method, as shown in chart 6 below. Increasing block rate design methods help to reduce water usage by incentivizing users to use less water. Other user rate design methods, as outlined in *Developing Rates for Small Systems* by the American Water Works Association, are shown below in Chart’s 4 through 7. These rate design methods include: uniform, increasing block, decreasing block, and seasonal. An increasing block rate design method is most appropriate for the Town of Berlin.

As visible in Chart 3: Current Water & Sewer Rates, the increasing block rate does not have a large impact on water and sewer bills until the user consumes over 8,000 gallons in the month. This impact is especially apparent for water, where users can receive nearly 3,000 gallons of water for only a \$1.24 increase on their bill. This report recommends applying higher increases in cost for the increases in consumption between 3,000 gallons and 8,000 gallons.

Chart 3: Current Water & Sewer Rates

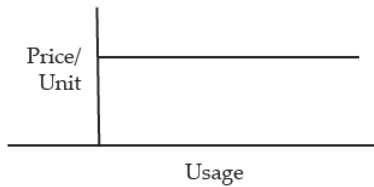
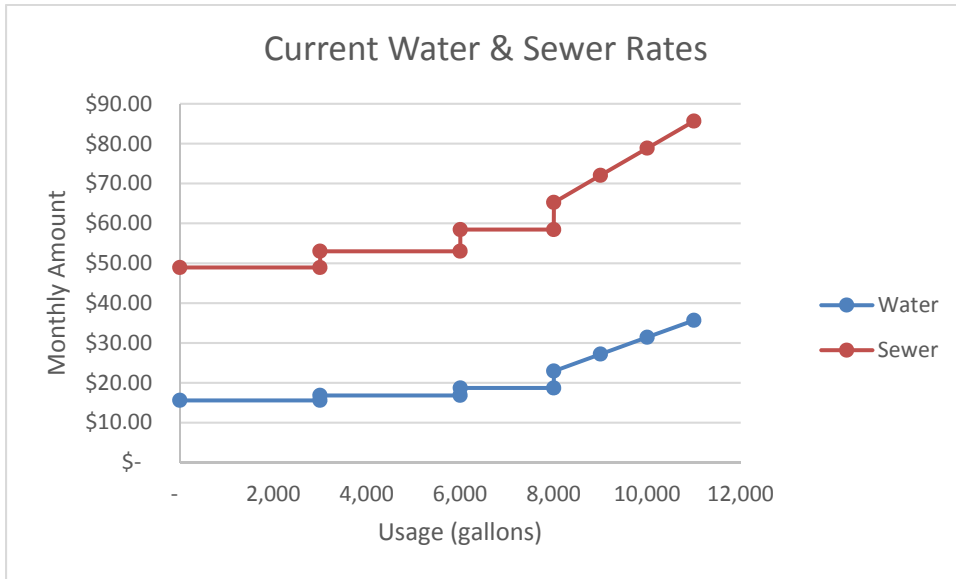


Chart 4: Uniform Rate Design

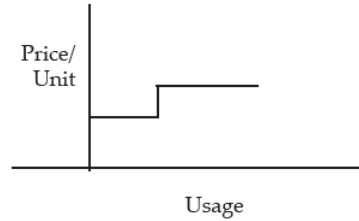


Chart 6: Increasing Block Rate Design

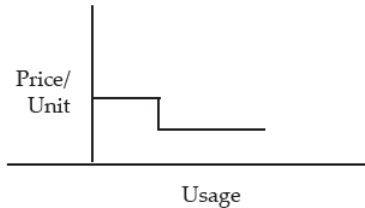


Chart 5: Decreasing Block Rate Design

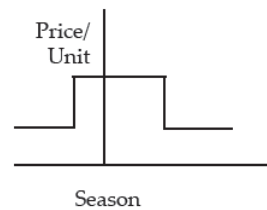


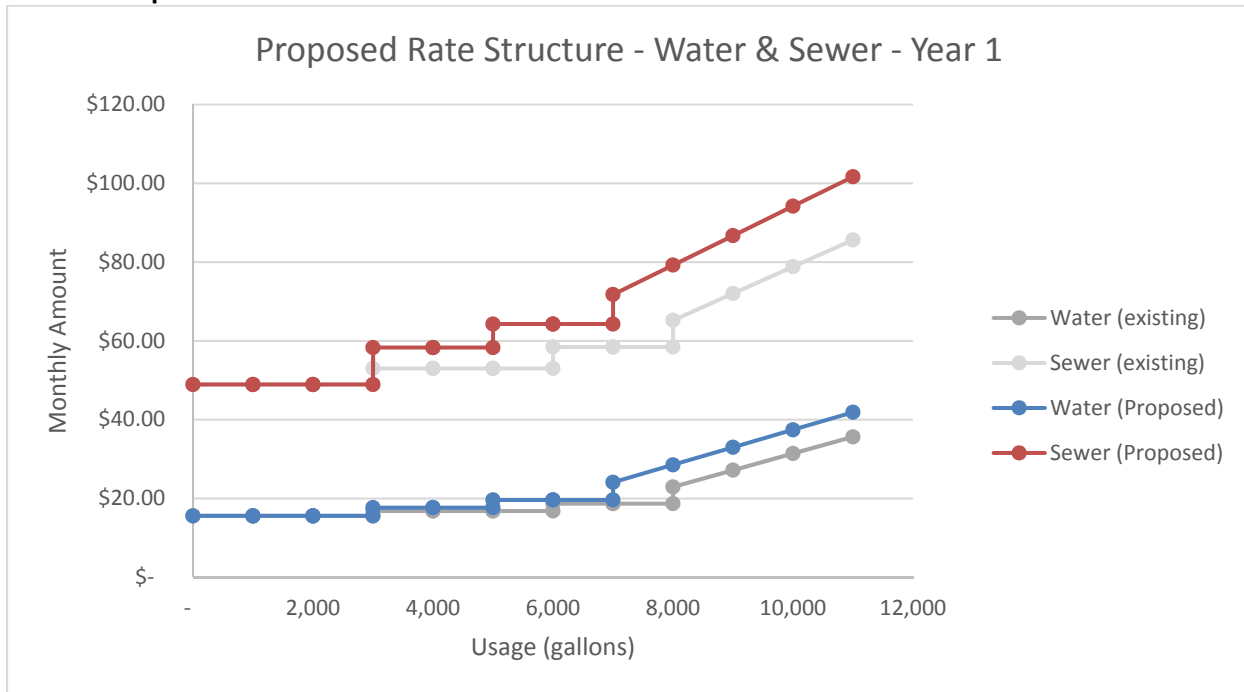
Chart 7: Seasonal Rate Design

Additionally, this report recommends that the Town change their current tiering of usage. See the table below for the existing and proposed range. The proposed tiering will clearly cover all usage scenarios.

Table 8: Existing and Proposed Rate Tiers

Existing Tiers	Proposed Tiers
Number of Gallons	Number of Gallons
0 – 2,000	0 – 2,999
3,000 – 5,000	3,000 – 4,999
6,000 – 8,000	5,000 – 6,999
> 8,000	>= 7,000

Chart 8: Proposed Water & Sewer Rates



As noted in Chart 8, the base rate for water and sewer is unchanged. The proposed tiering increases rates for customers who use higher amounts of water and therefore promotes water conservation. Rate increases will be discussed further in Section 13 – Conclusions.

9. DEBT OBLIGATIONS

The Town currently only has debt obligations on the sewer system. The debts are summarized in the following table.

Table 9: Sewer Debt Obligations

Description	FY 2016 Principal Balance	FY 2017 Total Payments	FY 2018 Total Payments
1996 RDA Bond	\$ 527,898.17	\$ 127,040.00	\$ 0.00
2007 B-6 MDHCD 20 Year Bond	\$ 768,392.88	\$ 87,970.36	\$ 0.00
2010 Brooks Bounds Real Property	\$ 455,214.64	\$ 48,540.00	\$ 48,540.00
2010 RDA Bond Wastewater Project	\$ 5,445,725.00	\$ 227,903.09	\$ 227,903.42
Wastewater Improvement Bond 2011	\$ 2,350,661.00	\$ 100,746.00	\$ 100,746.00
MDE Loan Phase II Spray Irrigation Project	\$ 2,890,924.02	\$ 182,558.39	\$ 182,558.29
2012 MDHCD 9 Year Bond	\$ 338,700.00	\$ 73,060.68	\$ 73,129.68
Bank of Ocean City Route 818 Loan	\$ 312,980.32	\$ 312,980.32	\$ 0.00
Totals	\$ 13,090,496.03	\$ 1,160,798.84	\$ 632,877.39

10. CAPITAL IMPROVEMENTS

The two tables below summarized the capital improvements for the Town over the next five (5) year planning period.

Table 10: Water System Capital Improvements

Project Description	Estimated Cost
500,000 Gallon Elevated Storage Tank	\$2,400,000
Production Well	\$300,000
Miscellaneous Watermain Upgrades	\$200,000
Total Estimated Water System Improvements	\$2,900,000

The production well and miscellaneous watermain upgrades may be funded in full, however, the elevated storage tank may be financed. Assuming a loan term of 20-years at an interest rate of 2.5% (the current Federal Discount Rate, checked August 3, 2018) the annual payment would be \$152,616 for the elevated storage tank. Without financing the annual reserve amount would be \$580,000. With financing the elevated storage tank, the annual reserve amount would be \$252,616. All calculations assume a five (5) year planning period.

Table 11: Sewer System Capital Improvements

Project Description	Estimated Cost
Route 346 West Pump Station Improvements	\$150,000
Broad Street Pump Station Improvements	\$250,000
William Street Pump Station Improvements	\$125,000
Miscellaneous Sewer Main Upgrades	\$250,000
Total Estimated Sewer System Improvements	\$775,000

The annual reserve amount for the sewer system is \$155,000. This calculation assumes a five (5) year planning period.

11. INFLATION AND USER RATES

It is necessary that the Town’s revenues keep pace with inflation. If rates are not periodically reviewed, expenses can out-weigh revenues. Reviewing published inflation data is a good practice for ensuring fair

rates and increases. Over the past 10-years, the Employment Cost Index (ECI), prepared by the Bureau of Labor Statistics has averaged an annual increase of 2.00%. The Consumer Price Index for all Urban Consumers (CPI-U) has data available for 10-years. The data shows an average annual increase of 1.71%. Additionally, a tabulation of the unadjusted annual inflation rate in the U.S. was compiled and averaged for the last 10 years, yielding 2.68%. Another tracking index is the Municipal Cost Index (MCI) which is published by the American City and County magazine. This index estimates the rate of inflation for purchases by American municipalities. The MCI over the last 10 years yielded 1.97%. A summary of the inflation rates and indices is provided below and data sources are provided in Appendix A.

To keep pace with inflation including rising wages, energy costs, fuel, equipment, and contracted services, the Town could raise rates at a rate of 1.5 to 3.0% per year. The average rate increase of all the inflation data is 2.09%; therefore 2% is recommended. Raising of rates may be done on a schedule at the Town’s discretion; annually, biennial, every 3 years, etc.

Table 12: Inflation Indices Summary

Inflation Data or Index	10-Year Annual Average Increase (%)
Employment Cost Index (ECI)	2.00%
Consumer Price Index for Urban Consumers (CPI-U)	1.71%
Unadjusted Annual Inflation Rate	2.68%
Municipal Cost Index (MCI)	1.97%

12. SPECIAL WATER & SEWER USAGE

The Town currently has special water usage and sewage treatment items in their user rates. The rates have a hydrant permit which allows tankers to fill-up using the Town’s water. The Town’s rates also have a special water usage item for swimming pool filling. Lastly, the Town accepts septage and has a rate per gallon. It is recommended that the Town reassess these costs to ensure they are incentivizing water conservation and not causing an unnecessary strain on the Town’s water and sewer system and the Town’s resources.

13. CONCLUSIONS

The Town needs to ensure that revenues from monthly billings exceeds expenses. The sewer system requires a minimum of a 15% to show a net positive for the last five (5) years of revenues and expenses. Additional revenues may be required to fund capital improvements or establish reserve funds. The water system needs a 10% increase to show a net positive over the last five (5) years. Inflation and rising costs should be considered for future rates.

Recommended rate increases and a schedule for implementing rate increases is shown below. Although rate increases are shown as 5% and 10% for water and sewer, respectively, there is no change proposed to the base rate. Chart 9 shows the new rates with the unchanged base rates. The Town is able to achieve the necessary revenues by raising rates for high volume users. These new rates and the re-tiering will promote water conservation.

Table 13: User Rate Increase Implementation

Utility	Year 1	Year 2	Year 3	Year 4	Year 5
Water System	5% Increase ¹	No Change	No Change	No Change	No Change
Sewer System	10% Increase ¹	No Change	7% Increase	No Change	3% Increase

¹No change to base rate proposed

Chart 9: Proposed Water & Sewer Rates – Year 1

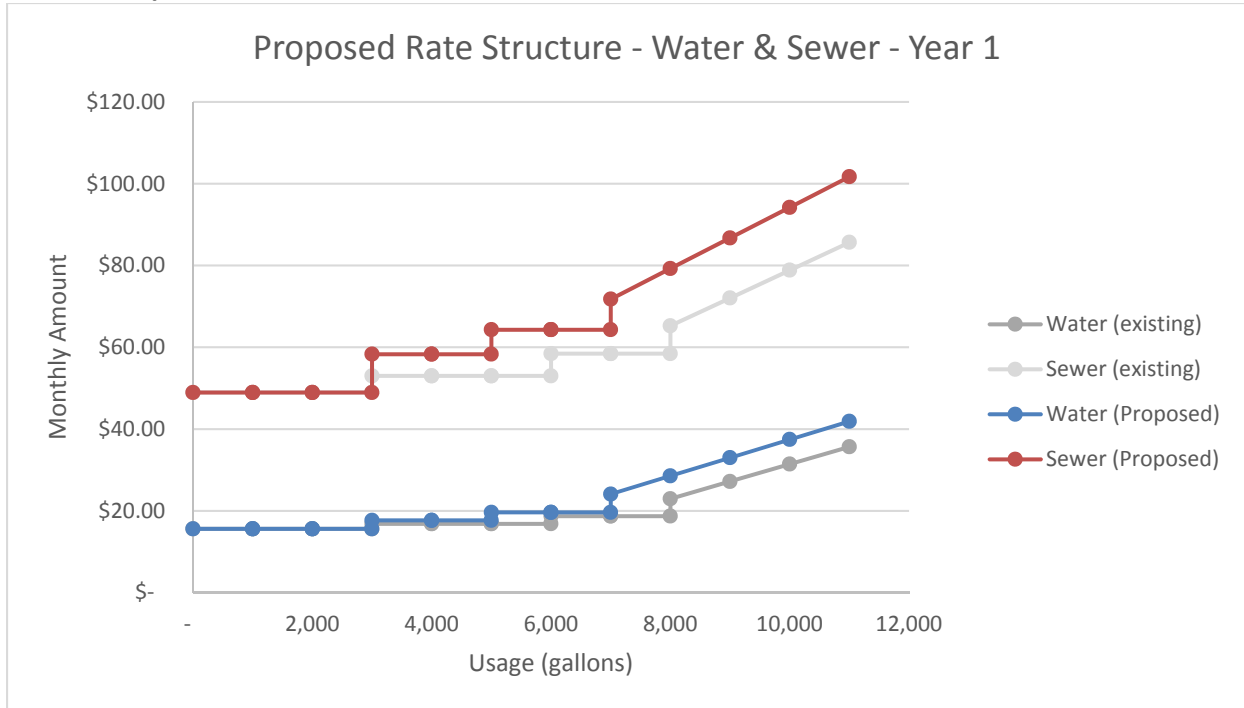


Chart 10: Proposed Water & Sewer Rates – Year 3

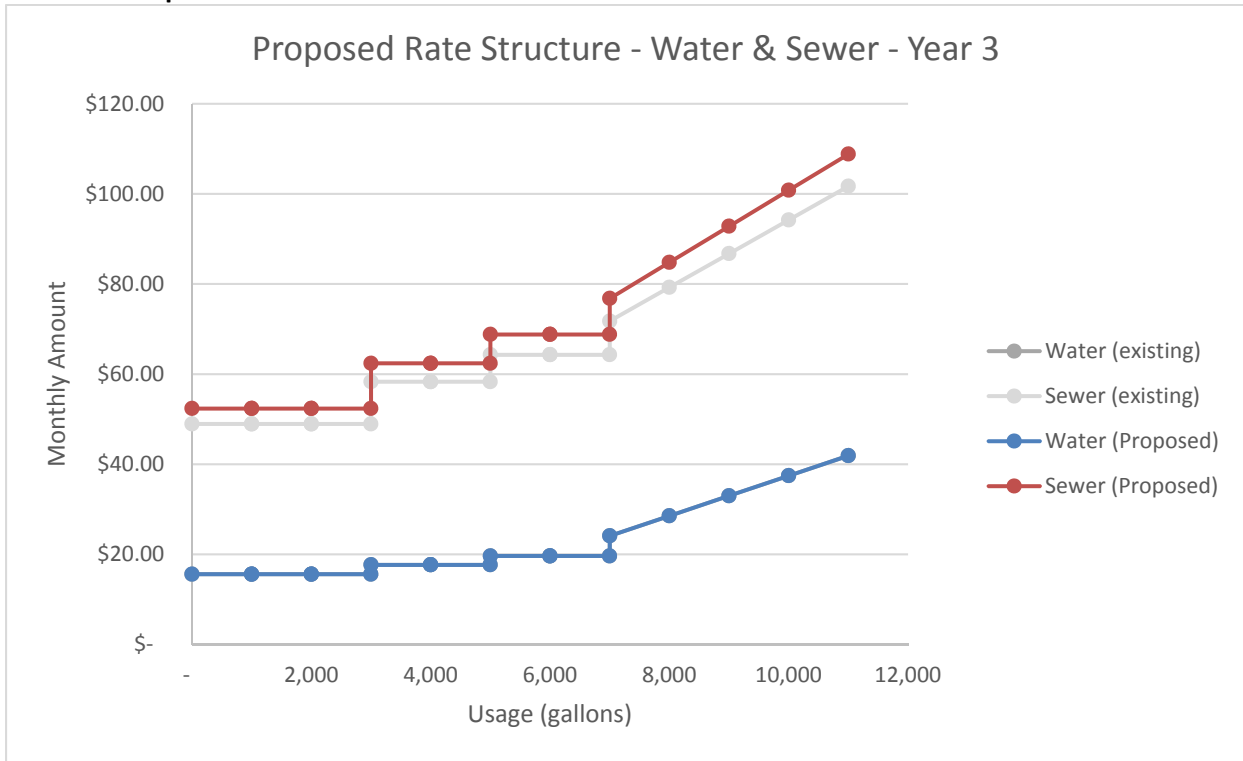
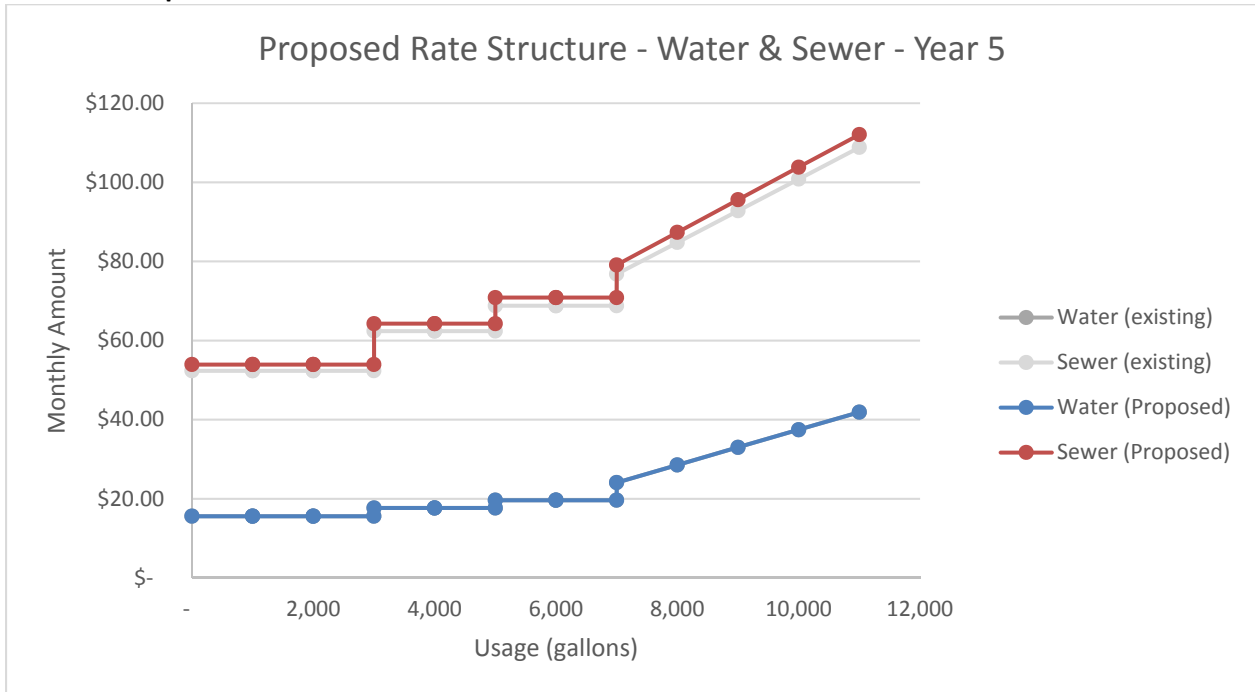


Chart 11: Proposed Water & Sewer Rates – Year 5

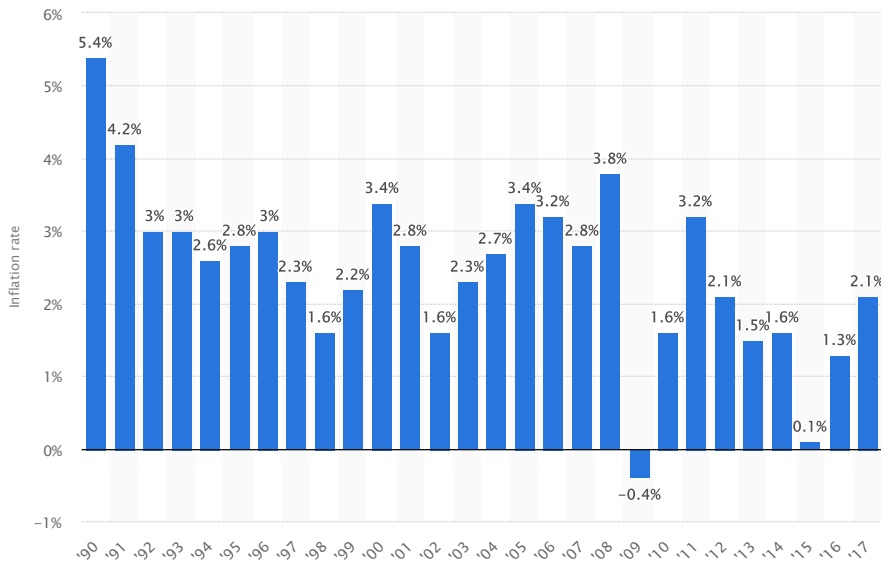


The Town's special connection charges must also be reviewed. The sewer debt obligations cannot be met with the assumption of 30 to 40 new connections each year. Using both the water and sewer special connection charges and having 40 new connections covers the debt obligation.

For capital improvements the Town should reserve approximately \$252,616 for the water system each year and \$155,000 for the sewer system each year. Funds can be allocated from monthly revenues and/or special connection charges.

**APPENDIX A
INFLATION RATE DATA SOURCES**

Annual inflation rate in the United States from 1990 to 2017



DOWNLOAD SETTINGS

PNG +

PDF +

DESCRIPTION SOURCE

This statistic shows the ur rate in the U.S. from 1990 represents U.S. city avera; 1982-84. In economics, th of inflation, the rate of inc below case: consumer pri percentage rate of change rate of decrease in the pu approximately equal. In 2 percent compared to the [GDP growth rate](#) and [U.S. information](#).

The monthly inflation rate be accessed [here](#).

Inflation

Inflation is a fundamental average pair of socks cost 105 dollars the following y percent. This means the p dollar has decreased. The rate of inflation througho

The purchasing power is t has available funds to ma [Index](#) is published by The simplifies the purchasing Compared to Norway, wh was about 7.8 U.S. dollars have to pay 1.54 U.S. doll

People need to make sure standard of living and hav housing, food, health care

Data visualized by [About this statistic](#)

© Statista 2018 [Show source](#)

We use cookies to personalize contents and ads, offer social media features, and analyze access to our website. In your browser settings you can configure or disable this, respectively, and can delete any already placed cookies. For details, please see your browser's Help section (by pressing F1). Please see our [privacy statement](#) for details about how we use data.

OK



Mid-Atlantic Information Office

SHARE ON: share on facebook share on twitter share on linkedin [Search Mid-Atlantic Regi](#) **Go**

[Mid-Atlantic Home](#) | [Mid-Atlantic Geography](#) | [Mid-Atlantic Subjects](#) | [Mid-Atlantic Archives](#) | [Contact Mid-Atlantic](#)

[Geographic Information](#) > [Mid-Atlantic](#) > [Table](#)

Consumer Price Index Historical Tables for U.S. City Average

CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS (CPI-U) (not seasonally adjusted)

ALL ITEMS (1982-84=100)	U.S. City Average											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Consumer Price Index												
2008	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228
2009	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524
2018	247.867	248.991	249.554	250.546	251.588							

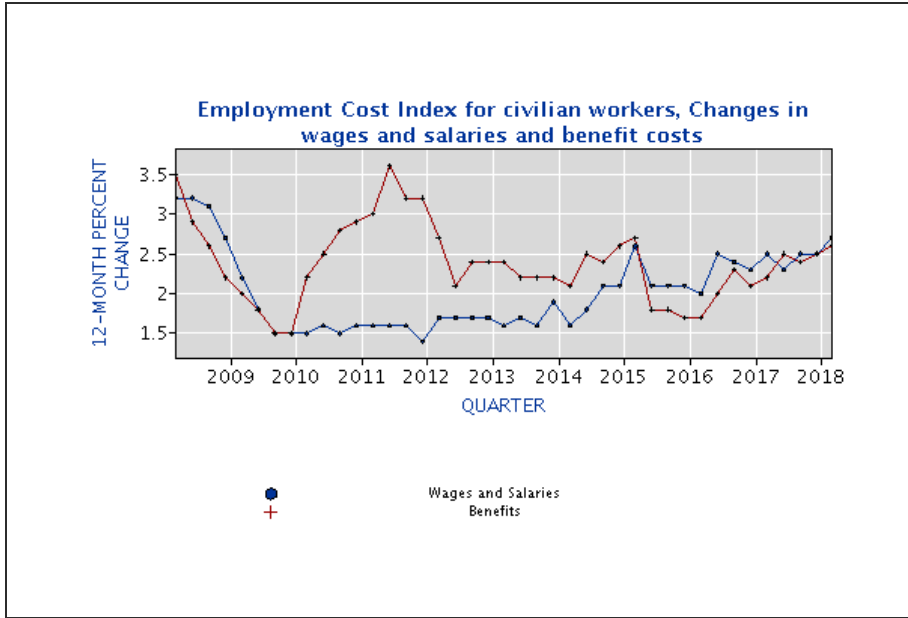
Percent change from 12 months ago	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2008	4.3	4.0	4.0	3.9	4.2	5.0	5.6	5.4	4.9	3.7	1.1	0.1
2009	0.0	0.2	-0.4	-0.7	-1.3	-1.4	-2.1	-1.5	-1.3	-0.2	1.8	2.7
2010	2.6	2.1	2.3	2.2	2.0	1.1	1.2	1.1	1.1	1.2	1.1	1.5
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3.0
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2.0	2.2	1.8	1.7
2013	1.6	2.0	1.5	1.1	1.4	1.8	2.0	1.5	1.2	1.0	1.2	1.5
2014	1.6	1.1	1.5	2.0	2.1	2.1	2.0	1.7	1.7	1.7	1.3	0.8
2015	-0.1	0.0	-0.1	-0.2	0.0	0.1	0.2	0.2	0.0	0.2	0.5	0.7
2016	1.4	1.0	0.9	1.1	1.0	1.0	0.8	1.1	1.5	1.6	1.7	2.1
2017	2.5	2.7	2.4	2.2	1.9	1.6	1.7	1.9	2.2	2.0	2.2	2.1
2018	2.1	2.2	2.4	2.5	2.8							

CONSUMER PRICE INDEX FOR URBAN WAGE EARNERS AND CLERICAL WORKERS (CPI-W) (not seasonally adjusted)

ALL ITEMS (1982-84=100)	U.S. City Average											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Consumer Price Index												
2008	206.744	207.254	209.147	210.698	212.788	215.223	216.304	215.247	214.935	212.182	207.296	204.813
2009	205.700	206.708	207.218	207.925	208.774	210.972	210.526	211.156	211.322	211.549	212.003	211.703
2010	212.568	212.544	213.525	213.958	214.124	213.839	213.898	214.205	214.306	214.623	214.750	215.262
2011	216.400	217.535	220.024	221.743	222.954	222.522	222.686	223.326	223.688	223.043	222.813	222.166
2012	223.216	224.317	226.304	227.012	226.600	226.036	225.568	227.056	228.184	227.974	226.595	225.889
2013	226.520	228.677	229.323	228.949	229.399	230.002	230.084	230.359	230.537	229.735	229.133	229.174
2014	230.040	230.871	232.560	233.443	234.216	234.702	234.525	234.030	234.170	233.229	231.551	229.909
2015	228.294	229.421	231.055	231.520	232.908	233.804	233.806	233.366	232.661	232.373	231.721	230.791
2016	231.061	230.972	232.209	233.438	234.436	235.289	234.771	234.904	235.495	235.732	235.215	235.390
2017	236.854	237.477	237.656	238.432	238.609	238.813	238.617	239.448	240.939	240.573	240.666	240.526
2018	241.919	242.988	243.463	244.607	245.770							
Percent change from 12 months ago												
2008	4.6	4.4	4.3	4.2	4.5	5.6	6.2	5.9	5.4	3.8	0.7	-0.5
2009	-0.5	-0.3	-0.9	-1.3	-1.9	-2.0	-2.7	-1.9	-1.7	-0.3	2.3	3.4
2010	3.3	2.8	3.0	2.9	2.6	1.4	1.6	1.4	1.4	1.5	1.3	1.7
2011	1.8	2.3	3.0	3.6	4.1	4.1	4.1	4.3	4.4	3.9	3.8	3.2
2012	3.1	3.1	2.9	2.4	1.6	1.6	1.3	1.7	2.0	2.2	1.7	1.7

Employment Cost Trends

ECT SHARE ON: [f](#) [t](#) [in](#)



Source: Bureau of Labor Statistics, Employment Cost Index

Series Id: CIU102000000000A

Download: [xlsx](#)

Year	Qtr1	Qtr2	Qtr3	Qtr4
2008	3.2	3.2	3.1	2.7
2009	2.2	1.8	1.5	1.5
2010	1.5	1.6	1.5	1.6
2011	1.6	1.6	1.6	1.4
2012	1.7	1.7	1.7	1.7
2013	1.6	1.7	1.6	1.9
2014	1.6	1.8	2.1	2.1
2015	2.6	2.1	2.1	2.1
2016	2.0	2.5	2.4	2.3
2017	2.5	2.3	2.5	2.5
2018	2.7			

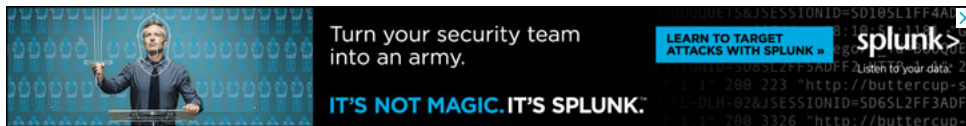
Series Id: CIU103000000000A

Download: [xlsx](#)

Year	Qtr1	Qtr2	Qtr3	Qtr4
2008	3.5	2.9	2.6	2.2
2009	2.0	1.8	1.5	1.5
2010	2.2	2.5	2.8	2.9
2011	3.0	3.6	3.2	3.2
2012	2.7	2.1	2.4	2.4
2013	2.4	2.2	2.2	2.2
2014	2.1	2.5	2.4	2.6



Welcome, rjdu
My Account | Si

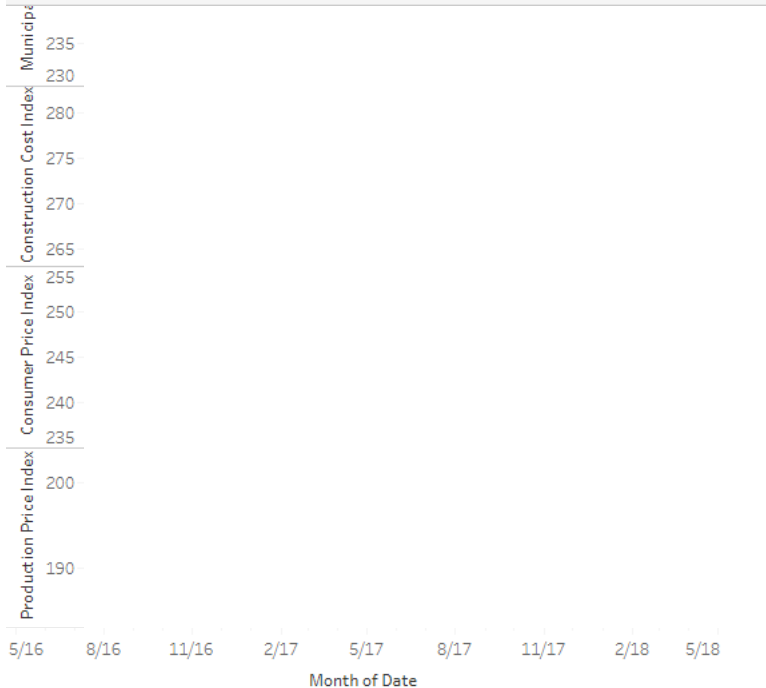


HOME > MUNICIPAL COST INDEX

Municipal Cost Index

cells or graph points for highlighted index numbers. Click second-from-right button on bar under table to download cost index data from January 2015 to present. Graph shows two-year view; table shows one-year view.

MCI	CCI	CPI	PPI									
5/17	6/17	7/17	8/17	9/17	10/17	11/17	12/17	1/18	2/18	3/18	4/18	5/18
241.68	241.96	242.75	243.63	244.20	244.29	245.48	245.81	246.71	247.39	247.79	248.43	250.02
274.09	274.28	276.25	277.45	277.25	277.06	278.50	278.67	278.91	279.26	280.67	281.07	282.37
243.85	243.79	244.05	245.03	246.37	246.64	247.59	247.96	249.25	249.62	249.46	250.01	250.54
192.90	193.70	193.40	193.70	194.50	194.80	195.90	196.40	197.80	199.30	198.90	200.00	203.20



Get the latest information on government trends, policies, best practices and case studies.

SUBSCRIBE NOW

LEARN MORE

Like Page 2.2K likes

New on AC&C

GPN Industry Insights: Communication technology

Stormwater's new look

Lessons in emergency alerting for active shooter incidents

Shred-it awarded national contract with U.S. communities

Local officials across U.S. denied entry into immigrant children detention facility

(Note: the consumer and producer price indexes are published monthly by the U.S. Department of Labor's Bureau of Labor Statistics. The PPI figure used is the number for all commodities. The municipal cost index incorporates the construction cost index, the consumer price index and the production price index.)

The **Municipal Cost Index**, developed exclusively by *American City & County*, is designed to show the effects of inflation on the cost of providing municipal services. State and local government officials rely on *American City & County's* Municipal Cost Index to stay on top of price trends, monitor price increases for commodities, make informed government contract decisions and plan budgets intelligently. Since 1978, readers have loyally referred to the Municipal Cost Index to determine the cost of inflation and, hence, the rising cost of doing business as a local government.

About the Municipal Cost Index

Learn more [about the Municipal Cost Index](#), including its history and the factors included in its monthly calculation.

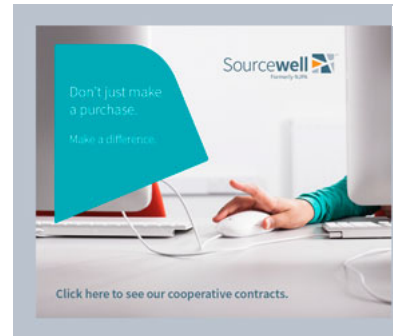
Municipal Cost Index Archives

View historical Municipal Cost Indexes:

- [2015](#)
- [2014](#)
- [2013](#)
- [2012](#)
- [2011](#)
- [2010](#)
- [2009](#)
- [2008](#)

- [2007](#)
- [2006](#)
- [2005](#)
- [2004](#)
- [2003](#)
- [2002](#)
- [2001](#)
- [2000](#)
- [1999](#)
- [1998](#)
- [1997](#)
- [1996](#)
- [1995](#)
- [1994](#)
- [1993](#)
- [1992](#)
- [1991](#)
- [1990](#)
- [1989](#)
- [1988](#)
- [1987](#)
- [1986](#)
- [1985](#)
- [1984](#)
- [1983](#)
- [1982](#)
- [1981](#)
- [1980](#)
- [1979](#)
- [1978](#)

GET MORE HEADLINES



Newsletter Signup

Sign-up to receive our free newsletters

- Government Update** - (Weekly) [View Sample](#)
- Issues & Trends** - (Weekly) [View Sample](#)
- Public Sector Technology** - (Monthly) [View Sample](#)
- AC&C Breaking News** - (As Needed) [View Sample](#)

E-MAIL*

COUNTRY*

Enter your email above to receive messages about offering by Penton, its brands, affiliates and/or third-party partners, consistent with Penton's [Privacy Policy](#).

SUBSCRIBE

Commentaries and Blogs

[Lessons in emergency alerting for active shooter incidents](#)

Posted 22 hours ago
in [Viewpoints](#)

[Three tech tools that can keep our citizens and first responders safe](#)

Posted 2 days ago
in [Viewpoints](#)

[The operations and maintenance incentive for future builds and renovations of U.S. airports](#)

Posted 1 week ago
in [Viewpoints](#)

Popular Articles

[Water crisis](#)

[Cities mean \(small\) business](#)

[The buying game](#)

[Baltimore considers curfew](#)

[Getting an eyeful](#)

**APPENDIX B
CURRENT TOWN USER RATES**

RESOLUTION 2012-03

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, TO ESTABLISH WATER, SEWER AND SANITATION USAGE RATES AND CONNECTION FEES PURSUANT TO THE AUTHORITY SET FORTH IN THE CODE OF THE TOWN OF BERLIN, MARYLAND.

DEFINITIONS

1. **CONNECTION CHARGES** are designed to recoup only the cost of making individual connections from the water or wastewater mains in the street to the property line of an abutting lot and are due and payable at the time a request is made for service. In the case of new construction this fee is due and payable before a "CERTIFICATE OF OCCUPANCY" is issued.
2. **SPECIAL CONNECTION CHARGES** are designed to pay debt service for capital improvements and are due and payable at the time a request is made for service. In the case of new construction this fee is due and payable before a building permit is issued.
3. **EQUIVALENT DWELLING UNIT** – The Equivalent Dwelling Unit (EDU) is the term used to describe the amount of water usage by a typical family during one twenty-four hour period. Maryland Department of the Environment has approved two hundred fifty gallons per day as the amount of water consumption for planning purposes for the Town of Berlin.
4. **READY TO SERVE CHARGE** is a charge based upon the number of EDU(s) applied to all lots or parcels of land (improved or unimproved) located within the Corporate Limits of the Town of Berlin for which water and/or wastewater service is available, but not being used. Worcester County requires the Town to reserve the appropriate number of EDU's for each lot to supply the property with the level of service necessary to meet the need of the intended use of the property as approved by the Town of Berlin Planning and Zoning Commission.

BE IT RESOLVED by the Mayor and Council of the Town of Berlin, Maryland that the following usage rates are hereby established:

1. Pursuant to Section 102-7 of the Code of the Town of Berlin, the Rates, Fees, and Terms and Conditions for water usage are hereby established:

WATER RATES

- (a) For metered customers INSIDE of the Town limits the following monthly water rates will apply:

	Billing Effective <u>January 1</u>	Billing Effective <u>January 1</u>	Billing Effective <u>January 1</u>	Billing Effective <u>January 1</u>
Number of gallons	2010	2011	2012	2013
0 - 2000	\$14.00	\$14.98	\$15.28	\$15.59
3000 - 5000	\$15.12	\$16.18	\$16.50	\$16.83
6000 - 8000	\$16.80	\$17.98	\$18.34	\$18.70

Any water consumption over 8,000 gallons per month will be billed at the rate of per thousand gallons.

Billing Effective <u>January 1</u>	Billing Effective <u>January 1</u>	Billing Effective <u>January 1</u>	Billing Effective <u>January 1</u>
2010	2011	2012	2013
\$3.81	\$4.08	\$4.16	\$4.24

- (a) For non-residential metered customers holding an approved allocation agreement exceeding the EDU allocation for the property, the rates will be doubled that represented in the above paragraph as indicated in excess of 8000 gallons per month.
- (b) For metered customers being served OUTSIDE of the Town limits the rates will be doubled that represented in the above paragraph.
- (c) A "READY TO SERVE FEE" will be assessed based upon the number of EDU(s) assigned, to all non-metered parcels with service available within the Corporate Limits. This fee will be 50% of the current minimum water service rate. Should a customer request the removal of an existing water meter, to qualify for this class of service the customer must pay for the actual cost to remove the meter.
- (d) All applications for water service will be in the property owner's name. Billing will be sent to the property owner and the property owner will be responsible for all payments.

(e) Temporary "SHUT OFF" Fee – Requests for shutoffs, except for emergency reasons, must be made on an application form provided by the Town. Non-emergency disconnection requested prior to 4:00 P.M. on a business day will normally be performed the same day. Requests received after 4:00 P.M. will be honored on the next business day. In the case of a requested EMERGENCY DISCONNECT this documentation must be completed by the end of the next working day.

(1) There will be no charge for this service if it is provided during business hours.

(2) There will be a fee in the amount of \$50.00 assessed to provide this service during non-business hours.

(f) "TURN-ON" Fee:

(1) There will be no charge for this service if it is provided during business hours.

(2) There will be a fee in the amount of \$50.00 assessed to provide this service during non-business hours.

(g) **The Property Owner is responsible for water meter damage to include meter and pit unless otherwise determined by the Director of Water and Wastewater to be normal wear and tear.**

If a water meter replacement is required, a "minimum" replacement charge, which includes all normal parts and labor of Two Hundred Fifty dollars (\$250.00) will be assessed.

2. Pursuant to Section 108-8 of the Code of the Town of Berlin, Maryland, the following Fees for water connection charges are hereby established:

(a) The Town will charge all class of customers a "CONNECTION CHARGE" to install the water service. This charge will include all costs necessary to establish the service to include labor and materials.

(b) SINGLE FAMILY DWELLING UNIT – The "SPECIAL CONNECTION CHARGE" to the Municipal Water Distribution System will be three thousand six hundred dollars (\$3,600.00) for each equivalent dwelling units (EDU) for a grandfathered parcel which is currently paying a ready to serve fee and four thousand four hundred twenty five dollars (\$4,425.00)per equivalent dwelling unit (EDU) for all other parcels.

- (c) MULTI-FAMILY DWELLING UNIT - The "SPECIAL CONNECTION CHARGE" to the Municipal Water Distribution System will be three thousand six hundred dollars (\$3,600.00) for each equivalent dwelling unit (EDU) for a grandfathered parcel which is currently paying a ready to serve fee and four thousand four hundred twenty five dollars (\$4,425.00) per equivalent dwelling unit (EDU) for all other parcels. This category includes condominiums, townhouses and apartments. One water meter will be required for each unit unless otherwise approved. Developers will be responsible for the extension of mains, services and installation of meter assemblies within the property. These costs are exclusive of the CONNECTION CHARGE.
- (d) NON DWELLING UNIT – The "SPECIAL CONNECTION CHARGE" to the Municipal Water Distribution System will be determined by the Town of Berlin based upon the anticipated use of the property. The property owner will be assessed three thousand six hundred dollars (\$3,600.00) per equivalent dwelling unit (EDU) for a grandfathered parcel which is currently paying a ready to serve fee and four thousand four hundred twenty five dollars (\$4,425.00) per equivalent dwelling unit (EDU) for all other parcels. This category includes all business and commercial buildings, shopping centers, schools, restaurants and fast food establishments, Laundromats and all other Non Dwelling buildings. One water meter will be required for each unit unless otherwise approved. Developers will be responsible for the extension of mains, services and installation of meter assemblies within the property. These costs are exclusive of the Connection Fees. The Town will monitor water flow to the Non Dwelling unit for a period of twenty four months. If the flow exceeds the established EDU's (two hundred fifty gallons per day per EDU), assigned to the property the Non Dwelling unit will be assessed additional SPECIAL CONNECTION CHARGES as appropriate.
- (e) Although the Town of Berlin as a matter of practice does not extend its water mains beyond the corporate limits, in the event this situation occurs the property owner will be assessed twice the normal connection charge and the special connection charge.
- (f) In the event a customer modifies his property to a greater water use than the current service the Town will re-compute the SPECIAL CONNECTION CHARGES stated above with a credit given for the pre-existing condition.
- (g) In the event the water meter was removed and sewer service abandoned prior to July 1, 2010, a Special Connection fee will not be assessed in the case of a reconnection, subject to sufficient proof of prior connection by the property owner and approval by the Mayor and Council.

SEWER RATES

3. Pursuant to Section 86-16 of the Code of the Town of Berlin, the Rates, Fees, and Terms and Conditions for sewer usage are hereby established.

(a) For metered customers INSIDE of the Town limits the following monthly sewer rates shall apply and be effective as of July 1, 2011:

		Billing Effective <u>July 1</u>	Billing Effective <u>July 1</u>	Billing Effective <u>July 1</u>	Billing Effective <u>July 1</u>
Number of Gallons	2010	2011	2012	2013	2014
0 - 2000	\$ 38.34	\$40.26	\$42.27	\$46.60	\$48.93
3000 - 5000	\$ 41.54	\$43.62	\$45.80	\$50.49	\$53.01
6000 - 8000	\$ 45.80	\$48.09	\$50.49	\$55.67	\$58.45

Any wastewater usage over 8,000 gallons per month will be billed effective July 1, 2011 at the rate per thousand gallons.

	Billing Effective <u>July 1</u>	Billing Effective <u>July 1</u>	Billing Effective <u>July 1</u>	Billing Effective <u>July 1</u>
	2010	2011	2012	2013
	\$5.33	\$5.60	\$5.88	\$6.48
				\$6.80

(b) For metered customers being served OUTSIDE of the Town limits the rates will be doubled that represented in the above paragraph.

(c) A "READY TO SERVE FEE" will be assessed based upon the number of assigned EDU(s) on all Non-metered parcels within the Corporate limits. This fee will be 50% of the current minimum sewer rate.


(d) All applications for sewer service will be in the property owner's name. Billing will be sent to the property owner and the property owner will be responsible for all payments.

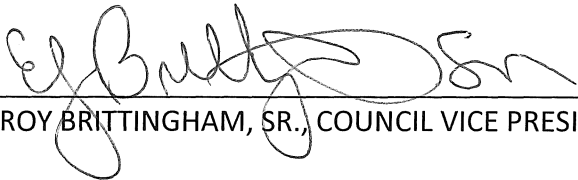
4. Pursuant to Section 86-17 of the Code of the Town of Berlin, the following Fees for sewer CONNECTION CHARGES are hereby established:
- (a) The Town will charge all class of customers a "CONNECTION CHARGE" to install the wastewater service. This charge will include all costs necessary to establish the service to include labor and materials.
 - (b) SINGLE FAMILY DWELLING UNIT – The SPECIAL CONNECTION CHARGE to the Municipal Wastewater Collection System will be eight thousand three hundred thirty eight dollars (\$8,338.00) per EDU for a grandfathered parcel which is currently paying a ready to serve fee and twelve-thousand two hundred sixty one dollars (\$12,261.00) per EDU for all other parcels.
 - (c) MULTI-FAMILY DWELLING UNIT – The SPECIAL CONNECTION CHARGE to the Municipal Wastewater Collection System will be eight thousand three hundred thirty eight dollars (\$8,338.00) per EDU for a grandfathered parcel which is currently paying a ready to serve fee and twelve thousand two hundred sixty one dollars (\$12,261.00) per EDU for all other parcels. This category includes condominiums, townhouses and apartments. Developers will be responsible for the extension of mains, services and clean outs within the property. These costs are exclusive of the CONNECTION CHARGE.
 - (d) NON DWELLING UNIT – The SPECIAL CONNECTION CHARGE to Municipal Wastewater Collection system will be determined by the Town of Berlin based upon the anticipated use of the property. The property owner will be assessed eight thousand three hundred thirty eight dollars (\$8,338.00) per equivalent dwelling unit (EDU) for a grandfathered parcel which is currently paying a ready to serve fee and twelve thousand two hundred sixty one dollars (\$12,261.00) per equivalent dwelling unit (EDU) for all other parcels. This category includes all business and commercial buildings, shopping centers, schools, restaurants and fast food establishments, laundromats and all other Non Dwelling buildings. Developers will be responsible for the extension of mains, services, and clean outs within the property. These costs are exclusive of the CONNECTION CHARGE. The Town will monitor wastewater flow from the Non Dwelling Unit for a period of twenty four months. If the flow exceeds the established EDU's (two hundred fifty gallons per day per EDU), as assigned to the property, the Non Dwelling unit will be assessed additional SPECIAL CONNECTION CHARGES as applicable.


- (e) Although the Town of Berlin as a matter of practice does not extend its Wastewater collection system beyond the corporate limits, in the event this situation occurs, the property owner will be assessed twice the normal SPECIAL CONNECTION CHARGES.
 - (f) In the event a customer modifies his property to a greater waste-water use than the current service the Town will re-compute the SPECIAL CONNECTION CHARGES as stated above with a credit given for the pre-existing condition.
5. Hydrant Permit: Pursuant to Section 102-10 of the Code of the Town of Berlin, the Rate and Terms of hydrant use is hereby established:
- (a) \$50.00 permit application Fee, plus \$15.00 + \$3.81 meter maintenance per 1,000 gallons of usage, plus all terms of the permit applications must be met.
 - (b) A \$200.00 dollar fine, plus all costs of service and/or repair may be imposed upon the property owner for any unauthorized use of and/or tampering with a Town of Berlin water system hydrant, shut-off valve or meter.
6. Swimming Pool: Pursuant to Section 102-9 of the Code of the Town of Berlin, the Rate and term of swimming pools is hereby established:
- Swimming pool owners may request the Town of Berlin reduce their sewer system charge by that amount of metered water used to fill their swimming pool. The Town must be notified prior to the filling of the pool using the customers installed water meter. The sewer charge correction will be made at the current Rate of \$5.00 per 1,000 gallons, and a \$20.00 service fee will normally appear on the next customer's monthly utility bill. This credit is available only once each calendar year unless otherwise approved by the Mayor and Council.
7. Septage Treatment Rates: A "Septage Treatment" Rate of .06 cents per gallon is hereby established effective July 1, 2011. The GENERAL Terms and Conditions of the Town of Berlin's acceptance of "Septage Treatment" are as follows:
- (a) All septage haulers must be approved by the Wastewater Superintendent prior to Berlin acceptance of septage for treatment.
 - (b) All septage haulers must comply to ALL of the Berlin Wastewater Departments DETAILED "Terms and Conditions" for acceptance of septage for treatment.

- (c) The Town of Berlin retains the right to terminate acceptance of septage for treatment upon discovery of any violation of its detailed “Terms and Conditions”, and for non-payment of its treatment Fee within 60 days of its invoice date.
 - (d) A Surcharge of \$200.00 per shift is established for the acceptance of septage for treatment outside of normal work hours.
 - (e) A one and one-half percent/month (1.5%) late charge shall be assessed on septage treatment charges more than 30 days in arrears.
8. Pursuant to Berlin Charter Article –X, Section C10-1.F; and Chapter 86-19.B, of the Code of the Town of Berlin, Berlin hereby establishes a “Laboratory Testing Service”, as per:
- (a) Establishes a Testing program that meets all State and Federal requirements; and
 - (b) Establishes the Senior Laboratory Technician, Laboratory Technician, and Assistant Laboratory Technician job duties & responsibilities, qualifications, and training standards; and
 - (c) Establishes a list of Berlin’s “Laboratory Testing” services and a Fee Schedule for Berlin’s Laboratory Tests; and
 - (d) Establishes a set of detailed “Terms and Conditions” for the Administration of the Testing Program; and
 - (e) Berlin retains the right to terminate its “Testing Services” upon violation of any provision of its Testing Program.
9. The Berlin Mayor and Council hereby adopt “Design Parameters, Standard Specifications and Details for Installation of Water & Sewer Utilities and roadway Construction Projects”, as more specifically set forth in the booklet compiled by the Consulting Engineering Firm of Davis, Bowen and Friedel, dated January 28, 1991, and revised dated January 1999, and as those Standards may be duly amended from time to time.

ADOPTED THIS 26th DAY OF March, 2012 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY THE AFFIRMATIVE VOTE OF 4 TO 0 OPPOSED, WITH 0 ABSTAINING. *1 absent*

BY: 
WILLIAM GEE WILLIAMS, III, MAYOR

BY: 
ELROY BRITTINGHAM, SR., COUNCIL VICE PRESIDENT

ATTEST: 
ANTHONY J. CARSON, JR.
TOWN ADMINISTRATOR



MOTION OF THE MAYOR AND COUNCIL 2019-06

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN AWARDING A CONTRACT TO COASTAL SITE WORKS, LLC FOR THE DEMOLITION OF SEVEN SMALL BUILDINGS AND THE DIGESTER AT BERLIN FALLS PARK IN AN AMOUNT NOT TO EXCEED \$124,000.

APPROVED THIS _____ DAY OF _____, 2019 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 _____, 2019 by the Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: _____

Laura Allen
Town Administrator



STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Project Coordinator David Deutsch
VIA: Town Administrator Laura Allen *JA*
MEETING DATE: Monday, March 11, 2019
SUBJECT: Demolition Contract Award Recommendation

RECOMMENDATION

Staff recommends the Town Council award a contract to Coastal Site Works, LLC in the amount of \$124,000 for the demolition of seven small buildings and the digester at Berlin Falls Park.

EXECUTIVE SUMMARY

In November 2018 an Invitation to Bid was issued for the demolition of seven small buildings at Berlin Falls Park, along with the digester on site which was part of the Tyson wastewater process.

FISCAL IMPACT

Coastal Site Works, LLC Ocean City, MD	<u>Main Bid (7 buildings)</u> \$92,000	<u>Digester</u> \$32,000	<u>Total</u> \$124,000
Lindstrom Excavating, Inc. Worton, MD	\$232,000	\$264,000	\$496,000

BACKGROUND

Representatives from six firms attended an on-site pre-bid meeting on November 29, 2018. Contractors raised several questions, which caused us to reschedule the bid opening to February 8, 2019 from the original date in December. All questions were answered, and the responses were posted on the Town website.

ANALYSIS

The Coastal Site Works' references are positive, including a helpful report from staff at the Town of Ocean City. The contractor is prepared to begin the project one to two weeks after the contract is signed and all paperwork is completed. The project is expected to last thirty working days. Staff will coordinate the schedule with the contractor to avoid conflicts with any park activities.

CONCLUSION

Sufficient funds exist in the Berlin Falls Park account, and therefore it is recommended that a contract be awarded to Coastal Site Works, LLC in the amount of \$124,000 for the demolition of seven small buildings and the digester at Berlin Falls Park.

ATTACHMENTS

- Bid Documents
- Building Photos

COASTAL SITE WORKS, LLC.

9748
Stephen
Decatur Hwy
Suite 200
Ocean City,
MD 21842

Federal Tax ID# 83-1435177

RFP 2018-01 Demolition and Removal Services

COST PROPOSAL

Lump sum bid for completion of project as described: \$ 92,000

Spell out the bid amount: ninety two thousand dollars

Add/Alternate Bid Item

The Town requests a separate fee proposal for the demolition and removal of the 20 x 20-foot diameter wastewater clarifier on the site. The 20 x 10' foot splitter box next to the clarifier needs to be removed also.

Cost for demolition/removal of clarifier + splitter box \$ 32,000

Spell out add/alternate bid price: thirty two thousand dollars

Overall project pricing will determine whether the Town selects the Add/Alternate for inclusion in the contract.

Proposed Subcontractors:

Individual/Firm Name	Address	Proposed work to be completed
Hi-Tide Marine	9748 Stephen Decatur Highway West Ocean City 21842	Demo of building over water
Reece Transportation	1976 Worcester Hwy Pocomoke City Maryland 21851	Hauling and disposal of concrete
Goodie Hill Roll Off Service	9539 Goodie Hill Road Berlin Maryland 21811	Roll off rental

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

RFP 2018-01 Demolition and Removal Services

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.

By my signature below, I also certify that pricing shall be guaranteed for a minimum of 60 days following the deadline as indicated in the RFP.

Firm Name: coastal site works llc

Address: 9748 Stephen Decatur Highway

City, State Zip: Ocean City, Maryland 21811

Phone: 410-390-2526

Signature: 

Date: February 7th 2019

Printed Name: Dean Strawbridge

Federal Tax ID# 83-1435177

List of References

1. Frontier Town Camp Ground-

8428 Stephen Decatur Highway

Berlin MD 21811

Contact- Mike Johnson 865-898-8383

Description of Work- Demolition of Water Park

2. Town of Ocean City

301 Baltimore Avenue

Ocean City MD 21842

Contact- Terry McGean 410-289-8780

Description of Work- Demolition of Dorchester Street Bath Houses

3. Nolan Enterprises

Fairfield Avenue

Baltimore MD 21201

Contact- Matt Nolan 443-909-6633

Description of Work- Demolition of Four Story Warehouse

Thank you,

Dean Strawbridge

9748 Stephen Decatur Hwy, Unit 200

Ocean City, MD 21842

Dean Strawbridge

Dean@coastalsiteworks.com

443.277.2814



RFP 2018-01 Demolition and Removal Services

COST PROPOSAL

Lump sum bid for completion of project as described: \$ 232,000

Spell out the bid amount: Two hundred thirty two thousand dollars and zero cents

Add/Alternate Bid Item

The Town requests a separate fee proposal for the demolition and removal of the 20 x 20-foot diameter wastewater clarifier on the site. The 20 x 10' foot splitter box next to the clarifier needs to be removed also.

Cost for demolition/removal of clarifier + splitter box \$ 264,000

Spell out add/alternate bid price: Two hundred sixty four thousand dollars and zero cents

Overall project pricing will determine whether the Town selects the Add/Alternate for inclusion in the contract.

Proposed Subcontractors:

Individual/Firm Name	Address	Proposed work to be completed
N/A		

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

RFP 2018-01 Demolition and Removal Services

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.

By my signature below, I also certify that pricing shall be guaranteed for a minimum of 60 days following the deadline as indicated in the RFP.

Firm Name: Lindstrom Excavating Contractors, Inc.

Address: 25820 Still Pond Neck Road

City, State Zip: Worton, Maryland 21678

Phone: 410-778-6344

Signature: 

Date: 2/8/18

Printed Name: Duane Lindstrom, President

90 County

State of Maryland License

14345966

14590232

03752838



LINDSTROM EXCAVATING CONTR INC
15820 STILL POND NECK RD
WORTON MD 21678

LINDSTROM EXCAVATING CONTR INC
15820 STILL POND NECK RD
WORTON MD 21678

18

CODE	QUANTITY	TITLE OF LICENSE	NO OF LIC	COST
77	015	CONSTRUCTION FIRM (NOT FOR HOME IMPROVEMENT)	1	15.00

DATE OF ISSUE
MO DAY YR
04/11/2018

MONTHS PAID
12

ISSUING FEES 2.00

TOTAL 17.00

AMOUNT PAID
17.00

THIS LICENSE MUST BE PUBLICLY DISPLAYED
AND EXPIRES ON **APRIL 30, 2019**

MARK MUMFORD, CLERK OF CIRCUIT COURT
101 N. CROSS STREET
GREENTOWN, MARYLAND 21520

MDZ

LINDSTROM EXCAVATING CONTRACTORS, INC.

25820 Still Pond Neck Road

Worton, Maryland 21678

410.778.6344 Office

410.778.0477 Fax

Email: Lindexc@aol.com

Website: <http://lindstromexcavatingcontractors.com>

Reference List for RFP 2018-01 Demolition and Removal Services

- 1) **Gillespie Precast, LLC's Old Campbell's Soup Plant Demolition & Crushing Project, located in Chestertown, Maryland**
Contact: Mr. Jim Gillespie
Gillespie Precast, LLC
102 Brickyard Lane
Chestertown, Maryland 21620 Office: 410-778-0940
Type of Work: Demolition of old Campbell's Soup Plant & Property, located on Rt. 291 in Chestertown
Owner: Gillespie Precast, LLC
Work Completed: Commenced work in January 2013 was completed October 2013
Amount of Contract: \$200,000.00

- 2) **Demo of old WWTP in Queenstown, MD**
Contact: Bradford Smith
Wickersham Construction
Skipjack Cove Lane,
Queenstown, MD
Office: 717-397-8282
Type of work: Demolition and removal of all existing plant structures and site work.
Owner: Wickersham Construction
Work Completed: 2014-2015
Amount of Contract: \$63,846

- 3) **Forrest Avenue Demo in Dover DE**
Contact: Barry Wolfgang
City of Dover De
Office: 302-674-7563
Type of Work: Demolition of two structures located on 1124/1128 Forrest Ave in Dover DE.
Owner: City of Dover DE
Work Completed: March 2016
Amount contracted: \$24,800



LINDSTROM EXCAVATING CONTRACTORS, INC.
25820 STILL POND NECK ROAD
WORTON, MARYLAND 21678
OFFICE 410.778.6344 FAX 410.778.0477
EMAIL: Lindexc@aol.com
WEBSITE: <http://www.lindstromexcavatingcontractors.com>

Resumes of Key Personnel – EXHIBIT E

Duane D. Lindstrom, President:

Education: 1982 Graduated from Salisbury University, Salisbury, Maryland - Bachelor's Degree in Science

Work Experience: 1977 to Present - Lindstrom Excavating Contractors, Inc. - President/Project Engineer/Estimator

Duties: Responsible for all facets of the corporation - Over 32 years experience in Sitework and Shore Line Construction using all types of heavy equipment.

1997 to Present - Charley Frank, Inc.- Folcroft, PA - Vice President/Construction Manager/Estimator

Barry A. Davidson, Foreman

601 Higman Mill Road, Sudlersville, Maryland 21668, Cell: 302-363-1816

Education: 1977 Graduated from Kent County High School, Worton, Maryland w/Concentration in Welding & Agricultural Leadership

Work Experience: 1982 to Present - Lindstrom Excavating Contractors, Inc. - Superintendent/Safety Technician/Heavy Equipment Operator/CDL Driver Duties: Supervises all field personnel; Operates all heavy equipment; Responsible for Safety on the job; and Performs routine maintenance on equipment and commercial vehicles.

1977 to 1982 - Davidson Repair Shop, Sudlersville, Maryland - Off-Road Vehicle Mechanic

Training: 11/2013 - Certified in Standard First Aid & CPR

2011 - Healthcare Provider CPR & Standard First Aid

2009 - OSHA Safety Training/30 hr. class & Laser Equipment Operator Training, Class 1 & 2 Lasers

2007 - Sediment & Erosion Control Card for the State of Delaware

2005 - OSHA Confined Space Training

Michael A. Branham, Foreman

3311 Church Hill Road, Centreville, Maryland 21617, Cell: 410-708-3528

Education: 1983 Graduated from Queen Anne's County High School, Centreville, Maryland

1994 - 2000 Wor-Wic College, Salisbury, Maryland - Majored in Law Enforcement

Work Experience: 2001 to Present - Lindstrom Excavating Contractors, Inc. - Superintendent/Quality Control Manager/Safety Technician/Heavy Equipment Operator/CDL Driver

Duties: Supervises all field personnel; Operates all heavy equipment; Responsible for Safety and Quality Control on the job; and Performs routine maintenance on equipment and commercial vehicles.

1995 - 2001 Queen Anne's County Sheriff's Department, Centreville, Maryland - Sergeant/Assistant Patrol Commander

1985 - 1995 Lindstrom Excavating Contractors, Inc., Worton, Maryland - Superintendent/Heavy Equipment Operator/CDL Driver

1983 - 1995 Queen Anne's County Sheriff's Department, Centreville, Maryland - Deputy

Training: 11/2013 - 11/2015 - Certified in Standard First Aid & CPR

6/2013 - 7/2016 - Sediment & Erosion Control Certification Program (yellow card expires 7/23/2016 for MD)

2011 - Healthcare Provider CPR & Standard First Aid

2010 - Sediment & Erosion Control Certification Program (green & yellow cards for MD)

2009 - OSHA Safety Training/30 hr. class & Laser Equipment Operator Training, Class 1 & 2 Lasers

1994 - 2002 - Trained all over the Country for Law Enforcement, including EMT Training

James B. Branham, Foreman

2470 Duhamel Corner Road, Sudlersville, Maryland 21668, Cell: 410-708-3859

Education: 1986 Graduated from Queen Anne's County High School, Centreville, Maryland

Work Experience: 1993 to Present - Lindstrom Excavating Contractors, Inc. - Superintendent/Safety Technician/ Certified Welder/Heavy Equipment Operator/CDL Driver/Licensed Septic System Installer

Duties: Supervises all field personnel; Operates all heavy equipment; Responsible for Safety and Quality Control on the job; and Performs routine maintenance on equipment and commercial vehicles.

1988 - 1993 Bran-Lins Diesel, Sudlersville, Maryland - Owner/Certified Diesel Technician

1986 - 1988 Chesapeake Diesel, Chestertown, Maryland - Certified Diesel Technician

1984 - 1986 Tuck Davidson, Church Hill, Maryland - Heavy Equipment Operator/ Diesel Technician

Training: 11/2013 - 11/2015 - Certified in Standard First Aid & CPR

5/2013 - Hazardous Waste Operations & Emergency Response - Supervisor Level - annual 8 hr. refresher training

2012 - Hazardous Waste Operations & Emergency Response - Supervisor Level - 48 hr. training

2009 - 2011 - Healthcare Provider CPR & Standard First Aid 1985 - Red Cross Certified in CPR & First Aid

2009 - OSHA Safety Training - 30 hr. class & Laser Equipment Operator Training, Class 1 & 2 Lasers

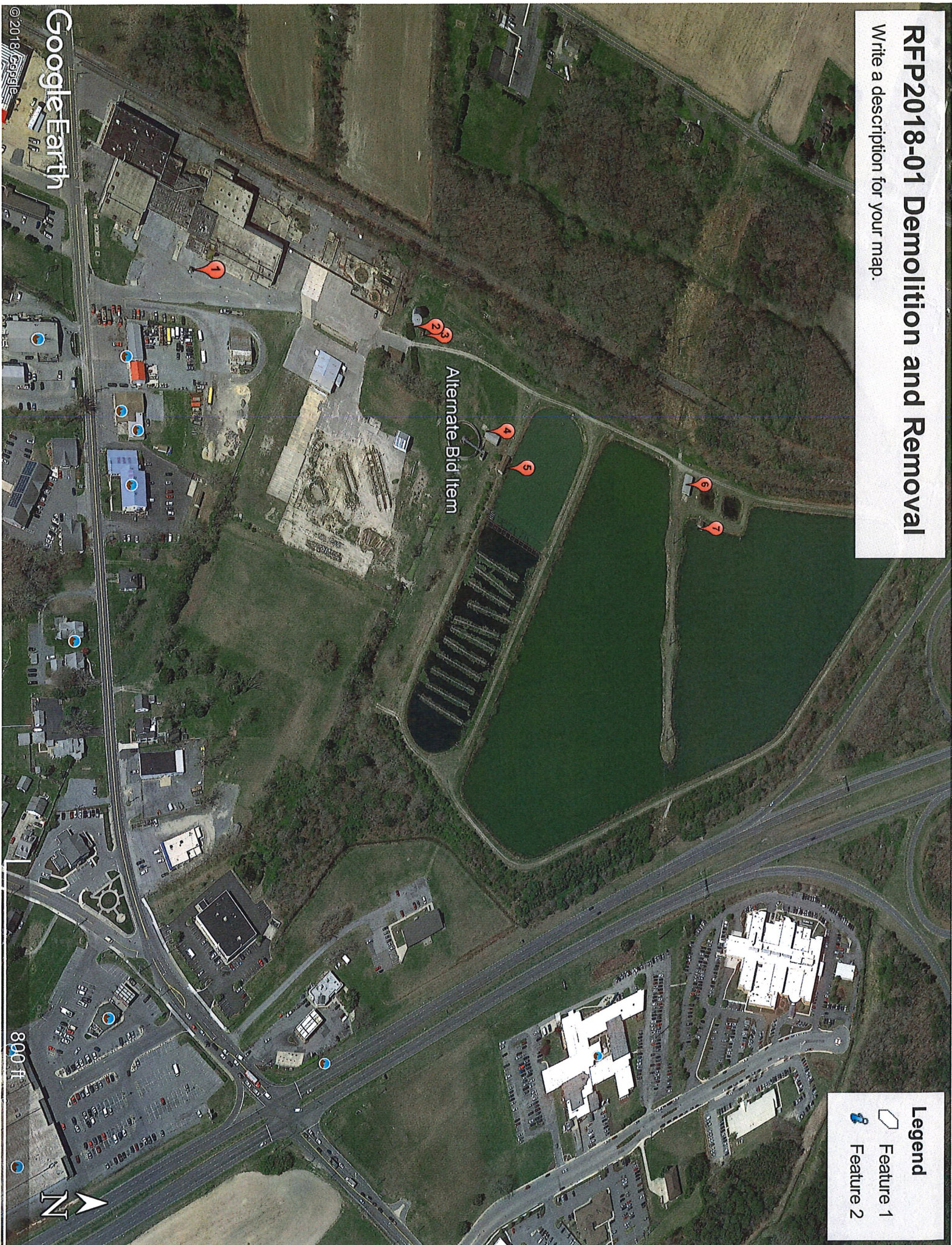
2007 - Certification in Welding

RFP2018-01 Demolition and Removal

Write a description for your map.

- Legend**
- Feature 1
 - Feature 2

Alternate Bid Item



Google Earth

©2018 Google

800 ft



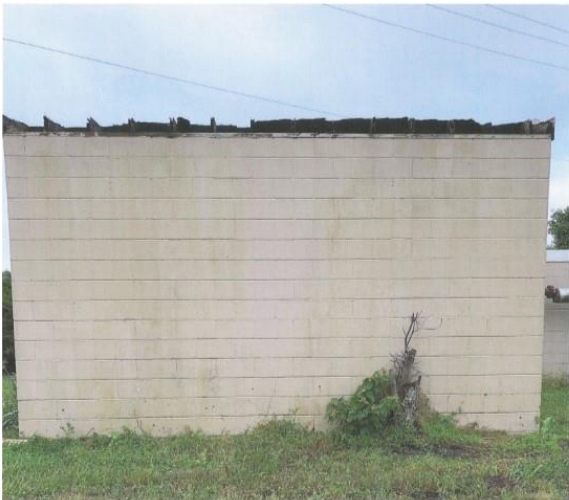
RFP 2018-01 Demolition and Removal Services - Attachments



Building 1: Near front of property 10' X 8'
concrete block



Building 2: Near water tank. 16' X 13' 6" plus
6' 8" extension connecting to water tank.



Building 3: Near water tank 18'
X 10'



Building 4: Near concrete digester. 39' X
20' 1"

RFP 2018-01 Demolition and Removal Services - Attachments



**Building 5: On top of small hill.
42' X 14' 10"**



Building 6: 49' 10" X 28' 9"

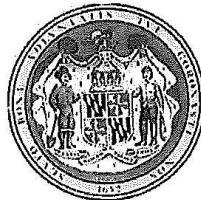


**Building 7: On Pond. 20' X 13' 8"
plus 6' X 20" overhang over water.**

RFP 2018-01 Demolition and Removal Services - Attachments

Alternate Bid item as described on page 3





**GENERAL PERMIT FOR STORMWATER ASSOCIATED
WITH CONSTRUCTION ACTIVITY**

State Discharge Permit Number:
MDRCX03YC

Effective Date: 8/16/2018
Expiration Date: 12/31/2019
NOTE: If site work is complete per Part II. I. prior to the expiration date, the permittee must submit a Notice of Termination and terminate the permit.

Pursuant to the provisions of Title 9 of the Environment Article, Annotated Code of Maryland, and regulations promulgated thereunder, and the provisions of the Clean Water Act, 33 U.S.C., Section 1251 et. seq., and implementing regulations 40 CFR Parts 122, 123, 124 and 125, the Department of the Environment hereby establishes conditions and requirements pertinent to stormwater associated with construction activity at the site described below and authorizes:

Town of Berlin
10 William Street
Berlin, Maryland 21811

TO DISCHARGE STORMWATER FROM:

Berlin Falls Park - E&SC Plans for Selective Building Demolition
construction project on
1.12 acres

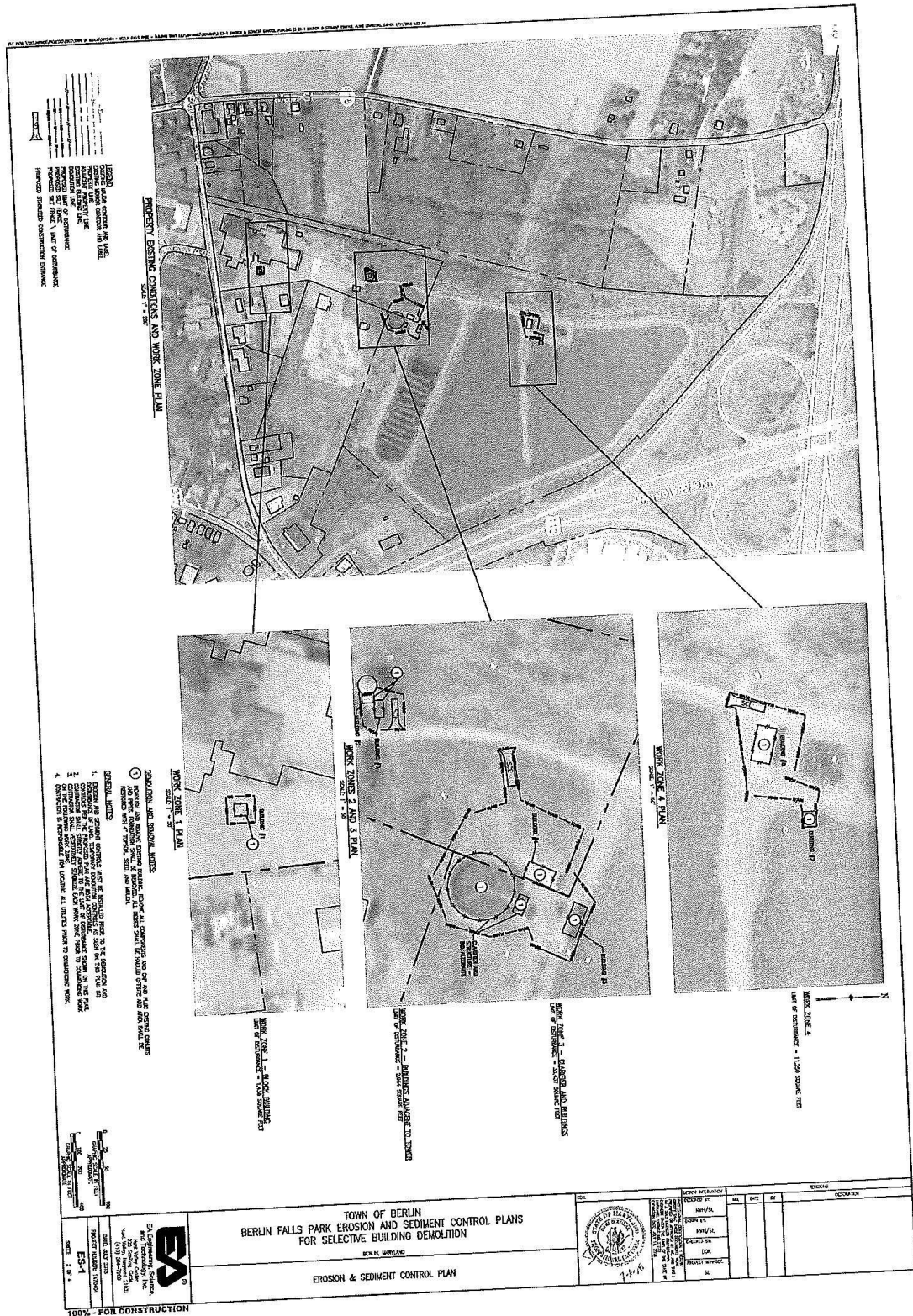
at property located at
Entrance located on the North Side of the intersection of Graham Ave. and Old Ocean City Blvd.,
9334 Old Ocean City Blvd., Berlin, Maryland 21811

If the current erosion and sediment control plan approval covers only part of the entire site covered by this permit, this permit does not authorize discharges from the other portions of the site until the appropriate erosion and sediment control approval authority approves the erosion and sediment control plan for those portions.

TO:
Surface waters -- 02130105 Kitts Branch to Newport Bay

which is
Waters protected for Water Contact Recreation, Fishing, and Protection of Aquatic Life and Wildlife

in accordance with the 2014 General Permit. The vicinity map submitted with the Notice of Intent is considered incorporated herein and made a part hereof.



DETAIL E-1 SILT FENCE

CONSTRUCTION SPECIFICATIONS:

1. THE SILT FENCE SHALL BE CONSTRUCTED AS SHOWN ON THIS DETAIL.
2. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF FABRIC.
3. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF GEOTEXTILE.
4. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF FILTER FABRIC.

CONSTRUCTION SPECIFICATIONS:

1. THE SILT FENCE SHALL BE CONSTRUCTED AS SHOWN ON THIS DETAIL.
2. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF FABRIC.
3. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF GEOTEXTILE.
4. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF FILTER FABRIC.

DETAIL E-2 SILT FENCE

CONSTRUCTION SPECIFICATIONS:

1. THE SILT FENCE SHALL BE CONSTRUCTED AS SHOWN ON THIS DETAIL.
2. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF FABRIC.
3. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF GEOTEXTILE.
4. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF FILTER FABRIC.

CONSTRUCTION SPECIFICATIONS:

1. THE SILT FENCE SHALL BE CONSTRUCTED AS SHOWN ON THIS DETAIL.
2. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF FABRIC.
3. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF GEOTEXTILE.
4. THE SILT FENCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF FILTER FABRIC.

DETAIL E-3 TEMPORARY SOIL STABILIZATION MATTING DETAIL

CONSTRUCTION SPECIFICATIONS:

1. THE TEMPORARY SOIL STABILIZATION MATTING SHALL BE CONSTRUCTED AS SHOWN ON THIS DETAIL.
2. THE TEMPORARY SOIL STABILIZATION MATTING SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF MATTING.
3. THE TEMPORARY SOIL STABILIZATION MATTING SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF SOIL.

CONSTRUCTION SPECIFICATIONS:

1. THE TEMPORARY SOIL STABILIZATION MATTING SHALL BE CONSTRUCTED AS SHOWN ON THIS DETAIL.
2. THE TEMPORARY SOIL STABILIZATION MATTING SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF MATTING.
3. THE TEMPORARY SOIL STABILIZATION MATTING SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF SOIL.

DETAIL E-4 STABILIZED CONSTRUCTION ENTRANCE

CONSTRUCTION SPECIFICATIONS:

1. THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE CONSTRUCTED AS SHOWN ON THIS DETAIL.
2. THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF MATTING.
3. THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF SOIL.

CONSTRUCTION SPECIFICATIONS:

1. THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE CONSTRUCTED AS SHOWN ON THIS DETAIL.
2. THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF MATTING.
3. THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF SOIL.

DETAIL F-1 FILTER BAG DETAIL

CONSTRUCTION SPECIFICATIONS:

1. THE FILTER BAG SHALL BE CONSTRUCTED AS SHOWN ON THIS DETAIL.
2. THE FILTER BAG SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF FABRIC.
3. THE FILTER BAG SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF SOIL.

CONSTRUCTION SPECIFICATIONS:

1. THE FILTER BAG SHALL BE CONSTRUCTED AS SHOWN ON THIS DETAIL.
2. THE FILTER BAG SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF FABRIC.
3. THE FILTER BAG SHALL BE CONSTRUCTED WITH A MINIMUM OF TWO (2) LAYERS OF SOIL.

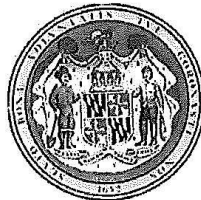
TOWN OF BERLIN
BERLIN FALLS PARK EROSION AND SEDIMENT CONTROL PLANS
FOR SELECTIVE BUILDING DEMOLITION

EROSION & SEDIMENT CONTROL DETAILS

ES-3

DATE: 07/2018

PROJECT: BERLIN FALLS PARK



**GENERAL PERMIT FOR STORMWATER ASSOCIATED
WITH CONSTRUCTION ACTIVITY**

State Discharge Permit Number:
MDRCX03YC

Effective Date: 8/16/2018
Expiration Date: 12/31/2019

NOTE: If site work is complete per Part II. I. prior to the expiration date, the permittee must submit a Notice of Termination and terminate the permit.

Pursuant to the provisions of Title 9 of the Environment Article, Annotated Code of Maryland, and regulations promulgated thereunder, and the provisions of the Clean Water Act, 33 U.S.C., Section 1251 et. seq., and implementing regulations 40 CFR Parts 122, 123, 124 and 125, the Department of the Environment hereby establishes conditions and requirements pertinent to stormwater associated with construction activity at the site described below and authorizes:

Town of Berlin
10 William Street
Berlin, Maryland 21811

TO DISCHARGE STORMWATER FROM:

Berlin Falls Park - E&SC Plans for Selective Building Demolition
construction project on
1.12 acres

at property located at
Entrance located on the North Side of the intersection of Graham Ave. and Old Ocean City Blvd.,
9334 Old Ocean City Blvd., Berlin, Maryland 21811

If the current erosion and sediment control plan approval covers only part of the entire site covered by this permit, this permit does not authorize discharges from the other portions of the site until the appropriate erosion and sediment control approval authority approves the erosion and sediment control plan for those portions.

TO:
Surface waters -- 02130105 Kitts Branch to Newport Bay

which is
Waters protected for Water Contact Recreation, Fishing, and Protection of Aquatic Life and Wildlife

in accordance with the 2014 General Permit. The vicinity map submitted with the Notice of Intent is considered incorporated herein and made a part hereof.



MOTION OF THE MAYOR AND COUNCIL 2019-07

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE THE FY 20 PROGRAM OPEN SPACE ANNUAL DEVELOPMENT PROGRAM AS PRESENTED.

APPROVED THIS _____ DAY OF _____, 2019 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF _____ TO _____ OPPOSED, WITH _____ ABSTAINING.

Elroy Brittingham, Sr. Vice President

Approved this _____ day of _____, 2019 by the Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: _____

Laura Allen
Town Administrator

**PROGRAM OPEN SPACE ANNUAL PROGRAM FOR DEVELOPMENT
FISCAL YEAR 2019**

Source of Funds (for Annual Program Only)

<u>Sponsor</u>	<u>Project Name, Project Description</u>		<u>Acreage Project</u>	<u>Total</u>	<u>Local</u>	<u>State(POS Local Funds)</u>	<u>Federal</u>
BERLIN							
1	Dr. William Henry Park:	Map 307	Parcel 0692				
	Purchase and Installation of Lighting for Basketball Courts (application pending with Community Parks and Playgrounds)		<.5	\$114,500	\$9,000	\$105,500	
2	Stephen Decatur Park:	Map 302	Parcel 873				
	Purchase and Installation of Pre-fabricated Permanent Restroom		<.5	\$135,000	\$13,500	\$121,500	
3	Berlin Falls Park	Map 25	Parcels 52; 410; 57				
	Purchase of amenities (benches, picnic tables, waste receptacles, etc.)		70 +/-	\$45,000	\$4,500	\$40,500	
4	John Howard Burbage	Map 300	Parcel 1629				
	Development of complete specs for improvements		+/- .5	\$10,000	\$1,000	\$9,000	
	Development of area into neighborhood park		+/- .5	\$50,000	\$5,000	\$45,000	
TOTALS				\$354,500	\$33,000	\$321,500	