



**BERLIN MAYOR AND COUNCIL
Meeting Agenda**

**Berlin Town Hall
10 William Street
Tuesday, October 14, 2025**

5:00 PM CLOSED SESSION – Conference Room

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3- 305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

6:00 PM CALL TO ORDER, REGULAR SESSION – Council Chambers

1. 6:05 PM APPROVAL OF MINUTES: (*Strategic Plan: DS1*)

- a) Regular Session Minutes of 09.08.25
- b) Work Session Minutes of 09.29.25

2. 6:10 PM PROCLAMATION(S):

- a) Proclamation 2025-12: Declared Economic Development Week in Maryland – Mayor Zack Tyndall (*Strategic Plan: DS1, AS1*)

3. 6:15 PM PRESENTATION: Whole Watershed Presentation – Maryland Coastal Bays Program Kevin Smith & Roman Jesein (*Strategic Plan: DS3, AS4*)

4. 6:30 PM ITEM(S) FOR APPROVAL:

A public comment period will now be offered after discussion by the Mayor and Council for each Item For Approval. Any person who may wish to speak will be given two (2) minutes or such time as may be deemed appropriate by the Mayor.

- a) Resolution 2025-07 and Presentation: Berlin Energy Needs – Electric Utility Director Tim Lawrence & American Municipal Power Craig Kleinhenz (*Strategic Plan: DS3*)
- b) Motion 2025-56: Approve Franklin Ave Water Well & Water Tower Emergency Repairs – Town Administrator Mary Bohlen (*Strategic Plan: DS3, AS3*)
- c) Motion 2025-57: Declaration of Surplus Property – Chief of Police Arnold Downing (*Strategic Plan: DS2, AS1*)

5. 7:00 PM REPORTS: Town Administrator's Report, Departmental Reports (*Strategic Plan: DS3; DS4*)

6. 7:30 PM COMMENTS FROM THE PUBLIC (*Strategic Plan: DS4; DS5*)

Anyone wishing to speak during COMMENTS FROM THE PUBLIC at the Regular Session may do so for up to five (5) minutes, or as determined by the Mayor. Please state your name, street, and the subject you wish to address.

7. 7:40 PM COMMENTS FROM THE COUNCIL

8. 7:50 PM COMMENTS FROM THE MAYOR

- a) Comments from the Mayor's Executive Assistant – Executive Assistant Sara Gorfinkel
- b) Comments from the Mayor – Mayor Zack Tyndall

9. 7:55 PM COMMENTS FROM THE PRESS

10. 8:00 PM ADJOURNMENT

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on www.berlinmd.gov, or type @townofberlinmd in the Facebook search bar. QR code links to online packet and Strategic Plan. Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.





BERLIN MAYOR AND COUNCIL

Meeting Minutes

Monday, September 8, 2025

6:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

Present: Mayor Zackery Tyndall, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris.

Absent: Vice President Dean Burrell

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Finance Director Natalie Saleh, Director of Public Works Jimmy Charles, Electric Utility Director Tim Lawrence, Acting Planning Director Ryan Hardesty, Director of Water Resources Jamey Latchum, Chief of Police Arnold Downing, Mayor's Executive Administrative Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:02 PM.

1. Approval of Minutes (Strategic Plan: DS1):

- a. Work Session of 08.25.25
- b. Regular Session of 08.25.25

On the motion of Councilmember Orris, second by Councilmember Knerr, the Work Session Minutes of 08.25.25 and Regular Session Minutes of 08.25.25 were approved by the following vote:

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

2. Proclamations:

- a. Proclamation 2025-11: National Preparedness Month
Mayor Tyndall thanked Councilmember Orris for bringing National Preparedness Month to the Mayor and Council's attention. He stated the Town of Berlin recognized September 2025 as National Preparedness Month. In support of FEMA's theme "Preparedness Starts at Home," Mayor Tyndall encouraged residents to take simple steps to prepare for

emergencies by signing up for CodeRED to receive notifications for emergency updates, closures, and outings. He also highlighted the importance of readiness, safety, and community resilience. Residents can sign up for CodeRED on the Town's website or text BerlinCodeRED (not case sensitive) to 99411.

Before continuing to items for approval, Mayor Tyndall thanked Arusa Islam, an intern for the Mayor's Office, for all her help this summer. This was Ms. Islam's second summer interning with the Town, and she was an integral part of the street sign auction's success. Mayor Tyndall and the Mayor's Executive Assistant, Sara Gorfinkel, expressed that Ms. Islam was welcome back anytime, and the Town would be happy to have her. Mayor Tyndall asked Ms. Islam what she would say to a future intern, and she emphasized that she could not recommend it more. She passionately discussed the impact she has both seen and felt while working for the Town. It has shown her the importance of dialogue. The importance of community and the love for Berlin and each other have been palpable.

3. Items for Approval:

- a. Motion 2025-53: MOU Approval for RecoveryWorks Berlin with Hope 4 Recovery and Worcester Goes Purple – Mayor Zack Tyndall (*Strategic Plan: DS1; DS4*)

Councilmember Orris recused himself from the discussion and vote due to the Health Department's funding of the program.

Mayor Tyndall explained that settlement funds from the Town's participation in a class action lawsuit, along with state restitution funds, must be used to support recovery initiatives. He noted that these funds would enable the Town to employ individuals in recovery, providing them with work experience to help transition into the next phases of their lives. Employees hired through the program would assist the Public Works Department with event setup, watering, weeding, and park maintenance.

Ms. Gorfinkel noted that while other municipalities were already involved in similar efforts, Berlin would be the first on the Eastern Shore to participate. Ms. Tish Ottey, Hope 4 Recovery, expressed enthusiasm for partnering with the Town, explaining that her team would pre-screen applicants and provide a vetted pool for Town interviews. Ms. Debbie Smullen, Worcester Goes Purple, added that the program would help individuals overcome employment gaps that often hinder future job opportunities. Mayor Tyndall encouraged those interested in supporting participants after their time with the Town to reach out, as the Town was seeking long-term partnerships.

Councilmember Knerr asked about the program's start date, funding, and number of hires. Mayor Tyndall projected a fall start date, dependent on the applicant pool and interview process. Finance Director Natalie Saleh reported that \$20,000 was currently available, with an additional \$30,000 in funding expected once the program was operational, for a total of \$50,000. Mayor Tyndall added that the Town anticipated continued restitution funding from Worcester County.

In response to Councilmember Nichols' questions regarding prerequisites, Mayor Tyndall said a job description would be created and discussions would be held on allowable considerations such as criminal history, education, and employment background. He confirmed that

applicants would come directly through Hope 4 Recovery, not a public posting. Human Resources Director Kelsey Jensen added that the Town's standard hiring process, including interviews, background checks, and drug testing, would still apply.

Councilmember Green voiced strong support for the program, describing it as a "win-win" for both the Town and participants, and a meaningful humanitarian opportunity to help residents seeking a new beginning.

On the motion of Councilmember Knerr, second by Councilmember Green, Motion 2025-53: MOU Approval for RecoveryWorks Berlin with Hope 4 Recovery and Worcester Goes Purple was adopted by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols	X				
Jack Orris				X	
<i>Voting Tally</i>	3			1	1

- b. Motion 2025-54: Declaration of Surplus Property – Chief of Police Arnold Downing (*Strategic Plan: DS2, AS1*)

Chief of Police Arnold Downing presented the three vehicles the Berlin Police Department would like to dispose of, one of which would be sold to the City of Crisfield.

On the motion of Councilmember Green, second by Councilmember Orris, Motion 2025-54: Declaration of Surplus Property was adopted by the following vote:

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

- c. Motion 2025-55: Approve New Well Test Site, Somerset Drilling – Davis, Bowen, & Friedel, Inc. Nicholas Bradley & Director of Water Resources Jamey Latchum (*Strategic Plan: DS3, AS3*)

Director of Water Resources Jamey Latchum reported that the first well test on Route 346 East was unsuccessful, producing less than 400 gallons per minute compared to the Town's

goal of 1,000 gallons per minute. After reviewing Town-owned property with Nicholas Bradley of Davis, Bowen & Friedel, Inc. (DBF), the second test site will be near Henry Park. Mayor Tyndall thanked Mr. Latchum for conducting the test first, noting it saved the Town a significant amount of money, and asked if water quality would also be tested. Mr. Latchum explained that flow must first be deemed viable. If so, then water quality testing would follow. The cost, under \$10,000, would allow Town Administrator Mary Bohlen to approve the expense and keep the project moving forward. In response to Councilmember Knerr, Mr. Latchum clarified that digging deeper at the first test site was not a viable option.

Stacy Cramer, of Washington Street, asked whether the Town was running out of water and where the first test site was located. Mayor Tyndall assured her that the Town had sufficient water capacity and that an additional well would simply improve resiliency. He noted the first test site was on Town-owned property near Atlantic General Hospital. Mr. Latchum added that the general rule was to maintain 24 hours of water storage “in the air.” Marie Velong, West Street, asked if the additional well was needed due to new development. Mr. Latchum explained it was instead due to aging infrastructure.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2025-55: Approve New Well Test Site, Somerset Drilling was adopted by the following vote:

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

4. Presentation: West Street Overall Project – Davis, Bowen, & Friedel, Inc. Nicholas Bradley & Director of Water Resources Jamey Latchum (*Strategic Plan: DS3, AS3*)

Mr. Bradley reviewed the original scope of the West Street Overall Project, which included a bike lane and sidewalk for public safety, relocation of the existing pump station, replacement of aging water and sewer utilities, extension of water service to Buckingham Lane, and addressed the localized flooding. He explained that the project required a phased approach as the scope and costs had expanded.

The existing West Street Pump Station, located in the roadway, was in serious disrepair and required maintenance every one to two weeks and with frequent closures. Phase 1 would relocate the station north of Bottle Branch, consolidate smaller pump stations, and replace aging utilities in disturbed areas. Phase 1 was currently in design and permitting, with construction costs estimated at \$1 million. In response to Mayor Tyndall’s inquiry, Mr. Latchum reported that \$137,000 had been approved for the lift station, leaving roughly \$1.35 million of the \$1.5 million budget, including

engineering, to complete the project. Both he and Mr. Bradley believed this to be sufficient. Finance Director Saleh agreed the current funding was appropriate but noted rising costs.

Councilmember Green asked for confirmation that Phase 1 did not include sidewalks, to which he was informed that this was correct. He expressed interest in Phase 1 involved something that would excite residents, such as sidewalks. Ms. Bohlen explained that simultaneous completion of the pump station and other improvements was ideal, but unfortunately, it might not be feasible due to deteriorating infrastructure and funding limitations. Councilmember Knerr asked about the timeline and road closures, to which Mr. Latchum stated the Town hoped to bid the project in January 2026, starting in March or April, and completed by Summer 2026. Some road closures would be required for lift station installation, but overall disruptions would be limited.

Mayor Tyndall remarked that costs were more attainable than anticipated. Councilmember Nichols asked if expenses might rise during excavation, and Mr. Bradley assured her that there was no expectation of unexpected expenses. Mr. Latchum noted DBF had done its due diligence. Mr. Bradley outlined Phase 2 improvements, which included upsizing the stormwater system, acquiring property for off-line detention, replacing remaining utilities, and installing a sidewalk on the east side of West Street. This phase was awaiting funding and property availability, with estimated costs of \$1.25 million excluding detention facilities.

Discussion took place regarding the possibility of creating a retention pond or an offline wetland, where land was available, and what options the Town would have in these scenarios. Mr. Bradley estimated that inclusion of such facilities could increase Phase 2 costs to \$3.5 million. Councilmembers discussed phasing versus completing the project all at once, possible funding sources such as bonds and Highway User Revenues (HURs), and the need to review utility rates in light of rising material costs.

Mayor Tyndall requested a revised development plan with more phases. Councilmember Green expressed interest in completing the project all at once through bonding and noted the risks of long-term phasing. Ms. Bohlen asked Ms. Saleh if a bond would be an option, given the Town's current bonds, and Ms. Saleh stated it was possible, but not through the Sewer Fund. Mayor Tyndall suggested exploring cost-sharing with Worcester County. Councilmember Orris sought clarification on whether Sewer and Water Capital Fees would support the project, and was told they would cover the lift station replacement. Councilmember Nichols emphasized careful review of the stormwater rates town-wide. Ms. Saleh noted the Town needed to be mindful of how the bond payments would be paid if a bond were acquired.

Councilmember Orris asked if Vice President Burrell's ditch management proposal could be incorporated into this project. Mayor Tyndall and Ms. Bohlen stated it would remain a separate initiative. Mr. Latchum stressed the importance of determining easement ownership before moving forward with any offline wetlands. He and Councilmember Orris agreed the Town should issue an RFP to determine ownership, and Ms. Bohlen clarified the Town had every intent to include this RFP in the FY27 budget. Mayor Tyndall reiterated that a dedicated funding source must be identified.

Ms. Velong stressed the importance of clarifying ownership and believed the General Fund should be used. Mayor Tyndall explained this was not possible due to liability, and Ms. Bohlen added it was not allowable under Government Accounting standards.

Mr. Bradley asked whether Phase 2 should proceed as outlined or be restructured, and Council agreed to revisit the issue, with the potential of dividing Phase 2 into smaller phases. He noted that the West Street drainage area was underserved due to limited fall, requiring larger, more expensive pipes, and additional off-line detention facilities would require property acquisition.

Mr. Bradley also addressed bike lanes and explained that they were the original intent for this project. The installation of sidewalks would trigger stormwater funds, and while bike lanes could be implemented, the Town would be planning to rip these roads up anyway. Councilmember Orris asked Chief Downing if some sort of path could be created on West Street now that no parking was implemented. Chief Downing stated it was possible, but the travel lane width would need to be at least 10 feet. Mayor Tyndall expressed concern that bike lanes would complicate navigation, while Chief Downing observed that pedestrians already walk down West Street. Mayor Tyndall suggested focusing on sidewalks along West Street and bike paths along the railroad.

Ms. Kramer doubted bike lanes would improve safety, noting West Street's use as a back road to Main Street. She asked whether residents were notified about the sidewalks. The Mayor and Council emphasized that no decisions had been made, and the "No Parking" signs were unrelated, having been implemented for safety. Heather Bailey, of West Street, asked if the school car loop was definite. Mayor Tyndall said it was not 100% yet certain, though Chief Downing stated it was the most likely option. Sarah Hambury, of Washington Street, questioned why the Town could not change the decision. Chief Downing explained it fell under the Board of Education. Councilmember Green noted he and residents attended a School Board meeting to raise concerns, but the plan appears to be moving forward. Councilmember Knerr added that the Mayor and Council had expressed opposition to the advisory committee as well.

Mike Gibson, West Street, stated that retaining street parking would have limited the School Board's ability to proceed and felt as though the Town's removal of parking appeared to assist them. Mayor Tyndall understood his concern but stated that the no-parking decision was not made with the school traffic plan in mind. Chief Downing explained the change was due to safety concerns about obstructed views and traffic flow.

Ms. Velong asked if upgrades would affect sewer levels, and Mr. Latchum said adjustments would be necessary. She also asked for clarification on the "west of West Street" note regarding the bike path. Mayor Tyndall clarified that it referred to the Berlin Bikeway along the railroad. Ms. Velong stated bike lane funds should be redirected to infrastructure, but Mayor Tyndall explained that grant funding was project-specific and could not be reallocated.

Councilmember Nichols concluded by noting the Council's efforts to address root causes rather than past temporary fixes. She reiterated that no decisions were being made that evening, and this was all discussion.

5. Announcement: Reconnecting Communities and Neighborhoods Grant Poll Vote: Alternative Funding Source – Mayor Zack Tyndall (*Strategic Plan: DS5, AS2*)

Mayor Tyndall announced a quorum was reached to move forward with approaching Worcester County regarding the MDOT funding opportunity. MDOT has offered Berlin \$643,000 from a repurposed 2014 earmark, unused Assateague Island funds, to replace the rescinded USDOT RCN grant. The required 20% match (\$128K) can be met using County Rails to Trails funds (\$113K) and Berlin's budgeted match (\$100K). Combined with \$250K from RCN Phase 1, these funds would advance design, investigation, and initial bridge work for the Berlin Bikeway.

Mr. Gibson requested a copy of the bikeway plan and was informed that Ms. Gorfinkel would provide it for him. Mayor Tyndall clarified that the term "bridge" in the plan did not necessarily indicate a physical bridge over Route 113 but rather referred to a pathway designed to connect the neighborhoods on both sides of the roadway safely.

6. Reports: Town Administrator's Report, Departmental Reports (*Strategic Plan: DS3, DS4*)

Director of Water Resources Jamey Latchum announced that a Lead Service Line Project meeting for residents of William Street, Bay Street, and Broad Street was scheduled for Thursday, September 25, from 6 PM to 7 PM at Buckingham Elementary School. Mayor Tyndall added that a quorum of the Mayor and Council could be present, and it was confirmed that the meeting was posted as a potential quorum.

Director of Public Works Jimmy Charles reported that four paid bulk pickups with Town residents were scheduled for the following day.

Councilmember Knerr asked Electric Utility Director Tim Lawrence for an update on the smart meter installation project. Mr. Lawrence reported that installation had begun, with meters already placed on Maple Street, Schoolfield Street, and portions of Flower Street. Additional devices that connect to the meters were scheduled for installation on Wednesday. Outage notices were distributed in advance, and Mr. Lawrence explained that power would be out for no more than two minutes, with the meters locking in within five seconds. To date, 198 meters had been installed, and full implementation was expected to take three to four months. He also noted that the department was working with businesses to schedule installations outside business hours to minimize disruption.

7. Comments from the Public (*Strategic Plan: DS4; DS5*)

Mary Hedlesky, Westminster Drive, stated that while her concern was not directed at the current administration, past practices have contributed to flooding issues, in part due to a lack of code enforcement related to pools, drain ditches, sheds, and similar structures.

Ms. Hambury asked if the Town maintains a list of infrastructure projects. Mayor Tyndall responded that each department has a five-year capital improvement plan, which may not be all-inclusive but does capture the majority of planned projects.

8. Comments from the Council

Councilmember Knerr thanked the Town staff for their well-wishes. Councilmember Orris thanked the residents who spoke, as well as the Department Heads, noting that the Mayor and Council rely on their feedback. He asked about the status of downtown lights, and Mayor Tyndall responded that

the old fixtures had been removed, and additional funding was being sought for replacements. Councilmember Orris also asked for clarification on fire pits in yards. Acting Planning Director Ryan Hardesty confirmed they are permitted, while Mr. Charles noted burning leaves or trash was not allowed. Mayor Tyndall stated he believed no burning should occur unless a permit was applied for and approved, and asked for the issue to be revisited, suggesting that better clarification of definitions was warranted. Councilmember Orris also thanked Mr. Latchum for repairing the meter pit in front of his home.

Councilmember Green expressed appreciation for the turnout at the Merchant Meeting on parking, which he found productive in addressing concerns and clarifying that paid parking has not yet been finalized. He also referenced the Berlin Bulletin, which noted that the State Highway Association (SHA) would conduct a feasibility study for sidewalks on Old Ocean City Boulevard. Mayor Tyndall explained that the Town had maintained dialogue with SHA, and following community input, has worked with them to initiate the consultant-led study phase of the project.

9. Comments from the Mayor's Office

Mayor Tyndall thanked everyone who attended and participated in the Merchant Meeting. He reminded the public that discussion items were not final decisions, and that hearing the perspectives of merchants and property owners was an important part of the process.

Ms. Gorfinkel added that she would be attending a conference in Louisiana with other municipalities involved in the Reconnecting Communities and Neighborhoods grant. She noted that her travel would be fully funded by the Department of Transportation.

10. Comments from the Press – None.

11. Adjournment:

On the motion of Councilmember Knerr, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 8:40 PM.

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

Respectfully submitted,



Laura Brown
Administrative Assistant



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Work Session
Monday, September 29, 2025

5:00 PM WORK SESSION – Berlin Town Hall Council Chambers

Present: Mayor Zack Tyndall, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris.

Staff Present: Town Administrator Mary Bohlen, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

Others Present: Berlin Fire Company President David Fitzgerald and Chief Andrew Grunden.

This meeting was broadcast live via Facebook. Mayor Tyndall called the meeting to order at approximately 5:03 PM.

1. Discussion: Berlin Fire Company (BFC)

Berlin Fire Company President Dave Fitzgerald proposed that a percentage of Impact Fees or Building Permit Fees be allocated to the BFC to help offset capital costs. He noted that Selbyville increased its building permit fee by \$500 and Pittsville by \$1,000, with 100% of those funds directed to their local fire companies.

Mayor Tyndall stated that while the Town previously issued an RFP for an Impact Fee study, no responses were received. He emphasized the need to exercise caution when adjusting Impact or Building Permit Fees, as such changes must be justified and supported by data. Mr. Fitzgerald referenced forms and documentation the BFC had previously provided to the Town outlining their funding needs.

Town Attorney Dave Gaskill advised that Impact Fees must be applied to general public projects, such as parks and streets, rather than specific entities. Chief of Fire Andy Grunden asked whether the Berlin Police Department received Impact Fee revenue; Mayor Tyndall confirmed it does not and has never historically received such funding. Chief Grunden also asked about best practices for structuring fee allocations, and Ms. Bohlen explained that the Town would need to engage a professional consultant to assess and determine appropriate methods.

Councilmember Orris asked for further explanation regarding the wear and tear noted in the Planning Commission report. Mr. Fitzgerald explained that the operational section of the report included the Berlin Fire Company's formula for determining call volume and the number of trips made to apartment complexes. Councilmember Knerr asked how long the Fire Company typically takes to review plans, and Chief Grunden stated that the timeframe varies depending on the extent of on-site inspections and the review of paper plans. Mr. Fitzgerald added that the process can take an average of 16 to 18 hours. Mayor Tyndall discussed the use of cost-based accounting in establishing fixed Impact Fees.

Mr. Fitzgerald moved on to discuss operating funds, noting that the Town provided \$205,000 to the Berlin Fire Company, which was greatly appreciated given rising costs of parts and materials. Councilmember Green addressed the ongoing funding gap between BFC's annual request and the amount the Town has been able to provide. Mayor Tyndall discussed the possibility of the Town forgoing its request for unrestricted County grant funding and allowing the County to retain those funds and negotiate directly with BFC.

Mr. Fitzgerald discussed the Berlin Fire Company's capital funding, noting the recent purchase of new breathing apparatuses and a new engine that will be available for public viewing on Sunday, October 13th. He added that, due to current capital expenses, BFC will be unable to purchase another new engine until 2028.

Mr. Fitzgerald also raised the possibility of offering BFC members a property tax rate incentive, noting that similar programs are provided by other municipalities, such as Wicomico County, to support their volunteer fire personnel. Mayor Tyndall advised BFC to first discuss the proposal with the County, and if approved, the Town and BFC could then explore a shared municipal funding solution. Mr. Fitzgerald discussed the County's milestone bonus program, explaining that it has been beneficial for volunteer retention and could serve as a valuable model for supporting BFC members.

Discussion continued regarding the possibility of establishing a Memorandum of Understanding (MOU) or modifying the existing contract between the Town and the Berlin Fire Company as an alternative, should the plan to forgo the unrestricted grant funding not move forward. Mayor Tyndall stated he would send a formal letter to the County to initiate the request. Before moving on, water meter usage was briefly discussed. The Town planned to begin monitoring usage, not with the intent to bill the Berlin Fire Company for usage, but to gain a clearer understanding of usage for water loss.

2. Discussion: Berlin Fire Company Emergency Medical Services (BFCEMS)

Mr. Fitzgerald noted that Impact Fees had already been discussed and transitioned the conversation to EMS formula funding. Councilmember Orris asked about the County's strategic plan for the future of EMS services. Mr. Fitzgerald explained that the County intended to continue funding EMS operations if services were provided. He added that BFC will meet with the County in October and again during budget planning.

The ongoing EMS staffing shortage was discussed, attributed to salary limitations, educational requirements, and competitive offers from other agencies. Councilmember Knerr asked whether any scholarship programs were available. Chief Grunden responded that both the County and the State offer assistance, with the State covering up to 85% of educational costs.

Following no further comments, Mayor Tyndall adjourned the work session meeting at approximately 6:11 PM.

Respectfully submitted,



Laura Brown
Administrative Assistant



Newport Bay Partnership

Clean water through science and community

Newport Bay Partnership Team

Supported by the Whole Watershed Act

Provides \$2M for 5 Years Beginning in State Fiscal Year 2026 for Improvements to Water Quality and Shallow Water Habitat


Must be Matched on a 1:1 Basis







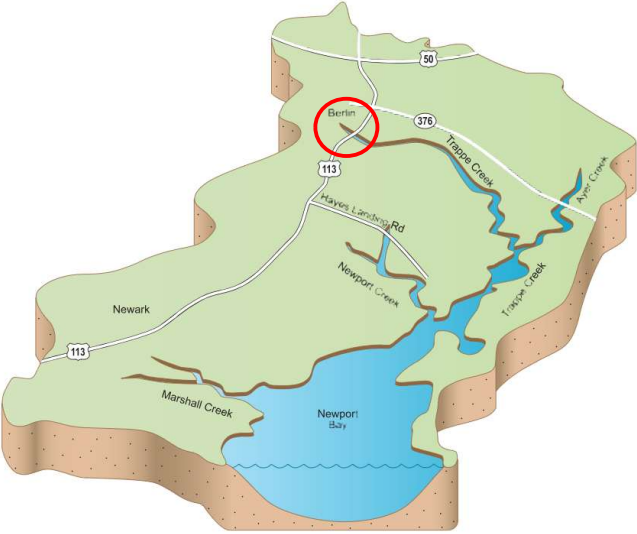
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Newport Bay Partnership

Clean water through science and community

The Newport Bay Watershed



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Town of Berlin-MD Power Supply Update October 14th, 2025

Craig Kleinhenz – Asst. VP
Power Supply Planning



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Business Confidential – Not for Distribution as a Public Record



Power Sources



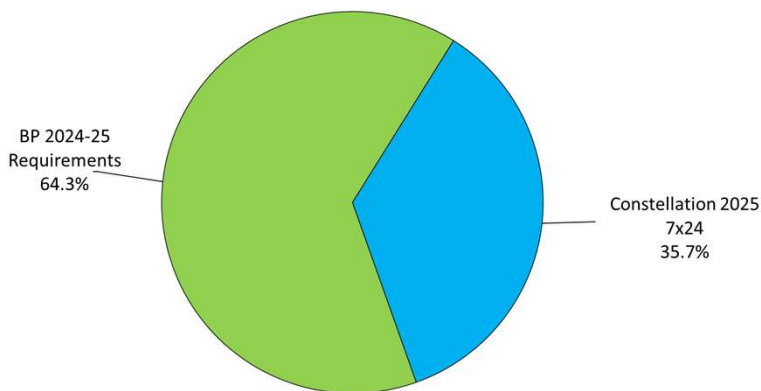
10/8/2025

STRONGER TOGETHER: SERVING MEMBERS THROUGH JOINT ACTION

2

2

Berlin-MD 2025 Energy Sources



10/8/2025

STRONGER TOGETHER: SERVING MEMBERS THROUGH JOINT ACTION

3

3

Berlin-MD's Energy Purchases

- Remaining Requirements from BP
 - 2024-2025
 - \$35.82/MWh
 - Purchased June 2020
- 2 MW Constellation 7x24 Purchase
 - 2025
 - \$44.45/MWh
 - Purchased August 2023

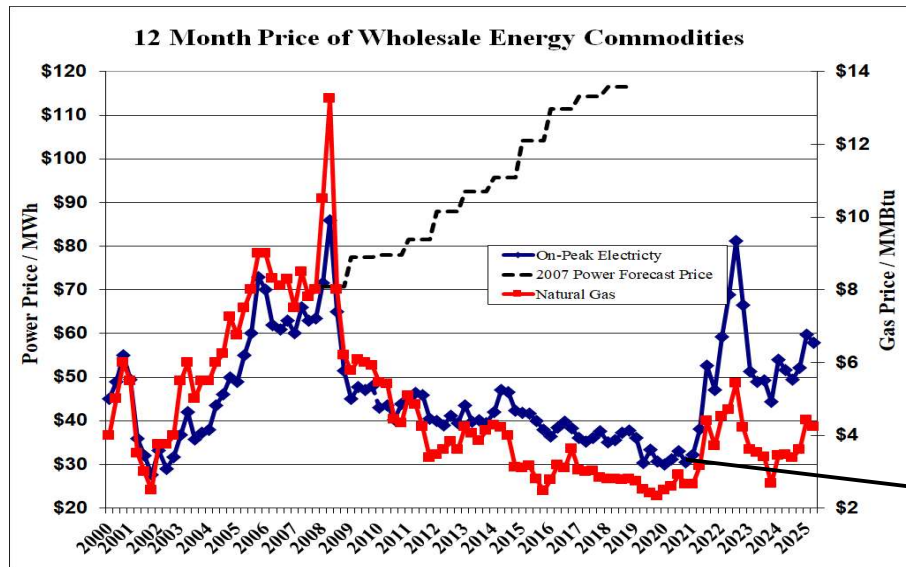
**Constellation**

10/8/2025

STRONGER TOGETHER: SERVING MEMBERS THROUGH JOINT ACTION

4

4



10/8/2025

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Blue Creek Wind Farm

- **2,300 kW (2026-2029)**
- 304 MW of Installed Capacity
 - 152 Wind Turbines (2 MW each)
 - Operational in 2012
- Located in Northwest Ohio (AEP Zone)
- Price of \$56.79 / MWh
- No replacement included
- Participants receive
 - Generic REC's (non-CRS)
 - PJM Capacity credits



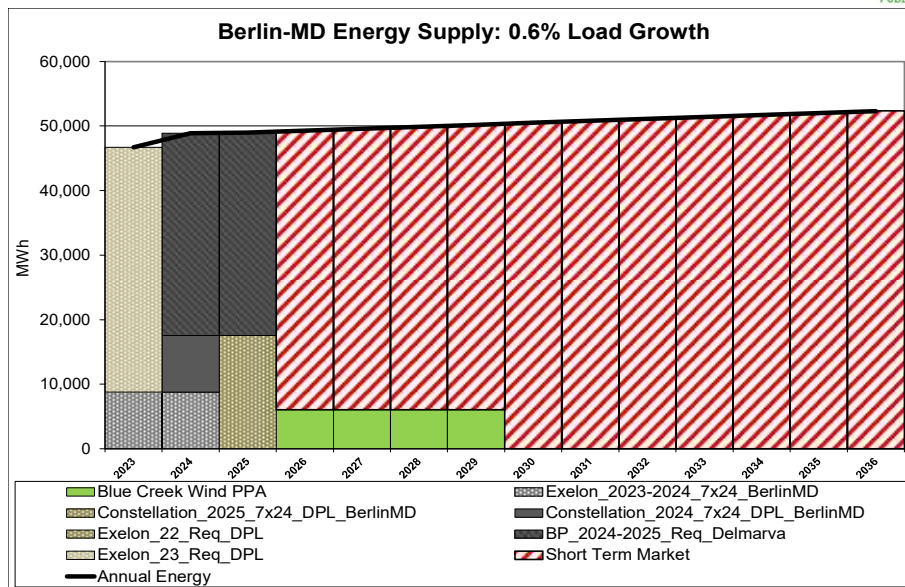
Blue Creek Wind PPA	Effective Project Rate (\$/MWh)	Debt and Demand Charge (\$/kW-Mo)	Project Capacity Factor	Effective Demand Rate (\$/MWh)	Variable Energy and Fuel (\$/MWh)	REC's (\$/MWh)	Installed Capacity (\$/MWh)
2025	\$49.92	\$0.00	30.0%	\$0.00	\$56.79	-\$2.30	-\$4.57
2026	\$46.34	\$0.00	30.0%	\$0.00	\$56.79	-\$3.00	-\$7.45
2027	\$46.15	\$0.00	30.0%	\$0.00	\$56.79	-\$3.00	-\$7.64
2028	\$45.62	\$0.00	30.0%	\$0.00	\$56.79	-\$3.00	-\$8.17
2029	\$45.09	\$0.00	30.0%	\$0.00	\$56.79	-\$3.00	-\$8.70

10/8/2025

STRONGER TOGETHER: SERVING MEMBERS THROUGH JOINT ACTION

6

6



10/8/2025

STRONGER TOGETHER: SERVING MEMBERS THROUGH JOINT ACTION

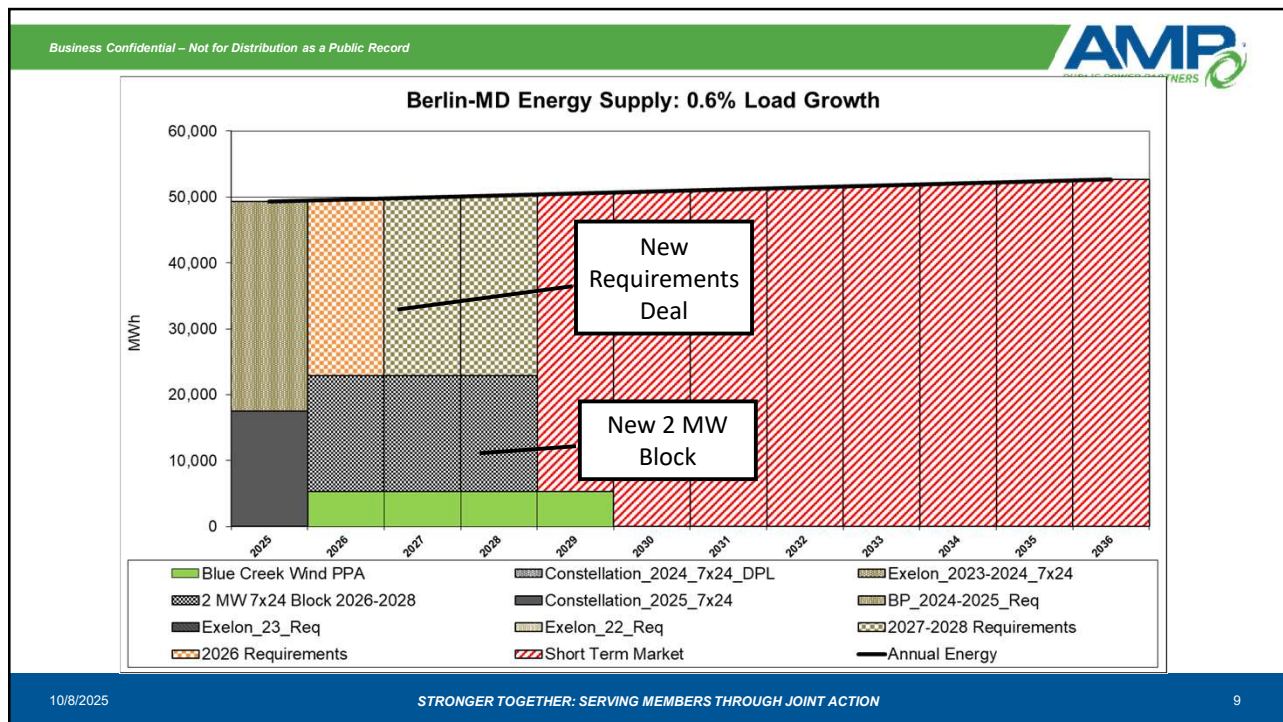
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7

Berlin – Recommended Purchase

- Recommended new purchases for 2026-2030:
 - 7x24 –2 MW 2026-2028
 - Current Prices:
 - 2026-2028: \$51 / MWh (Current deal \$44.45 / MWh)
 - Existing Ordinance and Schedule for 2023 – 2028
 - Up to 2 MW at a Price Not to Exceed \$70.00 / MWh
 - Town Administrator Approval
- Requirements Deal for 2026 + 2027
 - 52% of energy needs
 - Current Price around \$70 / MWh (Current deal \$35.82 / MWh)
 - **New Ordinance / Schedule Needed**

8



9

Business Confidential – Not for Distribution as a Public Record

AMP
PUBLIC POWER PARTNERS

Transmission and Installed Capacity

10/8/2025 10

10

Delivery of Power (3 Types of Charges)

- Energy
 - Kilowatt-hours consumed by customers and produced by generators
 - Variable cost (\$ / MWh, cents / kWh)
- Transmission
 - High Voltage (typically ≥ 69 kV) electric lines connecting generators to municipal system
 - Fixed cost (\$/ kW-mo)
- Installed Capacity
 - Ensuring that there is enough generation in place to supply customers during period of maximum usage
 - Fixed cost (\$/ kW-mo)

10/8/2025

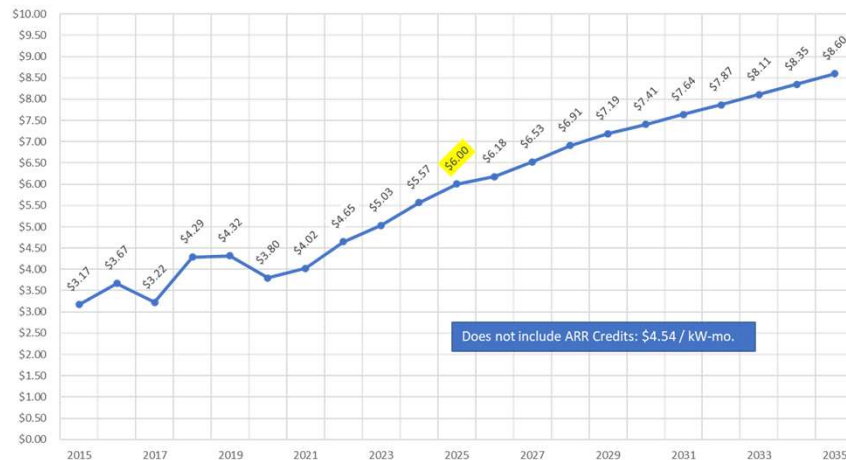
STRONGER TOGETHER: SERVING MEMBERS THROUGH JOINT ACTION

11

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DPL Transmission Demand Charge

Delmarva Total Transmission Rates (\$ / kW-mo)

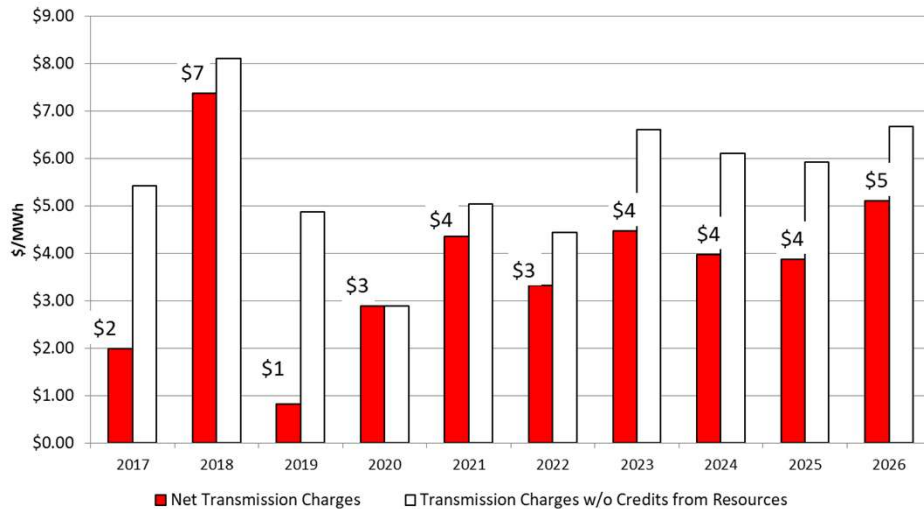


10/8/2025

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Transmission Charge Impact to Overall Rates: Berlin-MD



10/8/2025

13

13

PJM and Installed Capacity

- PJM's job is to keep the lights on
 - Pay generators to be available for emergency performance
 - Costs billed to loads
 - **Price set by annual auction**
 - 2025/2026 auction cleared at highest rate yet (\$8.21 / kW-mo) in July 2024
 - 2026/2027 auction planned for July 22, 2025
 - 2027/2028 auction planned for December 2025
- Members receive capacity credit for:
 - Generation Resources (Currently Blue Creek)
 - Peak Shaving / Demand Response

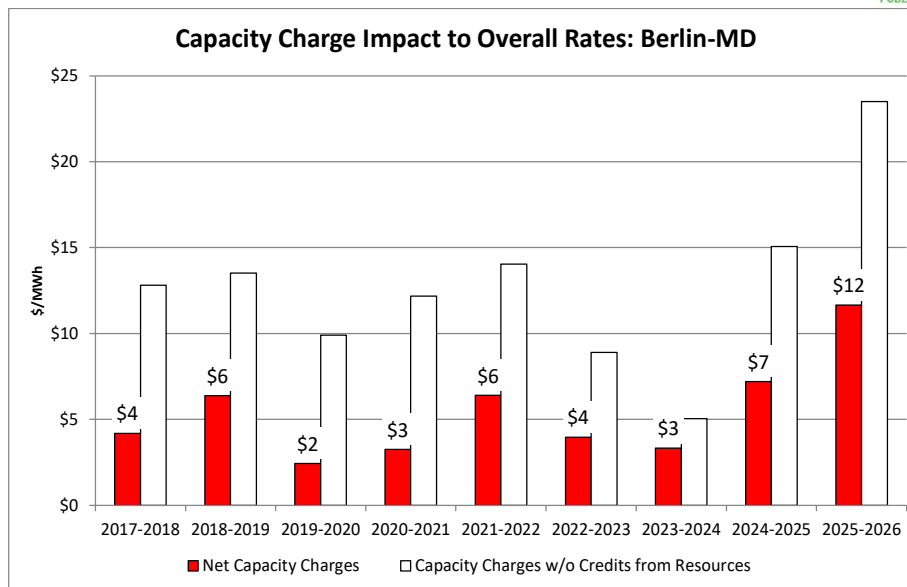


10/8/2025

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10/8/2025

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Berlin, Maryland Peakers (3 Units)

- Nameplate Capacity: 5.5 MW
- Summer Rating: 5.4 MW
 - Cat Unit 2 (Gas): 2.0 MW, #1 Fairbanks Diesel: 1.0 MW, #5 GM Diesel: 2.4 MW
- Fuel: Diesel and one Natural Gas (Cat Unit 2)

Unit Peak Shaving Revenue by Year

	Transmission	Capacity	Total
2025	\$98,758	\$444,914	\$543,672
2026	\$111,496	\$576,059	\$687,555



10/8/2025

MEMBER - Power Supply Update

16

16

Peak Shaving

- Peak Shaving Notifications:
- AMP sends out notices via email notifying members of predicted 1CP and 5CPs

• Yellow - Be prepared to run if conditions change Load Curtailm / High Peak Loads are Possible That Could Change Alert Level
• Orange - Low cost or high lead/startup time generation should run Load Curtailment not yet needed
• Red - Likely to be a 1 or 5 CP hour/ All Generation should run Load Curtailm / Load Curtailments and Social Media Alerts Recommended
• Black - High Likelihood of Peak for Year - Do Not Skip

- Transmission Peak Shaving Savings 1,000 kW = \$20,000 / Year
- Capacity Peak Shaving Savings 1,000 kW = \$100,000 / Year
- 1 kW EV charger during peak hour = \$120 / Year
- 100 W Light Bulb during peak hour = \$12 / Year

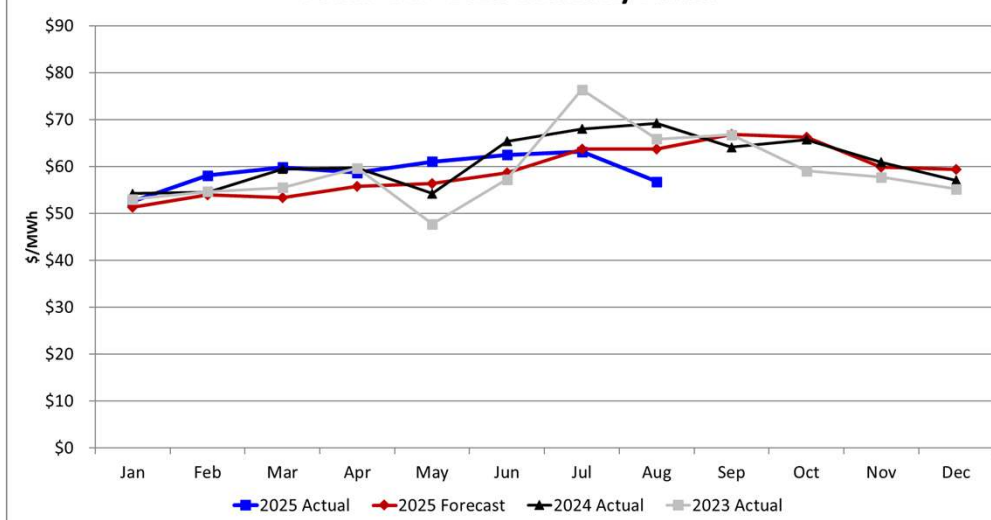
10/8/2025

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Berlin-MD 2025 Monthly Rates

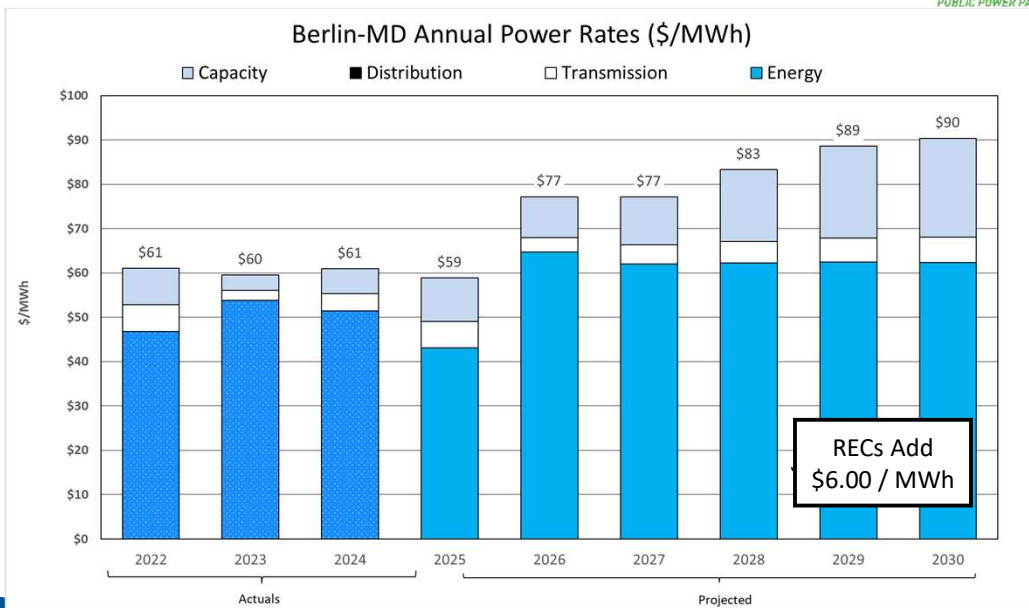


10/8/2025

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18



10/8/2025

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19

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Residential Retail Rates

Berlin, MD

1,000 kWh customer
pays \$ 136.71 / month
13.7 cents / kWh

Delmarva Power and Light

1,000 kWh customer
pays \$ 200.60 / month
20.06 cents / kWh

10/8/2025

June 2023

20

20

Contacts

- Mike Migliore – VP Power Supply
 - mmigliore@amppartners.org
 - 614-540-0921
- Craig Kleinhenz – Asst. VP of Power Supply Planning
 - ckleinhenz@amppartners.org
 - 614-623-7553
- Charlie Cicci - Power Supply Analyst
 - ccicci@amppartners.org
 - 614-540-1016
- Isabelle Wolford – Power Supply Engineer
 - iwolford@amppartners.org
- Jerry Willman – VP Energy Marketing
 - jwillman@amppartners.org
 - 614-540-6419

TOWN OF BERLIN, MARYLAND**RESOLUTION NO. 2025-07****RESOLUTION AUTHORIZING THE EXECUTION
OF THE 2026-2030 REMAINING REQUIREMENTS ENERGY SUPPLY SCHEDULE WITH
AMERICAN MUNICIPAL POWER, INC. ("AMP")**

WHEREAS, the Town of Berlin, Maryland (the "Municipality") is a political subdivision organized and existing pursuant to the laws of the State of Maryland that owns and operates an electric utility system for the sale of electric capacity and associated energy for the benefit of its citizens and customers;

WHEREAS, in order to satisfy the electric energy requirements of its electric utility system, the Municipality has heretofore purchased economical and reliable energy from AMP, an Ohio non-profit corporation, of which the Municipality is a member, or has heretofore purchased energy arranged by AMP;

WHEREAS, the Municipality, acting individually and, along with other municipalities that own and operate electric utility systems, jointly through AMP, endeavors to arrange for reliable, reasonably priced supplies of electric energy for ultimate delivery to its customers;

WHEREAS, Municipality has executed a Master Services Agreement with AMP which sets forth the general terms and conditions for the provision of power supply and other services by AMP to the Municipality;

WHEREAS, AMP will negotiate with one or more reputable and financially sound third-party power suppliers to enter into an agreement(s) to purchase electric energy for a term beginning on January 1, 2026 and ending no later than December 31, 2030, which will provide an economical source of electric energy (herein "Long-term Energy Purchase(s)") for Municipality and other AMP Members;

WHEREAS, AMP, on behalf of the Municipality, desires to purchase from third-party supplier(s) and then to resell the energy available from these Long-term Energy Purchase(s) on a long-term basis to Municipality at contract cost (excluding any taxes, transmission costs, replacement energy, losses, congestion costs, security costs or AMP service fees) not to exceed \$89.00 per MWh;

WHEREAS, AMP has prepared and delivered to the Municipality the form of a 2026-2030 REMAINING REQUIREMENTS ENERGY SUPPLY SCHEDULE, pursuant to which the Municipality may purchase electric energy;

WHEREAS, AMP has provided and will continue to provide appropriate personnel and information regarding the Long-term Energy Purchase(s) to the Municipality, as such officers and representatives of the Municipality deem necessary or appropriate, to enable the Municipality to evaluate the benefits and risks of the Long-term Energy Purchase(s), to take actions contemplated by the Resolution hereinafter set forth and to determine that the same are in the public interest; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND.

SECTION 1. That the form of the 2026-2030 REMAINING REQUIREMENTS ENERGY SUPPLY SCHEDULE between this Municipality and AMP, substantially in the form attached hereto as Exhibit 1, is approved, subject to and with any and all changes provided for herein and therein.

SECTION 2. That the Town Administrator is hereby authorized to execute the 2026-2030 REMAINING REQUIREMENTS ENERGY SUPPLY SCHEDULE and to acquire the Municipality's energy from one or more Long-term Energy Purchase(s), with a term beginning on January 1, 2026 and ending no later than December 31, 2030, and with a third-party contract price (excluding any taxes, transmission costs, replacement energy, losses, congestion costs, security costs, or AMP service fees) not to exceed \$89.00 per MWh for purchases, from AMP, and is further authorized to execute and deliver any and all documents necessary to participate in one or more Long-term Energy Purchase(s), pursuant to the conditions set forth herein, as set forth in the 2026-2030 REMAINING REQUIREMENTS ENERGY SUPPLY SCHEDULE.

SECTION 3. That competitive bidding is not required on the Municipality's acquisition of its right to secure energy under the 2026-2030 REMAINING REQUIREMENTS ENERGY SUPPLY SCHEDULE, and in the event any competitive bidding requirements are applicable, any such competitive bidding requirements that might otherwise be applicable, are hereby waived.

SECTION 4. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of a quorum of the Council, and that all deliberations of this Council and of any its committees that resulted in such formal action, were held in meetings open to the public, in compliance with all legal requirements.

SECTION 5. If any section, subsection, paragraph, clause or provision or any part thereof of this Resolution shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Resolution shall be unaffected by such adjudication and all the remaining provisions of this resolution shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

SECTION 6. That this Resolution shall take effect at the earliest date allowed by law.

APPROVED this _____ day of _____, 2025, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

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

Dean Burrell, Sr., Vice-President of the Council

Approved this _____ day of _____, 20____ by the Mayor of the Town of Berlin.

ATTEST:

Zackery Tyndall, Mayor and President of Council

Mary Bohlen, Town Administrator

TOWN OF BERLIN, MARYLAND
REMAINING REQUIREMENTS ENERGY SUPPLY SCHEDULE
AMP Contract No. 2026-011723-SCHED

A Schedule to
American Municipal Power, Inc.
and
Town of Berlin, Maryland
Master Service Agreement No. 2015-001514-MAS

WHEREAS, the Town of Berlin, Maryland (the “Municipality”) and American Municipal Power, Inc. (“AMP”), collectively (“Parties”), have entered into a Master Service Agreement (“Agreement”) under which certain services may be provided under schedules thereto;

WHEREAS, in order to obtain economical electric energy, the Municipality desires to purchase electric energy from AMP or have AMP arrange for the same on behalf of the Municipality; and,

WHEREAS, AMP will negotiate with one or more reputable and financially sound third-party power suppliers to enter into an agreement(s) to purchase electric energy on a remaining requirements basis for a term beginning on January 1, 2026 and ending no later than December 31, 2030, which will provide an economical source of electric energy (herein “Long-term Energy Purchase(s)”) for Municipality.

NOW, THEREFORE, in consideration of the conditions, terms and covenants hereinafter contained, the Parties hereto do hereby mutually agree as follows:

ARTICLE I
TERM

SECTION 101 – CONTRACT TERM: Subject to the conditions contained herein, this Schedule shall be for a term beginning on January 1, 2026 and ending no later than December 31, 2030.

ARTICLE II
CONTRACT QUANTITIES AND RATE

SECTION 201 - CONTRACT QUANTITIES: For the compensation hereinafter set forth, and pursuant to the terms and conditions contained herein, AMP shall arrange for the delivery of energy to the Municipality. The Municipality shall be invoiced and responsible for paying, and AMP is entitled to receive as compensation, the following:

- A. Actual monthly transmission fees, congestion charges, ancillary services, unforced capacity charges, losses, customer charges, security costs, replacement energy, and taxes or other such costs incurred by AMP to deliver the energy to the Municipality's Delivery Point;
- B. AMP's Service Fee B, as defined in the Agreement, for all energy sold or arranged for and delivered pursuant to this Schedule, unless the same is paid for under another power supply schedule; and
- C. The contract rates or fees that AMP pays or incurs for each megawatt-hour of energy supplied to the Municipality.

The Long-term Energy Purchases anticipated to be executed as transaction confirmations between AMP and third-party power suppliers for the benefit of Municipality will be a remaining requirements product (subject to final pricing upon execution). The Municipality authorizes AMP to purchase the remaining requirements energy on behalf of the Municipality with a term beginning on January 1, 2026 and ending no later than December 31, 2030, so long as the third-party energy supply contract price for energy purchased under this Schedule (excluding any taxes, transmission costs, replacement energy, losses, congestion costs, security costs or AMP service fees) does not exceed \$89.00 per MWh.

SECTION 202 – PROCEDURES FOR ENERGY SUPPLY ACQUISITION AND SALE: It is understood and anticipated that AMP may throughout the term of this Schedule, enter into energy purchase transaction confirmations or other arrangements on behalf of the Municipality, subject to the approval of Municipality's Authorized

Representative, to implement the Long-term Energy Purchases contemplated in Section 201 of this Schedule. The steps that will be followed in securing such Long-term Energy Purchases are set forth below.

At the time that AMP recommends that a Long-term Energy Purchase should be finalized, the following shall take place:

1. Authorized personnel of AMP shall confer with the Municipality's Authorized Representative (or his/her designee) on a recorded telephone line or through email, regarding AMP's recommended Long-term Energy Purchases that meet the requirements of Section 201 prior to executing a transaction confirmation with a third-party power supplier. AMP will provide power supply recommendations to Municipality's Authorized Representative based upon the best market information available to AMP at the time any conferring takes place.

2. If the Municipality's Authorized Representative approves AMP's recommendation and authorizes acquisition of the Long-term Energy Purchase over a recorded telephone line or through email, then AMP shall acquire the Long-term Energy Purchase on behalf of the Municipality subject to the effective date and other terms and conditions approved by the Municipality's Authorized Representative.

3. AMP will enter into a transaction confirmation or other arrangement with the authorized and approved third-party power supplier as soon as reasonably possible after approval is received as set forth above.

4. Once a Purchase is finalized and transaction confirmation executed, AMP will send an acknowledgement of the transaction via email to Municipality's Authorized Representative that contains the commercial terms for Municipality's review and records.

ARTICLE III **DELIVERY POINT**

SECTION 301 – DELIVERY POINTS: The delivery point(s) for electric energy to be delivered hereunder ("Point of Delivery" or "Delivery Point") shall be the Municipality's

interconnections with PJM Interconnection, L.L.C., or its successor.

ARTICLE IV **GENERAL**

SECTION 401 - FIRMNESS OF SUPPLY: Firmness of supply under this Schedule shall be equal to the firmness provided by the power supply schedules and transmission service arrangements executed by AMP, which are utilized to provide energy under this Schedule.

AMP's obligations hereunder are specifically dependent upon the performance of the suppliers with whom AMP transacts on behalf of the Municipality or as otherwise agreed to by the Parties. In the event of default of an energy supplier (hereinafter "Supplier Default"), AMP shall provide replacement energy to Municipality and Municipality shall pay any cost difference (if any) of the replacement energy (or, if the cost of replacement energy is less, then Municipality shall pay that lower cost). Should a third-party supplier default to such a degree that the agreement by and between that third-party supplier and AMP is terminated, AMP shall use its best efforts to execute an alternate energy supply agreement, with another supplier unless otherwise agreed to in writing by Municipality.

Notwithstanding the foregoing, AMP agrees that it will notify Municipality promptly of any Supplier Default which may result in AMP's purchase of replacement energy for Municipality. AMP also agrees that in an event of a Supplier Default, AMP shall take all appropriate legal action to enforce the terms of AMP's contracts with the defaulting supplier and/or seek appropriate damages from supplier on Municipality's behalf. Municipality is, and shall be, third-party beneficiary of such legal action and will be reimbursed or credited by AMP a *pro rata* share of any net recoveries against the defaulting supplier or Municipality's increased costs occasioned by the Supplier Default, whichever is less.

Municipality specifically acknowledges that although energy made available from the supplies purchased pursuant to this Schedule or otherwise agreed to by the Parties are intended to be the primary source of energy pursuant to this Schedule, AMP may, from time to time, substitute for actual delivery purposes, other energy; provided that such substitute energy be of a similar firmness and reliability as that made available under the third-party

power supplier transaction confirmation(s) and further provided that such substitution does not result in increased costs to Municipality.

When third parties providing firm transmission service interrupt deliveries from AMP to Municipality, AMP will use commercially reasonable efforts to deliver energy across other parties' transmission systems if interruptions occur from the primary firm transmission provider's system.

All other terms and conditions of the Agreement between AMP and the Municipality that are not consistent with the terms and conditions of this Schedule shall be applicable as if fully repeated herein.

SECTION 402 – AUTHORIZED REPRESENTATIVE: The Municipality's Authorized Representative shall be the Town Administrator or the Town Administrator's designee until modified by written notice to AMP by the Municipality.

IN WITNESS HEREOF, each of the Parties has caused this Schedule to be duly executed.

TOWN OF BERLIN, MARYLAND

AMERICAN MUNICIPAL POWER, INC.

By: _____

By: _____
Pamala M. Sullivan
Chief Operating Officer

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Legal Counsel

Lisa G. McAlister
Senior Vice President & General Counsel



MOTION OF THE MAYOR AND COUNCIL 2025-56

A motion of the Mayor and Council of the Town of Berlin AUTHORIZING PAYMENT TO GOODY HILL GROUNDWORK IN THE AMOUNT OF \$19,586.60 FOR EMERGENCY REPAIRS TO THE FRANKLIN AVENUE WATER TOWER WELLHOUSE.

This payment will be expensed as a part of the Capital Project Fund for Water Distribution (20-5720-5255).

APPROVED this ____ day of _____, 2025, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

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

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2025, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator

Groundwork Solutions, Inc.
P.O. Box 200
Berlin, MD 21811

Invoice

Date	P.O. No.	Invoice #
9/4/2025	202600524	TOB1062508

Bill To

Town of Berlin
 10 William Street
 Berlin, MD 21811

Project	Terms
Franklin Ave Water Tower	Due on receipt

Item	Quantity	Description	Rate	Amount
Custom Work	1	-Diamond grind entire floor to prepare concrete and open the cap. -Saw cut all edges and perimeter of any floor drains/cleanouts etc. -Trowel apply fastop 12S urethane cement @1/4 on entire floor-this product goes on green concrete and will not delaminate if moisture is pushing through slab -Broadcast sand to rejection for non skid -Install epoxy can't cove on wall to floor transitions -Install 3741 Novolac epoxy finish -Block fill new CMU with heavy duty block filler -Apply 2 finish coats of 3741 on block walls	19,586.60	19,586.60

Thank you for your business!
 Please remit payment to:
 Groundwork Solutions
 P.O. Box 200
 Berlin, MD 21811

Total \$19,586.60

Balance Due \$19,586.60

2% per month assessed on overdue payments.



MOTION OF THE MAYOR AND COUNCIL 2025-57

A Motion of the Mayor and Council of the Town of Berlin TO DECLARE THE FOLLOWING ITEMS AS SURPLUS PROPERTY AND AUTHORIZE THEIR DISPOSAL through sale or other means.

Department	Item Description	Make/Model	VIN Number	Mileage	Comments
Police	Patrol Vehicle	Ford Interceptor 2016	1FM5K8AR1GGB35806	90,000	Engine failure
Electric	Bucket Truck	2007 Ford F550 Super Duty	1FDAF56R18EA28566	59,390.9	No longer usable

APPROVED this _____ day of _____, 2025, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

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

Dean Burrell, Sr. Vice President of the Council

APPROVED THIS ____ DAY OF _____, 2025, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



September 22, 2025 Weekly Report

Departments This Week:

Town Administration

- **SAVE-THE-DATE**
 - Monday, October 13; Indigenous Peoples Day: Most Town offices closed.
 - Tuesday, October 14: Closed Session TBD; 6:00 PM Regular Session
 - Saturday, October 25: Truck-and-Treat in Decatur Park
 - Monday, October 27: Closed Session TBD; 6:00 PM Regular Session
- The Review Committee for the Comp Plan update met earlier in September. Interviews with select firms are planned to be scheduled in late October/early November.
- General On-call Engineering and On-call Stormwater Engineering RFQs are due Friday, October 10th.
- Continuing to work on Records Retention and digitization. Just organizing the paper files on hand and clearing out all the "stuff" that has accumulated over the years. Think of your junk drawer and multiple by 1000!
- Continuing to work on planning for Town Hall Renovations, particularly as relates to vacating Town Hall and Planning. There are a lot of moving parts to this undertaking, and there will be significant effect on staff during the renovation. The intent is for Customer Service to be available Monday to Friday with regular business hours at the Visitor Center, but other staff and departments will work a hybrid work plan both remote and in-person. Details are still being worked on and are likely to be adjusted, possibly several times, as we actually move forward.
- Had a very productive day on site on Tuesday, September 30th with folks from the RCN consultants and MDOT/SHA representatives who will be doing the preliminary design work on the Rt. 113 crossings for connectivity. Sara arranged the day to include a driving tour of the Town, including points of interest/desired access, as well as the potential locations for crossings. It was very helpful to have them on site to see what we're working to address and to see their considerations in trying to address.
- Town Hall will be closed on Friday, October 17th for staff to continue records management in preparation for Town Hall renovations.
- Attached you will find the 2026 Town of Berlin Boards and Commissions Meeting Schedules and the 2026 Mayor and Council Meeting Schedule.

Economic and Community Development

- We are in full swing with holiday event & Oktoberfest planning.
- Pumpkin scavenger hunt runs from October 1 through the 30th
- Pumpkins in the Park will be held Friday, October 24 around the pond now coordinated by The Taylor House Museum. It was previously coordinated by the Berlin Horticultural Advisory Committee, but they are going through some changes right now.
- Working with the chamber on upcoming events and the 2026 event schedule which will be presented at the mayor & council meeting, October 14.
- After 40 years, Doug has retired, and Gold Crafts has closed. The spot has already been taken.
- Mural designed by local artist Evan Fitzgerald was not approved by the historic district commission. For more information, please watch the meeting. We will be resubmitting.

- Completed to façade grant reimbursements to the Ghost Museum and Café Berlin.
- Will be traveling the next two weeks for the Maryland Main Street conference and the Maryland State Arts Council annual meeting.

Electric

- Branch Street-Installed UG Electrical Service.
- Germantown Rd-Connect and Energized OH Service.
- Kenwood Court-Painted streetlight poles and prep work to replace transformer.
- Bay Street-Upgrade Transformer and connected new service.
- Tested AMI Electric Meters.
- William Street & Buckingham-Trim Trees.
- Bay Street-AMI Meter Installs.
- Berlin Police Department-Trim Trees.
- Various Locations-Trim Trees & Streetlight repairs.
- Power Plant-Fall Maintenance.

Finance Director

Continues to work on:

- FY 2025 Audit completion, outstanding reports for auditors.
- FY 2025 end-of-year performance. Preparation of financial highlights.
- FY 2025 capital projects for fixed assets.
- ChargePoint station contract review and billing reconciliations.
- Tyler's new server migration and discussion on the possibility On on-cloud hosting.
- New credit card processing discussions.
- Grants, water loans, public works bond, electric AMI meters bond
- Opioid settlements, outstanding plan, and questions. Program implementation with Hope 4 Recovery.
- Bank accounts review, collateral coverage, positive pay implementation.
- CDA Bond paperwork, year-end information for USDA office.
- Delinquent accounts review
- Public Service Commissioner's reports and submissions, PCA calculations - Michelle
- DBF invoices review and processing
- EA invoices review and processing
- Credit card payments and processing- Shirley
- Bank reconciliations - Melissa
- Journal entries and invoices - Linda
- Electric rate study paperwork and necessary reports for evaluation
- Working with Booth and Assoc-in process
- Water and electric meter readings- Michelle
- Smart metering project planning and Tyler integration
- Check processing and credit card payments, review registers, checks, and the Town's card payments - Shirley
- Department meetings scheduled, projects, and planning.
- Employees' training.
- MD GFOA Conference is upcoming in October.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting

Human Resources Department

- Completed the onboarding process for the new Permit Coordinator, Kaitlin Ahlers, on 09/08/25.
- Conducted interviews for the Chief Plant Operator on 09/04/25 and 09/09/25. We did not find a candidate who met all of the requirements of the role, so we are leaving it posted longer.
- Processed payroll and all related reports on 09/08/25, 09/22/25, and 10/03/25.
- Updated the LGIT inventory list with the help of the Department Heads to include vehicle plate numbers. This is not a requirement but makes it easier to identify vehicles when a plate number is referenced.
- Purchased the SHRM Handbook builder tool, with regular changes in laws, it will be a great tool for us to have professionals' vet our handbook to ensure compliance with state and federal regulations. Once I have an opportunity to finish "building" the handbook and have it reviewed by their legal team, I will be presenting it to the Mayor and Council.
- Filed a Workers Compensation claim on 09/03/25.
- Added several new vehicles that were ordered to our LGIT policy.
- Worked with PKS on-site on needed information for the audit.
- Completed the Workers Compensation audit. They are finalizing their reporting now.
- Conducted an on-site visit to the Welcome Center with staff to discuss renovation plans and available space. Attended a progress meeting for the Town Hall renovations on the 25th.
- Sorting through and organizing old HR files that pre-date me to determine what can be destroyed and what must be retained. Plan to continue to dress casually for the next few Fridays to move files and sort more comfortably.
- HUGE thank you to Lynn Suarezapecheche and Kelcey Kengla with the Worcester County Health Department for conducting on-site Narcan training for all of our staff on 09/16/25.
- Still waiting to hear from LGIT on Franklin Ave. LGIT sent the appraiser and engineer out to visit the Franklin Ave. water tower on 08/20/25. They assessed the site and will be sending their findings to LGIT. LGIT will then notify me of the coverage amounts/assessment of cause.
- Filed an insurance claim with State Farm for non-member caused damage to a utility pole in Town.
- Submitted Labor Statistics for the month of September.
- Will be attending the Maryland SHRM Conference in OC from October 5th-7th.
- Provided Department Heads with Quarterly Leave reports.
- Save the Date:
 - Civility in the Workplace and Harassment Training for December 16th - more information to follow.
- Open positions:
 - Chief Plant Operator - Wastewater
 - Police Communications Officer - Police
 - Police Officer - Police

Planning Department

- Attended Historic District Commission meeting 9/3/25- 3 cases.
- Attended Historic District Commission meeting 10/1/25- 2 cases.
- Attended Planning Commission meeting 9/10/25- 2 cases.
- Preparing for the 10/8/25 Planning Commission meeting- 1 case.
- Merchant meeting to discuss paid parking.
- Narcan training.
- Comp plan RFP submission meeting.
- Ongoing review of development projects.

- Hudson Branch/Decatur Farms meeting to discuss stormwater.
- Completed 1 employee evaluation.
- Led the Monthly Project Review meeting.
- Technical Review meeting.
- On site visit to Welcome Center to discuss Town Hall renovation and see availability of shared space.
- Met with RCN consultants/SHA/MDOT to discuss possible locations for bridge over 113 followed by on site visits.
- Created maps for the pedestrian/bikeway crossing meeting.
- Identified unoccupied properties. Creating a list to collect further info and determine how best to address any concerns.
- Continued employee training.
- Working on gathering information for the MML survey.
- Updating parcel boundaries on the Town map and working towards getting it published to the website.
- Attended arsenic training for MDE certification.
- Issued door tags or corrective action letters for 3 parking in front yard, 2 inoperable vehicles, 6 grass, 4 junk, 1 mildew, 1 missing 911 address numbers, removed 13 advertising signs various locations, issued 1 stop work order, 1- interior inspection, 2- Delinquent Business license, 3- unregistered Business license, 1- unregistered short term rental, 1- unregistered long term rental, 1- no sign permit.
- Received permits for 1 shed, 1 repair, 1 accessory structure, 1 addition, 3 signs, 1 sidewalk sign, 1 siding, 3 fences, 1 roof, 1 renovation, 1 solar panels, 1 outdoor bathrooms (Town project), 1 burn, 1 new single-family home, 3 Business Licenses, 2 long-term rentals.
- Released permits for 1 deck, 2 siding, 3 shed, 2 sign, 3 fence, 2 roof, 2 renovation, 1 addition, 1 burn, 1 solar panels, 1 updating antennas, 1 new single-family home, 1 garage.

Police Department

- 9/6, Sgt Bragg & Cpl Bratten provided support and security for the Small Town Block Party.
- 9/8-12, A/Cpl Bratten completed mandated supervisor's training and has been promoted to Corporal.
- 9/3-5, Sgt J. Collins assisted the OCPD explosive detection team with Bike Week (logistics and preparation).
- 9/9, Chief Downing
- 9/10, Lt Fisher attended an Emergency Services meeting regarding reviewing the new 911 dispatching procedures (CentralSquare).
- 9/13, Cpl Lloyd, Cpl Bratten, Pfc R. Collins, with assistance from MSP patrol and covert troopers completed a funeral detail for a Titan Motorcycle Club member Burbage Funeral. The funeral was attended by approximately thirty members of the outlaw motorcycle club.
- 9/15, Chief Downing attended the monthly Worcester Youth and Family Counseling board meeting.
- 9/15, Lt Fisher and Cpl Lloyd assisted the Worcester County Sheriff's Office with measurements for a collision reconstruction of a double fatal crash at Nassawango Road and Camp Road.
- 9/16, Chief Downing attended a Maryland Municipal League – Police Executive Association executive board meeting to discuss bylaws and other association matters.
- 9/19-20, Sgt Bragg and Ptl Rickards were detailed to the Fiddler's Convention on Friday evening, and Lt Fisher and Senior Officer Engelbrecht on Saturday.

- 9/20-21, Sgt Collins and K9 Dock assisted the Salisbury Police Department with the Salisbury Folk Festival (K9 scans).
- 9/22, Chief Downing attended a mandated online training with members of the Governor's Office of Crime Prevention and Policy (GOCPP) team entitled, "Managing Your FY26 Grant Awards."
- 9/22, Cpl Bratten led the "Property Manager's Meeting" at the Berlin Police Department.
- 9/24, Chief Downing and Lt Fisher attended the Crisfield Crab and Calm Bake as guests of the Crisfield Police Department.
- 9/30 & 10/2, Cpl Bratten completed annual firearms qualification for the members Berlin Police Department and assisted with some members of the Ocean Pines Police Department.
- 10/4, Pfc Shockley and Ptl Rickards assisted Duncan-Showell American Legion Post 231 with it's annual 3K Breast Cancer Walk.
- Collisions – 13
- Arrest – 6

Public Works

- We used a contractor recently to remove several priority trees around SDP, as well as grind down several old stumps in SDP and Henry Park. We will continue to assess trees around the parks and take trees down that may pose a hazard to ensure safety and a clean appearance throughout.
- PW has been installing new benches around the playground at SDP. These are replacing older aluminum benches that can become a hazard when they break. We feel the new benches improve the appearance of the playground area as well, and will continue to install them in the coming weeks.
- PW will assist with Fiddler's Convention this coming weekend. We will provide crewing, traffic control, trash collection, and other assistance on both Friday night and Saturday.
- Trash and recycling collection continues as normal.
- Weekly street maintenance and street sweeping around town continues as well.
- PW will assist in the coming weeks with the Fall Cruisers event, Oktoberfest, and Trunk N Treat. We will provide staffing for these events as well as traffic control and trash collection.
- We will assist the HAC with planting trees in Henry Park and SDP as part of the Keep Berlin Cool grant. Planting is anticipated to begin in the coming weeks.
- Several trees on the pond side of SDP will be trimmed in the coming weeks to avoid possible loss of limbs during inclement weather. We are also working to clear overgrowth and vines in the area to improve the health of our trees and the appearance of the park in general.
- Grass cutting and maintenance in parks and town owned areas continues weekly as the grass slows down and leaves begin to fall.
- Normal trash and recycling collection is taking place.

Water Resources

- Added a new water service at 205 Branch St.
- Onsite progress meeting at Powellton Ave well house.
- Virtual meeting with Electro Scan Inc. for testing of the LSLR project.
- Collecting consent forms from residents/tenants on William St, Broad St, and Bay St.
- Replaced spray heads at Spray Sites 001 & 002.
- Flowmeter and transducer repaired at Spray Site 002.
- Cleaned Lift Stations, marked meters, checked hydrants.



TOWN OF BERLIN BOARDS & COMMISSIONS 2026 MEETING SCHEDULE

PLEASE NOTE: there is a 30-day filing deadline prior to regularly scheduled meeting dates, on applications.
See dates below.

HISTORIC DISTRICT COMMISSION

5:30 PM (1st Wednesday of Each Month)

Meeting Date Filing Deadline

1/7/2026	12/8/2025
2/4/2026	1/5/2026
3/4/2026	2/2/2026
4/1/2026	3/2/2026
5/6/2026	4/6/2026
6/3/2026	5/4/2026
7/1/2026	6/1/2026
8/5/2026	7/6/2026
9/2/2026	8/3/2026
10/7/2026	9/7/2026
11/4/2026	10/5/2026
12/2/2026	11/2/2026

PLANNING COMMISSION

5:30 PM (2nd Wednesday of Each Month)

Meeting Date Filing Deadline

1/14/2026	12/15/2025
2/11/2026	1/12/2026
3/11/2026	2/9/2026
4/8/2026	3/9/2026
5/13/2026	4/13/2026
6/10/2026	5/11/2026
7/8/2026	6/8/2026
8/12/2026	7/13/2026
9/9/2026	8/10/2026
10/14/2026	9/14/2026
*11/18/2026	10/19/2026
12/9/2026	11/9/2026

*Original meeting affected by a holiday

BOARD OF APPEALS**

6:30 PM (1st Wednesday of Each Month)

Meeting Date Filing Deadline

1/7/2026	12/8/2025
2/4/2026	1/5/2026
3/4/2026	2/2/2026
4/1/2026	3/2/2026
5/6/2026	4/6/2026
6/3/2026	5/4/2026
7/1/2026	6/1/2026
8/5/2026	7/6/2026
9/2/2026	8/3/2026
10/7/2026	9/7/2026
11/4/2026	10/5/2026
12/2/2026	11/2/2026

**Meets only when case is filed.

PARKS COMMISSION

5:30 PM (1st Tuesday of Every Other Month)

Meeting Date Filing Deadline

1/6/2026	12/7/2025
3/3/2026	2/1/2026
5/5/2026	4/5/2026
7/7/2026	6/7/2026
9/1/2026	8/2/2026
11/3/2026	10/4/2026



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410 641 2770 Fax 410 641 2316

www.berlinmd.gov

All meetings are subject to change.

<u>2026 MAYOR AND COUNCIL MEETING SCHEDULE</u>	
2 nd & 4 th Monday unless otherwise noted	
January 12	January 26
February 9	February 23
March 9	March 23
April 13	April 27
May 11	*Tuesday, May 26
June 8	June 22
July 13	July 27
August 10	August 24
September 14	September 28
*Tuesday, October 13	October 26
November 9	November 23
December 14	(No 4 th Monday meeting in Dec.)
<i>*The normal Monday date falls on a Holiday</i>	

<u>2026 Board and Commission Meetings</u>			
Parks Commission 4:30 PM (1st Tue. EO month)	January 6	March 3	May 5
	July 7	September 1	November 3
Historic District Commission 5:30 PM (1st Wednesdays)	January 7	February 4	March 4
	April 1	May 6	June 3
	July 1	August 5	September 2
	October 7	November 4	December 2
**Board of Appeals 6:30 PM (1st Wednesdays)	January 7	February 4	March 4
	April 1	May 6	June 3
	July 1	August 5	September 2
	October 7	November 4	December 2
Planning Commission 5:30 PM (2nd Wednesdays)	January 14	February 11	March 11
	April 8	May 13	June 10
	July 8	August 12	September 9
	October 14	*November 18	December 9

**Original meeting affected by a holiday.*

****Board of Supervisors of Elections:** Meets as needed during Election years and in alternate years if required.

- *Ethics Commission and Housing Board of Review* meet only as needed.
- *Board of Appeals* meets only when a case is filed.



Mayor & Council of Berlin

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2026 Town of Berlin Holiday Schedule

Most Town Offices are closed

<u>Holiday</u>	<u>Date</u>	<u>Day of the Week</u>
New Year Holiday	December 31, 2025 January 1, 2026	Wednesday Thursday
Martin Luther King, Jr. Day	January 19, 2026	Monday
Presidents Day	February 16, 2026	Monday
Good Friday	April 3, 2026	Friday
Memorial Day	May 25, 2026	Monday
Juneteenth National Independence Day	June 19, 2026	Friday
Independence Day	*July 3, 2026	*Friday
Labor Day	September 7, 2026	Monday
Columbus Day	October 12, 2026	Monday
Veterans Day	November 11, 2026	Wednesday
Thanksgiving	November 26, 2026 November 27, 2026	Thursday Friday
Christmas Holiday	December 24, 2026 December 25, 2026	Thursday Friday
New Year Holiday	December 31, 2026 January 1, 2027	Thursday Friday
Individual Employee's Birthday		
<i>*Independence Day falls on a Saturday, so the holiday will be observed on Friday, July 3.</i>		



Check Run Report
will be posted when available.