



## OFFICIAL And APPROVED MINUTES

### BERLIN BOROUGH COUNCIL MEETING

July 7, 2016 - 7:00 p.m.

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1. The President calls the meeting to order.
2. Pledge of Allegiance to the American Flag.
3. President offers a non-denominational prayer.

#### ROLL CALL

Barb Zerfoss	Present
Thomas Fisher	Present
John Harding, Jr.	Present
Eric Glotfelty	Present
Charles Rhodes	Present
Roger Clarke	Present
President Brett Custer	Present
Mayor Joseph Krause	Present

Also in attendance were:

Thomas Jones, Borough Executive Secretary

Bradley Allison, Borough Solicitor

Members of the public:

See Attached Roster

#### President Custer's Remarks:

I believe most of you are aware of an Auditor's Letter that has been submitted by the Borough Auditors in conjunction with their 2015 Annual Audit and Financial Report. Before we continue with the meeting, I will entertain a motion by Council acknowledging receipt of this letter.

***Motion by Roger Clarke and seconded by Thomas Fisher to acknowledge receipt of the auditor's letter on the Borough of Berlin's 2015 Annual Audit and Financial Report.***

***Ayes: 7***

***Nays: 0***

***Motion Passed***

There has been much public discussion, speculation, and conclusions drawn about the Auditor's Letter prior to the Council's receipt, review or discussion. For that reason I think it is appropriate to review the letter at this time. Borough Secretary Jones has requested to present the letter and information he has gathered about it. Mr. Jones you may address Council.

## **Review of 2015 Auditor's Letter:**

### Borough Secretary Jones makes a presentation on the 2015 Auditor's Letter:

“Treasurer Cindy Flamm was given an auditor's letter by auditor William Johnston and he recommended the solicitor review it. She gave it to Mr. Metzgar and he called President Custer to make him aware of the letter and that the auditor recommended the solicitor review it. President Custer directed Mr. Metzgar to forward it to Solicitor Brad Allison and this was done on April 1<sup>st</sup>. The letter was not distributed to Council members or anyone else at this time due to the legal review by the solicitor. Mr. Metzgar told me on Friday May 20<sup>th</sup> that a letter from the borough auditors was under review by the borough solicitor and I would have to address it when it is released by the solicitor. On May 6, Council member Barb Zerfoss filed a Right to Know request to receive a copy of the letter and at the end of the day on Thursday June 9<sup>th</sup> Ms. Flamm, the Open Records Officer, released a copy to Ms. Zerfoss per instructions from the solicitor. Prior to the letter being distributed to Council members, it was posted on social media and may have been circulated in the community. I was instructed by the solicitor on Friday, the next day, to distribute a copy to all council members and to advise them the contents of the letter was still under review by him. The next week the Borough received 10 pages of right to know requests that contained 22 different requests, a complaint that had been filed with the State Attorney General's Office was received by the Borough, and on June 18<sup>th</sup> the Daily American published a story focusing on the letter. Due to the sensitivity of some of the contents in the audit letter and conclusions, allegations, and concerns being raised by some members of the community, I started reviewing Borough records and researching information pertaining to the items in the letter. Mr. Clarke you are quoted in the Daily American article that *“I think each point of the audit needs gone over and taken care of.”* And Ms. Zerfoss you are quoted *“I'm tired of secrecy. We need transparency.”* (End of quotes). When I have finished presenting the letter and the information I have accumulated during my more than 100 hours of research and review, I believe both of your statements and requests will be satisfied.”

“From my many years of professional accounting and auditing in the private sector, I am very familiar with auditors and the audit process from both sides of the audit desk. However, I wasn't sure if the same principles applied in the public sector. I needed to know what the role of a borough auditor is. Published by the Commonwealth of Pennsylvania, the 2014 Edition of the Pennsylvania Consolidated Statutes, Title 8, better known as the Borough Code, contains the statutory and constitutional provisions governing the existence and procedures of boroughs and incorporated towns. Subchapter C – Auditors, Section 1059.1 sets forth the auditors role and the reports required to be published. The Pennsylvania Department of Commerce and Economic Development (DCED) published an Auditor's Guide (copyright 2011) that outlines work to be performed and gives direction and purpose to elected auditors and outlines the scope of work. Each year, auditors must prepare a report containing an audit of the accounts of the last fiscal year. It must show a complete statement of the financial condition of the borough, including details of indebtedness, value of taxable property and a listing of the assets of the borough. The DCED provides uniform forms for the report as mandated by law and copies of the report must be filed with the borough secretary, clerk of the court of common pleas and the DCED and it must be published in at least one newspaper. The Auditor's Guide states that ***“Elected auditors are unable to compel installation of adequate accounting methods where they are lacking. We suggest that the elected auditor take an advisory role in the improvement of municipal financial procedures as deemed appropriate. The elected auditors should, however, be reasonably certain that their position is valid since they can at times be personally responsible for the results of their work and recommendations. Any recommendations for operating***

***improvements should therefore be properly developed and checked with knowledgeable municipal personnel prior to making them public.***

*Recommendations and related findings should include:*

- 1. An explanation of the problem that exists.*
- 2. The reason that the existing condition has a negative effect on the operation of the municipality.*
- 3. The reason for the condition existing. This may include explanations provided by the municipality.*
- 4. A discussion of the solutions good business practice, laws, regulations.*
- 5. Recommendation for operating improvements. It is suggested that any findings and recommendations be submitted in a separate management letter accompanying the Annual Audit and Financial Report.***

***This letter should be addressed to the same parties as the report, should indicate its purpose, and should reference the Annual Audit and Financial Report.***

“This information from the Borough Code and the DCED’s Auditor’s Guide, in summary, tells us that an auditor is to audit the books and records of a borough, gives the forms that the audit and financial reports are to be reported on, and sets forth the format of a separate management (or audit) letter with recommendations for operating improvements. However, it also states that an auditor cannot compel the installation of the recommendations; that is left to the discretion of the borough council. A review of audit letters from the years 2010, 2013, and 2014 show that they are very different in form, format, and content than the 2015 audit letter. The 2015 letter is not addressed to anyone, it does not state the purpose of the letter (whether these are recommendations or statement of fact), it gives directives on policy and procedures, there is not a statement on wrong doing or material deficiencies, and there is no handwritten signature on the report. This type of letter is not in accordance with DCED guidelines and seems somewhat odd.”

“After gathering information on each topic in the auditor’s letter, I requested a meeting with the auditors to discuss it. William Johnston and I met on June 27 for more than an hour. I asked that he attend tonight’s meeting but he had a prior commitment. He emailed me the following and asked that I read it aloud: *“Tom, Thank you for our meeting. As I will not be available for the meeting of borough council would you please read this email at their meeting. As I stated when we met to discuss the Audit Letter, this letter is only an opinion of the auditor’s of the records for the period audited. This is done every year and is given to the council members for their review and discussion at their meeting. The audit is performed to review the records for the year of the audit. The Audit Letter did not find any wrong doing. The audit is to assist the council in the performance of their duties. It is entirely up to the council to approve any of the audit recommendations. All items in the audit letter were only recommendations. Thank you for your time and explanation of the opinions addressed in our audit review. Sincerely, Boro Auditor’s”*

“Mr. Johnston emphasized to me that the letter was only his opinion and were recommendations only. It was never intended for the public and the council could act on them as they wished. In another email from him he stated that he drafted the letter and that a council member was asking him about the overtime and the generator voting process.”

#### Audit Letter information:

- 1) Executive Secretary Overtime – the secretary was appointed by Borough Council April 4, 2014 with a compensation package that provided for compensation to be paid for after work hours on a time and one half basis, or at the option of the employee, comp time on a time and a half basis; On May 7, Council approved by a 7-0 vote to have all borough overtime approved by the finance chair as part of his weekly bill approval process; A review of a payroll summary for the Secretary for all of 2015 indicated that overtime pay was

\$11,049.63 and total compensation was \$51,395.87 – overtime is 21.5% of total compensation not 33% as stated in the Audit Letter. The finance chair approved all overtime after May 7, 2015. So how is this overtime compensation excessive?

#2 & #6) Aged Receivables – all of the aged receivables are on the books and no amount or accounts have ever been written off. Of the \$106,000, approximately \$65,000 is an accumulation of unpaid/uncollectible receivables dating from 1989-2011 and the balance of \$41,000 is an accumulation of unpaid/uncollectible receivables dating from 2012-2015. There are separate excel spreadsheets where this information is maintained. The \$65,000 of receivables from prior to 2012 were not loaded into the new billing system that was implemented in June, 2015 so as not to congest the data files with old information. These excel spread sheets are checked when a resident opens a new account to see if they have an unpaid balance. Approximately \$2,000 of the old balances has been collected in 2016. There is a security deposit policy in place for electricity - \$400 deposit is required, which is retained by the Borough, for any tenant until the account is closed and full payment is received. The \$400 deposit for home owners is retained until 12 consecutive months of bills have been paid on time and it is then credited to the customer' account. There has been discussion from time to time by the Council to have the property owner be responsible for tenant accounts but it has never been approved. The treasurer and clerk, along with representatives from Munilink, verified that all information from the old billing system was imported correctly into the new billing system. The accounts receivable includes billings for the electricity, water, sewer, and garbage. The total invoiced is approximately \$3,400,000 per year, or \$13,000,000.00 for the years from 2012-2016. The \$41,000 total of aged uncollected receivables represents less than 3/10's of 1% of the total amount billed. This would be considered by most anyone that extends credit to be an exceptionally low amount of uncollectibles.

- 3) Purchased Power Adjustment (PPA) – a timeline of electricity rates and PPA rates is presented. The Pennsylvania Consolidated Statutes (Title 8, Boroughs and Incorporated Towns, Section 24A03, paragraph (a) (2), in addition to exercising its general powers, gives specific power to boroughs *“to regulate the use of and the charge for electricity furnished by the borough.....to fix, establish, maintain, and collect.....rates, fees, rental or other charges..... for the sale or transmission of electric energy and power as it deems necessary, proper, desirable and reasonable.”* There is no specific mention of a PPA. Generally a PPA is an amount per kilowatt hour to be added to or subtracted from customers' billing each billing period so that increases or decreases in costs of purchased power, fuel, lube oil, other costs of generated power, **and other costs deemed appropriate by the Borough**, will be collected or credited. The PPA is just another name for a rate, fee, rental or other charge. Municipal electric systems are not regulated by the Public Utility Commission (PUC). Base rates for the Berlin electric system have not been changed since July 10, 2008, even though transmission costs have skyrocketed from less than 3% of the Borough's purchased power costs in 2005 to more than 32% in 2015. For the time period from February, 2014 thru June, 2016 even with the \$0.01 per kilowatt hour PPA in place, the Borough has a deficit of more than \$66,000 in uncollected purchased power costs, not a surplus of \$281,000. These transmission charges continue to be assessed to the Borough each month. Therefore it does not seem appropriate for any refund be made to any customer. Per information provided by the Pennsylvania Municipal Electric Association (PMEA) the Borough of Berlin has had the lowest electricity rate of the 35 municipalities in Pennsylvania who are in the public power business **every year from 2008-2014**. Ironically, 100 years ago on April 3, 1916, the then Borough Council approved an ordinance first establishing the Borough of Berlin

electric system. The rate first imposed was \$0.10 per kilowatt hour – a rate that was higher than today’s rate of \$0.955 – which includes the PPA.

- 4) Generation Project Voting Cards – these cards were counted by the treasurer and clerk and are held for safekeeping and will be retained in accordance with the Borough’s record retention policy. This actually is outside the auditors’ scope since they are to audit only the prior year’s records.
- 5) Policy & Procedures – this goes beyond the auditor’s scope. Council should be setting policy and directives. There is no provision for the auditor’s to audit policy and procedures under the Borough Code.
- 7) Pension Funds – information on the pension funds is supplied by the Pennsylvania Municipal Retirement System. A preliminary report was not received by the Borough until June 27, long after the audit was completed. Per Charity Rosenberry with the PMRS the final report will not be issued until sometime later this year.

“The Local Government Commission of the General Assembly of the Commonwealth of Pennsylvania published a Pennsylvania Legislator’s Municipal Deskbook (Fourth Edition) that gives guidance to legislators. Page 25 addresses disputing the rates for services charged by a municipal authority – *“Under this section, the municipal authority is granted the exclusive authority to set rates for its services. The recipient of these services does not negotiate the amount that he or she is to be charged. These ratepayers, therefore, are intended to be protected by the provision requiring the rates to be reasonable and uniform.”* The General Assembly contemplated that a governing body such as a borough council would have dialogue, input from citizens and debate that would ultimately lead to reasonable and uniform rates.”

“On Tuesday June 28<sup>th</sup> I received the following email from auditor William Johnston:

*“To the Borough Council:*

*I must tender my resignation as Borough Auditor. I tried my best to fulfill my job as Borough Auditor, and it is apparent that I am not qualified to handle the job going forward. Not once did I believe there were any wrong doings as the Council and Cindy have always supported any of the audit recommendations. This is solely my decision to resign.*

*Sincerely William D. Johnston, Jr.”*

End of the presentation by Secretary Jones. There were some questions and statements from some of the citizens in attendance and answers were provided by Secretary Jones and members of council.

President Brett Custer - Thank you Secretary Jones. Solicitor Allison are you prepared to offer any comments at this time?

Solicitor Brad Allison – “I want to thank Mr. Jones and commend him on the excellent presentation. From this information, and from the research I have conducted so far, it is my opinion that there is nothing illegal about the assessment of the PPA. I believe the various Borough Councils have acted in good faith and the electricity rates are fair and reasonable. It is also my opinion that the auditor did exceed the scope of his authority in suggesting the setting of policy and directives. That’s not his role under the law; policy and directives are within the province of Borough Council.”

President Brett Custer - I would like to welcome and thank all the citizens of Berlin that are attending tonight's meeting. There are several who have asked to address the council and we would ask that, in fairness to all, we keep comments under five minutes in length.

Citizen Comments:

Justin Gerber (did not show up for meeting)

Berlin resident Tom Jones – Building Permits; Police – Mr. Jones read from a statement that had questions for the Council. He also stated he was almost hit by a vehicle while walking in a crosswalk.

President Brett Custer – The permit committee was abolished and now the Council as a whole deals with concerns. A resident should first contact the code agency if they have a question on building permits or if a property is being worked on without permits. CCIS would contact the Borough and the complaint goes to the Council as a whole. CCIS is responsible for approving permits, reviewing drawings, for initial inspections, progress inspections, and final inspections. Mayor Krause is in charge of the police.

Mayor Joseph Krause – The police cannot be everywhere at the same time. There is limited funding available for police staffing. The two full-time officers work 40+ hours already – typically from 8:00 a.m. – 4:00 p.m. and 4:00 p.m. to 12:00 a.m. A part-time officer works as needed. If there is not a Borough officer on duty the state police will be dispatched by 911 if necessary. I understand everyone's concerns and I will discuss them with the officers.

Eric Glotfelty suggested that the shift schedules might need to be changed and President Custer directed the Secretary to have the maintenance staff place the pylons at the crosswalks at the drugstore and the lower diamond.

Jillian Kroon – PPA – President Custer inquired if Ms. Kroon had any additional questions or comments. She replied that all her questions had already been answered.

Bob Zerfoss – Auditor's Letter - Mr. Zerfoss stated that he had no more questions about the auditor's letter but questioned Mr. Custer about permits and why he does not get them. Mr. Custer said he does get all required permits now, but like many other residents, may not have gotten all of them in the past. *(There was an exchange of dialogue amongst Council and citizens in attendance).*

Anna Deck – PPA – she has no questions about the PPA. She wanted to know why the auditor's letter was not explained before the generator vote. She stated she was told that if she attended tonight's Council meeting there would be repercussions and her electric bill would go up.

President Brett Custer – the letter was sent to the Solicitor for review on April 1<sup>st</sup> and typically matters under his review are not released until he directs. Mr. Custer polled the whole council individually if they had any contact with the auditor prior to, during, or after the audit. All replied that they had not, except for Ms. Zerfoss who said she had talked to the auditor after the audit and he was her neighbor.

There was an exchange of dialogue between Council members and some citizens in attendance about the audit letter being secretly held back from all council members and why it was not discussed in an earlier meeting executive session.

Solicitor Brad Allison – It is not proper, nor legal, to discuss the audit letter in an executive session. Executive sessions are reserved for personnel matters and legal matters. All matters discussed in executive sessions are strictly confidential and are not to be passed on to others outside of the executive session, nor is any legal advice he may render. Any Council member that discusses or divulges any matters addressed in executive session would most likely be exceeding his/her position on the council and would be subject to disciplinary procedures. Right to Know requests and answers are dictated by the Freedom of Information Act. The rules for these requests are very specific in nature. It provides for 5 days to give a response and an additional 30+ days if time is required for legal review. If the Open Records Officer has any legal doubts about requests received, they should seek legal advice from the Solicitor. There should be one point of contact with the Solicitor and not from all 7 council members. Usually the Solicitor gets information and legal questions from the Secretary and that is often directed by Council or the Council President. As for as the audit letter, I don't believe there is, or was, anything in the letter to hide or conceal. Mr. Jones has addressed all of the issues. I want to know from Ms. Deck the name of the person that told her she would face repercussions if she attended tonight's meeting. (*Ms. Deck told the Solicitor she would talk to that person first and then to him*). The Borough Council is to do the work of the Borough only and needs to keep personal issues out of Borough business. The Borough is in good shape and has the tiger by the tail – there are no property taxes levied by the Borough; there is \$5 million in reserves; the electricity rate is lower than it was 100 years ago; the Borough is debt free; and the cost of the PPA would pale in comparison to the cost of a loan taken out to pay for the \$2.5 million generator project. There is too much divisiveness and consternation amongst the Council and it must stop. The Borough has been in good shape for decades and it is a shame for the dissention caused in part by social media, the audit letter, any council member using their position to unduly influence citizens, and from a few in the minority that do not have the best interest of the Borough at heart.

President Brett Custer - The Borough has received a letter from Ms. Kay Ann Cober and she requests it be read to Council at this meeting: (*the letter was read aloud*).

Minutes of the June 2, 2016 Borough Council Meeting are attached for your review.

*Motion by Thomas Fisher and seconded by Eric Glotfelty to approve and accept the minutes of the Berlin Borough Council Meeting dated June 2, 2016.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

## **President's Report**

Notes to Council:

1. With our insurance coverage expiring on 08/01/2016, I will entertain a motion to continue our existing contract with Cover Insurance for the Borough and Donner-Farber Insurance for the Berlin Volunteer Fire Department.

*Motion by Roger Clarke and seconded by Barb Zerfoss to renew the Berlin Volunteer Fire Department's insurance coverage through the Donner-Farber Insurance Agency effective August 1, 2016, at an annual premium of \$13,351.00.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*



*Motion by Roger Clarke and seconded by Charles Rhodes to renew the Borough's insurance coverage through the Cover Insurance Agency and EMC Insurance Company effective August 1, 2016 at a total annual premium of \$57,239.00.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

2. Update of the Berlin Borough Emergency Contact and the Council's appointment of a Public Information Officer (PIO) to provide a single point of contact for the press during an emergency.

*Motion by Roger Clarke and seconded by John Harding to appoint Thomas D. Jones as the Borough of Berlin Emergency contact and Public Information Officer.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

3. The PMEA Conference in State College will focus on Municipal Electric internal generation issues and other topics pertinent to the borough's long term plans.

*Motion by Barb Zerfoss and seconded by Roger Clarke to send the borough Secretary to the Pennsylvania Municipal Electric Association Conference in State College on 10/14/2016 thru 10/16/2016 with travel expenses to be paid by the borough.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

***There was a typographical error in the dates of the conference. The actual date of the conference is 09/14-09/16/2016. This date was corrected by Council at the August 4, 2016 meeting.***

4. A copy of the CCIS Activity Report for June is included in the Council packet for your review. There are 8 inspections and 1 permit listed in the report.

## **Mayor's Report: Mayor Joseph Krause**

### **Mayor's Oral Police Report**

**The following is for the month of June in 2016:**

**The department handled 30 calls,**

**2 people were arrested,**

**8 traffic stops were conducted,**

**Officers investigated 15 incidents – 13 of these are closed.**

**Officers appeared in court 1 time for a combined time of 1 ½ hours.**

*Motion by Thomas Fisher and seconded by Roger Clarke to approve and accept the Police Report as presented.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

## **Committee Reports:**



**Electric: Chair Eric Glotfelty**

- 1) As a part of the normal electric system maintenance, Wiedenhoft Electric recently replaced the recloser switches on the East and Center electric circuits. The costs were for a total of \$7,637.91 for both of them.

*Motion by Roger Clarke and seconded by Charles Rhodes to approve the Anixter invoices for payment for the purchase of 2 refurbished recloser switches for the East and Center electric circuits for the total amount of \$7,637.91.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

- 2) The West circuit has not had a recloser switch on it for some time. It is recommended that we place a recloser on the West circuit by refurbishing one of the reclosers that we took down. Anixter has provided a preliminary quote of \$3,072.29.

*Motion by Barb Zerfoss and seconded by Eric Glotfelty to refurbish one of our recloser switches for the West electric circuit for an amount not to exceed 3,500.00.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

- 3) GOAB switches on the East and Center Circuits. We have installed a GOAB switch on the West Electric circuit. It is recommended that we purchase and have them installed on the East and Center circuits as well. There is a 10 -12 week lead time for delivery.

*Motion by Thomas Fisher and seconded by Roger Clarke to purchase 2 GOAB switches in the amount of \$3,998.00 each and have them installed on the East and Center electric circuits.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

- 4) William Slifco presented a letter at the April meeting requesting a review of the consumption billed September and October 2015. A review of the records finds that there was an excess of kilowatts billed per the readings obtained by our Meter reader. The total kilowatts for this two month period was 4,065. On average (using 12 month prior to September 2015) the kilowatts they use are 927 (average). The excess kilowatts totaled 2211. The meter was pulled and sent to Kevin Hawk @ Reliable Meter Service. Mr. Hawk tested the meter and found the meter to be accurate. But after replacing the meter with a new radio read meter the kilowatts are now normal.

Council discussed the meter – Joe Krause stated that the meters typically slow down and he cannot recall any meter running fast. It has been the Borough policy of not refunding the customer if a meter is sent out for testing and it comes back as OK or not reading fast. It was the consensus of Council not to change the policy in place.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to give a billing credit to William Slifco for half of the excess kilowatts billed in the September and October 2015 billing, the total amount of credit being \$94.52 .*

*Ayes:*

*Nays:*

*Motion died due to a lack of anyone making a motion – request denied for lack of motion.*

- 5) AMP is winding up their Forestry Operations as of July 29, 2016. The Borough maintenance staff and Wiedenhoft Electric maintain the tree trimming so the Borough has not used AMP forestry services. It is recommended that we terminate our March 10, 2008 Agreement with them.

*Motion by Roger Clarke and seconded by John Harding to terminate the March 10, 2008 Forestry Services Agreement with AMP effective July 29, 2016.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

- 6) There are three items in the Power Secure generator bid that they had taken exception on but offered prices. Separate action by Council is required. They are:
- A) Extended Warranty – Year 2-5 \$52,564.00; Year 5-10 \$92,682.00; Total of \$147,246.00. Power Secure was here for a kick-off meeting today and discussed the extended warranty program with us in more detail. In order to purchase the warranty for years 2-10 you also must purchase the monitoring/maintenance service from them at \$25,467 per year for 9 years at a total cost of \$229,203.00 (\*subject to annual escalation after year 2). We will have to pay in full for the Extended Warranty at the beginning of year 2. The monitoring/maintenance service will be invoiced separately at the beginning of each year for year 2 thru 10.
  - B) 600 feet Underground Aluminum Feeder Run - \$180,000 (wiring from generator to substation)
  - C) Ground Operated Air Break - \$50,000

The committee recommends that we approve the purchase of each of these.

*Motion by Eric Glotfelty and seconded by Thomas Fisher to purchase the Power Secure Maintenance and Monitoring Services for the amount of \$25,147.00 per year for years 2-10, for the electricity generators, subject to an annual escalation after year 2.*

*Roll Call Vote:*

Barb Zerfoss	No
Thomas Fisher	Yes
John Harding, Jr.	Yes
Eric Glotfelty	Yes
Charles Rhodes	No
Roger Clarke	No
President Brett Custer	Yes

*Ayes: 4*

*Nays: 3*

*Motion Passed*

*Motion by Eric Glotfelty and seconded by Thomas Fisher to purchase the Extended Warranty for the electricity generators from Power Secure for the amount of \$147,246.00 for years 2-10.*

*Roll Call Vote:*

Barb Zerfoss	No
Thomas Fisher	Yes
John Harding, Jr.	Yes
Eric Glotfelty	Yes
Charles Rhodes	No
Roger Clarke	No
President Brett Custer	Yes

*Ayes: 4  
Nays: 3  
Motion Passed*

*Motion by Thomas Fisher and seconded by Eric Glotfelty to purchase 600 feet of Underground Aluminum Feeder from Power Secure for the amount of \$180,000.00 for the electricity generators.*

**Roll Call Vote:**

Barb Zerfoss	No
Thomas Fisher	Yes
John Harding, Jr.	Yes
Eric Glotfelty	Yes
Charles Rhodes	No
Roger Clarke	Yes
President Brett Custer	Yes

*Ayes: 5  
Nays: 2  
Motion Passed*

*Motion by Thomas Fisher and seconded by Eric Glotfelty to purchase from Power Secure a Ground Operated Air Break for the amount of \$50,000.00 for the electricity generators.*

**Roll Call Vote:**

Barb Zerfoss	No
Thomas Fisher	Yes
John Harding, Jr.	Yes
Eric Glotfelty	Yes
Charles Rhodes	No
Roger Clarke	Yes
President Brett Custer	Yes

*Ayes: 5  
Nays: 2  
Motion Passed*

**PERSONNEL & FINANCE: Chair Tom Fisher**

Treasurer's Report and Bills:

*Motion by John Harding and seconded by Charles Rhodes to approve the bills and Treasurer's Report.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

We have received the Pennsylvania Municipal Retirement System Act 205 Report that was filed with the Public Employee Retirement Commission (PERC). The report shows an Unfunded Actuarial Accrued Liability of \$49,091.00. The contribution rate for 2017 and 2018 will be \$5,750.00 for the Unfunded Actuarial Accrued Liability plus 11.22% of payroll.

*Motion by Charles Rhodes and seconded by Roger Clarke to acknowledge receipt of the PMRS 2015 Act 205 Report.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

It is recommended that we purchase summer tee shirts for the maintenance staff. The cost for 5 shirts for each person is \$330.00.

*Motion by Eric Glotfelty and seconded by John Harding to purchase tee shirts for the maintenance staff for \$330.00.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

*Motion by John Harding and seconded by Roger Clarke to accept the resignation of Borough Auditor William Johnston, effective June 27, 2016. P19.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

Solicitor Allison stated that under the Borough Code, a new auditor should be appointed within 30 days of acceptance of the resignation. He suggested that he and the Executive Secretary work together to prepare an advertisement for the newspaper to solicit for interested candidates as soon as possible. Interviews could be scheduled for the August 4, 2016 Council Meeting. The Council directed the Solicitor and the Secretary to proceed with this.

### **REFUSE: Chair Roger Clarke**

Brudden Energy Initiative LLC project – Waste to Energy – Brudden representatives will be making a presentation at the 07/18/2016 refuse committee meeting at 7:00 P.M. They have a process where municipal waste can be converted to fuel (similar to heating oil). 5 tons of garbage per day can be make 1,000 gallons of fuel which could be sold for approximately \$1.00/gallon. Eric Glotfelty asked Roger Clarke if he will be an investor in the project. He said he would be and that he would have to resign from Borough Council if the Council decided to pursue the project.

Dumpsters at the maintenance shed – complaints have been made about the dumpsters constantly overflowing. The Committee will consider options at its July 18<sup>th</sup> committee meeting.

A copy of the Berlin Borough Yard Waste Compost Site inspection report is in your packet for review. The inspector has made some recommendations as a result of his inspection.

Action on the recommendations was tabled. The Committee will review these at the July 18<sup>th</sup> committee meeting.

Some residents are not putting their garbage in containers when they set it out for pick up. Often times the trash bags are torn apart by animals and trash is spread over the street. The Committee was directed to check into the ordinance to see what is required.

### **HOUSE: Chair Barb Zerfoss**

Doors for upper double doors in Borough Building - Jeff Good submitted a quote to replace the doors. Option 1 – replace the doors but use the wire mesh glass from the old door and put it in the new door – \$3,977.00; Option 2 – replace the doors with everything new, including the wire mesh glass – \$5,027.00. Action was tabled – the Chair was directed to obtain additional quotes.

Door for brick storage building – Jeff Good said it would cost approximately \$650.00 to replace the door in the brick storage shed due to the dimensions of the door. There was discussion on

replacing the door or demolishing the building. Council directed the Secretary to have the maintenance staff tear down the building and clean up the site.

**EQUIPMENT: John Harding**

The new refuse truck chassis production was started on June 20 and completed by Volvo on June 26. It was shipped to Oshkosh, Wisconsin on June 28<sup>th</sup> and we expect delivery around July 22.

The 2004 Ford F350 tool truck needed springs replaced. This was done in May by W.W. Friedline in May. Chad Lowery reported that at this time everything else is Ok with this vehicle.

The 1960 Caterpillar Front End Loader needs the brake system replaced. The last time we had this repair done it cost in excess of \$5,000.00. Due to the age and overall condition of this machine, it may not be in the best interest of the Borough to continue to expend money on this machine. Does the Council wish the Equipment Committee to explore replacement options?

Council directed John Harding to make inquiries about a replacement machine. Solicitor Allison suggested that a spec sheet should be drawn up and it would have to be bid out if a replacement is to be purchased, unless one was found on the Co-Stars approved list of vendors.

**STREETS & SIDEWALKS: Chair Eric Glotfelty**

- 1) Movie Night – plans have been finalized for Movie Night for August 20<sup>th</sup> at the Berlin football field. It has been suggested that we solicit Borough Business for advertisements to help fund the event and to possibly make a donation of some or all of the proceeds to a local non-profit or community benefit. Or we could escrow any funds received from advertisements to be used towards the costs of a future movie night. What are the thoughts of Council?

*Motion by Eric Glotfelty and seconded by John Harding to solicit for advertisements for the August Movie Night and to donate the proceeds to the Berlin Little League, subject to the Solicitor researching and giving approval that this would be legally permissible.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

NOTE: Solicitor subsequently stated that this was not legal for the Council to do. The motion was rescinded.

- 2) Brett Custer, the property owner at 1015 Main Street, is replacing the sidewalk. Some of the sidewalks in the area have pavement, some have concrete with grass areas between the walk and curb, and others are concrete all the way from the property to the curb with no grass strips. If the walk is replaced and grass strips are put in, the sidewalk will be narrower than four feet. He has requested direction from the Council on replacing the sidewalk.

*Motion by Roger Clarke and seconded by Thomas Fisher granting Brett Custer the approval to replace the sidewalk at 1015 Main Street with all concrete.*

*Ayes: 6*

*Nays: 0*

*Brett Custer Abstained*

*Motion Passed*

- 3) Robert Glotfelty request – Council Member Rhodes has submitted a survey by R.D. Fogle Engineering date May 16, 2003 Vine Street between South & Orchard Street. It appears that the shrubs in question are not on Borough Right of Way and thus we cannot have them removed.

Borough Council directed the Secretary to notify Mr. Glotfelty of this.

*Motion by John Harding\_ and seconded by Barb Zerfoss to approve the September 23, 2016 Homecoming Parade request from BBSD / Ashley Cotter pending receipt and approval of PENNDOT permits.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

- 4) A Petition to have Borough Council vacate Birch Alley from East Main Street to Stadium Street was presented. Title 8, Pennsylvania Consolidated Statutes, Subchapter D. Section 1731 and Section 1732 provides for the method of vacating streets.

*Council directed the Street Committee to review this at the committee meeting scheduled for July 28th at 3:00 P.M.*

#### **POLICE: Chair John Harding**

All is well with our Police Force operating in an exemplary fashion.

#### **BEAUTIFICATION: Chair Charles Rhodes**

There was nothing to report. The Committee will meet 7:00 P.M. on July 18<sup>th</sup>.

At 11:53 P.M. the council adjourned to executive session to review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

*Motion by Roger Clarke and seconded by John Harding to adjourn to executive session.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

*Motion by Roger Clarke and seconded by Eric Glotfelty to reconvene the regular meeting.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

At 12:24 A.M. the council reconvened the regular meeting

*Motion by Eric Glotfelty and seconded by Roger Clarke authorizing the Solicitor to seek outside counsel for advice and opinion on the electricity Purchased Power Adjustment (PPA).*

*Aye: 7*

*Nay: 0*

***Motion Passed***

***Motion by John Harding and seconded by Thomas Fisher authorizing the Solicitor to file an appeal in the Brian Fiest Right to Know Request.***

***Aye: 7***

***Nay: 0***

***Motion Passed***

***Motion by Eric Glotfelty and seconded Barb Zerfoss to adjourn this Meeting of the Berlin Borough Council at 12:28 A.M.***

***Aye: 7***

***Nay: 0***

***Motion Passed***

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday August 4, 2016, beginning at 7:00 p.m., at the Berlin Borough Council conference/meeting room, 700 North Street, Berlin, Pennsylvania.



Borough of Berlin Executive Secretary





**What is the role of an Auditor?**

**2014 EDITION – PENNSYLVANIA CONSOLIDATED STATUTES (The Borough Code)**

**Subchapter C – Auditors**

**§ 1059.1. Completion, filing and publication of auditor's report and financial statement.**

**(a) Reports.--**The auditors shall complete the annual audit, adjustment and settlement as soon as possible after the end of the fiscal year. The auditors shall, within ten days after completing the annual audit, publish once, in at least one newspaper of general circulation, a concise financial statement setting forth all of the following:

- (1) The balance in the treasury at the beginning of the fiscal year.
- (2) All revenue received during the fiscal year by major classifications.
- (3) All expenditures made during the fiscal year by major functions and the current resources and liabilities of the borough at the end of the fiscal year.
- (4) The gross liability and net debt of the borough.
- (5) The amount of assessed valuation of the borough.
- (6) The assets of the borough with their character and value.
- (7) The date of the last maturity of the respective forms of funded debt.
- (8) The assets in each sinking fund.

**(b) Details.--**The auditors shall prepare a report which shall contain an audit of the accounts of the last fiscal year and shall also show a complete statement of the financial condition of the borough, giving in detail all of the following:

- (1) The actual indebtedness.
- (2) The amount of funded debt.
- (3) The amount of floating debt.
- (4) The valuation of taxable property in the borough.
- (5) The assets of the borough with their character and value.
- (6) The date of maturity of the respective forms of funded debt of the borough.

## **AUDITORS GUIDE**

### **PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (Copyright 2011)**

Purpose of Guide - This guide outlines what work auditors are expected and required to do. The Department set several goals in preparing the Guide:  
To give direction and purpose to the elected auditors as they begin their audit task

To acquaint elected auditors with their duties and responsibilities under the borough and township codes.

To outline the scope of an audit of a borough or township; to suggest programs for the audit of the various funds, and of the accounts of certain officials such as: tax collector, district justice and treasurer.

To offer instruction in the preparation of the uniform financial reports required to be filed with the Department of Community and Economic Development.

The Primary Purpose of Auditing - The auditor examines the accounting records and accounting practices of the organization or agency under review to enable him to express an informed opinion as to whether or not the balance sheet and the statement of revenues and expenditures prepared from the books and records present fairly the financial position and the results of operations of the municipality, and whether the municipality complied with applicable laws and regulations.

Audit Report - Each year, auditors must prepare a report containing an audit of the accounts of the last fiscal year. It must show a complete statement of the financial condition of the borough, including details of indebtedness, value of taxable property and a listing of the assets of the borough.

The report is to be prepared within 90 days after the close of the fiscal year. Uniform forms for the report as mandated by law, are provided by the Department of Community and Economic Development. Copies of the report must be filed with the borough secretary, clerk of the court of common pleas and the Department of Community and Economic Development.

Within ten days after the audit is completed, the auditors must publish a concise financial statement in at least one newspaper of general circulation in the borough. The statement is to include:

The balance in the treasury at the beginning of the year.

All revenues received by major classifications.

All expenditures by major functions.

The current resources and liabilities of the borough at the end of the fiscal year.

The gross liability and net debt of the borough.

The assessed valuation of the borough.

The assets of the borough and their description.

The date of the last maturity of each form of funded debt and the assets in each sinking fund.

An elected municipal auditor is not required to have any training in auditing and accounting. By way of duties, the professional auditor not only examines the financial transactions of the unit, but also has a responsibility to recommend improvements in accounting procedures, internal control devices and related fiscal matters. **The elected municipal auditor has no responsibility for the financial welfare of the municipality beyond the settlement of the accounts.**

**Elected auditors are unable to compel installation of adequate accounting methods where they are lacking.**

We suggest that the elected auditor take an advisory role in the improvement of municipal financial procedures as deemed appropriate. **The elected auditors should, however, be reasonably certain that their position is valid since they can at times be personally responsible for the results of their work and recommendations. Any recommendations for operating improvements should therefore be properly developed and checked with knowledgeable municipal personnel prior to making them public.**

Recommendations and related findings should include:

1. An explanation of the problem that exists.
2. The reason that the existing condition has a negative effect on the operation of the municipality.
3. The reason for the condition existing. This may include explanations provided by the municipality.
4. A discussion of the solutions good business practice, laws, regulations.
5. **Recommendation for operating improvements. It is suggested that any findings and recommendations be submitted in a separate management letter accompanying the Annual Audit and Financial Report.**

**This letter should be addressed to the same parties as the report, should indicate its purpose, and should reference the Annual Audit and Financial Report.**

## AUDIT LETTER

March 31, 2016

Overtime – Business Manager: Overtime represents 33% of total compensation and this is would be considered excessive. All other overtime appears to be consistent with the job as assigned.

Aged receivables – there are \$106,000 of outstanding receivables that are not on the books and some have been assigned to CBCS for collections. The understanding is that CBCS only accepts items less than 5 years old. Very little follow-up is done with CBCS. There should be a quarterly review of these outstanding balances with CBCS as to their status. If CBCS does not appear to be doing a good job in collecting these balances, then a new collections agency should be pursued. The council should look at maintaining a deposit for a longer period of time to assure that these funds are recovered when services are disconnected. Has the council looked at the property owner and not the renter being liable for any unpaid services? The balance in the new system of aged receivables appears to be \$41,264.86. A defined written procedure needs to be in place on how these funds will be recovered.

Purchased power adjustment (PPA) – this adjustment was put in place to pay an outstanding balance of \$112,878.00 which has been paid. At the time of this audit a fund balance of \$281,005.90 has been identified. As there are no outstanding balances owed, it is our recommendation that these funds be returned to the customer or that the council obtain a response from the solicitor as to how these funds can continue to be assessed and at what time they will be returned. As the PPA is a defined line on the bill it is our interpretation that these funds can only be used for the intended purpose and cannot be diverted for any other purpose then to pay for any billings for PPA. This is a question that the solicitor may want to address as to what rule or regulation would permit the use of these funds for any other intended purpose.

It is the auditors understanding that there may be a vote on the new generation project by the residents. These voting cards should be held for auditing and all individuals who counted the votes should sign a verification of certification that the votes were agreed to as tabulated.

Policy & Procedures – establish written policy and procedures for the office staff. As items are approved by the council for the office to follow, these items should be part of the policy and procedures. You need to provide written policy and procedures which will be audited annually.

The auditors could not easily determine that when the transition from the prior billing system to the new system was completed that there was a balancing between the two systems. There should always be an audit done when closing one system of this size and converting to a new system.

Pension funds were not available at the time of filing the audit.

William Johnston – Auditor, Robert Brant, and Shawn Hart



The Borough of Berlin  
700 North Street  
Berlin, PA 15530

March 17, 2015

March 11, 2015

Re: Recommendations of Auditors for year ending 2014.

The Recommendations of Auditors for year ending 2014:

All receivables and payables should be aged and a monthly copy of the aging should be part of the reconciliation of bank accounts.

A few items were noted as not being initialed for payment. No deficiencies noted.

A listing of check numbers that have been voided or destroyed should be maintained monthly and signed off on by two of the authorized signers to verify that these checks numbers have not been issued. A record of these checks should be maintained as part of the bank reconciliation.

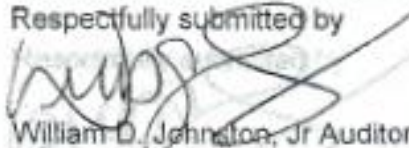
There are two accounts that have funds that are not being utilized for their intended purpose and should be closed. Police Department Youth Activities account number 74101218 and Banner Fund account number 95004610. It appears we are just making minor deposits to keep the funds from becoming dormant. If these funds cannot be closed and the balance returned to the donors, then the funds should be escheated and returned to the state.

Transfer of funds should still be initialed by two authorized individuals verifying it was approved to move these funds between accounts.

There were no new closed accounts and one certificate of deposit was redeemed during 2014. Review of the payroll records indicated that the Borough Manager is receiving overtime. As an exempt employee it is not typical to pay overtime. Since the board has approved overtime it is a recommendation of the Auditors that the Borough Manager monthly submit a record of their overtime and what was the purpose surrounding the overtime. This should be approved at the board meeting and payment made after approval. Overtime should be for time that is outside their normal expected duties for which they are compensated. There needs to be a formal review of overtime hours and an approval process in place.

Once again the Borough staff continues to perform at a high level. After review of the records there appears to be no material deficiencies.

Respectfully submitted by

  
William D. Johnston, Jr Auditor  
Robert Brant Auditor  
Shawn Hart Auditor

The Borough of Berlin  
700 North Street  
Berlin, Pennsylvania 15530

March 6, 2014

Re: Recommendations of Auditors for year ending 2013.

A W-9 should be on file for all vendors utilized by the Borough.

The Retention Policy indicates a 7 year period. All records not required to be held longer than the 7 year period should be shredded and a record of the disposal of said items should be maintained by the Borough.

All extra deposits should have supporting documentation attached and available for audit.

Change orders should have a council approval up to a dollar limit per individual/committee per job. The change orders will be in aggregate for the particular job and that individual/committee should not exceed that authority. If you are going to exceed that authorized amount, it must go back to the council for approval.

Transferring between funds should be approved by someone other than the Treasurer if the Treasurer is responsible for making the transfer. There should be dual controls on all transfers.

The council should consider the use of Direct Deposit of all payroll checks. Electronic transfers would be more cost efficient and less time consuming to create checks. From an audit stand point it would be much easier to review a file than each and every check.

The Borough office staff continues to display a high quality of performance in keeping their records up to date and in accordance with policy and procedures.

Respectfully submitted by



William Johnston Auditor

Robert Brant Auditor

Shawn Hart Auditor



Borough of Berlin  
ATTN: Borough Secretary

March 24, 2011

Enclosed is the recently completed audit of the Borough's 2010 finances for disposition as appropriate. Our review has shown that all recommendations made in 2009 have been implemented and all concerns raised during the audit were immediately resolved.

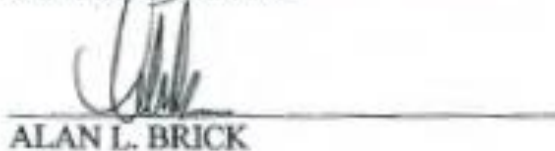
The Treasurer, Cindy Flamm, is to be commended for her excellent record keeping and positive attitude during the audit.



TERRY L. DEPHILLIPS



ROBERT F. BRANT



ALAN L. BRICK

CC: Borough Council President  
Borough Treasurer



**From:** [William Johnston](#)  
**To:** [thomas.jones@berlinborough.org](mailto:thomas.jones@berlinborough.org)  
**Subject:** Fw: Berlin Borough  
**Date:** Monday, June 27, 2016 7:46:28 PM

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Tom,

Thank you for our meeting. As I will not be available for the meeting of borough council, would you please read this email at the meeting.

As I stated when we met to discuss the Audit Letter, this letter is only an opinion of the auditor's of the records for the period audited. This is done every year and is given to the council members for their review and discussion at their meeting. The audit is performed to review the records for the year of the audit. The Audit Letter did not find any wrong doing. The audit is to assist the council in the performance of their duties. It is entirely up to the council to approve any of the audit recommendations. All items in the audit letter were only recommendations.

Thank you for your time and explanation of the opinions addressed in our audit review.

Sincerely,

Boro Auditor's

**OFFICIAL AND APPROVED MINUTES REGULAR MEETING- BERLIN BOROUGH COUNCIL-  
April 3, 2014 - 7:00 p.m.**

*Motion by Eric Glotfelty and seconded by Roger Clarke to appoint Terry Metzgar as Executive Borough Secretary, Delegate to the Act 32 tax Collection Committee, Representative to the Somerset County Borough's Association, Single Point of Contact for American Municipal Power correspondence, and added to the list of authorized check signatures effective 050114.*

*Ayes: 5*

*Nays: 0*

*Motion Passed*

*Motion by Eric Glotfelty and seconded by Kerrie Broderick to hire Brian J. Black as Outside Supervisor at \$32,000 per year. After a six month probationary period the council will give consideration to increasing the yearly salary to \$34,000 per year. This contingent upon successful completion of drug, alcohol, and background check.*

*Ayes: 4*

*Nay: 1*

*Roll Call Vote:*

*Aye / Terry DePhillips*

*Nay / Roger Clarke*

*Aye / Kerrie Broderick*

*Aye / Brett Custer*

*Aye / Eric Glotfelty*

*Barb Zerfoss (Absent due to illness)*

*Neil Scheller (Absent due to illness)*

*Motion passed*

*(See attached Brian Black compensation document)*

***Motion by Brett Custer and seconded by Eric Glotfelty to adopt the revised compensation package for Terry Metzgar as specified below.***

*Ayes: 5*

*Nays: 0*

***Motion Passed***

Borough of Berlin  
700 North Street  
Berlin, PA 15530  
Terry L. Metzgar

Vacation:

1 week after 6 months

2 weeks after 5 years

3 weeks after 10 years

Sick Days:

5 for the first six months

5 for next six months

(Accumulate maximum total of 30)

(Pay for hours over 30 at beginning of each year)

Personal Day: 1 per year

Paid Holidays: 8 per year

Other benefits: \$15,000 Group Term Life Insurance, Pension Plan

**Additional Compensation to be paid on a time and a half basis for after-hours work, or, at the**

**option of the employee, comp time on a time and a half basis.**

Pay IRS mileage rate when required to use personal vehicle

Provide \$20.00/month for cell phone.

May 7, 2015 - 7:00 p.m.

## President's Report

Our auditor's report suggests that we establish an overtime approval process. In order to comply with the auditor suggestion the following motion:

*Motion by Brett Custer and seconded by Tom Fisher to have all borough overtime confirmed and approved by the chair of the finance committee as part of his weekly bill approval process.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

Our auditor also suggests that we formally extend and direct our PPA funds into a specific account.

*Motion by Eric Gtofelty and seconded by Roger Clarke to extend the existing \$0.01 PPA until such time as energy prices stabilize as determined by the council and to place all PPA funds in an account designated as the Generation Fund.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

*Motion by Roger Clarke and seconded by Tom Fisher to move funds from the banner fund to the Police Account. This in accordance with the auditor's suggestion.*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

In an effort to improve pedestrian safety, we performed a field trial of the new reflective heat-shrink crosswalk striping. Initial results appear positive with both increased visibility and durability in evidence. As a result, we would like to purchase the tools and material to replace painted crosswalks with the reflective heat-shrink material.

*Motion by Barb Zerfox and seconded by Brett Custer to purchase heat-shrink crosswalk striping material and application tools using MLF funds at a cost not to exceed \$5,500 .*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

*Motion by Eric Gtofelty and seconded by John Harding to purchase reflective rain gear and safety T-Shirts for borough workers at a cost not to exceed \$1,300 .*

*Ayes: 7*

*Nays: 0*

*Motion Passed*

*Motion by Eric Gtofelty and seconded by John Harding to approve the leakage repair on the Truck Two EZ-Packer so that we may be in compliance with the DEP Citation. Using Factory Authorized EZ-Packer Repair at Total Equipment Solutions at a price of \$9239.08.*



Borough of Berlin, Somerset County, Pennsylvania

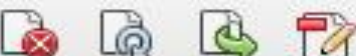
Payroll Summary

January through December 2015

	Metzgar, Terry L.			TOTAL		
	Hours	Rate	Jan - Dec 15	Hours	Rate	Jan - Dec 15
<b>Employee Wages, Taxes and Adjustments</b>						
<b>Gross Pay</b>						
Asst. Exec. Sec.			1,423.08			1,423.08
Exec. Sec.			36,288.54			36,288.54
Bonus-Secretary	1	2,000.00	2,000.00	1.00		2,000.00
Holiday	52		0.00	52.00		0.00
M.A. Bonus	1	150.00	150.00	1.00		150.00
OT-Water	17	26.69	453.73	17.00		453.73
OT - Exec. Sec.	419.75	26.69	10,595.88	402.75		10,595.88
Personal Day	8		0.00	8.00		0.00
Sick Hourly Rate			0.00			0.00
Vacation Hourly	48	17.79	284.64	48.00		284.64
Christmas Bonus			100.00			100.00
Cell Phone Reim.			100.00			100.00
<b>Total Gross Pay</b>	<b>529.75</b>		<b>51,395.87</b>	<b>529.75</b>		<b>51,395.87</b>
<b>Adjusted Gross Pay</b>	<b>529.75</b>		<b>51,395.87</b>	<b>529.75</b>		<b>51,395.87</b>
<b>Taxes Withheld</b>						
Federal Withholding			-6,920.00			-6,920.00
Medicare Employee			-745.24			-745.24
Soc. Sec. Employee			-3,186.54			-3,186.54
PA - Withholding			-1,577.93			-1,577.93
PA - Unemployment Employee			-35.98			-35.98
Capital Tax Bureau			-514.00			-514.00
Medicare Employee Addl Tax			0.00			0.00
<b>Total Taxes Withheld</b>			<b>-12,979.69</b>			<b>-12,979.69</b>
<b>Net Pay</b>	<b>529.75</b>		<b>38,416.18</b>	<b>529.75</b>		<b>38,416.18</b>
<b>Employer Taxes and Contributions</b>						
Medicare Company			745.24			745.24
Soc. Sec. Company			3,186.54			3,186.54
PA - Unemployment Company			625.50			625.50
<b>Total Employer Taxes and Contributions</b>			<b>4,557.28</b>			<b>4,557.28</b>

O.T. Pay = \$ 11,049.63  
 Total Pay = \$ 51,395.87  
 } 21,509.00

O.T. Hours = 419.75 = 16.7990  
 52 weeks @ 40 hours = 2080.00 = 83.2100  
2499.75 Total Hours



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**Cindy Flamm**

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**From:** Link, Timothy J <TJLink@muni-link.com>  
**Sent:** Tuesday, June 16, 2015 8:58 AM  
**To:** Cindy Flamm  
**Subject:** RE: Data has been transferred!  
**Attachments:** AgingReport.pdf

Hi Cindy,

Yes, Jim Weidman has begun the process, if everything goes well; he is hoping to have everything done by the end of today. Depending on the time it will most likely be first thing tomorrow morning. (If it is tomorrow morning, I am scheduled at a customer site for training, so I will check with Jessica to see if she is available.)

We will provide you with an aging report so you can compare your balances to that in Harris to confirm that all of the balances transferred correctly. If you want to get started you can run that report in Flex bill now so that you have it ready. I have attached a sample (IT DOES NOT HAVE CORRECT BALANCES) of our aging report that we would need you to balance to, it has all accounts with balances and then at the very bottom it has grand totals. We want you to confirm that grand total matches, then spot check maybe 10 accounts to make sure that the individual accounts balance.) Again this is something less or I will review with you, but I wanted to give you an idea of what we were looking for so you can start looking for a report in Flex Bill.

Thank you,  
Tim

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**From:** Cindy Flamm [mailto:cindy.flamm@berlinborough.org]  
**Sent:** Tuesday, June 16, 2015 8:14 AM  
**To:** Link, Timothy J  
**Subject:** FW: Data has been transferred!

Tim,

I hope Muni-link got this email.

Cindy

**From:** Camilla Kane [mailto:CKane@harrislocalgov.com]  
**Sent:** Tuesday, June 16, 2015 12:51 AM  
**To:** Cindy Flamm (cindy.flamm@berlinborough.org)  
**Cc:** McClintock, Jim (JMcClintock@muni-link.com)  
**Subject:** Data has been transferred!

I am so sorry for the delay. As you may noticed I had a few additional issues, but I feel confident you have good data now. You know where to reach me if there are any issues. I hope the rest of the conversion goes smoothly and you are happy with your transition.

Thank you,

Kami

## Cindy Flamm

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**From:** Johnston, Bill <Bill.Johnston@rockwoodcasualty.com>  
**Sent:** Thursday, February 25, 2016 3:22 PM  
**To:** Cindy Flamm  
**Subject:** RE: Outstanding Accounts

Okay we may need to discuss once we have everything gathered up. Thanks again.

Bill Johnston  
AVP - Finance/Asst Treasurer

Rockwood Casualty Insurance  
654 Main Street  
Rockwood, Pennsylvania 15557  
United States of America

P +1 (814) 928 5348  
E [bill.johnston@rockwoodcasualty.com](mailto:bill.johnston@rockwoodcasualty.com)

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**From:** Cindy Flamm [<mailto:cindy.flamm@berlinborough.org>]  
**Sent:** Thursday, February 25, 2016 3:20 PM  
**To:** Johnston, Bill  
**Subject:** Outstanding Accounts

Bill,

We are working on the outstanding Accounts. And again I forgot how I was handling these outstanding accounts when I took over the billing system. I did not remove an of the outstanding accounts from 1/1/2012 to present. They are still in the system under the 120+ days aged. I have Tammy separating the two lists and I will get back to you tomorrow with that and you can tell me how you want me to handle those outstanding balances that are in system. The amount before 1/1/12 is now approx. \$66,847.13 (this amount does not show anywhere).

*Cindy L. Flamm*  
Treasurer

Borough of Berlin  
700 North Street  
Berlin, PA 15530  
814-267-3837  
814-267-3017 fax  
[cindy.flamm@berlinborough.org](mailto:cindy.flamm@berlinborough.org)

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This email has been scanned by the Symantec Email Security.cloud service.



## Cindy Flamm

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**From:** Johnston, Bill <BillJohnston@rockwoodcasualty.com>  
**Sent:** Monday, February 29, 2016 12:11 PM  
**To:** Cindy Flamm  
**Subject:** RE: Outstanding Balance Lists

Thanks Cindy, I will review and I appreciate your update. Bill J.

Bill Johnston  
AVP - Finance/Asst Treasurer

Rockwood Casualty Insurance  
654 Main Street  
Rockwood, Pennsylvania 15557  
United States of America

P +1 (814) 926 5348  
E [billjohnston@rockwoodcasualty.com](mailto:billjohnston@rockwoodcasualty.com)

**From:** Cindy Flamm [<mailto:cindy.flamm@berlinborough.org>]  
**Sent:** Monday, February 29, 2016 8:09 AM  
**To:** Johnston, Bill  
**Subject:** Outstanding Balance Lists

Bill,

Here are the outstanding balance lists. One is prior to 2012 and the other is 2012 to present. Thought you might like some more reading material.

Cindy

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Flex Bill (old software)

Account	Name	Location	Service	Cycle	Book	Actual	Current	30 Days	60 Days	90 Days	Total
	Service					Actual	Current	30 Days	60 Days	90 Days	Total
	EL 01					227,871.07	-6,834.15	0.00	0.00	234,705.22	227,871.07
	EL 02					7.55	0.00	0.00	0.00	7.55	7.55
	EL 04					69.43	0.00	0.00	0.00	69.43	69.43
	GB 01					6,149.07	-1,486.89	0.00	0.00	7,635.96	6,149.07
	GB 02					29,426.35	-113.95	0.00	0.00	29,540.30	29,426.35
	PP 01					-5.23	-5.23	0.00	0.00	0.00	-5.23
	PP 03					-5.23	-5.23	0.00	0.00	0.00	-5.23
	SE 01					43,840.95	-331.94	0.00	0.00	44,172.89	43,840.95
	SE 02					570.94	-11.75	0.00	0.00	582.69	570.94
	SE 03					1,128.91	0.00	0.00	0.00	1,128.91	1,128.91
	WA 01					397.11	-272.51	0.00	0.00	669.62	397.11
	WA 02					9,792.31	-88.20	0.00	0.00	9,880.61	9,792.31
	WA 03					4,533.47	0.00	0.00	0.00	4,533.47	4,533.47
	WA 04					13,815.64	0.00	0.00	0.00	13,815.64	13,815.64
	WA RADIO RR					19,042.80	-280.70	0.00	0.00	19,323.50	19,042.80
	VL 01					42.00	0.00	0.00	0.00	42.00	42.00
	VL 02					7.00	0.00	0.00	0.00	7.00	7.00
	VL 03					28.05	0.00	0.00	0.00	28.05	28.05

total 356,712.19

227,871.07
7.55
69.43
6,149.07
29,426.35
-5.23
-5.23
43,840.95
570.94
1,128.91
397.11
9,792.31
4,533.47
13,815.64
19,042.80
42.00
7.00
28.05
356,712.19



Munilink billing system  
(new software)

Aging Report

Standard Aging Aging as of 06/16/2015 11:59:00 pm Billing Group: Monthly (Zero Balance Accts Excluded)

Account #	Name	Water	Sewer	Other	Electric	Garbage	Total	Current	30 days	60 days	90 Days	120 days
I 1022700-1	BURKET WILLIAM	0.00	0.00	0.00	0.00	-119.70	-119.70	0.00	0.00	0.00	0.00	-119.70
I 1029000-1	MCDANNELL TERESA	0.00	0.00	0.00	0.00	34.20	34.20	0.00	0.00	0.00	0.00	34.20
I 1034900-1	LEPLEY ALLEN	0.00	0.00	0.00	0.00	328.10	328.10	0.00	0.00	0.00	0.00	328.10
I 1050000-1	HELMICK SCOTT	0.00	0.00	0.00	0.00	81.20	81.20	0.00	0.00	0.00	0.30	80.90
I 1052000-1	BERLIN MILLING INC	0.00	0.00	0.00	0.00	521.73	521.73	0.00	0.00	0.00	0.00	521.73
I 1065000-1	COONEY NICK/AMANDA	17.08	0.00	0.00	0.00	0.00	17.08	8.27	8.81	0.00	0.00	0.00
I 1071000-1	REID STACY	18.40	0.00	0.00	0.00	0.00	18.40	18.40	0.00	0.00	0.00	0.00
I 1096000-1	SHAULIS JESSICA	0.00	0.00	0.00	0.00	51.74	51.74	0.00	0.00	0.00	0.00	51.74
I 1112000-1	GERHARD THOMAS - DECEASED	0.00	0.00	0.00	17.59	0.00	17.59	17.59	0.00	0.00	0.00	0.00
I 1114200-1	SAYLOR JULIA	0.00	0.00	0.00	59.85	0.00	59.85	59.85	0.00	0.00	0.00	0.00
I 1115000-1	ALDER MANAGEMENT	0.00	0.00	0.00	40.98	0.00	40.98	15.75	12.57	12.14	0.52	0.00
I 1121000-1	CHIPLOCK PETE	0.00	0.00	0.00	59.18	0.00	59.18	59.18	0.00	0.00	0.00	0.00
I 1123000-1	ALDER MANAGEMENT	0.00	0.00	0.00	67.21	0.00	67.21	13.64	15.50	19.45	18.62	0.00
I 1125500-1	WOIDA EDNA	0.00	0.00	0.00	71.02	0.00	71.02	71.02	0.00	0.00	0.00	0.00
I 1126000-1	LEISTER PHYLLIS	0.00	0.00	0.00	40.85	0.00	40.85	40.85	0.00	0.00	0.00	0.00
I 1136000-1	HOFFMAN PAULINE	0.00	0.00	0.00	-114.36	0.00	-114.36	-114.36	0.00	0.00	0.00	0.00
I 1137000-1	HARTMAN BONNA	0.00	0.00	0.00	43.79	0.00	43.79	43.79	0.00	0.00	0.00	0.00
I 1141000-1	CHAPPUE PATRICIA	0.00	0.00	0.00	24.60	0.00	24.60	24.60	0.00	0.00	0.00	0.00
I 1142500-1	ALDER MANAGEMENT	0.00	0.00	0.00	103.62	0.00	103.62	13.06	22.50	42.29	25.77	0.00
I 1143000-2	FLEEGLE WILLIAM - DECEASED	0.00	0.00	0.00	106.06	0.00	106.06	0.00	0.00	0.00	0.00	106.06
I 1144000-1	SPARKS LUCINDA	0.00	0.00	0.00	39.81	0.00	39.81	16.14	23.67	0.00	0.00	0.00
I 1154000-1	HUEY BETTY	59.80	54.54	0.00	231.31	44.24	389.89	133.02	131.48	125.39	0.00	0.00
I 1160100-1	CUGINI LOUISE	18.40	18.00	0.00	35.94	14.60	86.94	86.94	0.00	0.00	0.00	0.00
I 1171200-1	EDWARDS BLAKE	29.90	18.00	0.00	79.04	14.60	141.54	141.54	0.00	0.00	0.00	0.00
I 1186000-1	MACK DEB	18.40	0.00	0.00	0.00	0.00	18.40	18.40	0.00	0.00	0.00	0.00
I 1218000-1	SHROYER JEREMIAH	39.10	0.00	0.00	0.00	0.00	39.10	39.10	0.00	0.00	0.00	0.00
I 10072700-1	MAZZAFERRO DIANE	0.00	0.00	0.00	0.00	-0.24	-0.24	0.00	0.00	0.00	0.00	-0.24
Inactive Total	238 Accounts	4,969.28	7,813.60	0.00	32,457.25	7,607.20	52,847.33	10,456.11	4,650.52	1,992.99	932.72	34,814.99

Inactive Debit Balance Total: 53,564.78

Inactive Credit Balance Total: -717.45

Grand Total	1493 Accounts	47,522.30	56,693.03	0.00	216,041.60	34,455.66	366,712.60	259,916.56	43,120.40	10,915.42	3,806.29	38,953.92
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Debit Balance Total: 362,440.01

Credit Balance Total: -5,727.42

The Borough of Berlin invoices residents for water, sewer, garbage collection, and electricity. The amount is approximately \$3,400,000 per year or \$13,500,000 for the years 2012 thru 2015. The amount of uncollected accounts receivables for this same period is \$41,000. **This represents 0.003037% or about 3 tenths of 1 percent of the total amount invoiced.** Borough Council has taken measures to reduce this even more by requiring new property owners to post a \$400.00 electricity security deposit which is refundable after they pay 12 consecutive bills on time. Tenants are required to post the same deposit and it is not refundable until they terminate electricity service with the Borough and all amounts due have been paid. Keep in mind, none of the aged delinquent accounts have ever been written off. Anyone who requests new electric service and that are on the aged delinquent lists have to pay the balance full before being allowed to reestablish electric service

## Purchased Power Adjustment (PPA):

The Pennsylvania Consolidated Statutes (Title 8, Boroughs and Incorporated Towns, Section 24A03, paragraph (a) (2), in addition to exercising its general powers, gives specific power to boroughs “To regulate the use of and the charge for electricity furnished by the borough for use throughout the borough. A borough may fix, establish, maintain and collect or authorize by contract or otherwise the establishment, levying and collection of rates, fees, rental or other charges, including connection charges, for the services afforded by or in connection with any properties which the borough constructs, erects, owns, acquires, operates or manages and for the sale or transmission of electric energy and power as it deems necessary, proper, desirable and reasonable.”

**Municipal electric systems are not governed or regulated by the Public Utility Commission (PUC).**

Purchased Power Adjustments (PPA’s), Power Cost Adjustments (PCA’S’s), Electric Cost Adjustments (ECA’s), Electric Rate Adjustments (ERA’s) are just some of the names municipal utility systems have called their electric rate adjustments, and they have been used by municipalities for decades. There is no specific mention of a PPA in the Pennsylvania Borough Code – these would be considered as rates, fees, rental or other charges. Generally, a PPA is an amount per kilowatt-hour to be added to or subtracted from customers' billing each billing period so that increases or decreases in costs of purchased power, fuel, lube oil, other costs of generated power, and other costs deemed appropriate by the Borough, will be collected or credited.

## Berlin Borough Council

### Electricity Rates and PPA Action Timeline

<b>COUNCIL MEETING DATE</b>	<b>ACTION TAKEN</b>
September 5, 1991	3 phase power rates adopted, effective January 1, 1992
November 7, 1991	Revised 3 phase power rates
April 3, 1997	Changed the electric rates for customers
October 1, 1998	Christopher Robine to conduct a study of the Boroughs Municipal Electric System
April 8, 1999	Quad Three Group, Inc. to explore options and requirements, prepare and distribute RFP'S to provide wholesale electricity
February 10, 2000	Authorized to terminate GPU service
August 2, 2001	Directed the Electric & Equipment Committee to study the electric rate situation in view of increased wholesale power costs, and make recommendations with regard to any increases or changes in the Boroughs Electric System's current rate schedule
October 3, 2002	Joined APPA
June 12, 2003	Passed motion to join AMP-Ohio
December 4, 2003	Motion passed to enter into contract with AMP for the purchase of electricity for 3 years effective June 2004
January 6, 2005	Municipal Electric System's Purchased Power Adjustment (PPA) charge be reduced to zero effective March 1, 2005

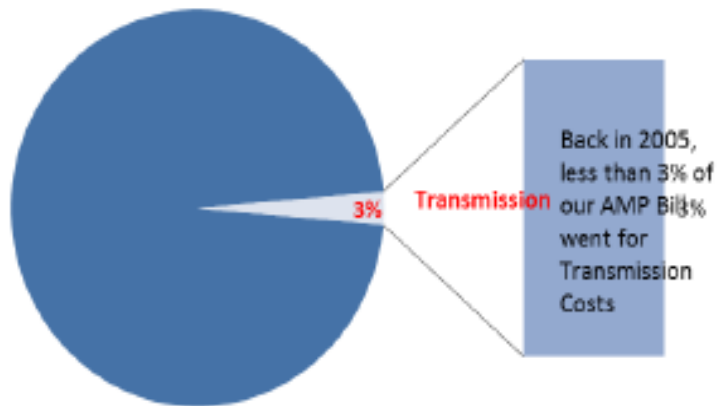


	to zero effective March 1, 2005
July 10, 2008	Increase rates 2.6 cents / kwh; reduce PPA from \$0.006 to \$0.00 (Effective with August 2008 for consumption billed in September)
September 2, 2010	Implement \$0.003/kwh PPA for the August 2010 billing period
August 4, 2011	Established PPA at \$0.003/kwh for the July 2011 bills
September 1, 2011	Established PPA at \$0.001/kwh for the August 2011 bills
October 6, 2011	Established PPA at \$0.000/kwh for August 2011 bills
November 3, 2011	Established PPA at \$0.000/kwh for billing being mailed in November
December 1, 2011	Established PPA at \$0.000/kwh for bills being mailed in December
September 5, 2013	Established PPA at \$0.005/kwh on the next monthly billing
October 3, 2013	Established PPA at \$0.010/kwh on the next monthly billing
November 7, 2013	Established PPA at \$0.010/kwh for the next monthly billing to be mailed during November
December 5, 2013	Established PPA at \$0.010/kwh for the next monthly billing to be mailed in December
January 6, 2014	Established PPA at \$0.005/kwh to be used in the next monthly billing
February 6, 2014	Established PPA at \$0.004/kwh
March 6, 2014	PPA for Berlin Municipal Power set for \$0.010/kwh effective
March 7, 2014	
October 2, 2014	Council directed the Borough Secretary to maintain the existing PPA
May 7, 2015	Extends the existing \$0.010/kwh PPA until such time as energy prices stabilize as determined by the council and to place all PPA funds in an account designated as the Generation Fund
June 4, 2015	Move \$600,000 from Electric Savings Account to Generation Fund; Deposit \$4,000/month from Electric Savings to Generation Fund
February 4, 2016	Discussion on PPA – no action taken
March 3, 2016	Motion made to remove PPA – motion died for a lack of a second



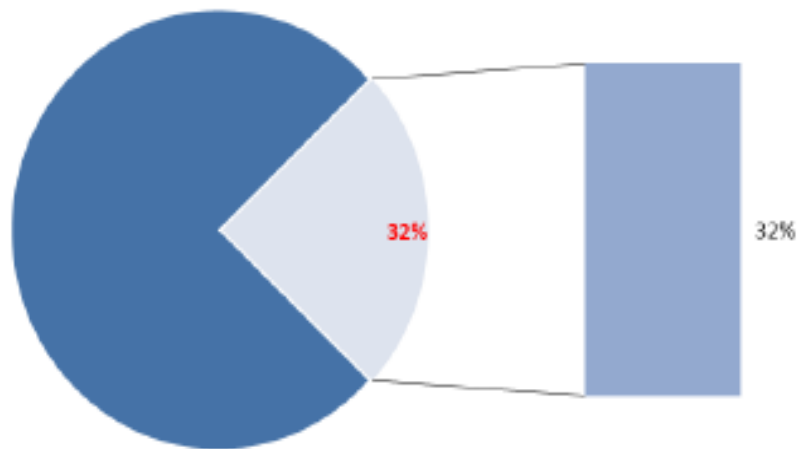
## 2005 Transmission Cost % of Total AMP Bill

■ 1 ■ 2



## 2015 Transmission Cost % of Total AMP Bill

■ 1 ■ 2



	A	B	C	D	E
1		PP Amount billed	Less 1 % loss	Amt. to Tranfer	
2	September, 2014 Bill PP Bal.	\$ 3,322.94		\$ 3,322.94	
3	October, 2014 Bill PP	\$ 15,856.03	\$ 158.56	\$ 15,697.47	
4	November, 2014 Bill PP	\$ 14,375.31	\$ 143.75	\$ 14,231.56	
5	December, 2014 Bill PP	\$ 16,799.58	\$ 168.00	\$ 16,631.58	
6	January 2015 Bill PP	\$ 19,190.13	\$ 191.90	\$ 18,998.23	
7	Feburary, 2015 Bill PP	\$ 21,554.04	\$ 215.54	\$ 21,338.50	
8	March, 2015 Bill PP	\$ 21,514.92	\$ 215.15	\$ 21,299.77	
9	April, 2015 Bill PP	\$ 18,987.49	\$ 189.87	\$ 18,797.62	
10	May, 2015 Bill PP	\$ 16,286.90	\$ 162.87	\$ 16,124.03	
11	June, 2015 Bill PP	\$ 14,691.56	\$ 146.92	\$ 14,544.64	
12	July, 2015 Bill PP	\$ 15,551.00	\$ 155.51	\$ 15,395.49	
13	August, 2015 Bill PP	\$ 13,846.54	\$ 138.47	\$ 13,708.07	
14	September, 2015Bill PP	\$ 14,831.25	\$ 148.31	\$ 14,682.94	
15	October, 2015 Bill PP	\$ 14,847.78	\$ 148.48	\$ 14,699.30	
16	November, 2015 Bill PP	\$ 13,386.53	\$ 133.87	\$ 13,252.66	
17	December, 2015 Bill PP	\$ 15,124.83	\$ 151.25	\$ 14,973.58	
18	January, 2016 Bill PP	\$ 15,700.97	\$ 157.01	\$ 15,543.96	
19	Feburary, 2016 Bill PP	\$ 17,942.98	\$ 179.43	\$ 17,763.55	
20	March, 2016 Bill PP	\$ 20,098.60	\$ 200.99	\$ 19,897.61	
21	April, 2016 Bill PP	\$ 16,282.80	\$ 162.83	\$ 16,119.97	
22	May, 2016 Bill PP	\$ 14,778.11	\$ 147.78	\$ 14,630.33	
23	June, 2016 Bill PP	\$ 13,464.93	\$ 134.65	\$ 13,330.28	
24		\$ 348,435.22			
25					
26		Total to this Month		\$ 344,984.10	
27					
28					



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Enable Content

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	C	D	E	F	G	H	I	J	K
	Actual Total Dollars	Actual Capacity Charges	Actual Transmission Charges	Actual Congestion & Losses	Total Capacity, Transmission, Congestion	Capacity, Transmission and Congestion % of Total			
1									
2	\$142,494	\$3,217	\$2,957	\$13,961	\$20,136	14.1%			
3	\$134,209	\$3,439	(\$349)	\$15,753	\$18,843	14.0%			
4	\$109,897	\$3,328	(\$254)	\$15,480	\$18,555	16.9%			
5	\$94,862	\$3,439	(\$773)	\$16,358	\$18,024	20.1%			
6									
7	\$481,462	\$13,424	\$1,582	\$61,552	\$76,558	15.9%			
8									
9	\$136,490	\$26,825	\$6,582	\$3,699	\$37,106	27.2%			
10	\$123,940	\$26,007	\$11,082	\$1,372	\$38,461	31.0%			
11	\$126,114	\$26,801	\$11,542	\$3,911	\$42,254	33.5%			
12	\$103,428	\$15,302	\$9,499	(\$435)	\$24,366	23.6%			
13	\$108,540	\$15,587	\$9,270	\$3,136	\$27,993	25.8%			
14	\$103,913	\$15,384	\$9,074	\$289	\$24,747	23.8%			
15	\$100,451	\$15,169	\$9,249	\$700	\$25,117	25.0%			
16	\$107,545	\$15,649	\$9,426	\$215	\$25,289	23.5%			
17	\$116,497	\$15,178	\$8,788	\$1,775	\$25,742	22.1%			
18	\$127,061	\$15,629	\$10,125	\$474	\$26,228	20.6%			
19	\$147,202	\$15,647	\$16,164	\$6,631	\$38,442	26.1%			
20	\$147,580	\$14,192	\$12,318	\$29,350	\$55,860	37.9%			
21	\$124,265	\$15,645	\$14,223	\$4,683	\$34,550	27.8%			
22	\$105,895	\$15,154	\$15,577	\$146	\$30,877	29.2%			
23	\$103,350	\$15,569	\$10,900	\$1,518	\$27,988	27.1%			
24	\$101,167	\$18,040	\$12,296	\$4,312	\$34,648	34.2%			
25	\$102,246	\$18,625	\$12,234	\$5,471	\$36,331	35.5%			
26	\$97,192	\$18,625	\$12,003	\$3,119	\$33,745	34.7%			
27	\$97,509	\$18,066	\$11,941	\$2,634	\$32,641	33.5%			
28	\$97,610	\$18,726	\$11,967	\$3,505	\$34,198	35.0%			
29	\$97,274	\$18,165	\$11,892	\$2,469	\$32,526	33.4%			
30	\$108,754	\$18,687	\$12,387	\$2,494	\$33,568	30.9%			
31	\$127,069	\$18,797	\$11,485	\$3,676	\$33,958	26.7%			
32	\$115,683	\$17,664	\$11,647	\$3,823	\$33,134	28.6%			
33	\$105,127	\$18,822	\$11,218	\$2,727	\$32,766	31.2%			
34	\$101,494	\$18,230	\$16,834	\$3,498	\$38,562	38.0%			
35	\$96,493	\$18,802	\$11,092	\$2,099	\$31,993	33.2%			
36									
37	\$3,029,891	\$484,987	\$310,817	\$97,289	\$893,092	29.5%	Feb 2014-May 2016		
38									
39						15.9%	February -May 2008		
40						<b>13.6%</b>	Difference		
41									
42						\$411,338.76	<b>Power Cost Shortages</b>		
43							<b>Feb 2014-May 2016</b>		
44									
45							<b>PPA Assessed</b>		
46						\$344,984.10	<b>Feb 2014-May 2016</b>		
47									
48						<b>\$66,355.66</b>	<b>PPA Shortage</b>		
49							<b>Feb 2014-May 2016</b>		

**PENNSYLVANIA MUNICIPAL ELECTRIC ASSOCIATION  
RATE COMPARISON TABLE  
2008 - 2014**

MUNICIPALITY	ENERGY (KWH)	YEAR						
		2008 (\$)	2009 (\$)	2010 (\$)	2011 (\$)	2012 (\$)	2013 (\$)	2014 (\$)
<b>BERLIN</b>	<b>1000</b>	<b>89.80</b>	<b>96.50</b>	<b>96.50</b>	<b>96.50</b>	<b>97.98</b>	<b>99.48</b>	<b>96.50</b>
BLAKELY	1000	163.22	172.71	167.70	167.75	167.75	158.33	162.37
CATAWISSA	1000	142.40	142.40	147.40	147.40	147.40	159.32	159.79
CHAMBERSBURG	1000	94.60	116.00	124.00	115.00	115.00	110.00	104.00
DUNCANNON	1000	110.67	118.39	122.23	121.56	120.90	116.29	117.16
EAST CONEMAUGH	1000	115.00	115.00	115.00	125.00	125.00	130.00	135.00
ELLWOOD CITY	1000	119.43	124.33	124.33	124.33	130.70	136.10	142.10
EPHRATA	1000	97.50	97.50	146.80	146.80	136.30	134.68	137.86
GIRARD	1000	82.71	104.07	114.53	114.53	106.20	106.20	120.20
GOLDSBORO	1000	110.00	110.00	120.00	120.00	120.00	120.00	120.00
GROVE CITY	1000	105.32	105.32	105.32	105.32	108.72	108.72	122.22
HATFIELD	1000	146.63	159.84	159.84	159.84	159.84	159.84	165.34
HOOVERSVILLE	1000	129.00	148.81			128.00	125.50	148.00
KUTZTOWN	1000	147.39	147.39	151.09	160.88	167.33	167.33	167.33
LANSDALE	1000	155.50	155.50	155.50	161.50	161.50	161.50	161.50
LEHIGHTON	1000	124.00	133.00	143.50	143.50	144.17	147.92	161.68
LEWISBERRY	1000	125.00	125.00	125.00	135.00	135.00	135.00	138.00
MIDDLETOWN	1000	164.93	200.53	193.04	178.03	126.00	116.91	114.90
MIFFLINBURG	1000	121.65	136.31	137.65	137.27	133.69	108.96	138.42
MONT ALTO	1000	89.22	135.25	124.93	120.78	125.08	94.20	96.20
NEW WILMINGTON	1000	127.02	133.85	132.97	131.23	143.53	143.53	125.03
OLYPHANT	1000	154.77	171.05	171.05	161.05	158.85	156.20	160.72
PERKASIE	1000	102.18	150.86	177.07	177.07	177.07	177.07	175.29
PITCAIRN	1000	150.83	165.66	154.85	159.21	167.09	158.41	160.66
QUAKERTOWN	1000	149.38	149.39	158.00	158.00	158.00	158.00	158.00
ROYALTON	1000	142.76	131.88	131.24	125.08	130.28	131.88	140.04
SAINT CLAIR	1000	180.82	150.68	150.68	150.88	180.82	180.82	190.82
SCHUYLKILL HAVEN	1000	105.55	123.72	123.72	138.56	138.56	138.56	133.50
SMETHPORT	1000	91.00	91.00	91.00	113.00	125.68	125.68	125.68
SUMMERHILL	1000	85.04	84.94				117.00	112.00
TARENTUM	1000	110.00	110.00	110.00	110.00	110.00	118.40	118.40
WAMPUM	1000	86.81	118.59	118.59	118.59	126.92	149.46	136.00
WATSONTOWN	1000	152.51	158.53	164.92	164.92	174.91	185.78	186.98
WEATHERLY	1000	128.04	129.08	136.22	134.35	134.35	131.56	154.90
ZELIENOPLE	1000	122.25	122.25	141.77	141.77	146.74	151.17	154.97
WESTERN REGION AVERAGE	1000	110.60	119.45	121.48	124.22	129.51	133.07	133.92
CENTRAL REGION AVERAGE	1000	114.83	126.78	133.44	132.16	128.32	123.26	127.43
EASTERN REGION AVERAGE	1000	141.66	148.80	153.48	155.07	157.97	158.04	162.60
MUNICIPAL AVERAGE	1000	122.94	132.44	137.47	138.32	139.10	137.71	141.16
<b>PUC UTILITIES</b>								
PPL	1000	101.76	103.31	136.96	153.25	121.44	135.13	139.56
PECO	1000	144.18	144.26	163.42	173.12	178.57	168.67	172.43
MET-ED	1000	104.35	113.84	119.60	143.50	112.57	134.04	119.74
PENN POWER	1000	149.29	149.29	132.60	132.60	99.96	119.55	105.34
DUQUESNE	1000	134.46	135.76	135.76	143.84	149.56	131.74	121.98
WEST PENN POWER								93.94
AVERAGE FOR PUC UTILITIES	1000	126.81	129.29	137.67	149.26	132.42	137.83	125.50





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**From:** Johnston, Bill [<mailto:Bill.Johnston@rockwoodcasualty.com>]  
**Sent:** Tuesday, June 28, 2016 11:26 AM  
**To:** [thomas.jones@berlinborough.org](mailto:thomas.jones@berlinborough.org)  
**Subject:** RE: Review of Audit Letter

To the Borough Council:

I must tender my resignation as Borough Auditor. I tried my best to fulfill my job as Borough Auditor, and it is apparent that I am not qualified to handle the job going forward. Not once did I believe there were any wrong doings as the Council and Cindy have always supported any of the audit recommendations. This is solely my decision to resign.

Sincerely William D. Johnston, Jr.

**Bill Johnston**  
AVP - Finance/Asst Treasurer

Rockwood Casualty Insurance  
654 Main Street  
Rockwood, Pennsylvania 15557  
United States of America

P +1 (814) 926 5348  
E [Bill.Johnston@rockwoodcasualty.com](mailto:Bill.Johnston@rockwoodcasualty.com)



**ARGO GROUP**  
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**From:** [thomas.jones@berlinborough.org](mailto:thomas.jones@berlinborough.org) [<mailto:thomas.jones@berlinborough.org>]  
**Sent:** Tuesday, June 28, 2016 9:56 AM  
**To:** Johnston, Bill  
**Subject:** Review of Audit Letter

Bill:

Thank you for meeting with me last evening to review the 2015 Borough of Berlin Audit Letter. It is unfortunate that there was not a discussion, such as you and I had, on the items contained in the audit letter at the time of the audit. As I shared, the format and tone of the 2015 letter is different from those issued in the past and I believe this may have contributed to the "firestorm" of misinterpretation, false and or misguided conclusions, and even allegations of illegal activity and wrong doings by Borough officials. All of this seems to have been exacerbated and sensationalized by the article written by the Daily American.

There are a couple of questions that I forgot to ask or some that came to mind after we met:

## **BUILDING PERMITS**

In 2008, I began a construction project to add space onto my residence which is located at 700 Diamond Street which is within the borough. The price for a CAD designer (Roy Kemp) was \$2,200 plus the cost of \$499 for a building permit obtained from the Cambria/Somerset(COG) Authority.

I traveled to Windber to submit the plans, then the inspector visited before construction began and then he came several times afterward when each building phase was done to check on its progress.

## **QUESTIONS**

- (1) What are the rules and regulations for the various types of construction such as residential and/or commercial happening within the borough?
- (2) There was an appointed borough permit inspector of which I believe the position was discontinued?
- (3) What about rules and regulations regarding external construction as opposed to internal?
- (4) Are building plans needed before construction begins and are they examined for accuracy?
- (5) Who is responsible for issuing the permits for the various types of construction?
- (6) Who is checking on any construction occurring within the borough?
- (7) As permit construction occurs, who is monitoring the progress?
- (8) Project completion – who gives the final OK when finished?

## **POLICE**

What has happened to the police in town? I noticed the absence of them over the past several months. Called the non-emergency phone number when someone hit my wall on 5<sup>th</sup> avenue-- the operator told me that no one was on duty and I had to call the state police -- which I did. Took some time for a trooper to arrive.

I'm concerned about traffic speed and traffic patterns going past my home and on the streets in the borough and general residents' safety as well as designated crosswalks around town, especially the one by the drug store on 219. Where are the police when you need them and how do you contact them when an emergency occurs?

Statement Read by Berl.N resident Tom Jones.



To: Mr. Brett Custer and the Borough Council of Berlin  
From: Kay Ann Cober, Berlin Resident  
Re: Auditor Letter and Surrounding Aspects Regarding It  
Date: June 22, 2016

I feel it is my duty to bring to the attention of Mr. Brett Custer and the Borough Council of Berlin the following information which was sent to me via Facebook Private Messages. I have record of the contacts and have also included copies of the messages with dates and times listed for the observation of the Council, Borough Manager, and Solicitor. I also give my permission to have this information included in the minutes of the next regularly held Borough Council Meeting. I EXPLICITLY DO NOT GIVE PERMISSION FOR ANY OF THE INFORMATION THAT IS FROM THIS LETTER AND ENCLOSURES TO BE DUPLICATED, TAKEN OUT OF CONTEXT, OR IN ANY WAY ALTERED OR USED BY ANY INDIVIDUALS OR BY ANY FORM OF MEDIA.

1. On June 13 at 6:56 p.m. item identified as I listed on Enclosure #1 was received in the Private Message section of my Facebook page. Along with it was Enclosure #2.

I did not see this private message information until June 14 on or slightly prior to 9:00 a.m. when I got on my Facebook page. After reading the message from the sender and looking at the AUDIT LETTER, I sent my reply to the sender. My reply is II. on Enclosure #1.

At 1:01 p.m. the sender responded to my reply (II.) with her reactions. The sender's reply is III. on Enclosure #1. It is obvious that the sender was not pleased with my response to her "heads up" post and the AUDIT LETTER. That's her privilege. But when she turns it into a personal attack and then takes steps to block me from her personal page as indicated at the bottom of the message (it is on the page but did not print) – YOU CANNOT REPLY TO THIS CONVERSATION – I decided that I was now thrown into the same pot with those of the Council who have been attacked in Berlin Pa, Happenings. This does not matter to me, but when the newspaper article appeared June 18, 2016, it became apparent that what I knew and what was reported in the article were in conflict.

2. It is reported by Bruce Siwy, "But a copy somehow made its way onto a Facebook page called 'Berlin, Pa Happenings.' " This would be the AUDIT LETTER that is Enclosure #2 sent to me on June 13 as given in previous information. The article goes on to say that, "Zerfoss denied putting anything on the page. She said she only shared a copy of it with fellow council members Roger Clarke, John Harding, and Charles Rhodes after receiving it from the borough office June 10." First, I am wondering why it was not shared with all the Council members. Secondly, I am wondering how the source who sent it to me got the AUDIT LETTER in the first place. Thirdly, I am wondering why the Borough Solicitor was not handling this situation.

3. It says in the AUDIT LETTER, "It is our recommendation that these funds be returned to the customer or that the council obtain a response from the solicitor as to how these funds can continue to be assessed and at what time they will be returned." It seems that the auditor should be advising the Council and informing them how to handle this situation in a legal manner. It also seems that the solicitor should be taking some steps to make certain that the laws of RIGHT TO KNOW are being followed and that those who do not have a right to know should be dealt with according to legal procedure. The response out of the solicitor's office is not acceptable: "Berlin solicitor Brad Allison, through his office secretary, declined to comment on the topic." He is being paid and billing the tax payers for his work. It is his responsibility to see that all regulations and laws are being followed by the



Council. It is also his responsibility to make sure that only those who are directly affected by any aspects of Berlin Borough and its operations are privy to records and documentation.

4. I am sharing this information with the Borough Council because this is just another episode in the ongoing "he said, she said" that is disrupting this community and bringing nothing but negativity which is uncalled for and unnecessary. I believe that all laws and regulations are to be followed. I believe that all those who are members of the operations of Berlin Borough, whether elected or paid employees, must follow the letter of the law. I believe that "transparency" must be ubiquitous and not for certain people and certain situations. It's way past time to stop the divisiveness and unite to keep Berlin a place where pride in community has always been of major importance.

*Kay Ann Cober 6/22/16*

Kay Ann Cober  
Berlin, PA

*Brett,  
This may be read to the Council during the meeting. It is up to you. All I ask is that all details remain & nothing is left out.*

*Kay Ann Cober  
6/22/16*

# Enclosure #1

Facebook Private Message - Dated 6/13 @ 6:56 p.m.

I  
Hey I'm sending you this because you should know. If yo check out my Berlin, Pa Happenings page below you will see where I posted my comments on your post concerning businesses. This is fixing to blow and I do NOT believe you know all or would be for it. I also don't believe the gossip being spread by your friend of what you said about me. Why because you know exactly how I can be - even though as a teacher you personally never got on my bad side. That is because you are a true teacher in every sense of the word.... Have a great evening.

<https://www.facebook.com/berlinhappening/>

## Attachment Unavailable

This attachment may have been removed or the person who shared it may not have permission to share it with you.

9:11AM Facebook Private message - Dated 6/14 @ 9:11 a.m. (as shown)

II  
I have no idea what this is about. And I prefer to keep it that way. I am not a part of any Berlin page or website except for the Borough's page for information regarding things that are necessary for anyone who owns property in Berlin Borough. I appreciate you thinking I need to be informed. All I can say is that if I ever feel it is necessary to attend a Council meeting or address the Council, it will be because I have my own personal concerns. In the meantime, I am not participating in all the drama that seems to be the center of others lives. As for someone saying I said something regarding you here it is: 1. I had your children in school 2. You were the first to support me in a situation that I was used to make guilty people direct things away from them and on to me; and I will always be grateful for what you did 3. I would not recognize you if I saw you because I have no recollection of ever meeting you 4. I don't understand why you are so concerned with Berlin and the Council since you don't live here. That would be it. You have my permission to show this to whomever. But it would be old news to anyone who knows.

1:01PM

III  
Facebook Private Message - Dated 6/14 @ 1:01 p.m. (as shown)

I met you in Meyersdale outside the school in my gray truck a couple of times, once with Mrs. Beal. I am concerned and became concerned when an elderly person in your town called and needed help with paying her PPA, rent, meds and food. I got the help but then others started calling. I'm surprised you have no compassion for these folks who have worked their whole lives and then get shafted. I will show this to the people I told you were not saying that the citizens should buy them generators. I'm shocked and highly disappointed in your reply. The drama is not coming from me unless you really feel the truth is drama. The other site was renamed Berlin Pa Happenings - minus the comma and is now all about libel and lies. I wanted you to know what you are up against, but I get it. I guess it's easier to stick your head in the sand as long as the sand in yours and no one can take it from you. A great lady I knew, Mina Lucas, had a great saying, "There but by the grace of God go I." Maybe one day you will understand what the people of the town you once stated to me "you love so much" if by God's grace you understand personally they go through. How utterly sad! The only I will add is your dad had a great reputation as a leader and a great sportsman - I wonder how he'd be so proud of a daughter who would have no care for the poor and weak in her town. And yes I was able to help one poor soul get her meds from the manufacturer. I am sorely disappointed. WOW!

Facebook Private Message has a statement following this post (6/14 @ 1:01 p.m.):

"You cannot reply to this conversation"





Enclosure #2

KAC

## AUDIT LETTER

March 31, 2016

**Overtime – Business Manager:** Overtime represents 33% of total compensation and this is would be considered excessive. All other overtime appears to be consistent with the job as assigned.

**Aged receivables** – there are \$106,000 of outstanding receivables that are not on the books and some have been assigned to CBCS for collections. The understanding is that CBCS only accepts items less than 5 years old. Very little follow-up is done with CBCS. There should be a quarterly review of these outstanding balances with CBCS as to their status. If CBCS does not appear to be doing a good job in collecting these balances, then a new collections agency should be pursued. The council should look at maintaining a deposit for a longer period of time to assure that these funds are recovered when services are disconnected. Has the council looked at the property owner and not the renter being liable for any unpaid services? The balance in the new system of aged receivables appears to be \$41,264.86. A defined written procedure needs to be in place on how these funds will be recovered.

**Purchased power adjustment (PPA)** – this adjustment was put in place to pay an outstanding balance of \$112,878.00 which has been paid. At the time of this audit a fund balance of \$281,005.90 has been identified. As there are no outstanding balances owed, it is our recommendation that these funds be returned to the customer or that the council obtain a response from the solicitor as to how these funds can continue to be assessed and at what time they will be returned. As the PPA is a defined line on the bill it is our interpretation that these funds can only be used for the intended purpose and cannot be diverted for any other purpose then to pay for any billings for PPA. This is a question that the solicitor may want to address as to what rule or regulation would permit the use of these funds for any other intended purpose.

It is the auditors understanding that there may be a vote on the new generation project by the residents. These voting cards should be held for auditing and all individuals who counted the votes should sign a verification of certification that the votes were agreed to as tabulated.

**Policy & Procedures** – establish written policy and procedures for the office staff. As items are approved by the council for the office to follow, these items should be part of the policy and procedures. You need to provide written policy and procedures which will be audited annually.

The auditors could not easily determine that when the transition from the prior billing system to the new system was completed that there was a balancing between the two systems. There should always be an audit done when closing one system of this size and converting to a new system.

Pension funds were not available at the time of filing the audit.

William Johnston – Auditor, Robert Brant, and Shawn Hart



# Guest Registry

## Berlin Borough Council Meeting

July 7, 2016

Please print

Name	Address	Telephone	Email
Eric Keta	Daily American		
Nancy Glotfelty			
Chelsea McCarty			
Curt Glotfelty			
Jillian Kroon			
Anna Beck			
PENNIS McQuade			
Ken Landis			

If you would like to address the Council, please enter your name and the subject that you wish to discuss here:

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Thank You for attending the Berlin Borough Council Meeting.

Your input is both welcomed and appreciated.

# Guest Registry

## Berlin Borough Council Meeting

July 7, 2016

Please print

Name	Address	Telephone	Email
Matt Walker	1004 Broderick St	267-5384	
Tom Jones	700 Diamond St	267-5618	
Daryl Jones	700 Diamond St.	267-5618	
Janet Shawley	1980 White Horse Rd	267-5082	
Andrew R. R.			
PELAN	1310		
Ruby Lynn W	507 NORTH ST		
Aimee J. J.	1013 Broderick St		

If you would like to address the Council, please enter your name and the subject that you wish to discuss here:



Thank You for attending the Berlin Borough Council Meeting.

Your input is both welcomed and appreciated.

# Guest Registry

## Berlin Borough Council Meeting

July 7, 2016

Please print

Name	Address	Telephone	Email
Roger Fay	1013 Broderick St.		
Mike Boyer	409 Shady Lane		
Brooke Wilh	200 North St.		

If you would like to address the Council, please enter your name and the subject that you wish to discuss here:

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Thank You for attending the Berlin Borough Council Meeting.

Your input is both welcomed and appreciated.



## Electric Committee

William Slifco presented a letter at the April meeting requesting a review of the consumption billed September and October 2015. A review of the records finds that there was an excess of kilowatts billed per the readings obtained by our Meter reader. The total kilowatts for this two month period was 4,065. On average (using 12 month prior to September 2015) the kilowatts they use are 927 (average). The excess kilowatts totaled 2211. The meter was pulled and sent to Kevin Hawk @ Reliable Meter Service. Mr. Hawk tested the meter and found the meter to be accurate. But after replacing the meter with a new radio read meter the kilowatts are now normal.

The electric committee recommends that we give a credit for half of the excess (1105.5) or \$94.52. Since the meter tested accurate but the new meter reads a usual amount of kilowatts.

The Borough of Berlin  
Treasurer's Report  
as of May 27, 2016

<b>Checking Accounts</b>	<b>General Fund</b>	<b>Refuse Collection</b>	<b>Electric System</b>	<b>Payroll Account</b>
Balance	6,125.42	36,942.53	71,372.23	608.58
Revenues/Deposits	<b>35,415.81</b>	<b>26,111.11</b>	<b>181,077.24</b>	44,179.83
Transfer in	35,000.00			
total	76,541.23	63,053.64	252,449.47	44,788.41
Expenses	69,925.41	24,445.67	139,334.74	37,203.18
Transfer out	2,250.00	2,000.00	40,000.00	-
Balance	4,365.82	36,607.97	73,114.73	7,585.23

**Somerset Trust Company Accounts - Interest on STC accounts .20-.501%**

<b>Savings Accounts</b>	<b>Street Cleaning</b>	<b>Garbage Truck</b>	<b>Capital Reserve</b>	<b>Motor Fuels</b>
Balance	98,558.65	321,336.38	1,228,908.76	64,009.01
Interest	24.21	131.34	503.65	15.74
Transfer in/Income	250.00	2,000.00		
Transfer out/Expense				
Balance	98,832.86	323,467.72	1,229,412.41	64,024.75

<b>Savings Accounts</b>	<b>Electric System</b>	<b>Electric Restoration</b>	<b>Street Light</b>	<b>General Fund</b>
Balance	130,700.33	1,077,835.91	58,356.25	104,105.55
Interest	32.14	441.74	14.24	25.60
Transfer in			1,000.00	
Transfer out/Expense				
Balance	130,732.47	1,078,277.65	59,370.49	104,131.15

<b>Savings Accounts</b>	<b>Elec. Generation</b>	<b>Truck Fleet</b>
Balance	931,420.36	-
Interest	376.60	0.19
Transfer in	18,630.33	2,000.00
Transfer out/Expense	470,073.60	
Balance	480,353.69	2,000.19

Interest added is for April.

May interest is not added, the bank statements were not available as of this report printing.

**Certificates of Deposit**

<u>Renewal date / CD#</u>	<u>Amount</u>	<u>Term</u>	<u>Bank</u>	<u>New APY</u>
Electric Restoration Fund 01/08/2018 #25398 \$	1,000,000.00	25 months	Citizens National Bank	2.00%
Celebration Fund 9/28/2019 #2003060552 \$	<b>3,719.19</b>	61 months	Somerset Trust	2.04%

**Revised 7/5/2016 - figures in bold were increased. (General Fund, Electric & Refuse revenues)**

**Borough of Berlin, Somerset County, Pennsylvania**  
**Bills for Council Approval**  
June 2016

Date	Num	Name	Memo	Original Amount	Paid Amount
06/03/2016	14886	Boro Payroll Account		-5,860.00	-5,860.00
06/03/2016	14887	Allison & Rickards, Attorneys at Law, LLC		-577.80	-577.80
06/03/2016	14888	Comcast - Internet	8993 20 663 0100779	-109.95	-109.95
06/03/2016	14889	Fastenal Company	PASOM0039	-24.70	-24.70
06/03/2016	14890	J&J Truck Equipment	17900	-200.00	-200.00
06/03/2016	14891	Keim's Sales and Service		-12.00	-12.00
06/03/2016	14892	Quill Corporation	02677857	-90.27	-90.27
06/03/2016	14893	S & D Calibration Services, Inc.		-146.00	-146.00
06/03/2016	14894	Safeguard		-228.62	-228.62
06/03/2016	14895	Sherry's Cleaning		-500.00	-500.00
06/03/2016	14896	Somerset Hospital		-89.00	-89.00
06/03/2016	14897	Unifirst Corporation	251494	-219.45	-219.45
06/03/2016	14898	Verizon 90640444	814-267-3837	-97.20	-97.20
06/03/2016	14899	Boro Payroll Account		-4,595.04	-4,595.04
06/10/2016	14900	Boro Payroll Account		-5,007.74	-5,007.74
06/10/2016	14901	Street Cleaning Device Account	June	-250.00	-250.00
06/10/2016	14902	Truck Fleet Savings Acct.	June	-2,000.00	-2,000.00
06/10/2016	14903	Andrews & Beard Law Offices		-99.00	-99.00
06/10/2016	14904	Borough of Berlin Refuse Collection		-2,756.98	-2,756.98
06/10/2016	14905	Pennsylvania One Call System, Inc.	AE1	-54.52	-54.52
06/10/2016	14906	Shaffer Block & Concrete Products Co, Inc	09798	-110.00	-110.00
06/10/2016	14907	Somerset Trust - Credit card	4134970000021928	-311.27	-311.27
06/10/2016	14908	Thomas Jones		-22.38	-22.38
06/10/2016	14909	W.W. Friedline, Inc.	BERBOR	-30.00	-30.00
06/17/2016	14910	Boro Payroll Account		-5,630.69	-5,630.69
06/17/2016	14911	Berlin Lumber Company, Inc.	119016	-317.76	-317.76
06/17/2016	14912	Berlin Oil Company	BP-SS00020	-603.20	-603.20
06/17/2016	14913	Columbia Gas of Pennsylvania		-367.21	-367.21
06/17/2016	14914	Daily American	119	-53.48	-53.48
06/17/2016	14915	EMC Insurance Companies	2X54339	-5,126.60	-5,126.60
06/17/2016	14916	Keith E. Leydig		-50.40	-50.40
06/17/2016	14917	Kelly Printing Supplies		-97.80	-97.80
06/17/2016	14918	M.E.I.T		-10,506.22	-10,506.22
06/17/2016	14919	MEI Systems		-3,780.95	-3,780.95
06/17/2016	14920	New Enterprise Stone & Lime	73213	-277.48	-277.48
06/17/2016	14921	Somerset Candy Company, Inc.	00494	-20.45	-20.45
06/17/2016	14922	Stanga's Fire Extinguishers	2-030	-165.00	-165.00
06/17/2016	14923	Verizon		-459.52	-459.52
06/17/2016	14924	W.W. Friedline, Inc.	BERBOR	-28.16	-28.16
06/17/2016	14925	West Central Equipment	2673837	-78.85	-78.85
06/17/2016	14926	Berlin Area Comm. Grove Fireworks Fund		-800.00	-800.00
06/24/2016	14927	Boro Payroll Account		-6,071.63	-6,071.63
06/24/2016	14928	Berlin Lumber Company, Inc.	119016	-21.98	-21.98
06/24/2016	14929	Berlin Oil Company	BP-SS00020	-534.54	-534.54
06/24/2016	14930	K&D Auto Electric, Inc.		-49.19	-49.19
06/24/2016	14931	Keim's Sales and Service		-12.00	-12.00
06/24/2016	14932	Lawson Products		-139.47	-139.47
					<u>-58,584.50</u>
				<b>Total</b>	<b><u>-58,584.50</u></b>

**Electric System of Berlin Borough, Somerset County, PA**  
**Bills for Council Approval - Generation Fund**  
June 2016

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
06/24/2016	119	AEG, LLC		-441.00	-441.00
					-441.00
				<b>TOTAL</b>	<b>-441.00</b>



**Electric System of Berlin Borough, Somerset County, PA**  
**Bills for Council Approval**  
June 2016

Date	Num	Name	Memo	Original Amount	Paid Amount
06/03/2016	10076	Boro of Berlin General Fund		-6,000.00	-6,000.00
06/03/2016	10077	Boro Payroll Account		-297.21	-297.21
06/03/2016	10078	Anixter	Cust. #51150	-4,596.69	-4,596.69
06/03/2016	10079	Boro of Berlin Refuse System		-1,031.88	-1,031.88
06/03/2016	10080	Municipal Sewer System		-998.33	-998.33
06/03/2016	10081	Municipal Water Authority		-356.40	-356.40
06/03/2016	10082	Rumsey Electric Company	34683	-6,950.00	-6,950.00
06/03/2016	10083	T&R Electric		-3,575.00	-3,575.00
06/03/2016	10084	The Hite Company	VOID:	0.00	0.00
06/03/2016	10085	Wiedenhof Electric		-18,485.00	-18,485.00
06/03/2016	10086	Zemar Transformer Company		-1,304.00	-1,304.00
06/03/2016	10087	The Hite Company		-879.50	-879.50
06/03/2016	10088	Boro of Berlin General Fund		-4,600.00	-4,600.00
06/10/2016	10089	Boro Payroll Account		-674.70	-674.70
06/10/2016	10090	Boro of Berlin General Fund		-5,913.15	-5,913.15
06/10/2016	10091	Street Lighting Savings Account	June	-1,000.00	-1,000.00
06/10/2016	10092	Electric Generation Project Acct.	June	-4,000.00	-4,000.00
06/10/2016	10093	Anixter	Cust. #51150	-4,129.91	-4,129.91
06/10/2016	10094	The Hite Company		-622.54	-622.54
06/17/2016	10095	Boro Payroll Account		-898.33	-898.33
06/17/2016	10096	Customer	Refund of Deposit balance.	-26.91	-26.91
06/17/2016	10097	Allegheny Electric Cooperative, Inc.	BER100	-3,612.09	-3,612.09
06/17/2016	10098	BFMC	BER00010	-782.88	-782.88
06/17/2016	10099	CBCS	PTBOB	-242.00	-242.00
06/17/2016	10100	The Hite Company		-71.18	-71.18
06/17/2016	10101	Wiedenhof Electric		-9,673.70	-9,673.70
06/17/2016	10102	Boro of Berlin General Fund		-6,550.00	-6,550.00
06/20/2016	ACH	PA Dept of Revenue 280406SalesTax	May 2016 sales tax	-1,381.73	-1,381.73
06/21/2016	10105	Customer	Refund of Deposit balance.	-6.12	-6.12
06/24/2016	10103	Boro Payroll Account		-654.73	-654.73
06/24/2016	Transfr	Boro of Berlin General Fund		-1,000.00	-1,000.00
06/27/2016	10104	AMP, Inc.	10950	-93,887.59	-93,887.59
					<u>-184,201.57</u>
			<b>Total</b>		<u><u>-184,201.57</u></u>





To the Members of Borough Council,

We, the undersigned residents of Berlin Borough and adjoining property owners to Birch Alley, are petitioning for the vacation of Birch Alley from Main St. to Stadium St. We request you look favorably upon our petition. If there are any additional procedural requirements necessary, please advise.

PRINT NAME	ADDRESS	SIGNATURE / Date
NANCY MILLER	1217 E MAIN	Nancy Miller 7/5/2016
LORI BEID <sup>(ling)</sup>	1204 Stadium St	Lori M. Reid 7/5/16
CORY SUDER	1215 E. MAIN	CyR 7-5-16