



## BERLIN MAYOR AND COUNCIL

### Meeting Agenda

Berlin Town Hall

10 William Street

Monday, February 9, 2026

**5:00 PM**

#### **WORK SESSION – Council Chambers**

Work Session Meeting of the Mayor & Council and Planning Commission for an initial discussion of ADU requirements.

**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 01.12.26

**2. 6:10 PM PROCLAMATION(S): Mayor Zack Tyndall (*Strategic Plan: DS1. AS1*)**

a) Proclamation 2026-01: Black History Month

b) Proclamation 2026-02: Women's History Month

**3. 6:20 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 2026-04: Transfer of Unassigned Funds – Mayor Zack Tyndall and Finance Director

Natalie Saleh (*Strategic Plan: DS1*)

b) Motion 2026-05: Award of Contract Town Hall Renovation Project – Mayor Zack Tyndall & Architect Daniele Haley (*Strategic Plan: DS1*)

c) Motion 2026-06: Award of Funding Allocation Town Hall Renovation Project Alternates – Mayor Zack Tyndall and Finance Director Natalie Saleh (*Strategic Plan: DS1*)

d) Motion 2026-07: Alcohol Permit Request: Berlin Celebrates Vintage and Vinyl for Record Store Day, Saturday, April 18th, 11 AM - 4 PM & Rain Date for Sunday, April 19<sup>th</sup> – Economic and Community Development Director Ivy Wells (*Strategic Plan: DS1, AS1*)

e) Motion 2026-08: Declaration of Surplus Property – Interim Chief of Police Robert Fisher (*Strategic Plan: DS2*)

f) Motion 2026-09: Exempt Employees Vacation Carryover – Human Resources Director Kelsey Jensen (*Strategic Plan: DS4*)

**4. 7:00 PM PJM QUARTERLY REPORT – Electric Utility Director Tim Lawrence (*Strategic Plan: DS3*)**

**5. 7:10 PM UPDATE: From Parking Subcommittee to the Council – Mayor Zack Tyndall (*Strategic Plan: DS5, AS1*)**

**6. 7:20 PM ANNOUNCEMENT: Special Sunday Permit Poll Vote – Town Administrator Mary Bohlen (*Strategic Plan: DS1, AS1*)**

**7. 7:25 PM REPORTS: Town Administrator's Report, Departmental Reports (*Strategic Plan: DS1; DS4*)**

**8. 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.*

**9. 7:35 PM COMMENTS FROM THE COUNCIL**

**10. 7:45 PM COMMENTS FROM THE MAYOR'S OFFICE**

**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](http://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, January 12, 2026**

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

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

**Absent:** Vice President Dean Burrell and Councilmember Shaneka Nichols

**Staff Present:** Town Administrator Mary Bohlen, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Economic and Community Development Director Ivy Wells, Acting Planning Director Ryan Hardesty, Finance Director Natalie Saleh, Director of Public Works Jimmy Charles, Director of Water Resources Jamey Latchum, Interim Chief of Police Robert Fisher, Mayor's Executive Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

This meeting was also broadcast live via Facebook. After the moment of silence and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:07 PM.

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

- a. Closed Session of 12.08.25
- b. Regular Session of 12.08.25
- c. Closed Session of 12.23.25

On the motion of Councilmember Orris, second by Councilmember Knerr, the Closed Session of 12.08.25, Regular Session of 12.08.25, and Closed Session of 12.23.25 minutes 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>	3				2

2. Presentation: Rick Prouse's National Rural Water Apprenticeship Program – Apprenticeship Development Coordinator Patty Shreves and Water Resources Director Jamey Latchum (Strategic Plan: DS3, AS3 & AS4)

Apprenticeship Development Coordinator Patty Shreves presented Rick Prouse with a certification for completing the National Rural Water Apprenticeship Program, noting he was one of the first to complete the Water Treatment Operations Apprenticeship. Carol Rose, representing Senator Mary Beth Carozza's office, presented Mr. Prouse with a citation recognizing his accomplishment and professionalism and thanked the Mayor and Council, as well as department heads, for supporting employee training opportunities.

Water Resources Director Jamey Latchum stated Mr. Prouse was one of only two individuals in the State of Maryland to complete the program and thanked Human Resources Director Kelsey Jensen and Special Projects Administrator Kate Daub for their assistance with enrollment and program navigation. Mr. Prouse stated the program was challenging but worthwhile. Mayor Tyndall emphasized the importance of developing staff expertise for the benefit of the department and the Town. Superintendent of Water Resources David Bassett noted the certification allowed Mr. Prouse to assume additional duties. Mr. Latchum added that the program was two years in length, and another Water Resources employee had enrolled.

3. FY25 Audit – PKS & Company, P.A. and Finance Director Natalie Saleh (Strategic Plan: DS1 – DS6)

Andrew Haynie, PKS & Company, P.A., informed the Mayor and Council he was the new partner in charge of the Town's audit following the partial retirement of Mike Kleger. Manager Alyssa Revell presented an overview of the Town of Berlin's FY25 audited financial statements for the fiscal year ending June 30, 2025. She reported the Town received a clean, unmodified audit opinion, with no material weaknesses or reportable instances of noncompliance identified under Government Auditing Standards.

Ms. Revell explained that because the Town expended more than \$750,000 in federal funds, a Uniform Guidance audit was required and confirmed the Town complied with all applicable federal program requirements.

Ms. Revell reviewed General Fund highlights, noting actual revenues exceeded projections and actual expenditures were significantly lower than budgeted. She reported an unrestricted fund balance of \$12,311,508, representing approximately 15 months of operating expenditures, with an unassigned fund balance of \$3,692,981, exceeding GFOA recommendations.

Councilmember Orris asked whether it was preferable to maintain higher assigned or unassigned fund balances. Mr. Haynie stated it was largely a philosophical question, as the Town's reserves exceeded recommended levels. Mayor Tyndall explained that assigned funds serve as a buffer, and Ms. Saleh reviewed the Town's internal reserve policy.

Ms. Revell reported that property taxes were the Town's largest revenue source and public safety was the largest expenditure. She also reviewed the Town's enterprise funds, including Electric, Water, Sewer, and Stormwater. Mayor Tyndall stated a rate increase was evident for Electric as the cost of rates did not keep pace as much as water and sewer rates. Councilmember Orris asked whether special

connection fees were lower due to the planning moratorium, which Town Administrator Mary Bohlen confirmed.

Ms. Revell discussed the implementation of GASB Statement No. 101 in FY25 and advised GASB Statements No. 103 and No. 104 will take effect in FY26. She concluded by noting there were no audit difficulties, no disagreements with management, and no additional matters of noncompliance. A management letter was issued addressing pledged collateral, GASB 101 implementation, and remaining ARPA funds.

Councilmember Orris asked whether the Town's overall debt included Heron Park, the new Public Works facility, and Town Hall renovations, and Ms. Saleh directed him to pages 38 and 39 of the report. Councilmember Knerr congratulated Ms. Saleh and her team on their work, and Mayor Tyndall noted the extensive effort required to complete the audit process.

4. Items for Approval:

a. Motion 2026-01: Special Event Request, Brittingham Family Reunion at SDP, Sat 8/15/26 – Event Organizer Michael Fooks (*Strategic Plan: DS1, AS1*)

Zolita Tindley, Berlin resident, requested approval to host a family reunion at Stephen Decatur Park, noting that many family members are from and reside in Berlin and that the park is accessible. Councilmember Green referenced concerns regarding the condition of the park following the previous Brittingham Family reunion and asked for assurance that similar issues would not occur. Ms. Tindley assured the Mayor and Council that trash would be properly collected and that no vehicles would be driven on the park grounds. Mayor Tyndall asked whether the family had reviewed the park rules, and Ms. Tindley confirmed they had.

On the motion of Councilmember Green, second by Councilmember Orris, Motion 2026-01: Special Event Request, Brittingham Family Reunion at SDP, Sat 8/15/26 was 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>	3				2

b. Motion 2026-02: MD State Firefighters Assoc. Special Event Request, Sat 6/20/26 – Convention & Conference Chair Robbie Blackiston (*Strategic Plan: DS1, AS1*)

Robbie Blackiston, Maryland State Firefighters Association Convention and Conference Chair, discussed declining participation in recent years and noted that the association believed holding the parade on a weekend would increase attendance statewide. He added that he and his team had conducted a walkthrough of the parade route in Berlin with Berlin Fire Company

President David Fitzgerald on December 23, 2025. Mayor Tyndall thanked Mr. Blackiston for the due diligence.

Councilmember Knerr inquired about anticipated participation compared to prior years in Ocean City. Mr. Blackiston reported that last year's parade included approximately 100 participants, with a goal of 150–160 for this year. He added that updated numbers would be provided as available and mentioned that electronic registration would be used. Councilmember Knerr asked whether Stephen Decatur Park would be utilized, and association member Roger Steger explained that the parking lot would be needed for staging law enforcement and state agencies. Mayor Tyndall suggested Buckingham Elementary School as a potential staging area due to the bus loop. Mr. Steger said Mr. Fitzgerald was coordinating with the school and that planning would proceed upon Council approval. He also noted this would be the last Firefighters Association parade held on the Eastern Shore.

Councilmember Orris questioned whether organizations would be permitted to participate without pre-registration, and Mr. Blackiston affirmed that they would. Mayor Tyndall inquired whether both lanes of traffic would be used for the parade, and Mr. Steger indicated that both lanes would be occupied for safety reasons. Councilmember Green remarked that last year's parade included 114 participants and lasted approximately 50 minutes. Mr. Blackiston confirmed that the event would be held rain or shine and added that the association hoped to include bands and marching firefighters.

Councilmember Orris asked about marketing efforts to encourage attendees to remain in Berlin and support local businesses. Mr. Blackiston explained that meetings were ongoing to discuss this. Councilmember Orris also raised a question regarding the number of Town employees needed, noting the event coincided with the Juneteenth holiday weekend. Director of Public Works Jimmy Charles responded that fire police would assist and estimated six to eight Town employees would be needed for stage and trash management. Mayor Tyndall added that staff would be able to flex their time.

On the motion of Councilmember Knerr, second by Councilmember Orris, Motion 2026-02: MD State Firefighters Assoc. Special Event Request, Sat 6/20/26 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				2

c. Discussion & Motion 2026-03: Tattoo Moratorium – Mayor Zack Tyndall (Strategic Plan: DS4, AS1)

Mayor Tyndall addressed the ongoing challenge of obtaining Worcester County approval for the Town's tattoo shop guidelines, noting that the guidelines were drafted and shared with the County several years ago but remained unapproved. He emphasized that the Town's intent was to take a proactive approach through annual inspections rather than rely on reactive enforcement, which required County and State cooperation. Mayor Tyndall added that the proposed action was to extend the tattoo shop moratorium through January 2027.

Councilmember Orris requested clarification on whether the Town had previously sent correspondence to the Worcester County Commissioners. Mayor Tyndall confirmed that the Town had requested to appear before the Commissioners to discuss the matter but had not received a response. Councilmember Orris suggested sending another letter in conjunction with the moratorium extension.

Councilmember Green inquired about the potential consequences if the moratorium were not extended. Town Attorney David Gaskill explained that, without a moratorium, a tattoo shop could open within the Town.

On the motion of Councilmember Orris who proposed Motion 2026-03: Tattoo Moratorium be amended to authorize the Mayor to send a follow-up letter to the County Commissioners requesting a meeting, second by Councilmember Knerr, Motion 2026-03: Tattoo Moratorium 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				2

d. Resolution 2026-01: Fee Schedule Amendment – Town Administrator Mary Bohlen and Acting Planning Director Ryan Hardesty (Strategic Plan: DS4)

Acting Planning Director Ryan Hardesty requested Council consideration of an amendment to the Town's building permit fee schedule to add a line item for like-to-like residential repair permits. She explained that these projects, such as window or roof replacement, involve no structural or dimensional changes and require less staff review, yet are currently assessed fees similar to larger projects. Ms. Hardesty noted that establishing a reduced, flat fee would better reflect administrative costs, improve consistency, and encourage permit compliance.

Councilmember Orris asked about the process for properties within the Historic District. Ms. Hardesty clarified that no changes would occur, as approval from the Historic District Commission would still be required. Councilmembers Green and Knerr expressed support for

the proposal, and Ms. Bohlen highlighted the importance of maintaining a friendly fee structure. Councilmember Knerr inquired whether a list of applicable projects existed, and Ms. Hardesty responded that there was not. He further questioned whether the proposal would apply to fences, and Ms. Hardesty explained that fences require a specific permit.

On the motion of Councilmember Green, second by Councilmember Orris, Resolution 2026-01: Fee Schedule Amendment 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				2

5. Discussion: Local Development Council Updates to Multi-Year Plan Request for Slot Revenue Utilization – Finance Director Natalie Saleh (Strategic Plan: DS1 – DS6)

Finance Director Natalie Saleh explained the Local Development Council's (LDC) request for the Town to resubmit its expenditure report after determining that additional detail was needed. She noted that the revised FY26 expenditures included a reduction in LEOPS funding, as the LDC advised the Town it could no longer utilize those funds for LEOPS.

Councilmember Orris indicated he would like to further discuss the LDC plan during the FY27 budget process. Mayor Tyndall added that the LDC funds were planned to support the new Public Works facility and the Community Center.

6. Announcement: State of Maryland ADU Bill (SB0891/HB1466) Requiring Every County and Municipality Adopt a Local Law Authorizing ADUs – Mayor Tyndall and Acting Planning Director Ryan Hardesty (Strategic Plan: DS4)

Mayor Tyndall emphasized the importance of addressing the state's ADU bill now rather than waiting until summer. He indicated that a work session would be scheduled with the Mayor and Council and the Planning Commission to discuss the matter further. Councilmember Orris asked whether a subcommittee would need to be created, and Mayor Tyndall stated that a joint meeting should suffice. Ms. Bohlen noted that the Town must have a policy in place by October 26th. David Gaskill inquired whether the Maryland Municipal League had drafted any sample policy, and Ms. Bohlen reported that none were available at this time. Mr. Gaskill expressed concern that the state had not fully considered the implications of the bill, particularly regarding EDUs. Mayor Tyndall requested that the Council come prepared with references for discussion at the work session.

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

8. Ms. Bohlen provided an overview of upcoming work sessions and workshops related to Comprehensive Plan updates, Reconnecting Communities discussions, and Accessory Dwelling Units

legislation as required by the State of Maryland. Councilmember Green inquired about the status of the Welcome Center in preparation for Town Hall staff during renovations. Mr. Charles reported that efforts have been made to declutter and store items, along with minor interior modifications to support staff, including mold remediation. Director of Human Resources Kelsey Jensen informed the Council that Royal Plus is installing new flashing and drywall to address leaks that caused the mold. Councilmember Knerr asked about potential roof issues, and he was informed none were found. Director of Economic and Community Development Ivy Wells added that the roof had been replaced ten years ago. The leaks occurred through the southside windows during rainstorms with heavy winds. Mr. Charles noted he would meet with Royal Plus to review their recommendations.

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

Kristin Walstin, mother of former Berlin Police Officer Nicolas Rickards, addressed the Mayor and Council regarding Officer Rickards' contract. She expressed concern that her son was held liable for his contract, alleging that a former officer was not held to the same standard, and voiced dissatisfaction with how matters had been handled. Mayor Tyndall stated he had spoken with Officer Rickards multiple times and considered the matter closed, noting he could not provide further comment as it is a personnel issue.

10. Comments from the Council

Councilmember Knerr wished everyone a Happy New Year. Councilmember Green revisited the start time of Berlin's family-friendly New Year's Eve kids ball drop. He noted a merchant's concern that crowds tend to clear quickly after the ball drops and asked if the start time could be adjusted. Ms. Wells explained that the Town had been busier during the day than in previous years, with people walking and spending time downtown prior to the ball drop. She added that, although streets appeared clear afterward, restaurants still had wait times around 7:00–7:30 PM. Discussion continued regarding the rationale for the 6:00 PM start time and the potential to expand the event with additional activities. Councilmember Orris thanked Ms. Wells for creating the 2026 Berlin Events list, noting it was very helpful.

11. Comments from the Mayor's Office

The Mayor's Executive Assistant, Sara Gorfinkel, reminded the Council of the upcoming Reconnecting Neighborhoods and Communities public engagement sessions, scheduled for February 11th from 6:00 to 8:00 PM at St. Paul's Episcopal Church and February 12th from 9:00 to 11:00 AM at the Berlin Library. Before adjourning, Ms. Saleh informed the Mayor and Council that she would be forwarding the form for the Berlin custom vanity plates and noted that a minimum of 25 interested participants is required to place the order.

12. Comments from the Press – None.

## 13. Adjournment:

On the motion of Councilmember Knerr, second by Councilmember Orris, the Mayor and Council meeting was adjourned at approximately 8:14 PM.

Name	Counted toward Quorum				Absent
	Aye	No	Abstain	Recused	
Dean Burrell, VP					X
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	3				2

Respectfully submitted,



Laura Brown  
Administrative Assistant



**MOTION OF THE MAYOR AND COUNCIL 2026-04**

A Motion of the Mayor and Council of the Town of Berlin to TRANSFER FROM UNASSIGNED GENERAL FUND BALANCE monies identified in the Financial Audit for Fiscal Year 2025 TO ASSIGNED GENERAL FUND BALANCE as follows:

- Capital Reserve
  - \$1,620,000 allocated toward Town Hall Renovation Project (Town Hall and Planning Department Building Renovations)

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026, 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>					

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Dean Burrell, Sr. Vice President of the Council

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin.

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Zack Tyndall, Mayor, President of the Council

Attest: \_\_\_\_\_  
Mary Bohlen, Town Administrator



## MOTION OF THE MAYOR AND COUNCIL 2026-05

A motion of the Mayor and Council of the Town of Berlin AWARDING RFP 2026-01 TOWN HALL RENOVATION PROJECT TO KELLER BROTHERS AND APPROVING CONTINGENCY AND FURNITURE PURCHASE AS FOLLOWS:

- CONSTRUCTION TO KELLER BROTHERS: \$2,391,000
- ALTERNATE #3 ELEVATOR TO KELLER BROTHERS: \$204,990

### ADDITIONAL PROJECT FUNDING:

- CONTINGENCY OF 10%: \$312,019 FOR UNKNOWN CONDITIONS
- FURNITURE: \$300,703

This payment will be expensed as a part of the General Fund Building and Grounds Capital Project, line item 01-5130-5255.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026, 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>					

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Dean Burrell, Sr. Vice President of the Council

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin.

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Zack Tyndall, Mayor, President of the Council

Attest: \_\_\_\_\_  
 Mary Bohlen, Town Administrator

TOWN OF BERLIN TOWN HALL RENOVATIONS - BID TALLY FORM										JANUARY 12, 2026 2:00PM EST	
BIDDER NAME		HENLEY CONSTRUCTION COMPANY	INSITE BUILD, LLC	THE WHAYLAND COMPANY, LLC	OAK CONTRACTING, LLC	HARVEY CONSTRUCTION INC.	KELLER BROTHERS	HARKINS CONTRACTING, INC.			
BASE BID		\$ 2,670,000	\$ 2,704,500	\$ 2,629,000	\$ 2,687,398	\$ 2,920,448	\$ 2,391,000	\$ 2,565,800			
UNIT PRICE 1	CUTTING/PATCHING SLAB	\$ 45.00	\$ 34.00	\$ 29.00	\$ 800.00	\$ 17.00	\$ 28.00	\$ 32.00			
UNIT PRICE 2	CLEANING/PAINTING STEEL	\$ 5.00	\$ 55.00	\$ 58.00	\$ 200.00	\$ 1.00	\$ 3.30	\$ 5.00			
UNIT PRICE 3	UNDER-SLAB PIPING	\$ 185.00	\$ 185.00	\$ 148.00	\$ 200.00	\$ 11,900.00	\$ 82.50	\$ 217.00			
ALTERNATE 1	ANNEX BUILDING	\$ 182,000	\$ 296,000	\$ 330,000	\$ 304,040	\$ 183,239	\$ 212,000	\$ 294,100			
ALTERNATE 2	COUNCIL CHAMBERS A/V	\$ 136,000	\$ 138,000	\$ -	\$ 137,430	\$ 49,595	\$ 126,815	\$ 137,500			
ALTERNATE 3	ELEVATOR	\$ 208,000	\$ 199,500	\$ 194,000	\$ 199,235	\$ 251,207	\$ 204,990	\$ 181,500			
ALTERNATE 4	FAÇADE IMPROVEMENTS	\$ 126,000	\$ 70,000	\$ 97,000	\$ 127,742	\$ 112,658	\$ 80,150	\$ 126,600			
ALTERNATE 5	GENERATOR	\$ 104,000	\$ 96,000	\$ 122,000	\$ 103,010	\$ 78,950	\$ 105,230	\$ 84,000			
BID SECURITY (Y/N)		Y	Y	Y	Y	Y	Y	Y			
ADDENDUM 1 (Y/N)		Y	Y	Y	Y	Y	Y	Y			
ADDENDUM 2 (Y/N)		Y	Y	Y	Y	Y	Y	Y			
ADDENDUM 3 (Y/N)		Y	Y	Y	Y	Y	Y	Y			
ADDENDUM 4 (Y/N)		Y	Y	Y	Y	Y	Y	Y			
DEBARMENT BOX CHECK (Y/N)		Y	Y	Y	Y	Y	Y	Y			
P & P BONDS		TBD	TBD	TBD	TBD	TBD	TBD	TBD			
QUALIFICATIONS		TBD	TBD	TBD	TBD	TBD	TBD	TBD			
TOTAL	BASE BID + ALL ALTERNATES	\$ 3,426,000	\$ 3,504,000	\$ 3,372,000	\$ 3,558,855	\$ 3,596,097	\$ 3,120,185	\$ 3,389,500			

NOTE: This Bid Tally is provided for informational and comparison purposes only. It is not a formal evaluation, recommendation, or guarantee of award. All amounts, alternates, unit prices, and compliance notes shown herein are based on data submitted by bidders and may be subject to clarification, correction, or verification. The Owner reserves the right to accept or reject any bid, waive irregularities, and make decisions in accordance with the Contract Documents and applicable procurement requirements. Bidders should not rely on this document as confirmation of compliance or selection. Final determination of responsiveness and responsibility will be made solely by the Owner.



## MOTION OF THE MAYOR AND COUNCIL 2026-06

A motion of the Mayor and Council of the Town of Berlin APPROVING FUNDING ALLOCATIONS FOR RFP 2026-01 TOWN HALL RENOVATION PROJECT FOR ALTERNATES:

- ALTERNATE 1 (ANNEX BUILDING) PLANNIGN DEPARTMENT BLDG \$212,000
- ALTERNATE 2 COUNCIL CHAMBERS A/V SYSTEM \$126,815
- ALTERNATE 4 FAÇADE IMPROVEMENTS \$ 80,150
- ALTERNATE 5 NEW GENERATOR \$105,230

This payment will be expensed as a part of the General Fund Building and Grounds Capital Project, line item 01-5130-5255.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026, 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 \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zack Tyndall, Mayor, President of the Council

Attest: \_\_\_\_\_  
Mary Bohlen, Town Administrator



## MOTION OF THE MAYOR AND COUNCIL 2026-07

A motion of the Mayor and Council of the Town of Berlin APPROVING ALCOHOL SALES FOR BERLIN VINTAGE AND VINYL CELEBRATING RECORD STORE DAY ON SATURDAY, APRIL 18, 2026, FROM 11 AM TO 4 PM, WITH A RAIN DATE OF SUNDAY, APRIL 19, 2026.

The Worcester County Alcohol permit will be submitted by the local non-profit Destination Growth Partners, run by Ann Hillyer, who was previously partnered with us for Oktoberfest 2025. This will be the fourth event with alcohol in 2026.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026, 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 \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zack Tyndall, Mayor, President of the Council

Attest: \_\_\_\_\_  
Mary Bohlen, Town Administrator



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811  
Phone 410-641-2770 Fax 410-641-2316  
[www.berlinmd.gov](http://www.berlinmd.gov)

January 12<sup>th</sup>, 2026

**Mayor**

Zack Tyndall

**Vice President**

Dean Burrell

**Council Members**

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

**Town Attorney**

David Gaskill

**Town Administrator**

Mary Bohlen

Ms. April R. Payne, Administrator

Board of License Commissioners of Worcester County

One West Market Street – Room 1201

Snow Hill, MD 21863

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for the consumption of alcohol for the following event:

- Berlin Vintage & Vinyl, April 18<sup>th</sup>, 2026, 11am-4pm | Rain Date: April 19<sup>th</sup>, 2026

The non-profit, 'Destination Growth Partners', will be applying to the State of Maryland Alcohol, Tobacco, and Cannabis Commission, for the alcohol permit; as they previously did for our Oktoberfest event in October 2025.

We wanted to share this with you as a courtesy.

Sincerely,

Zack Tyndall

Mayor, Town of Berlin





## MOTION OF THE MAYOR AND COUNCIL 2026-08

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	Serial Number	Comments
Police	Duty Glock Firearm	Glock G-45	BXUH456	Selling it to the officer it was assigned to, granting it to a retired officer, or to other law enforcement agencies, per MD law.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026, 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 \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zack Tyndall, Mayor, President of the Council

Attest: \_\_\_\_\_  
Mary Bohlen, Town Administrator



**Berlin Police Department**

129 DECATUR STREET  
BERLIN, MARYLAND 21811

January 28, 2026

**Surplus Property**

Duty Glock Firearm

The handgun will be disposed of by selling it to the officer that it was assigned to, granting it to a retired officer, or to other law enforcement agencies per Maryland law. Please place the handgun on the surplus list for the upcoming council meeting.

<u>Manufacturer</u>	<u>Model</u>	<u>Serial Number</u>
Glock	G-45	BXUH456

  
Robert Fisher

Chief of Police (interim)



## MOTION OF THE MAYOR AND COUNCIL 2026-09

A motion of the Mayor and Council of the Town of Berlin APPROVING AN AMENDMENT TO THE EMPLOYEE HANDBOOK, SECTION 6.08, TO ALLOW EXEMPT EMPLOYEES TO CARRYOVER UP TO A MAXIMUM OF 480 ACCUMULATED HOURS.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026, 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 \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin.

---

Zack Tyndall, Mayor, President of the Council

Attest: \_\_\_\_\_  
 Mary Bohlen, Town Administrator

**Repayment:** If the Town approves and makes payment for a degree-related program or licensing/certification program, the employee will be obligated to continue their employment on a year for year basis which would begin after the completion of the employee's first year of the related program. For every year of reimbursed education, licensing, or certification expense, the employee will incur one year of commitment to the Town. If employment does not continue for this time period, then the employee must repay the entire amount of the tuition or related cost that was paid for the prior 12 months of employment. However, such repayment will not be required if the termination of employment is due to death, long-term disability, or involuntary termination for any reason other than cause.

Any signed contracts between an employee and the Town of Berlin for a specific certification, training, license, or any other educational course/benefit take precedence over this section. This includes any contracts for schooling.

The employee's Department Head must approve the license or certification program prior to the employee enrolling. The process (classes, testing, etc.) to obtain any required or beneficial\* licensing and/or certification will be paid for directly by the Town of Berlin or subject to the tuition reimbursement schedule as set forth in the Employee Handbook. The employee will sign an agreement acknowledging the following: Following successful completion of the program, the employee must remain in the employment of the Town for a minimum of the same length of time required to obtain the license or certification; example: if the class takes six months, the employee must remain with the Town for six months following successful completion of the course. If the employee leaves the Town's employment for any reason in that period of time the costs associated would be subject to repayment of the licensing or certification fees for the prior 12 months of employment.

The Town of Berlin will not be responsible for reimbursement or payment for licensing/certifications obtained before employment with the Town of Berlin, or which the employee chooses to pursue independently. Additional compensation for such shall be subject to review by the Department Head and Town Administrator and approved by the Mayor.

*\*Beneficial licensing and/or certifications shall be determined by the Town Administrator in consultation with the Department Head and approved by the Mayor.*

*See Appendix A for additional information regarding wage compensation.*

#### **6.08 Vacation Leave**

**Full-Time Employees will accrue vacation days based on the number of years employed, and according to the following schedule, which may be amended from time to time:**

<b>Year 1:</b>	<b>1.85 hours per pay period</b>
<b>Year 2-5:</b>	<b>3.70 hours per pay period</b>

Year 6-15:	5.54 hours per pay period
Year 16-20:	7.39 hours per pay period
Year 21+:	9.24 hours per pay period

Vacation accrual rates will be increased effective the first pay period following the employee's anniversary date.

Year-one vacation accrual begins with the employee's first paycheck. Vacation may be accrued, but not used until the employee has completed six (6) months of satisfactory employment; unless otherwise approved by the Department Head. The Town Administrator, upon recommendation of the employee's Department Head, may advance up to 40 hours vacation prior to its actual accrual or the employee's eligibility, with sufficient cause; future ongoing accruals will be applied against the advanced balance until satisfied.

Unused vacation may be carried over from one fiscal year to the next up to a maximum of 240 accumulated hours. Vacation in excess of 240 hours will be forfeited at the start of the fiscal year. Unused vacation may be carried over from one fiscal year to the next up to a maximum of 240 accumulated hours for all non-exempt employees. Exempt employees may carryover up to a maximum of 480 accumulated hours. Vacation in excess of the maximum allowable carry-over limits will be forfeited at the start of the fiscal year. The Town Administrator will not approve any carryover of vacation time from one fiscal year to the next.

Vacation requested by Department Heads must be approved by the Town Administrator. In the event of conflicting requests for leave within an individual department, the Department Head or Town Administrator shall grant requests based on the earliest submitted request or other considerations. Generally, vacation requests will not be accepted more than six months in advance; it is the responsibility of the employee to obtain approval before finalizing vacation plans. In extreme circumstances with the approval of the Town Administrator, it may be necessary to cancel an employee's previously approved vacation.

A Department Head may approve vacation leave of up to four weeks for an employee, any time in excess of four weeks must be approved in writing by the Town Administrator.

Resigning employees will only be paid for unused vacation with their final check, provided that they have given proper notice of their resignation at least two (2) weeks in advance of their last working day. Payment for unused vacation accrued by an employee who has not given proper notice may be approved by the Town Administrator, subject to the approval of the Mayor, with sufficient cause.

Employees terminated as a result of the abolishment or consolidation of their position, layoffs, or other circumstances beyond the employee's control will be paid for unused accrued vacation along with their last regular paycheck.

**T O W N O F B E R L I N**  
**Quarterly Report of PJM Activities**  
**First Quarter FY 2026**

July through September 2025

Month	Energy Sold (kWh)	AMP Bill <sup>[1]</sup>	PJM Charges	PJM ARR Credit	Fuel, Lube, Other Costs <sup>[2]</sup>	Total Power Costs	Cost Per kWh Sold
July	5,330,564	\$177,052	\$151,217	(\$32,726)	\$35,693	\$331,236	\$0.06214
August	3,669,513	\$165,630	\$88,990	(\$27,447)	\$4,597	\$231,771	\$0.06316
September	3,254,969	\$150,749	\$158,765	(\$26,974)	\$356	\$282,897	\$0.08691
<b>Total</b>	<b>12,255,046</b>	<b>\$493,432</b>	<b>\$398,972</b>	<b>(\$87,146)</b>	<b>\$40,647</b>	<b>\$845,904</b>	<b>\$0.06902</b>

PJM Capacity Charges		
Period <sup>[3]</sup>	Obligation	\$/kW-day
2023-24	7,850 kW	\$0.05714
2024-25	5,643 kW	\$0.16911
2025-26	4,771 kW	\$0.27043

PJM Transmission Charges		
Year	Obligation	\$/kW-day
2023	5,500 kW	\$0.14464
2024	5,300 kW	\$0.16145
2025	5,700 kW	\$0.17587

[4]

***Upcoming Commitments***

***Long Term FTR Auction Various Times Throughout the Year - AMP to participate on behalf of the Town***

FTR Auction (Financial Transmission Rights) -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences. AMP purchased: 2025-2026: 3.0 MW 7x24 & 1.5 MW OP

***Annual ARR Allocation March-April 2026 - AMP to participate on behalf of the Town***

Transmission credits to offset a portion of Network Integration Transmission Service (NITS) charges. 5.7 MW awarded in the allocation.

Anticipated credit for June 1, 2025 through May 31, 2026: \$310,753

***Annual FTR Auction April-May 2026 - AMP to participate on behalf of the Town***

Financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences.

AMP purchased 2.0 MW 7x24 and 0 MW OP for Berlin for June 2025 to May 2026.

***Monthly FTR Auctions - AMP to participate on behalf of the Town***

FTR Auctions at various times -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences.

AMP purchased various monthly FTRs for Berlin July 2025 through June 2026

***PJM Officer Certification Form - PJM's Minimum Participation Requirements due April 30, 2026***

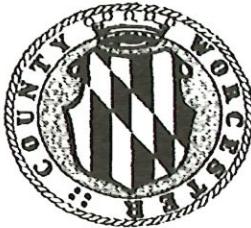
[1] AMP (\$0.04445/kWh purchased, January 1, 2025-December 31, 2025) 2.0 MW 7x24

(\$0.035820/kWh purchased, January 1, 2025-December 31, 2025) Remaining Requirements, excludes Renewables

[2] Power Plant Fuel & Lube Oil Costs, Annual Net Metering Settlements, and Renewables Costs

[3] June 1 through May 31

[4] Projected



BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET - ROOM 1201  
SNOW HILL, MARYLAND 21863  
PHONE: 410-632-1908, EXTENSION 1120  
e-mail: apayne@co.worcester.md.us

APPLICATION FOR SPECIAL SUNDAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS  
UNDER THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF  
MARYLAND AT ITS 1967 SESSION

Date of Application: 01/19/2026

Name of Applicant: Jason Widgen

Address of Applicant:

Telephone: 443-513-3020 E-Mail: \_\_\_\_\_

Class and Number of License now held: Class C

Location for which Permit is sought: 10111 Old Ocean City Blvd  
Berlin MD 21811

Election District No.: 1

Convention or Group for which Permit sought: American Legion Post 123

Date for which Permit sought: 02/08/2026

If within incorporated town, has Mayor & Council approved issuance of Permit? \_\_\_\_\_

FEE: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

Beck Tydell

SIGNATURE OF APPLICANT

Jason Widgen

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**Fw: Special Sunday Permit, Feb. 8th**

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**From** Mary Bohlen <mbohlen@berlinmd.gov>

**Date** Fri 1/23/2026 15:54

**To** David Gaskill <dgaskill@berlinmd.gov>; Dean Burrell <dburrell@berlinmd.gov>; Jack Orris <jorris@berlinmd.gov>; Jay Knerr <jknerr@berlinmd.gov>; Shaneka Nichols <snichols@berlinmd.gov>; Steve Green <sgreen@berlinmd.gov>; Zackery Tyndall <ztyndall@berlinmd.gov>

📎 1 attachment (361 KB)

20260123155043055.pdf;

PLEASE DO NOT REPLY ALL

Kate forwarded the attached to me this afternoon.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols	X				
Jack Orris	X				
<i>Voting Tally</i>	5				

While this is not an Executive Matter, I still ask that you reply only to me as it is an approval being sought "off-cycle". We will then inform the organization of the results and it will be on the agenda for February 9<sup>th</sup> as a notification of poll vote.

Mayor,

I have taken the liberty of printing it out for your signature pending approval of the Council and placed it with the other documents on Sara's desk.



**Mary Bohlen - Town Administrator**

**Town of Berlin**

10 William Street, Berlin, MD 21811

Office: 410-641-4314 | Fax: 410-641-2316

[mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov) | [berlinmd.gov](http://berlinmd.gov)

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**From:** Kate Daub <kdaub@berlinmd.gov>

**Sent:** Friday, January 23, 2026 15:43

**To:** Mary Bohlen <mbohlen@berlinmd.gov>

**Subject:** Special Sunday Permit, Feb. 8th

Hi Mary,

Yesterday, Jason Widgeon dropped off a Special Sunday Permit application at Town Hall on behalf of the American Legion Post 123. The permit request is for a Super Bowl party scheduled for Sunday, February 8th.

In the past, I believe Special Sunday Permits required approval by the Mayor and Council. However, since the next scheduled Mayor and Council meeting is not until February 9th, I wanted to ask how this request should be handled.

Thank you,



**Kate Daub - Special Projects Administrator**

**Town of Berlin**

10 William Street, Berlin, MD 21811

Office: 4106414002 |

[kdaub@berlinmd.gov](mailto:kdaub@berlinmd.gov) | [berlinmd.gov](http://berlinmd.gov)

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**February 9, 2026**  
**Weekly Report**

**Departments This Week:**

**Town Administration**

- **SAVE-THE-DATE**
  - Monday, February 9: 5:00 PM Worksession with Planning Commission to discuss Accessory Dwelling Units (ADU) legislation; Regular Session 6:00 PM
  - Monday, February 16: Most Town offices closed in observance of Presidents Day.
  - Thursday, February 19, 6:00 PM: Comprehensive Plan Update Worksession with PC and Mead & Hunt
  - Monday, February 23: Closed Session TBD 5:00 PM; Regular Session 6:00 PM
- **ADU legislation:** As previously noted, all municipalities in Maryland are required to pass legislation permitting Accessory Dwelling Units by October 2026. The first meeting on this topic will be at 5:00 PM on February 9<sup>th</sup> in a Joint Worksession of the Mayor and Council and the Planning Commission prior to the Regular Mayor and Council Meeting.
- **Comprehensive Plan Update:** Initial Worksession of the Mayor and Council and Planning Commission with Mead & Hunt is scheduled for Thursday, February 19<sup>th</sup>, at 6:00 PM in the Council Chambers. This is the first of what will be several opportunities through this process for public input, which is vital to the success of the project.
- **Ongoing for Town Hall Renovations:**
  - Staff is continuing to work on the contents of their individual offices as well as records.
  - The plan is to move customer service to the Visitor Center as soon as possible.
  - Recommendation for award is planned for the Monday, February 9<sup>th</sup> Council meeting.
- **Multipurpose Building Demolition:** DBF has announced the bidding schedule for the project, with bid opening Scheduled for March 18<sup>th</sup>.
- I will be out of the office February 10<sup>th</sup> -13<sup>th</sup>.

**Economic and Community Development**

- Completed the assessment for our Main Street Maryland continued accreditation.
- Researching parking lot funding options: A CDBG (Community Development Block Grant) could potentially help with funding the infrastructure and parking lot paving. The town received a \$100,000 CDBG last year for the community center plan.
- The welcome center is nearly ready for some of Town Hall staff to move in.
- The Atlantic Hotel completed its work for last year's Façade Grant and has been approved for reimbursement.
- Working on our Vintage & Vinyl Celebrates Record Store Day event 4/18, 11-4 and the national artists performing will be announced on Friday, February 6 at 12noon via social media and press release.
- The Berlin Farmers Market will be adding a Mini Makers Market for student farmers/makers on the 2nd Sunday of the month.
- After our presentation; the County Commissioners voted unanimously to support local legislation authorizing temporary to-go event permits and establishing a Class C per diem municipal to-go beer, wine, and liquor license. Delegate Hartman and Senator Carozza are prepared to sponsor the bill, contingent upon support from the Board of License

Commissioners. Today's vote was just the beginning. For Berlin, this would allow restaurants to opt in to selling alcohol to go during town events, with a town permit and branded cups, so customers can enjoy their drinks outside within the event footprint.

- The Art Collective at The Factory is a new co-op artist gallery and event space located behind the welcome center.
- I have been asked to speak at The Neighborhood Design Center's 'The Vision is Yours: A Regional Placemaking Forum 2026' about the success of The Berlin Farmers Market. Forum is the end of April in Mt. Ranier, MD.
- Working with D3 on new fillable online forms for all of our events

#### **Electric**

- AMI-Meter Deployment
- Pole Top Maintenance
- Snowstorms-Assist with snow plowing operations
- Branch Street-Service Disconnect-Customer Upgrade
- Sunset Lakes-Repaired Underground Service Fault
- Various Locations-Cable Route Identification Tagging
- Various Locations-Tree Trimming & Street Light Repairs
- Demands & Meter Reads
- Peak Shaving-Four times
- Power Plant-Maintenance

#### **Finance Director**

Continues to work on:

- FY 2027 Budget schedule has been posted on the Town's website, and budget meeting locations are to be determined.
- FY 2025 Audit presentation 01/12
- FY 2026 half-year performance. Preparation of financial highlights.
- FY 2026 capital projects water resources.
- FY 2025, 2026 Slots revenues reports submission and discussions.
- Tyler's on-cloud hosting migration, credit card processing software.
- Tyler credit card processing discussions.
- Grants, water loans, public works bond, electric AMI meters bond
- Bank accounts review, positive pay submissions.
- 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.
- GFOA standing committee meeting upcoming in January.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting, January.
- Records keeping, cleaning, shredding, moving out from Town Hall.

#### **Human Resources Department**

- Processed payroll and all related reports on 01/12/26 & 01/23/26.
- Onboarded Kyle Edwards as the new Wastewater Plant Operator on 01/12/26.
- Packing for the renovations. Sorting through old files still.
- Reviewing applications received thus far for several vacancies.
- Complete the MSRA annual wage file requirement.
- Completed the OSHA 300a annual reporting.
- Conducted Police Chief Interviews on 01/14 & 01/21. Still working through those decisions with the Mayor and Council.
- Still working with the SHRM Handbook builder tool, It has been on hold for more pressing issues. Once finished I will present it to the Mayor and Council.
- Working with Finance Department and Planning Department on an asset inventory list.
- Distributed and/or mailed out employee W2's on 01/08/26.
- Finalized archiving all 2025 terminations after the W2 processing.
- Conducted the 2026 Q1 random drug screenings.
- Participated in the MSRA training for the new enrollment wizard on 01/20/26. As of 01/26/26 they will no longer be using paper enrollment forms.
- Participated in the SHRM monthly meeting on 01/27/26 - the topic was Impactful Leadership.
- Laura Brown has been working to set up two separate trainings for employees on my behalf (thank you!). Active Shooter (02/11) training (thank you, Town of Ocean City Police Department!) and CPR/AED (03/31, 04/01, & 04/02). The Active Shooter training information has already been disseminated to staff, the CPR/AED information will be coming soon.
- Working to schedule Customer Service Representative interviews.
- Three Workers Compensation claims filed, all employees are doing well.
- Responded to an Unemployment Claim.
- Open positions:
  - Police Communications Officer (part-time) – Police
  - Police Officers (four) – Police
  - Chief of Police – Police
  - Customer Service Representative - Customer Service

#### **Planning Department**

- Attended HDC meeting 1/7/26- 3 cases
- Attended Planning Commission meeting 1/14/26- 2 cases
- Preparing for the 2/4/26 HDC meeting- 4 cases
- Preparing for the 2/11/26 Planning Commission meeting- 3 cases
- Attended the Public Works building review meeting
- Attended the Stephen Decatur park comfort station review meeting

- Led the January Monthly Project Review meeting
- Preparing for the February Project Review meeting on 2/5/26
- Attended the Parking Subcommittee meeting
- Taking online Planning courses
- Ongoing review of development projects
- Continuous cataloging of completed project plans
- Received permits for: Fence- 2, Renovation- 2, Sign- 1, Shed- 1, Roof- 1, Fiber optic- 1, Demo- 2, Accessory building- 1, New SFD- 1, Excavation- 1
- Released permits for: Roof- 1, New commercial building- 1, Shed- 1, Sign- 1, A/C replacement- 1, Fence- 1, Renovation- 2, Addition- 1
- Received applications for: Business License- 5, Contractors License- 5, Long term rental license- 1
- Issued Certificate of occupancy- 3, PIA request- 1
- Issued door tags/corrective action letters for: Advertising signs- 1, Stop work order- 1, Exterior repair- 2, Inoperable vehicle- 1, Ice on sidewalks- 15, Junk- 2, Removed illegal advertising signs- 1, Reinspections- 1
- Completed multiple cyber trainings
- Researched and digitized easements
- Collected data points for Water Resources
- Working on design and build of an updated geodatabase for the Water Utility
- Completed ESRI training
- Assisted Electric Dept. with map needs
- DOT physical

#### **Police Department**

- 1/7: LEEMCC Training (Wor-Wic) – Sgt. Bragg
- 1/12-1/14: K9 Certification (K9 Dock) – Sgt. Collins
- 1/21: LEEMCC Training (Wor-Wic) – Sgt. Collins
- Tested five applicants for academy position 1/31
- Collisions – 9
- Arrest – 1

#### **Public Works**

- A routine playground equipment check found an issue with the newly installed tree-top climber in SDP. There is no safety hazard, and the issue will be fixed under warranty in the coming weeks.
- Christmas tree collection is now complete, with over 100 trees collected over two weeks and sent to local farms for animal consumption.
- Royal Plus has completed the mold mediation in the welcome center. PW will replace drywall in spots where it was removed in the coming weeks. We continue to prepare for the closing of Town Hall, making upgrades to the welcome center to account for its increased use in the near future.
- PW is preparing for a possible weather event this coming weekend. We will work with other departments to make sure roads and parking lots are clear should adverse conditions arise.
- Trash and recycling collection continues as normal.
- Daily trash collection in parks and weekly park maintenance continues as well.
- We are continuing to get the Welcome Center ready for the Town Hall move. Drywall is almost complete, then finish work and painting will follow.

- The snowstorm of 1/25 went smoothly, as PW and other departments worked together to clear town streets. We are prepared for any other storms that may hit in the near future.
- Trash and recycling collection continues as normal.
- Parks maintenance and maintenance of town streets continues weekly as well.

#### **Water Resources**

- Hands-on training for the new Vacuum Truck
- Installed new water and sewer on Branch St
- Replaced the chain in the disc filter
- Kyle started as our Plant Operator II
- Worked on VFD for the sludge pump
- Replaced water line on S Main St
- Replaced hydrants on S Main St & Buckingham Rd
- Worked on WWTP MDE Sewage Sludge Report
- Preparation for inclement weather
- Completed the Wastewater Capacity Management Report
- Responded to multiple frozen pipes and/or water leaks throughout Town
- Responded to multiple sewer blockages
- Responded to MDE regarding the WWTP spray irrigation permit
- Serviced equipment at the WWTP
- Worked on lift stations: Broad St, 346 East



Check Run Report  
will be posted when available.