



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, April 28, 2025

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

- 1. 6:05 PM APPROVAL OF MINUTES: (Strategic Plan: DS1)**
 - a) Closed Session of 04.07.25
 - b) General Fund Budget Work Session of 04.07.25
 - c) BFC & BFCEMS Quarterly Work Session of 04.07.25
 - d) Regular Session of 04.14.25
- 2. 6:10 PM SWEAR IN:** Board, Commission, & Committee Members: Austin Purnell & Matt Stoehr – Mayor Zack Tyndall (Strategic Plan: DS1; DS4)
- 3. 6:20 PM DISCUSSION:** Health Care Renewal – OneDigital Chris Carroll, OneDigital Zach Hall, & HR Director Kelsey Jensen
- 4. 6:30 PM FIRST READING:** Ordinance 2025-01: FY26 Real Estate Tax Rate – Mayor Zack Tyndall (Public Hearing on May 12, 2025) (Strategic Plan: DS3; DS4)
- 5. 6:40 PM PUBLIC HEARING:** Community Development Block Grant (CDBG) SFY 25 Application: Citizen Participation Public Hearing and Authorizing Resolution 2025-03 – Mayor Zack Tyndall and the Mayor's Executive Assistant Sara Gorfinkel (Strategic Plan: DS3, AS5; DS6, AS1)
- 6. 6:50 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) Motion 2025-23: Purchase of VAC Truck – Director of Water Resources Jamey Latchum (Strategic Plan: DS3, AS3)
- 7. 7:10 PM REPORTS:** Town Administrator's Report, Departmental Reports (Strategic Plan: DS3; DS4)
- 8. 7:40 PM COMMENTS FROM THE PUBLIC (Strategic Plan: DS4; DS5)**

Any person who may wish to speak on a matter at the Regular Session may be heard during COMMENTS FROM THE PUBLIC for a period of five (5) minutes or such time as may be deemed appropriate by the Mayor. Anyone wishing to be heard shall state their name, street name, and subject on which they wish to speak.
- 9. 7:45 PM COMMENTS FROM THE COUNCIL**
- 10. 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
- 11. 7:55 PM COMMENTS FROM THE PRESS**
- 12. 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.



CLOSED SESSION
MAYOR AND COUNCIL OF BERLIN MARYLAND
Monday, April 7, 2025

Present: Mayor Zack Tyndall, V-P Dean Burrell, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris

Staff Present: Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney Dave Gaskill

Absent: none

Others present: none

Authority to close session: Pursuant to Maryland General Provisions Article; Sec 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; and

Beginning at approximately 5:00 PM, the motion and vote to go into Closed Session were held in the Council Chambers and streamed live via Facebook. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. With no questions or comments from the public and following a motion by Councilmember Orris and second by Councilmember Knerr, approval was unanimous to go into Closed Session.

The Facebook feed was ended and the group moved to the Conference Room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD

Following a motion by Councilmember Orris, seconded by Councilmember Nichols, the Meeting adjourned at approximately 6:07 PM.

Respectfully Submitted,



Mary T. Bohlen
Town Administrator

Attachment: Closed Session Summary of April 07, 2025



Closed Session Summary

To be included in the minutes in the next Open Meeting

1. Statement of the time, place, and purpose of the closed session:

- a. Time of closed session: Monday, April 7, 2025, 5:00 PM
- b. Place (location) of closed session: Vote to Close: Mayor and Council Chambers.
Meeting: 2nd Floor Conference Room
- c. Purpose of the closed session: To discuss a personnel matter.
- d. Date and time that we will return to public meeting: Monday, April 7, 2025, 6:00 PM (Budget Worksession)

2. Record of the vote of each member as to closing the session:

- a. Motion to close meeting made by: Orris
- b. Second by: Knerr
- c. Members voting in favor: Burrell, Green, Nichols
- d. Members opposed: none
- e. Members abstaining: none
- f. Members absent: none

3. Statutory authority to close session:

This meeting was closed under the following provisions of 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;

Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action taken/each recorded vote
Personnel matter	Z. Tyndall, D. Burrell, S. Green, J. Knerr, S. Nichols, J. Orris M. Bohlen, K. Jensen, D. Gaskill	No vote taken

This statement was made by: Mayor Zack Tyndall, presiding officer

List members who have received open meetings training (at least one member must be in attendance during closed session): Mayor Zack Tyndall, Councilmember Jack Orris, Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, Town Attorney David Gaskill, Special Projects Coordinator Kate Daub.



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, April 7, 2025

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

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

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Finance Director Natalie Saleh, Acting Planning Director Ryan Hardesty, Public Works Director Jimmy Charles, Chief of Police Arnold Downing, Lieutenant Robert Fisher, Mayor's Executive Assistant Sara Gorfinkel, Special Projects Coordinator 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 6:12 PM.

1. Opening Statement – Mayor Zack Tyndall

Mayor Zack Tyndall began the General Fund Budget Work Session by thanking Ms. Saleh, the Department Heads, and the Council for their work and attendance. He noted that the draft budget, as presented, reflected no increase to the real property tax rate, maintaining the rate at \$0.8275 per \$1,000, which would yield an additional \$359,000 in revenue. Interest earned rose 132%, resulting in a surplus of \$285,000. The FY26 General Fund Budget was set at \$17,458,375, a 22.45% increase due to capital outlay projects such as the Public Works Facility, Town Hall Renovations, and the Stephen Decatur Park bathrooms. Mayor Tyndall thanked Ms. Saleh and Ms. Coffey again for all their hard work.

2. Overview of General Fund Revenues – Finance Director Natalie Saleh

Ms. Saleh stated the Town was advancing funds from the Reserves to the General Fund. However, she noted that this was not good practice, as it involved advancing money from the Reserves to the General Fund for capital projects, and it was not sustainable. Ms. Saleh also urged the Mayor and Council to think about an incremental tax rate increase to assist with sustainability, as the Town cannot bypass tax rate increases year after year. Slot revenue was assigned the projected amount of \$468,000. This amount will be allocated toward LEOPS, the Public Works bond, and the second of three planned annual EMS ambulance contributions. Ms. Saleh pointed out the new line item for the speed cameras, resulting in a potential revenue increase of \$100,000. Once the Utilities Funds close, the final amount totals will change. Fundraising revenues have fluctuated year to year. Impact Fees did not meet the projected revenue total for FY25, so the total was lowered to \$20,000 for FY26. The contribution from stormwater was placed at \$0 for the time being, as Ms. Saleh was still working through this process. The contribution from Reserves increased from 2,376,325.00 to \$3,838,682.00 due to funds being carried forward and new capital projects. The bond loan proceeds remained the same at 2,800,000.00 for Public Works. Ms. Saleh reminded the Mayor and Council that the Town will have to expense the amounts for the Public Works Facility and then be reimbursed from the bond.

Vice President Burrell asked about the enterprise funds and the number of administrative services they were able to take advantage of by being a part of the Town of Berlin. Ms. Saleh explained this was found under the overhead allocations. The overhead allocations consisted of benefited salaries, overtime, retirement, and workers' comp insurance. These are combined for the Elected Officials, Administration, Finance, Planning, and Building and Grounds Departments. The larger the fund, the more that was contributed back to the General Fund. Vice President Burrell inquired about percentages, and Ms. Saleh informed him it was a formula. Councilmember Green mentioned Worcester County's 13.5% tax rate increase and noted it was something for the Town to consider.

3. General Fund Departmental Budget Requests

a. Elected Officials – Mayor Zack Tyndall

Mayor Tyndall discussed the Elected Officials 26FY budget and mentioned the Employee Health Insurance line item would decrease by 12.11%. He also noted that the Town employees would be receiving a step increase and 2 % COLA, while the Elected Officials have fixed salaries. Regarding the Retention line item, Mayor Tyndall asked Ms. Jensen to expand upon what the Town offered. Ms. Jensen discussed branded Town apparel and uniforms, Food Lion gift cards, a one-time payment of \$325, and anniversary gift cards. For employee health insurance, Ms. Jensen mentioned that the increase reflected in the draft budget was 10%, however, it was currently anticipated that the increase would be closer to 6%, with OneDigital still in negotiations in hopes of receiving loyalty credits to further lower the increase. LGIT announced an average increase of 8% across the trust, and Ms. Jensen budgeted for a 15% increase. However, each municipality will receive a different rate, so the final increase for the Town will be known closer to the closeout of the budget. The Town should have firm numbers for Workers' Compensation Insurance in a week or so. The Town's HRA contribution utilization was brought down to 55%, but a definitive percentage will be known once FY25 ends.

Councilmember Orris asked if the Town would have confirmation in time to make tax rate changes if necessary. Mayor Tyndall stated the tax rate was staying as-is unless the Council had a strong appetite otherwise. Vice President Burrell was curious why there was an 87.45% increase for the cell phone line item, and Mayor Tyndall explained it was because Town employees were transitioning from the brick phones to iPhones and Androids. Cell phones were originally purchased to keep personal and professional matters separate in case individual phone records were requested. This way, an employee would not be turning over a personal device. These phones have also been used as radios for Town events.

b. Administration – Town Administrator Mary Bohlen

Ms. Bohlen noted funding was added under Professional Services for legal services that will be needed for select FY26 projects. There were also increases regarding the rental office equipment and Town website line items. Ms. Bohlen discussed the large increase in cybersecurity. The Town shifted from TechMD's Integer One plan to their Integer Core plan as it was more robust. She discussed the importance of cybersecurity, and Mayor Tyndall noted the Town's new plan was aligned with the recent IT audit. Councilmember Orris questioned why the Contingency funds were zero and now had sums. Ms. Saleh explained this was a

placeholder for a little bit of leverage in case anything exceeded their budgeted amounts or didn't meet expected revenue. Ms. Jensen noted the CPR AED certifications were budgeted throughout each department for every employee and were certified every two years. She also mentioned the Maryland Time to Care Act costs were budgeted due to the consortium the Town joined for lower rates. This consortium also allowed the Town to pay into rates later. These budgeted amounts did not include insurance costs, which were 0.45% for the employee and 0.45% for the Town. Ms. Jensen explained the Town could pay for more than 50% of the 0.9%, but the employee could not.

c. Finance and Customer Service. Debt Service Updates. – Finance Director Natalie Saleh

Ms. Saleh informed the Mayor and Council that the Finance Department's annual audit was the department's biggest expense. The Finance Department's budget primarily stayed the same, except for a few new laptops and employee training. Councilmember Green inquired if the department was fully staffed. Ms. Saleh informed him yes, but they would be advertising soon for another staff accountant, which was a part of FY25's budget.

Councilmember Knerr asked Ms. Saleh to speak on Tyler and the add-ons the Town added and was utilizing. Ms. Saleh clarified the Town had not yet added anything, but they were looking into project accounting, code enforcement and zoning, and asset and inventory management add-ons. When these are added, this will require an additional cost. As of right now, the implementation of the smart meters was a conversion from one software to another, so there was no additional cost added. The only cost the Town had was meters being swapped for the smart meters. This process and implementation were ongoing. Ms. Saleh explained Tyler was a very robust system, and she wanted to start using it to its fullest capabilities.

The Customer Accounts team was fully staffed and functioning smoothly. Similarly to the finance team, not much changed with the department's budget. Ms. Saleh discussed the need to think about outsourcing printing versus in-house printing, stuffing, and mailing. She recommended that the stuffer machine be replaced after the Town Hall renovation. Ms. Saleh discussed the increase in credit card fees and the need to rethink fees for those using debit cards and bank accounts for payments. Councilmember Nichols asked for an itemized report showing the comparison of costs in-house versus outsourcing, and Ms. Saleh confirmed one would be created.

d. Building and Grounds – Public Works Director Jimmy Charles

Mr. Charles shared that there were no big changes in this department outside of the work that will begin in the fall and the maintenance of the HVAC system. He also discussed the \$200,000 demolition for the upcoming Community Center, the rail trails bikeway grant for the Route 113 project, and the Town Hall Renovation. Councilmember Knerr asked Mr. Charles to explain why Town Hall needed extensive renovation. Mayor Tyndall explained Town Hall was not conducive for Town staff. The Town has employees working in inadequate office space, adjacent to bathrooms, and in non-climate-controlled areas. He stated Elected Officials were meant to be stewards of the building and of maintaining the history. The renovation was projected to take place between December and June or July.

e. Police – Chief of Police Arnold Downing

Chief Downing discussed the new line item, Central Station Monitoring, under Professional Services, as well as the potential to reduce Contracted Services by \$15,000 to \$30,000. Under Capital Outlay, the Vehicles line item was said to remain at 0% as the speed camera revenue will be used for the department's Capital Outlay. \$100,000 was used at the speed camera revenue placeholder, but the fund amount was yet to be known. Two of the department's employees were seeking degrees, and there was an increase in salaries due to being fully staffed.

f. Public Works – Public Works Director Jimmy Charles

Mr. Charles informed the Mayor and Council that the increase under Contracted Services was for the department's uniforms. The employees work with hazardous materials and oils, and the Town wanted to protect employees' well-being as well as personal assets, such as car interiors and employees' personal laundry appliances from damage. He also discussed the new Public Works Facility that will begin construction in FY26.

For Sanitation and Streets, Mr. Charles reported there wasn't much change in the budget for FY26. For Sanitation, the new automated trash truck will arrive the week of April 14. For Streets, the roadway evaluation needed to be completed again in 2025 to determine what roads need updating. The department will be hiring a seasonal employee to assist with set-up and tear-down at the Farmers' Market on Sundays. A new truck was needed as well to replace the department's 25-year-old truck, which will be sold on GovDeals. Mayor Tyndall discussed Impact Fees and how they correlate with development. FY26 was projected to be a soft year on which was why the impact fees were lowered. All the former street signs have been taken down and replaced with new signage. The old signs will be given to Ms. Gorfinkel to auction to Town residents. Next, Public Works will need to replace stop signs and speed limit signs to stay up to date with the newest regulations.

g. Economic Development – Town Administrator Mary Bohlen on behalf of Economic and Community Development Director Ivy Wells

The department's salary costs increased due to Ms. Early transitioning from a 32-hour work week to 40-hours. A reduction in travel expenses was noted as well, but otherwise, the budget remained relatively the same. Councilmember Orris inquired about the donations for fireworks, and Ms. Bohlen indicated that she would ask Ms. Wells to clarify where the Town stands with donations during the next Mayor and Council meeting.

h. Planning – Acting Planning Director Ryan Hardesty

Ms. Hardesty discussed the increase in salaries as two more positions have been added to the department, a Code Enforcement Officer and a GIS Specialist. The GIS Specialist position was filled by Meghan Pfaller, who had previously worked in the Water Resources Department and who received her master's degree in GIS. A GIS Specialist will give a more robust picture as to what the Town will be working with underground when it comes to new development projects. The Town planned on beginning the interview process for the Code Enforcement Officer within the coming weeks. The department will also bring in legal counsel for meetings deemed necessary, hence increased funds under Professional Services. For Contracted Services, there was an increase for code enforcement software, which not only offers code

enforcement but also permits, licensing, planning, and project tracking. This would be beneficial for both the Town and residents, especially with submitting requests and status of requests. This would allow for fewer paper files. Ms. Hardesty tested Cloud Permit, and Tyler offered a permit tracking option as well.

Ms. Hardesty stated the Town's Comprehensive Plan will be updated with a budgeted cost of \$100,000, which was based on findings from surrounding municipalities. Mayor Tyndall noted the budgeted number was likely low. Ms. Hardesty discussed the need for a second department vehicle as two positions would be out in the field and the department only had one vehicle. Ms. Hardesty also noted she would like for herself and the Code Enforcement Officer to attend the CEZOA Conference and for the appropriate staff members to attend certain CEZOA training courses. A new plotter was found to be a need for the department as the former plotter has been broken for many years. The Town has paid third-party vendors to print plans in the interim. The plotter will have the capability to take paper plans, scan them, and turn them into digital copies and vice versa. The plotter will be an asset utilized by multiple Town departments.

i. Parks and Recreation – Public Works Director Jimmy Charles

Mr. Charles stated the increase under Contracted Services was due to the new park signage that was needed. For Capital Outley, the Henry Park fence needed to be replaced, and a few pieces of playground equipment needed to be removed due to safety issues. This was determined by an outside agency, which cost approximately \$15,000 a year. However, this was the most cost-effective option versus paying for the training Town staff would need to perform the same duties internally as the outside agency. Councilmember Nichols inquired about Henry Park's fencing, and Mr. Charles informed her it would be replaced with something similar to what is there now.

4. Berlin Fire Company and Berlin Fire Company Emergency Medical Services – President David Fitzgerald and Chief Andrew Grunden

Mr. Fitzgerald discussed the Berlin Fire Company's (BFC) FY26 budget first, and the BFC was seeking \$205,000 from the Town for operating costs. Mr. Fitzgerald stated the BFC lowered their fundraising revenue budget due to the cancellation of Friday Night Dinners, food costs, and the potential loss of parking funds due to the new Town lot on West Street. Occupancy expenses increased due to maintenance and utility increases as well as the repairs needed for the concrete pad in front of the fire house garage doors. Apparatus increased due to the frequency of repairs and level of severity, as well as increased costs of parts and labor. The BFC would also be implementing cancer screenings and ensuring all members were having physicals completed. BFC's FEMA grants for capital projects were not in jeopardy at the moment.

Mr. Fitzgerald shifted to the Berlin Fire Company Emergency Medical Services (BFCEMS) FY26 budget, and BFCEMS requested \$585,069.14 in operating costs and \$75,000 in capital. He stated that 93% of the budget was for the BFCEMS personnel to make sure the pay stays in line with the competition for recruitment and retention. Councilmember Nichols questioned if the Insurance line item was for personnel health benefits, and Mr. Fitzgerald explained the line item covers vehicle insurance, a small portion of the building insurance, and professional liability insurance, also known as medical

malpractice insurance. Vice President Burrell questioned the County Grant's increase versus the Town Grant. Mr. Fitzgerald stated the County Grant was a formula based on the call volume, number of transports, and the number of people in 2024, and the Town Grant sum was created from BFCEMS's difference of revenues and expenses. The FY26 EMS Invoices budget was determined based on the Medicare funding from the billing system that was down in FY24 and Medicaid going down, or down to zero.

5. Debt Service – Finance Director Natalie Saleh

The Town completed the final payment on one of the bonds, so the Debt Service budget decreased.

6. Comments from the Council

Councilmember Orris questioned if under Elected Officials, it should state 1FTE versus 1PTE, but Mayor Tyndall believed the 1PTE categorization was okay as-is. With the upcoming West Street parking lot, Councilmember Orris believed it would be good to share an update with West Street and the design update for the overall planning of West Street improvements. Mayor Tyndall said this would potentially be discussed at one of the upcoming Mayor and Council meetings in April. His last question was regarding the anniversary gift cards and why different amounts were allotted, and Ms. Saleh explained this was determined by years of service. Town employees receive a \$10 anniversary gift card yearly. If it was a five-year milestone anniversary, they received a \$20 gift card. If it was a ten-year milestone anniversary, they received a \$40 gift card.

7. Comments from the Mayor: None

8. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 8:25 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>	5				

Respectfully Submitted,



Laura Brown
Administrative Assistant

**BERLIN MAYOR AND COUNCIL****Meeting Minutes****Work Session****Wednesday, April 7, 2024****8:30 PM WORK SESSION – Berlin Town Hall Conference Room**

Present: Mayor Zack Tyndall, Vice President Dean Burrell, 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 8:35 PM.

1. Opening Statement:

Mayor Tyndall started the work session by updating Berlin Fire Company (BFC) and Berlin Fire Company Emergency Medical Services (BFCEMS) on the Town's Impact Fees standings. Development was expected to be lower for FY26, therefore, Impact Fees were projected to be lower for the Town. He noted this would hold true for both BFC and BFCEMS as well. Mayor Tyndall discussed a carry-forward study that has been planned to evaluate service expansion needs as development has grown. BFC and BFCEMS will be consulted as part of this study.

2. Discussion – Berlin Fire Company

President Fitzgerald discussed the need to pin down dates for the semi-annual work sessions. It was determined that moving forward, the 5th Monday of March and September would be the work session dates, with the understanding that if there was an emergency, lack of quorum, or the Mayor and the Vice President were both unable to attend, the work session would be rescheduled. Mayor Tyndall asked for Employment Laws to be added to BFC's contract as well.

Councilmember Orris asked for there to be a designated point of contact for planning and development projects, and Mr. Fitzgerald explained that BFC has a shared email so pertinent information would not be missed.

Mr. Fitzgerald stated there were 119 calls in 2024, as opposed to the 115 calls reported the last time the BFC met with the Mayor and Council. Mr. Fitzgerald revisited the idea of utilizing a formula per the 2018 study that was performed. Or the option to add three or four cents on the tax dollars dedicated to BFC and BFCEMS.

3. Discussion: Berlin Fire Company Emergency Medical Services (EMS)

Mr. Fitzgerald discussed the desire to create a formula and a per-run amount. He noted BFCEMS lived within their means based on projected budgets. Councilmember Knerr asked if BFC and BFCEMS could create a report showing their utility cost savings, including water and additional trash services on behalf of the Town, to be shared with the public.

Councilmember Green asked the Mayor and Council how they felt about a formula and if it was something they were interested in. Mayor Tyndall stated he wasn't sure a formula would help solve the budget gaps between the Town and BFC and BFCEMS. He noted the Town would most likely be able to meet BFC's budget increase, but will the Town be able to meet the full increase of BFCEMS' budget? He believed most likely not, as all departments have had to cut down on their budgets. Mayor Tyndall also didn't believe the Council would vote to increase the tax rates to get there. However, he understood the need for a supervisor. Chief Grunden stated BFC and BFCEMS were providing a 24-hour-a-day service, and a supervisor was needed to handle the monumental task of staffing alone. He said that it could not continue, and supervision was needed with the ever-changing protocols.

Mayor Tyndall questioned why each shift didn't have a lead, and Mr. Fitzgerald noted he did not want to discuss personnel publicly. He suggested meeting at the committee level or following up in writing. Mayor Tyndall stated there was a benefit, per Councilmember Orris' former suggestion, in the Town, Worcester County Commissioners, and BFC and BFCEMS coming together for a meeting. Chief Grunden questioned why the Berlin Police Department received a large sum of the Slots Revenue when BFC was the primary response agency to the casino. Vice President Burrell said BFC should bring up this point with Worcester County since the casino was located in the county as opposed to within the town limits of Berlin.

Councilmember Nicholas agreed that BFC should ask Worcester County for additional funding. Councilmember Orris stated he was interested in seeing how a formula rate would work for the Town and BFC and BFCEMS.

Following no further comments, Mayor Tyndall adjourned the work session meeting at approximately 9:35 PM.

Respectfully submitted,



Laura Brown
Administrative Assistant



BERLIN MAYOR AND COUNCIL

Meeting Minutes

Monday, April 14, 2025

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

Present: Mayor Zackery Tyndall, Vice President Dean Burrell, Councilmembers Jay Knerr, Steve Green, and Jack Orris.

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Finance Director Natalie Saleh, Electric Utility Director Tim Lawrence, Public Works Director Jimmy Charles, Director of Water Resources Jamey Latchum, Mayor's Executive 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. Regular Session of 03.24.2025

On the motion of Councilmember Orris, second by Councilmember Knerr, the Regular Session Minutes of 03.24.2025 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. Proclamation(s):

a. Proclamation 2025-08: Red Hat Society Day in Maryland (Strategic Plan: DS1, AS1)

Mayor Tyndall proclaimed April 25, 2025, Red Hat Society Day in Maryland in the Town of Berlin. Ambassador Queen Mable Jarmon discussed the Red Hat Society's commitment to the pursuit of fun, friendship, and freedom. Mayor Tyndall recognized the Red Hat Society's 27th worldwide anniversary as well as the Berlin Chapter's 17th anniversary, also known as the Charm Girls. The Charm Girls have around 30 members. The Charm Girls plan Berlin chapter activities while also participating in activities with other chapters. Individuals who are interested in becoming one of the Charm Girls can do so by reaching out to the Red Hat Society.

3. Swear In: Town Administrator Mary Bohlen – Mayor Zack Tyndall (*Strategic Plan: DS4*)

Mayor Tyndall led Ms. Bohlen in her swearing-in ceremony. She swore and affirmed that she would support the Constitution of the United States, and that she would be faithful and bear true allegiance to the State of Maryland and support the Constitution and Laws thereof. Ms. Bohlen received a standing round of applause, and Mayor Tyndall expressed that both he and the Town could not do it without her and all her hard work. Ms. Bohlen thanked all present for their support.

4. Presentation: Electric Utility AMP Award – Electric Utility Director Tim Lawrence & HR Director Kelsey Jensen (*Strategic Plan: DS3*)

Mayor Tyndall and Ms. Jensen presented Mr. Lawrence and the Electric Utility Department with the Electric Utility AMP Gold Standard Award. Mr. Lawrence discussed how the department has gone through extensive training and engaged with high voltage regularly, so safety was a large portion of their jobs. This award was based on lost-time hours and accident reports. Mayor Tyndall congratulated Mr. Lawrence and the Electric Utility Department on their achievement. He also thanked the department for everything they do, especially seeing as they work in difficult situations.

5. Items for Approval:

a. Motion 2025-21: Contract for Sale for Parcel 57 – Mayor Zack Tyndall (*Strategic Plan: DS4*)

Mayor Tyndall read through the Term Sheet for the Contract for Sale for Parcel 57. Parcel 57 will be sold for 1.2 million with a deposit of \$100,000 and receive 15 EDUs. Mayor Tyndall stated this was a good deal for the Town and noted the important takeaway was that there were restrictions in place that prohibited the sale of Parcel 57 from being used for residential purposes. Attorney Mark Cropper of Ayres, Jenkins, Gordy & Almand, P.A. and representing Mr. Palmer Gillis and Ms. Sandy Gillis, stated he reviewed the contract at length multiple times and found it to be in good standing.

Councilmember Orris inquired if the park would still be accessible. Mayor Tyndall informed him it would, but eventually, the access road would be shifted. Councilmember Orris asked for clarification regarding the areas of the contract that stated “Mayor’ versus “Mayor and Council.” Mayor Tyndall explained he would not be making any big decisions without the Council, but this allowed him to make minor verbiage changes if necessary. Councilmember Knerr stated he believed the property needed to be rezoned as soon as possible, and Ms. Bohlen noted that re-zoning actions were pending the development of small area plans as applicable, therefore such would need to be drafted in consideration of re-zoning for Parcel 57. Mayor Tyndall noted that if the Town took too long to meet certain objectives, the buyers would receive extensions.

Vice President Burrell inquired about the cost of the EDUs. Ms. Bohlen said she believed each EDU to be around \$12,000 but was not sure of the exact value at that moment. Councilmember Green expressed his relief to be at this stage of the process. He thanked everyone for their due diligence on both sides, as this was a long process. He noted this was a sign of how much Mr. and Ms. Gillis wanted to develop this property. Councilmember Green asked Mr. and Ms. Gillis for clarification on the order of the phases. Mr. Gillis explained they had a serious prospect for the northside building, so this building was the priority.

Mr. Nick Rigopoulos, Baker Street, stated he objected to the whole thing from the very beginning. He claimed the Town received money from the state of Maryland, then bulldozed the center of the building, making it inevitable that it would need to be gotten rid of. He said there were still unrented office spaces on Main Street, so the Town did not need more commercial office space. He stated it never belonged to the Town to sell it, indicating that it belonged to the taxpayers. Mayor Tyndall explained that the center portion of the building was identified for demolition due to structural considerations and that the Town worked with engineers and reviewed the building in its entirety.

Mr. Rigopoulos inquired if the Town had been turned down twice by the state for the demolition grant funding, and the Mayor stated no, only once, due to the application not being strong enough. Ms. Wells added that the Town used a grant writer for the first application. Mayor Tyndall explained the Town reapplied and worked with the Department of Housing and Community Development under Governor Hogan to get the project awarded. Then, a study was conducted of the building because the grant was for strategic demolition, not a complete demolition. The engineers determined the areas that needed to be demolished. Mr. Rigopoulos believed the whole process was corrupt when the Town purchased Parcel 57 from Troy Purnell, who was a Councilmember at the time.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2025-21: Contract for Sale for Parcel 57 received 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 2025-22: Renewals of Current Board, Commission, & Committee Members – Mayor Zack Tyndall (*Strategic Plan: DS4*)

The Mayor and Council nominated the following residents for the following Boards, Commissions, and Committees. For the Board of Supervisors of Zoning Appeals, Joe More, Woody Bunting, and Bob Paladino were reappointed for a three-year term. For the Historic District Commission, John Holloway and Mary Moore were reappointed for a three-year term. For the Planning Commission, Matt Stoehr, Austin Purnell, and Pete Cosby were reappointed for a five-year term. For the Housing Board Review, Mary Moore was reappointed for a three-year term. Councilmember Orris asked Ms. Gorfinkel if there was an increase in applications, and Ms. Gorfinkel stated it seemed like there was, but it was hard to tell as people had been applying over the last year and a half. The Town moved forward with applications once a new Planning Director was hired.

On the motion of Vice President Burrell, second by Councilmember Knerr, Motion 2025-22: Renewals of Current Board, Commission, & Committee Members received 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

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

Ms. Bohlen reminded the public of the Enterprise Funds Budget Work Session next Monday, April 21st at 5 pm.

Councilmember Orris asked Mr. Lawrence if the Town was breaking even on the EV charging stations, and Mr. Lawrence informed him that the Town was not, as of now. He did see an increase during tourist season, but usage had been low in the off-season. Mayor Tyndall asked Mr. Lawrence if he could provide monthly and annual usage reports for review. Mr. Lawrence also clarified that the Town was restricted to charge an approved rate per kilowatt as set by the Public Service Commission.

Councilmember Knerr congratulated Ms. Wells on the Façade Grant and asked if she could talk through what each business will be doing with their grant funding. Atlantic Hotel applied so they could paint the hotel and fix the woodwork on the deck and around the building. Bay 4 LLC applied in order to repaint the peach shed that was Honey Water Candles. Roadie Joe's was planning on enclosing their outdoor deck similar to what Sterling Tavern and Blacksmith did. Decatur Investments wanted a new façade for their warehouse where a furniture store will be opening. Salon Sixteen has planned on painting and fixing their upper level above their roof. Café Berlin wanted to replace the awnings and windows. The Ghost Museum was said to be painting and purchasing a new door and windows. The Town distributed the entire \$50,000 amount, so Ms. Wells would be applying for the grant again. Mayor Tyndall asked Ms. Wells to keep the Mayor and Council posted if any changes were made to the funding amount awarded to the Town for FY26.

Councilmember Knerr inquired about a resident program, and Ms. Wells explained the grant wanted to focus on commercial due to the more expensive and stricter guidelines businesses must adhere to within a historic district. Maryland Heritage Areas Authority (MHAA) grant funding could apply to residents with homes on the National Historic Register. For more information, contact Ms. Wells via email at jwells@berlinmd.gov or phone at (410) 629-1722. Ms. Gorfinkel noted she would research Worcester County's Housing Department grants for residential purposes as well. Vice President Burrell mentioned he was glad to see the Planning Department processing permits and requests.

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

Adam Davis, South Main and Owner of Berlin Beer Company (BBC), discussed the unfortunate interactions he had with the staff of Tracks and Yaks, particularly over the past week. He expressed his disappointment in the behavior and felt for the residents on Broad Street, Baker Street, and Harrison Avenue. Mr. Davis felt as though the Town prioritized ecotourism over residents, and it was not fair. He did not understand how a business could operate without a physical address. Mayor Tyndall explained that addresses were not provided for raw land, and Town Attorney, Mr. Gaskill, confirmed this was correct. Mr. Davis noted that Tracks and Yaks' employees and patrons were utilizing Berlin Beer Company's bathrooms as well as private residential property, resulting in public urination, as Tracks and Yaks' bathrooms were over two miles away.

Ms. Lauren Georgevich, South Main and Owner of BBC, explained further that BBC had been facing issues with their private parking lot and bathroom facilities being utilized by Tracks and Yaks' employees and customers without being customers of BBC. BBC ordered signage stating bathrooms were for customers only, and the signage continued to be ignored. BBC hoped for a mutually beneficial business relationship with Tracks and Yaks, but this has not been the case. She discussed the unbecoming trash issue on Tracks and Yaks' lot as well.

Councilmember Knerr inquired as to where Tracks and Yaks' property line met BBC's property line. Mr. Davis stated Tracks and Yaks had a triangle-shaped lot by the railroad and along BBC's fence. Councilmember Knerr followed up with a question about how many cars were being parked on Tracks and Yaks' lot and in BBC's parking lot. Mr. Davis stated it varied depending on the weather, but 60 people were on the bike carts that day. Tracks and Yaks told the BBC they had space for four cars. The overflow has resulted in cars parking on Baker Street and the BBC's private parking lot. Ms. Georgevich stated that Tracks and Yaks said they will be bussing patrons in from West Ocean City, which would not help local businesses in Berlin if customers were shuttled out of Berlin as soon as their railroad experience was over.

Mayor Tyndall understood their frustrations and stated that things such as public urination were never acceptable, and the Berlin Police Department should be called when incidents like this occurred. The Town would do what they could to help however, there was only so much control the Town had legally. Ms. Georgevich noted that BBC discussed their issues with a Berlin police officer, and the officer stated it was illegal to park within a certain distance from the railroad, but Tracks and Yaks' trolley and cars were within said distance. Mayor Tyndall and Ms. Bohlen explained this would be a railroad issue.

Ms. Georgevich asked the Town to obtain a copy of the Tracks and Yaks' agreement, and Ms. Wells stated she had requested this previously, but her request was denied. Mayor Tyndall, Ms. Bohlen, and Mr. Gaskill noted that it was an agreement between two private parties, so the Town could ask for the agreement, but Berlin could not make the owner turn over the agreement. Ms. Wells added she worked hard to create a parking agreement between the Berlin Fire Company and Tracks and Yaks, but it didn't work out in the end. When Ms. Wells spoke with Tracks and Yaks' owner, he informed her they had leased a parking space in West Ocean City, and the Berlin address would be removed from their website and replaced with the West Ocean City address.

Councilmember Green agreed Tracks and Yaks lot looked like trash, and the Town should not be saying it was a railroad issue. Between the public urination and drug use, it has been frustrating, and he believed it was time for this business to move out of Berlin. He would like to discuss the creation

of motions surrounding the issues brought forward. Mayor Tyndall noted Tracks and Yaks was offered the option to rent parking spaces in the new lot on West Street, and Ms. Wells informed him they were considering it. Councilmember Knerr said the Town should send a cease-and-desist letter to the owner of Tracks and Yaks outlining the grievances discussed throughout the meeting.

Mr. Davis asked how a business in Berlin could be owned by someone who did not live in or around Berlin. He explained the owner lived six hours away in Frostburg, MD, and Tracks and Yaks employees had told him there was no manager or supervisor on-site. Ms. Bohlen explained that there was nothing in the Town Code that regulated the location of business owners. This could be updated, but this was a legal process that would take time. Mayor Tyndall stated there was a precedent for changing the regulations around this. Vice President Burrell reiterated that Mr. Davis and Ms. Georgevich should call the police whenever they saw someone urinating in public, to which they asked what the point was, since the perpetrators would be gone by the time the police arrived. Vice President Burrell explained it was important to document the disturbances, as it could lead to a nuisance complaint.

Residents from Baker Street spoke about their experiences and issues with Tracks and Yaks' employees and patrons. Ms. Simon stated she moved herself and her children to Berlin on a quaint and quiet street. She said their street was a close community, and they respected one another. However, Tracks and Yaks have made their community unsafe due to the drug usage in vehicles by employees, public urination, and employees helping themselves to private residences' water supplies. She stated the employees were rude, unsafe, and disrespectful. Simon also discussed the lack of parking that was available on Baker Street now due to the influx of cars. Mr. Rigopoulos discussed the lack of oversight, first aid, and protocols. Councilmember Knerr asked what the residents of Baker Street would like to see happen, and Mr. Rigopoulos stated he wanted Tracks and Yaks to go away. Councilmember Knerr clarified regarding parking, and Mr. Rigopoulos asked for designated parking spots for residents. Ms. Joanne Wagner expressed that she was unable to get down the street, and parking was terrible. She discussed the trash issue as well. She was not against the business as she thought it was a cool idea, but suggested they move to the Ice Plant.

Councilmember Orris stated he was glad they came in tonight, as it was very disappointing that this establishment was operating in Berlin. He discussed the personal concern he had last year for the mechanics, as inspections were not required since it was not an amusement ride. Councilmember Orris asked Mr. Gaskill if there was anything more the Town could do. Mr. Gaskill stated he would investigate what ability the Town had to revoke a business license. Mayor Tyndall stated it was a cause for concern if there were people under the influence of substances with impaired judgment stopping traffic on the state highway, which will be included in the letters sent. Mr. Tom Shelton, of Washington Street, suggested parking on one side only for Baker Street, as Washington Street had previously implemented.

8. Comments from the Council

Councilmember Green made a motion to send Tracks and Yaks owner a letter to make him aware of everything that was discussed as well as craft and send a letter to the railroad. He wanted to regroup on residential parking on West Street, Washington Avenue, and Baker Street. He also hoped the new parking lot on West Street would help with the parking issues at BBC. Mayor Tyndall noted the Planning Department would review the parking situation.

On the motion of Councilmember Green, second by Councilmember Orris, this received 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

Councilmember Orris gave kudos to Public Works and the Electric Utility Departments for the installation of the flagpoles and the River of Kindness. He asked Mr. Charles what the plan was for the blue dumpsters at Henry Park. Mr. Charles informed the Mayor and Council that the Town rented the dumpsters, and they will need to be removed. He noted it was illegal for people to dump their belongings, and the Berlin Police Department had been driving by to check on them. Councilmember Orris asked Ms. Wells if there had been further discussion surrounding event evaluation forms, as he was looking for feedback and data. Mayor Tyndall noted there had but true action items would not be addressed until September, when the 2026 event calendar would be planned.

Vice President Burrell welcomed Ms. Bohlen back to the position of Town Administrator and noted it had been a pleasure working with her in this capacity. He asked for further clarification on the parking pass initiative, and Mayor Tyndall explained visitors could receive a pass for a certain number of days. Ms. Bohlen added that there were other municipalities in the surrounding areas that the Town could reach out to for information regarding their visitor parking policies and procedures.

Councilmember Knerr congratulated Mr. Lawrence and his department on the AMP Gold Standard award. He also asked Mr. Gaskill to investigate the traffic jam caused by Tracks and Yaks as a business leasing or renting out the railroad was not able to stop traffic. Mayor Tyndall proposed that a third letter be sent to the Maryland Department of Transportation (MDOT).

9. Comments from the Office of the Mayor

Mayor Tyndall reminded everyone that there were still flags available for purchase at Town Hall. The Town was making progress on solidifying vendors for the sale of street signs. He thanked Mr. Lawrence and Ms. Bohlen both for doing a great job.

10. Comments from the Press – None.

11. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Orris, the Mayor and Council meeting was adjourned at approximately 7:54 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



ORDINANCE 2025-01

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN,
MARYLAND, A MARYLAND MUNICIPAL CORPORATION, SETTING THE REAL
PROPERTY TAX RATE FOR FISCAL YEAR 2026

WHEREAS the Town Charter § C3-10 requires that the Mayor and Council pass an Ordinance setting the real property tax rate necessary to sustain the Town's budget; and

WHEREAS the Mayor and Council have determined what the real property tax rate shall be.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin, Maryland, that the tax rate for the fiscal year 2025-2026 shall be \$.8275 per \$100.00 of assessed value of real property located within the Town limits of Berlin, Maryland.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2025, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this _____ day of _____, 2025, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ in favor to _____ opposed, with _____ abstaining, and _____ absent.

Dean Burrell Sr., Vice President of the Council

This Ordinance was approved this _____ day of _____, 2025, by the Mayor of the Town of Berlin and is effective at the start of the 2026 Fiscal Year on July 1, 2025.

Zackery Tyndall, Mayor, President of the Council

ATTEST:

Mary Bohlen, Town Administrator



RESOLUTION NO. 2025-03

A RESOLUTION OF THE MAYOR AND COUNCIL OF BERLIN APPLYING FOR FUNDING THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

WHEREAS, the State of Maryland, through the Department of Housing and Community Development, has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program; and

WHEREAS, the Town of Berlin is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

WHEREAS, the Mayor and Council have held the required public hearing(s) related to the formulation of the Town of Berlin's Block Grant Application; and

WHEREAS, the Mayor and Council understand and acknowledge that they would be responsible for completion of grant activities and any corrective actions, including the repayment of funds if necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Town of Berlin authorize the submittal of an application for Community Development Block Grant funds in the amount of \$300,000, this 28th day of April 2025, for the following project(s): Demolition of existing Multi-Purpose Building.

BE IT FURTHER RESOLVED, that Mayor Zack Tyndall is authorized and empowered to execute any and all documents required for the submission of the application.

Approved this _____ day of _____, 2025, by the Council of the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

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

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

ATTEST: _____
Zackery Tyndall, Mayor and President of Council

Mary Bohlen, Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2025-23

A motion of the Mayor and Council of the Town of Berlin AUTHORIZING THE PURCHASE OF A VACCON AEROBOOST VACUUM (VAC) SYSTEM TRUCK AT A TOTAL COST NOT TO EXCEED \$624,000.

Approval of this purchase will secure the price as quoted by Atlantic Machinery, Inc. Funding is designated in the proposed FY26 budget, divided between the Water Fund (20-4020-3871) and Sewer Fund (24-4024-3871).

APPROVED THIS ____ DAY OF _____, 2025 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

Dean Burrell, Sr. Vice President of the Council

APPROVED THIS ____ DAY OF _____, 2025 BY THE MAYOR OF THE TOWN OF BERLIN.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

ATLANTIC

MACHINERY INC.

Sewer and Street Equipment Specialists

April 21, 2025

Town of Berlin
10 William St.
Berlin, MD 21811

Attn: Jamey Latchum

Re: Vaccon, Va Sheriffs Contract # **24-05-0713R**

Dear Jamey,

Per your recent conversations with Steve Javor, Atlantic Machinery, Inc. is pleased to quote a Vaccon dual engine unit. Our quotation is as follows:

Model Number - V310E/1300 L H P

Standard Equipment Includes:

Vacuum System (**Vaccon Aeroboost Vacuum System**)

Cyclone Separator -

Hydrostatic Blower Drive via FEPTO unless Transfer Case or PRO Selected - 98% Operating Efficiency

1/4" Corten Steel Debris Tank - (10 cubic yards)

Flat Style Rear Door with hydraulic door locks - Including open/close

5" Butterfly valve and 10' of layflat hose

Debris tank Dumping: minimum 50 deg., hydraulic telescopic lift Cylinder - power up/power down

60" Dump Height -

Rear Bumper - Does Not Include Tow Hooks

Front Tow Hooks

Hinge type / Body Prop Permanently mount debris body prop

Debris Body Flushout - 8 Jet

Automatic Vacuum Breaker with Float Arm Assembly/Level Indicator and overfill protection

Behind Cab Boom Support and Docking Station at Front Bumper

8" vacuum intake hose

4 Way Hydraulic Boom with 270 Degree Rotation with Joystick Controls

Front mounted 600' capacity (1" hose) - Hydraulic Fixed Hose Reel

400' high pressure jet rodder hose

Two (2) Emergency Stop Button Locations: Operator Station and Mid-Body

60 gpm/2000 psi water pump system

Water Pump Remote Oil Drain - Quick disconnects

Water pump drive: Standard Aux Engine is GM 6.0L Gasoline, 172HP

5 year Water Pump Drive Warranty - See certificate for details

Auxiliary Engine Remote Oil Drain - Quick Disconnects

Cross-Linked Polyethylene Water Tanks. **1000 gallons.**

Full Length Steps on Lower Water Tanks for Maintenance Access

Water Tank Drain - **1/4 Ball Valve**

Heavy Duty Manual Hose Rewind Guide with Dual Aluminum Rollers

ATLANTIC

MACHINERY INC.

Sewer and Street Equipment Specialists

Hose guide (Tiger Tail)

10' Leader Hose

20 gpm at 750 psi wash down hand gun with 25' of hose and nozzle - 50' Capacity Hand Gun Hose will replace this standard options if selected.

Storage Box Behind Cab 16" x 42" x 96" - Standard on all models except 3yd

1) each Sanitary and Penetrator Nozzles

Cooling Package - Air to Oil Heat Exchanger for Hydraulics and Transfer Cases, if applicable

Remote Lube Bank for Boom Rotator and Boom Lift Cylinders - Ground Level

20.5' aluminum intake pipe(1-3', 1-5', 1-6', and 1-6.5' nozzle)

LED/ICC lighting

Sherwin Williams Fast Clad High Solids Zinc Rich Primed, Sealed with Sherwin Williams Duraspar Epoxy Primer.

Sherwin Williams Duraspar Polyurethane Single Stage Gloss and Textured Paint

5# Fire Extinguisher - In Cab

Set of Triangles

12 month standard warranty - see certificate for details

5 year debris tank warranty - see certificate for details

10 year water tank warranty - see certificate for details

Main Information

Model	310/1000 - Single Axle
Blower	Hydrostatic Drive
Boom	10' Aluminum Telescoping Boom with Pendant Control Station PRO Reel (Precision Reel Operation) Articulating to driver's and curb side (800 x 1" Capacity) Includes 12VDC Auxiliary hydraulic pump. Transfer case selection required for Dual Engine builds
Hose Reel	
Jet Rodder Hose	600' x 3/4" Jet Rodder Hose
Water System	60/3000, GIANT 7000, GM 6.0 GAS 172 HP
Water Pump	Giant
Auxiliary Engine	GM Gas
Hose Brand	Piranha Brand Hose

- 1 8"-6" aluminum tube with crown**
- 1 Ripsaw with QD's**
- 4 LED 4 strobes front and rear, green and yellow strobes**
- 1 Flush Out connection for rear door valve**
- 1 6" Knife Valve with Center Post and Handle, in Lieu of the 5" Butterfly Valve**
- 1 Rear, Hydraulic Pump Off System, 200 GPM w/20' lay flat Hose**
- 1 Gravity Drain System; plumbing to gate valve at mid-passenger side of unit,
allowing return of liquids to the manhole**
- 1 Rear splash guard (2 - 10 O'clock) - tank mounted**
- 1 Air Purge System**
- 1 Pre-Tank Water Filter (Y-type)**
- 1 Lazy Susan Pipe Rack (Holds 5 Pipes)**
- 1 Folding Pipe Rack (3), Tank Mtd, Curbside**

ATLANTIC

MACHINERY INC.

Sewer and Street Equipment Specialists

- 1 Mirror Mounted LED Beacon/Strobe Light with Limb Guard - Whelen L31HAF LED Beacon with Whelen BGH Branch Guard
- 1 LED strobe with Limb Guard, Rear Debris Tank Mounted - Whelen L31HAF LED Beacon with Whelen BGH Branch Guard
- 1 LED 4 Strobes - (2) front bumper / (2) rear bumper - Whelen 500 Series TIR6 01-0663507129E - Amber
- 1 LED Arrow Board, Rear Debris Tank Door Mounted - Whelen TA1251NF1 Traffic Arrow
- 1 Remote Control (Wireless): Boom, Vacuum Breaker, Throttle & Debris Body (includes Hi-Dump, if applicable). Does not include remote cable pendant controls for boom or hi dump.
- 1 6 Way Pendant Control Station (Spare)
- 1 50' Capacity Retractable Hand Gun Hose Reel
- 1 Lateral Cleaning Kit w/200' x 1/2" Hose w/Nozzle, Permanently Mtd, Electronically Controlled
- 1 5' x 8" Aluminum Pipe Extension
- 1 6' x 8" Aluminum Pipe Extension
- 2 8" Quick Clamp, spare, 680-0014
- 1 Rear Mounted Tow Hooks
- 1 Remote Boom Grease Zerk Assembly (Ground Level - includes water pump drive) - If Applicable
- 1 Remote Debris Tank Grease Assembly (Ground Level)
- 1 Paint Module: Single-Stage Polyurethane White (white is standard unless otherwise specified. Sherwin Williams code: 940813)
- 1 Optional Striping Package - Green 692-5204-07
- 1 Paper Vac-Con Manual - No longer standard
- 2 LED Boom Mounted Flood Lights with Limb Guard - Whelen NP6BB Worklight
- 1 LED Rear Mounted Flood Lights with Limb Guard - Whelen NP6BB Worklight
- 1 LED Flood Light - Level Wind Guide - Whelen NP6BB Worklight
- 1 Curbside Camera Placement - Mirror Mounted Standard
- 1 Driver's Side Camera Placement - Mirror Mounted Standard
- 1 Long Handle Storage Placement - Mounted in Storage Box Under Shelf
- 1 Cone Rack, Hinged Style/Deck
- 1 LED Midbody Flood Lights with guards - Whelen NP6BB (Driverside and Curbside)
- 1 Hydroexcavation Package Includes: 50 foot handgun hose reel with 1/2" hose, 711-53686 72" 1/2" schedule 80 lance with single forward spray nozzle, Storage tubes for lances, Heavy duty unloader valve, Main control ball valve, Variable flow valve
- 1 Tungsten Infused Carbide Boom Elbow and Reducer (Only available on 8" Booms)
- 1 Transfer Case
- 1 Centrifugal Compressor Quiet Silencer

ATLANTIC

MACHINERY INC.

Sewer and Street Equipment Specialists

Truck Chassis Information

Pool Truck Chassis Model Freightliner 114SD Plus 4x2 43000GVWR ISL370 3000RDS

Pool Trucks are subject to availability.

NET: \$623,952.00

Terms: Purchase order and net at time of delivery. Plus applicable taxes.

Delivery: 120-150 days ARO, subject to prior sale.

**Note: Above pricing does not include any applicable Federal, state or local taxes.
Pricing subject to change due to the market place and volatility.**

We look forward to working with you and the Town of Berlin, MD. The above price is discounted considerably. Please call me or Steve should you have any questions or concerns.

Sincerely,
ATLANTIC MACHINERY, INC.

Agreed,
TOWN OF BERLIN, MD

Trevor "T" Gardner, III.
Vice President



**April 28, 2025
Weekly Report**

Departments This Week:

Town Administrator

SAVE THE DATE:

- Monday, April 28, 6:00 PM: Mayor & Council
- Friday, May 2 and May 16: Town Hall and Planning will be closed after 12:00 PM (see below)
- Wednesday, May 7, 5:30 PM: HDC
- Wednesday, May 7, 6:30 PM (immediately following HDC): BA
- Wednesday, May 14, 5:30 PM: PC – NOTE: West/Washington Parking lot will be going before the Planning Commission.
- Interviews for various openings on Boards and Commissions were held on April 16th and additional interviews will be held. There are still vacancies to be filled and interested persons can submit their information at <https://berlinmd.gov/mayor/become-involved/>.
- Working on RFPs for a number of projects including Comprehensive Plan Update, Impact Fee Study, Digitizing of Records, Engineering RFQ's, and Demolition of the Multi-purpose Building. DBF has also released RFP's for the Lee Road Spray Site roadway paving, and the Rt. 346 Test Well Project, as well as getting SDP Comfort Station project ready for bid.
- May 2 & 16 (noted above) Town Hall and Planning will be closed after noon so that staff can begin cataloging and sorting paper records in preparation for Town Hall Renovations and digitization of those paper records. Additional dates and times may be added throughout the summer.
- I am on vacation April 22-25 and June 24-30.

Economic and Community Development

- Working on the final report for the strategic demolition grant.
- Working on our Main Street Maryland Report & Grant.
- After receiving 19 entries, 3 postcard designs were chosen by members of staff and our A&E Advisory Board. These will be located in the Berlin Welcome Center this summer.
- The Berlin Chamber Jazz, Blues, Wine and Brews event is Saturday, May 3rd. No shuttle service for this event.
- The Berlin Farmers Market starts Sunday, May 4th.
- I will be on vacation April 30-May 4.
- The Berlin A&E Advisory Board unanimously voted yes to use part of next year's MSAC (MD State Arts Council) grant funding for a mural on Mike Poole's building located on Main Street next to the Welcome Center.

Electric

- Maple Ave – Tree Trimming.
- Stephen Decatur Park – Remove Dead Tree.
- Assist Public Works – Bulk Pickup.
- Maple Ave – Pole Top Maintenance.
- Assist Wastewater – Pull Pump.
- Harrison Ave – Remove Overhead Service.
- Events – Install Banners & Electric Outlets.
- Spring Celebration – Worked Event.
- Non-Payment – 80 Electric Disconnects.
- Smyrna, DE – Attend Cable Splicing Demo Day Event.
- Various Locations – Weed Control.

Finance Director

Continues to work on:

- FY 2026 Budget preparation, projections, meetings, reports.
- FY 2025 mid-year performance. Review actual vs budgeted, purchase orders and encumbrances.

- Meetings with departments to overview the current year and compile projections for FY 2026.
- FY 2026 capital projects and funding.
- Grants, water loans, public works bond, electric AMI meters bond.
- Opioid settlements, outstanding plan and questions.
- Bank accounts review, collateral coverage, interest rates.
- CDA Bond paperwork, closing paperwork, first expenditures and draws.
- Delinquent accounts review.
- Public Service Commissioner's reports and submissions, PCA calculations – Melissa.
- ARPA Grant reports and reconciliations due April 30.
- DBF invoices review and processing.
- EA invoices review and processing.
- RE tax paperwork, exempt accounts, appeals and reductions in assessments.
- Credit card payments and processing – Shirley.
- Bank reconciliations and journal entries – Melissa.
- 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 Town's card payments – Shirley.
- Department meetings scheduled, projects, and planning.
- New department position job duties and responsibilities, planning, and draft for job description.

Human Resources Director

- Still working through insurance claims.
- Still working on the FY26 budget figures for insurance.
- Ran payroll and all related reports on 04/21/25.
- Working on facility tours with each department for our newer staff members – if any members of the Council wish to join, they can, just let me know. It will be on 04/30/25.
- The Maryland State Retirement Auditor came back with more questions. I responded to those. This audit covered FY 2021-2024.
- An interview for the Distribution and Collection Technician was held on 04/16/24 and an offer has been extended.
- Attended (virtually) the Eastern Shore SHRM Meeting on 04/22/25. Topic: Building Local Legislative Connections to Make Your Voice Heard.
- Health Insurance Renewal meeting on 04/22/25. We should be prepared to present the findings on 04/28/25.
- Set up interviews for the Code Enforcement and Zoning Official position for April 28th and 29th.
- Job openings: Police Communications Officer (full & part-time), Code Enforcement and Zoning Official, and Distribution and Collections Technician.
- SAVE THE DATES:
 - 07/19/25 – Town Staff Shorebirds Night – more information to follow.
 - 08/23/25 – Town Staff Jolly Rogers Day – more information to follow.

Planning Department

Permits Received:

- 10026 Main St. – Bathroom renovation
- 323 N. Main St. – Roof replacement
- 121 Branch St. – Addition
- 401 William St. – Fence

Permits released:

- 511 Flower St – C.O.
- 300 Ann Dr. – C.O.
- 314 N. Main St. – C.O.

- 3 Harrison Ave. – Demo
- 309 William St. – Well house TOB project
- 314 Franklin Ave. – Non-residential alterations
- 10103 Old Ocean City Blvd. – Fence

Police Department

- 4/8-10, Ptl Rickards attended the three-day Criminal Interdiction Workshop sponsored by the Wicomico County Sheriff's Office.
- 4/10, Lt Fisher attended the quarterly Police Accountability Board meeting at the Worcester County Commissioner's Chamber.
- 4/17, Lt Fisher attended the Baker Street Parking Concerns meeting.
- 4/18, Chief Downing attended the Police Executive Research Forum's - Maryland Police Accountability Act Focus Group at Chesapeake College.
- 4/21, Chief Downing, Cpl Bratten, and Pfc Shockley met with six (6) apartment managers that represent seven (7) apartments for the first of monthly meetings (Bay Terrace Garden Apts, Cannery Village, Cottages at Berlin, Homes at Berlin I, Homes at Berlin II, Mallard Ridge, and Reedy Cove Apts). The meeting was designed to introduce new management to the agency, affirm the agency's commitment to the apartments individually and collectively, and stress the importance of sharing information.
- Collisions – 4
- Arrests – 4

Public Works

- PW assisted with Spring Celebration this past weekend. We closed streets, helped with setup, and provided trash collection during the event.
- We are assisting the Taylor House with an installation of a new sign on their property. This sign provides information about the Dr. Mary Humphreys Arboretum and will be put up this week.
- Spring bulk pickup is now complete. With the most recent pickup day on 4/16, we collected another 2 tons of trash and .25 tons of scrap metal.
- Two trees were taken down in SDP that posed a risk to safety of park patrons and playground equipment. We will continue to assess the condition of all trees in the park to make sure our parks are safe as possible for all.
- Grass cutting season is in full swing and PW is working hard to make sure all town parks and properties look their best week to week.

Water Resources

- Fixed a sewer line on West St.
- Installed multiple irrigation meters.
- Hauled sludge.
- Pulled blower off to have rebuilt in the digester building.
- Cut Offs.
- Knocked on doors for continuous consumptions.
- Working to start water portal for residents (Michelle, Deonna, and Hannah).
- Pulled multiple pumps that have been getting clogged.
- Clean lift stations.
- Working on cavity pump for sludge press.
- Held meeting for new well #1 building (Powellton Ave).
- Had pre-bid meetings for paving Lee RD and test well 346 East.
- Multiple alarms at the plant due to a valve failure.
- Fixed a bracket in digester for the mixers.
- Clean out well #1 for demo.
- Cut grass.



Check Run Report
will be posted when available.