



**MAYOR AND COUNCIL**  
**Meeting Agenda**  
**Worcester County Library – Berlin Branch**  
**13 Harrison Ave**  
**Monday, June 22, 2026**

**6:30 PM CALL TO ORDER, REGULAR SESSION – Worcester County Library – Berlin Branch, 2<sup>nd</sup> Floor**

- 1. 6:35 PM APPROVAL OF MINUTES:** Regular Session Minutes of 06.08.26 – Mayor Tyndall (*Strategic Plan: DS1*)
- 2. 6:40 PM PRESENTATION:** Girl Scout Troop Sensory Garden – Girl Scout Troop 365  
(*Strategic Plan: DS1, AS1*)
- 3. 6:50 PM PROCLAMATION:** Proclamation 2026-09: Tindley Day – Mayor Zack Tyndall  
(*Strategic Plan: DS1, AS1*)
- 4. 6:55 PM FINANCIAL HIGHLIGHTS –** Finance Director Natalie Saleh (*Strategic Plan: DS1-DS6*)
- 5. 7:10 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 2026-36: Girl Scout Troop 365 Sensory Garden at Stephen Decatur Park – Special Projects Administrator Kate Daub (*Strategic Plan: DS1, AS1*)
  - b) Motion 2026-37: Real Property Tax Abatement 9930 Deer Park Road – Town Attorney David Gaskill (*Strategic Plan: DS4*)
  - c) Motion 2026-38: Berlin Police Department Retention Payment – Chief Howard Drewer (*Strategic Plan: DS2*)
  - d) Motion 2026-39: FY27 Contracts – Town Administrator Mary Bohlen (*Strategic Plan: DS1-DS6*)
- 6. 7:30 PM REPORT(S):** Town Administrator’s Report, Departmental Reports (*Strategic Plan: DS1; DS4*)
- 7. 7:40 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.*
- 8. 7:45 PM COMMENTS FROM THE COUNCIL**
- 9. 8:15 PM COMMENTS FROM THE MAYOR’S OFFICE**
- 10. 8:20 PM COMMENTS FROM THE PRESS**
- 11. 8:30 PM ADJOURNMENT**

*To immediately follow the conclusion of Regular Session:*

**8:30 PM CLOSED SESSION – Worcester County Library – Berlin Branch, 2<sup>nd</sup> Floor**

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article §3-305(b):

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.





**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, June 8, 2026**

**6:00 PM      REGULAR SESSION – Worcester County Library – Berlin Branch**

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

**Absent:** Councilmember Jay Knerr

**Staff Present:** Town Administrator Mary Bohlen, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Finance Director Natalie Saleh, Acting Planning Director Ryan Hardesty, Director of Public Works Jimmy Charles, Director of Water Resources Jamey Latchum, Electric Utility Director Alan Parkinson, Chief of Police Howard Drewer, Captain 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 6:03 PM.

Note: the order of the first three items differed from the printed agenda.

1. Presentation: If I Were Mayor Winner: Jacques Hillion – Mayor Zack Tyndall (*Strategic Plan: DS1, AS1*)  
 Mayor Zack Tyndall announced that the Maryland Municipal League’s “If I Were Mayor” essay contest again included strong participation from Berlin students, with a local winner and additional runners-up from schools within Worcester County. He noted that the winner and runners-up would lead the Town’s Annual Christmas Parade in December. Mayor Tyndall introduced this year’s winner, Jacques Hillion, whose essay envisioned the Town 90 years into the future, and invited him to read it. Following the reading, Mayor Tyndall expressed his appreciation for Mr. Hillion’s vision.
2. Proclamation 2026-08: National Pollinator Week – Mayor Zack Tyndall (*Strategic Plan: DS1, AS1*)  
 Mayor Zack Tyndall proclaimed June 22 through 28, 2026, as National Pollinator Week in the Town of Berlin, recognizing the essential role of pollinators in supporting the food supply, maintaining healthy ecosystems, and enhancing the community’s environmental quality and economic opportunities. He also highlighted the Town’s ongoing stewardship of parks, greenways, and wildlife habitats, as well as its efforts to promote pollinator-friendly landscaping practices and encouraged residents to observe the week in partnership with Bee City USA.
3. Approval of Minutes (*Strategic Plan: DS1*):
  - a) Closed Session Minutes of 05.26.26
  - b) Regular Session Minutes of 05.26.26

On the motion of Councilmember Orris, second by Councilmember Nichols, the Closed Session Minutes of 05.26.26 and the Regular Session Minutes of 05.26.26 were approved by the following vote:

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

4. Public Hearing - FY27 Budget Introduction – Mayor Zack Tyndall (*Strategic Plan: DS1 – DS6*)

Mayor Tyndall thanked staff and Councilmembers for their work in developing a balanced budget. Finance Director Natalie Saleh noted that the recent \$55,000 increase from Worcester County had not yet been reflected, as it had just been approved. Mayor Tyndall recommended allocating the additional \$55,000 toward capital projects for future use. He then summarized the departmental budgets and major capital projects.

Councilmember Nichols asked for clarification regarding the inclusion of emergency preparedness radios in the FY27 budget, noting her preference that they not be included. Ms. Saleh explained that the radios were listed as a contingency item and were not an active line item in the FY27 budget and that the item indicated later on the agenda for approval was for FY26 funds.

Mayor Tyndall opened the Public Hearing at 6:21 PM. Seeing no public comment, he closed the Public Hearing at 6:22 PM.

Councilmember Orris stated that his comments were not intended as criticism and shared suggestions for consideration. He asked whether the \$10,500 associated with the emergency preparedness radios would remain in the budget if the radios were not purchased. Ms. Saleh clarified that the amount was identified in the budget description but was not tied to a specific line item, and any motion regarding the radios would not impact the FY27 budget. Mayor Tyndall explained that the funds were placed in contingency to allow flexibility at the end of FY27, depending on available balances. He noted that sufficient funding remained in the FY26 budget to purchase the radios immediately while maintaining the desired contingency level.

Councilmember Orris stated his goal was to strengthen contingency funds and maximize taxpayer value, particularly given current market volatility. Vice President Burrell asked about recommendations from the Town's auditors, PKS CPA. Mayor Tyndall advised that the recommended reserve level was approximately three months of operating costs, or 20% of revenue. He noted unassigned funds serve as a safeguard for emergencies and should not be depleted. Mayor Tyndall also cautioned against reallocating funds from the health insurance reserve due to anticipated increases in healthcare costs.

Ms. Saleh reviewed projected revenues, expenditures, and contingency levels, and advised that moving additional funds into contingency at this time would not be beneficial. She explained that, if necessary, the Town could evaluate assigned funds in response to future conditions. Councilmember Orris referenced the \$363,000 balance in the health insurance fund and suggested maintaining it for stability and rate evaluation purposes. Human Resources Director Kelsey Jensen noted annual healthcare costs of approximately \$1.15 million, with HRA expenses of \$400,000. Mayor Tyndall reiterated that he was not comfortable reallocating funds from the health insurance reserve given potential cost increases.

Councilmember Green stated that he did not believe the \$55,000 increase was intended for capital use and instead suggested applying it to operating expenses. He expressed support for reinstating the fireworks funding, which prompted discussion regarding FY26 and FY27 budget timelines and payment obligations. Mayor Tyndall expressed agreement with reinstating fireworks funding. Councilmember Green also advocated for restoring \$20,000 for sidewalk repairs. Town Administrator Mary Bohlen clarified that the funding supported sidewalk repairs, not new construction, and was intended as a cost-sharing program with property owners.

Vice President Burrell opposed reallocating funds from the health insurance reserve and reiterated concerns regarding the maintenance of drainage ditches and the burden placed on property owners, as well as the broader impact on stormwater management. Mayor Tyndall agreed with the concern but noted the Town currently lacked the equipment, trained personnel, and other resources necessary to perform such work, particularly on private property. Councilmember Nichols asked about the feasibility of contracting ditch maintenance to a third-party vendor. Brief discussion followed and it was noted that the Public Ditch Association (PDA) was not able to keep up with the areas under their purview.

Mayor Tyndall reviewed residential stormwater fee revenue, noting it totaled approximately \$162,000. He stated that if the Town assumed full responsibility for ditch maintenance, the fee would need to increase by at least 50% to cover costs. Councilmember Nichols indicated she did not believe property owners would support transferring responsibility to the Town. Director of Public Works Jimmy Charles advised that implementation would require a specialized full-time position at approximately \$80,000 annually, along with approximately \$200,000 in equipment. Ms. Bohlen added that operational challenges, including access and consistency of service, would make implementation complex.

Councilmember Orris revisited the previously removed \$100,000 allocation for code revisions, noting that portions of the Town Code were outdated. Discussion followed; however, no action was taken. Ms. Saleh noted that a dedicated revenue source would be required to establish a funding line. Councilmember Orris also expressed support for Vice President Burrell's concerns regarding ditch maintenance and stormwater management.

On the motion of Vice President Burrell to move forward with development of a ditch maintenance plan and operations program, seconded by Councilmember Orris. The motion was adopted by the following vote:

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

Mayor Tyndall asked for direction on implementation given the lack of identified funding. Councilmember Green suggested staff present a phased or incremental funding approach for consideration. Mayor Tyndall reiterated that projected costs would be substantial, including approximately \$80,000 for staffing, \$200,000 for equipment, and additional reporting costs estimated at \$180,000, and expressed concern regarding future Council support for such increases.

Mayor Tyndall summarized Councilmember Green's proposed amendments, including allocating \$11,900 for fireworks and \$20,000 for sidewalk repairs. Councilmember Nichols asked whether the \$1,500 for Public Works vehicle maintenance should also be restored, and Mayor Tyndall agreed. The remaining balance would be allocated to the capital reserve fund.

On the motion of Councilmember Green, second by Councilmember Nichols, Ordinance 2026-04: FY27 Budget Adoption, was adopted by the following vote:

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

Vice President Burrell commended Ms. Saleh for her clarity in presenting financial information and expressed appreciation for her dedication. Ms. Saleh acknowledged the collective effort of the Town team.

5. Items for Approval:

- a. Motion 2026-30: RFP 2026-05 West Street Lift Station –Director of Water Resources Jamey Latchum (*Strategic Plan: DS3, AS3*)

Director of Water Resources Jamey Latchum requested approval to move forward with issuing RFP 2026-05. He informed the Mayor and Council that street closures would be required for approximately two to three weeks, depending on weather conditions. He noted that equipment would be relocated so it was out of the roadway, improving both operations and

employee safety, and that the site would be secured with fencing. The project would include construction of a new pump station.

On the motion of Councilmember Orris, second by Councilmember Nichols, Motion 2026-30: RFP 2026-05 West Street Lift Station, was adopted by the following vote:

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

- b. Motion 2026-31: Fiddlers Convention Date Change & Jazz & Blues 2027 – Berlin Chamber of Commerce President David Fitzgerald (*Strategic Plan: DS1, AS1*)

Representing the Chamber of Commerce, Garrett Neville presented to the Mayor and Council regarding proposed date changes for the Fiddler’s Convention, including associated rain dates. He also noted that the Jazz & Blues event had been postponed in 2026 and requested approval to reschedule it for 2027. Economic and Community Development Director Ivy Wells recommended approval of the requested changes.

On the motion of Vice President Burrell, second by Councilmember Orris, Motion 2026-31: Fiddlers Convention Date Change & Jazz & Blues 2027, was adopted by the following vote:

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

- c. Motion 2026-32: Waive Taylor House Museum Sign Permit Fee – Special Projects Administrator Kate Daub (*Strategic Plan: DS1, AS1*)

Mayor Tyndall asked Special Projects Administrator Kate Daub if she had any additional comments outside of the Staff Report that was prepared and placed in the packet. Ms. Daub noted she did not.

On the motion of Councilmember Green, second by Councilmember Nichols, Motion 2026-32: Waive Taylor House Museum Sign Permit Fee, was adopted by the following vote:

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

- d. Motion 2026-33: United Energy Trading, LLC Annual Natural Gas Agreement – Town Administrator Mary Bohlen (*Strategic Plan: DS3*)

Town Administrator Mary Bohlen discussed the annual agreement and noted that, pursuant to recommendations from Booth & Associates, an 18-month contract term was advised. Councilmember Orris asked for clarification regarding the quoted rate increase from \$5.47 per Dth to \$5.53 per Dth. Administrative Assistant Laura Brown explained that United Energy was unable to hold rates for more than two business days due to market volatility, resulting in the rate change between the prior week and the current week. She noted that the Town would lock in the \$5.53 per Dth rate upon Council approval. Ms. Brown added that Booth & Associates supported the 18-month term as a means of mitigating the risk of ongoing market fluctuations.

On the motion of Councilmember Orris, second by Councilmember Green, Motion 2026-33: United Energy Trading, LLC Annual Natural Gas Agreement, was adopted by the following vote:

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

- e. Motion 2026-34: Approve Emergency Pump Repairs – Director of Water Resources Jamey Latchum (*Strategic Plan: DS3, AS3*)

Director of Water Resources Jamey Latchum discussed the emergency repairs that were necessary to maintain continued operation of the plant. Councilmember Orris asked for clarification that the costs would be funded through the FY26 budget, and Mr. Latchum confirmed that they would.

On the motion of Councilmember Green, second by Councilmember Orris, Motion 2026-34: Approve Emergency Pump Repairs, was adopted by the following vote:

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

- f. Motion 2026-35: Emergency Preparedness Radios – Mayor Tyndall (*Strategic Plan: DS2, AS4*)

Mayor Tyndall reviewed the quote and provided a breakdown of the costs associated with microphones, chargers, and radios. Councilmember Nichols stated she would prefer the need for additional radios be demonstrated prior to authorizing further purchases. Mayor Tyndall noted that the Town's existing radios were either inoperable or unable to maintain a reliable charge and emphasized their importance during emergency situations, particularly severe weather events.

Councilmember Nichols asked how many radios were currently operational. Mayor Tyndall clarified that while the radios were technically operational, they lacked sufficient battery life for dependable use. Councilmember Green inquired whether the Fire Department could communicate using the radios. Chief Howard Drewer stated that communication would need to occur on an unencrypted line and noted that the Fire Department preferred to keep its communication channels clear, as the Berlin Police Department frequently utilized those frequencies.

On the motion of Councilmember Green, second by Vice President Burrell, Motion 2026-35: Emergency Preparedness Radios, was adopted by the following vote:

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

g. Resolution 2026-06 Re-Designation Enterprise Zone – Economic & Community Development Director Ivy Wells (Strategic Plan: DS1, AS1)

Economic and Community Development Director Ivy Wells requested approval for the redesignation. She noted that, historically, applicants have utilized the program to obtain tax credits for property improvements and redevelopment efforts.

Councilmember Green clarified that the credit would be based on the new assessed value of the property. He also asked whether Heron Park was included within the designated area, and it was confirmed that it was.

On the motion of Councilmember Orris, second by Councilmember Green, Resolution 2026-06: Re-Designation Enterprise Zone, was adopted by the following vote:

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

6. Discussion: Commercial Trash Collection Downtown Berlin – Director of Public Works Jimmy Charles & Economic & Community Development Director Ivy Wells (Strategic Plan: DS3)

Director of Public Works Jimmy Charles explained that, following the Town’s transition away from dumpsters, staff was recommending discontinuing the collection of food waste. He noted that restaurants would be encouraged to work with private waste management providers so Public Works staff could focus on core operational responsibilities. He emphasized that the recommendation was not intended as a punitive measure, but rather as an operational adjustment in the best interest of the Town. Mayor Tyndall added that the containers currently utilized by the Town were not designed for food waste.

Councilmember Orris asked whether a plan was in place to address potential service issues if private vendors failed to meet collection needs. Town Administrator Mary Bohlen stated that such matters would be the responsibility of the individual businesses and their contracted vendors.

Councilmember Green revisited the discussion regarding how the Town could support businesses impacted by this change. Vice President Burrell noted that the Town would not discontinue services without first developing a plan, but acknowledged that current demand had exceeded Public Works’ capacity.

Marcos Lopez, representing 410 Social, spoke regarding the potential impacts, including significant cost increases associated with transitioning to private vendors. He noted that similar receptacles would still be used, but highlighted challenges including the distance to available dumpster locations, space constraints for placement, and concerns about visual impacts. He emphasized the importance

of recognizing the revenue contributions made by local restaurants and expressed interest in identifying a reasonable and collaborative solution.

Mayor Tyndall thanked Mr. Lopez for his input and noted that no final decision had been made. He expressed appreciation for the willingness of business owners to work collaboratively toward a solution. Mr. Lopez requested that the existing service remain in place while discussions continued.

Councilmember Nichols asked how many establishments were currently receiving this service and Mr. Charles stated seven. Mayor Tyndall encouraged Mr. Lopez and other affected business owners to provide feedback, develop potential solutions in coordination with Economic and Community Development Director Ivy Wells, and return to the Mayor and Council with recommendations at a future meeting in July.

## 7. Reports:

### a. PJM Quarterly Report – Electric Utility Director Alan Parkinson (*Strategic Plan: DS4, AS1*)

Electric Utility Director Alan Parkinson presented a report on the Town's electric utility performance for January through March 2026, the third quarter of Fiscal Year 2026. He reported total energy sales of 15,064,263 kWh during the quarter.

As a member of AMP, the Town incurred \$1,025,115 in costs for power supply. PJM Interconnection charges totaled \$365,256, with the Town receiving an ARR credit of \$78,494. The Town's power plant recorded \$69,767 in fuel, lube oil, and related expenses. Total power costs for the quarter were \$1,381,645, with an average cost per kWh sold of \$0.09172.

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

Town Administrator Mary Bohlen reminded the public that most Town offices would be closed on Friday, June 19, in observance of Juneteenth.

Chief of Police Howard Drewer discussed the Capital Red Speed Camera account and reported that two vehicles had been purchased at a cost of \$57,405 each. He noted that additional equipment, including markings, radios, and lighting, would cost \$23,270 per vehicle. Nineteen Dell computers had also been purchased as replacements. The remaining balance in the fund was \$19,355.20, with projected revenues from May and June expected to increase the total to approximately \$49,000. Chief Drewer stated that approximately \$43,000 of the fund would be utilized for the potential purchase of Axon cameras.

Councilmember Nichols asked how outdated computers were handled, and Captain Robert Fisher explained that hard drives were disabled prior to disposal.

Councilmember Orris asked Acting Planning Director Ryan Hardesty for clarification regarding stormwater-related research referenced in her weekly report. Ms. Hardesty explained that the research was in response to concerns from residents about areas potentially exceeding allowable thresholds prior to triggering formal stormwater review requirements.

Councilmember Nichols requested clarification on the structure of speed camera fines and associated tiers. Staff indicated that the October 2026 Ordinance outlining those state-mandated provisions would be provided.

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

Mary Hedlesky, Westminster Drive, expressed concern regarding the Mayor and Council's consideration of a ditch and stormwater initiative. She stated her belief that the Town was facing broader stormwater challenges beyond drainage ditch maintenance alone.

9. Comments from the Council

Vice President Burrell requested that the ditch maintenance documents prepared by GIS Analyst Meghan Pfaller be re-circulated.

Councilmember Nichols expressed appreciation for the vendors who participated in the Memorial Day event despite inclement weather, as well as those who attended in support. She clarified that the Town did not cancel the parade, noting the decision was made by another entity.

Councilmember Orris reminded the public that dogs were required to be leashed. He also requested clarification regarding why full meeting packets were not being distributed in certain instances. Town Administrator Mary Bohlen explained that developers had recently been targeted with fraudulent invoices, and the Town was taking steps to mitigate that risk. Special Projects Administrator Kate Daub added that information had been redacted from packets where appropriate. However, due to the volume and complexity of materials, it was not always feasible to eliminate all risk through redaction alone. It was also noted that full packets would be provided upon request.

Councilmember Orris noted concerns regarding clogged drains requiring attention and requested that furniture plans for Town Hall be revisited.

Councilmember Green discussed the property tax credit for public safety responders who have reached five years of service and asked Mayor Tyndall to provide clarification. Mayor Tyndall explained that the credit had historically been evaluated at the beginning of the year and noted that expanding eligibility to begin at one year of service had been previously discussed. Councilmember Nichols asked whether the credit would apply to all public safety personnel, and Mayor Tyndall stated that this would be his recommendation.

Vice President Burrell reported that the Multipurpose Building had been demolished with the assistance of grant funding and noted that construction of the new Community Center was anticipated to proceed in the future. Mayor Tyndall further discussed the deteriorated and irreparable condition of the former Multipurpose Building and expressed appreciation to staff involved in the project, including Mr. Charles, Mr. Latchum, Mayor's Executive Assistant Sara Gorfinkel, representatives from DBF, Ames, and others who contributed to the effort.

10. Comments from the Mayor's Office

Sara Gorfinkel reported that the Town had secured approximately \$1.4 million in earmark grant funding for the next phase of pre-construction activities to advance the Community Center project and position the Town to be shovel-ready. Councilmember Nichols requested that signage be installed at the site to communicate the project timeline and process to the public.

11. Comments from the Press – None.

12. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the meeting was adjourned at approximately 8:45 PM.

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

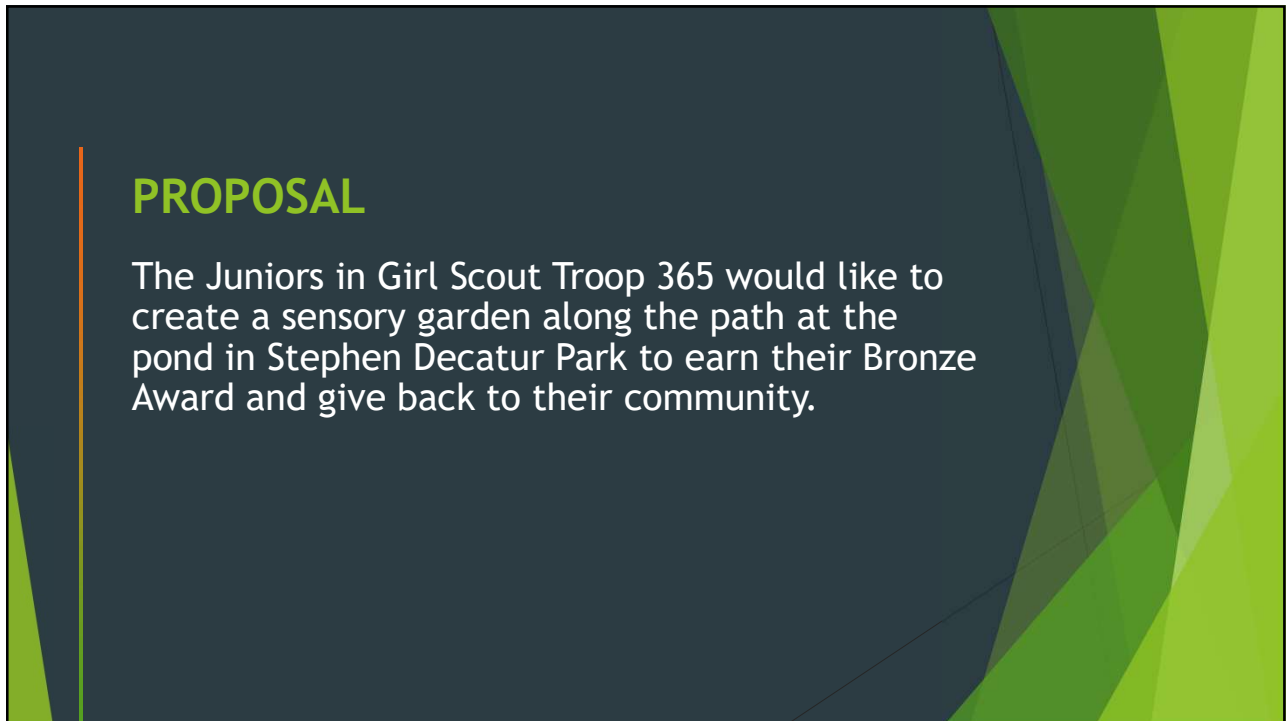
Respectfully submitted,



Laura Brown  
Administrative Assistant



1



2

## What is a Sensory Garden?

- ▶ A sensory garden is a natural space that promotes connection with nature through a person's senses. It aims to help people become calm and relaxed when they are upset or stressed.

3

## BENEFITS

- ▶ Sensory gardens:
  - ▶ Provide a place for people of all ages to find connection with nature through their senses.
  - ▶ Offer a stress reducing and calming environment.
  - ▶ Help individuals with sensory processing disorders, neurodivergence, and other mental and physical health limitations feel the therapeutic benefits of nature.

4

The garden will be set up as three stations along the path surrounding the pond, each focused on a separate sense (smell, touch, sound and sight).



5

## Garden Entrance

### ► Entrance:

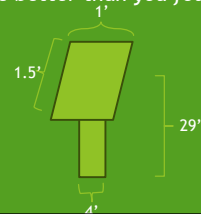
There will be a sign with a wooden base at the path entrance with an explanation and troop acknowledgement that will sit to the left of the existing pond entrance sign:

*Welcome to the*

***Berlin Sensory Garden***

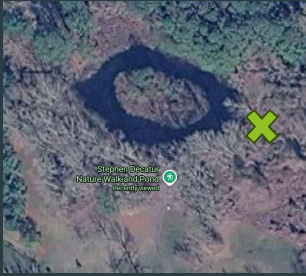

*by Girl Scout Troop 365 2026 Juniors*

*Walk along the path and connect with your senses of smell, touch, sound, and sight. Slow down, observe the nature around you, and always remember to leave this place better than you found it.*



6

## STATION 1: SMELL STATION



- ▶ The first station will include a pollinator garden that will consist of fragrant perennial plants that are native to the area with blooms that will extend from spring through the end of summer.
- ▶ The garden will be a wooden raised garden bed close to the path with dimensions 10' x 5' x 2'
- ▶ A sign will be attached to the garden bed with instructions for how people can explore their sense of smell.

Sign: 1.5'x1' sign

7

## STATION 1: SMELL STATION

▶ Fragrant native perennials will include:

<ul style="list-style-type: none"> <li>▶ Daffodils</li> </ul>		<ul style="list-style-type: none"> <li>▶ Homestead Purple Verbena</li> </ul>
<ul style="list-style-type: none"> <li>▶ Coral Bells</li> </ul>		<ul style="list-style-type: none"> <li>▶ Anise Hyssop</li> </ul>
<ul style="list-style-type: none"> <li>▶ Blue Moon Woodland Phlox</li> </ul>		<ul style="list-style-type: none"> <li>▶ Peacock White Garden Phlox</li> </ul>

8

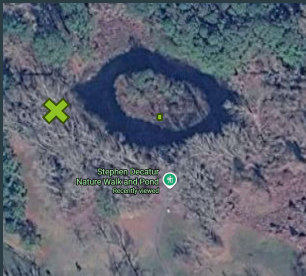

## STATION 2: TOUCH STATION




- ▶ The second station will encourage people to explore their sense of touch by finding natural objects of different textures and sorting them within each section.
- ▶ A mulch path, edged with landscape edging, will lead people to a wooden box structure from the existing pond path and will be ADA compliant. The box will have 6 square sections, and each will be labeled with a different texture name (smooth, rough, spiky, bumpy, soft, crunchy)
- ▶ A sign will be included near the mulch path with instructions for how people can explore their sense of touch.
- ▶ Dimensions:
  - ▶ Box: 44" x 30"
  - ▶ Sign:
    - Base: 4"x4" wood
    - Sign: 1.5'x1' sign

9

## STATION 3: SIGHT & SOUND STATION

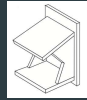
- ▶ The final station will encourage individuals to sit on the bench and look at the space around them to connect with nature and their sense of sight (Look up at the blue sky, look down at the fallen leaves, look at the ripples in the water, etc.)
- ▶ They will also be encouraged to connect with sounds in nature and their sense of sound by listening to the sounds of the birds, the water, the wind.
- ▶ A sign will be included near the mulch path with instructions for ways people can explore their sense of touch.
  - ▶ Sign:
    - ▶ Base: 4"x4" wood
    - ▶ Sign: 1.5'x1' sign
    - ▶ Height: 4'

10

## STATION 3: SIGHT & SOUND STATION

▶ We would like to add Bird Houses, an Interactive Rain Stick, a Bat House and an Imaginative Nature Based Play Space:

▶ Bird Houses: We will select bird house plans to build 3 - 4 bird houses that are best for the local birds and hang them on the surrounding trees.



Robins



Chickadees



Tufted Titmouse

(among others)

▶ Interactive Rain Stick:

▶ People will be able to fill a capped pvc pipe with natural objects found on the ground to see how they sound traveling through the pipe. This will be connected to a 4x4 wood post.

▶ Imaginative Play Space:

- ▶ Children will be encouraged to build animal and fairy houses among the trees with the natural objects around them (sticks, fallen tree bark, leaves, stones, etc.) Troop 365 will create a toad house and fairy house set up to inspire imaginative play.

11

Questions?

Thank you for your consideration!

*The Girl Scout Troop 365 Juniors:  
Alana, Anara, Ava, Erin, Eva, Harper,  
Lennex, Lillian, and Mckenzie*

12



FY 2026 Financial Highlights  
will be posted when available.



**MOTION OF THE MAYOR AND COUNCIL 2026-36**

A motion by the Mayor and Council of the Town of Berlin APPROVING THE SENSORY GARDEN AT THE STEPHEN DECATUR PARK NATURE POND, as proposed by Girl Scout Troop 365.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
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 2026-37**

A motion of the Mayor and Council of the Town of Berlin APPROVING THE ATTACHED AGREEMENT TO PROVIDE REAL PROPERTY TAX ABATEMENT TO THE PROPERTY LOCATED AT 9930 DEER PARK ROAD, BERLIN, MD 21811; PROPERTY TAX ID 03008746.

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>					

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

\_\_\_\_\_  
Dean Burrell, Sr. Vice President of the Council

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

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

TAXATION ABATEMENT AGREEMENT

This Taxation Abatement Agreement is entered into this \_\_\_\_ day of June 2026, by and between the Mayor and Council of the Town of Berlin, Maryland, hereinafter Taxing Authority, and Michael J. Cluster, Kathy R. Cluster, and Michael Cori Cluster, hereinafter, Taxpayers.

WHEREAS, Taxpayers are the fee simple owners of 9930 Deer Park Road, Property Tax Identification Number 03-008746, located within the Town of Berlin; and

WHEREAS, Taxpayers are subject to the Taxing Authority of the Mayor and Council to pay real property tax on the value of the real property that Taxpayers own within the jurisdiction of the Taxing Authority; and

WHEREAS, the Taxing Authority does not currently provide Town services to the real property owned by Taxpayer, which include Town water, sewer, and trash pickup; and

WHEREAS, the parties hereto wish to enter into this Agreement in the interest of fairness.

NOW THEREFORE, the parties hereto agree as follows:

1. The Taxing Authority shall abate the collection of all real property taxes from Taxpayers until Town services (water, sewer, and trash pickup) are provided to the real property owned by Taxpayers at 9930 Deer Park Road, Tax ID Number 03-008746.
  
2. The parties agree that when the Taxing Authority makes Town services available to Taxpayers real property located at 9930 Deer Park Road, Taxpayer shall be required to accept Town services and shall pay the costs of connecting to said services.

\_\_\_\_\_  
Zackery Tyndall, Mayor and  
President of Council

\_\_\_\_\_  
Michael J. Cluster, Property Owner

\_\_\_\_\_  
Kathy R. Cluster, Property Owner

\_\_\_\_\_  
Michael Cori Cluster, Property Owner

Real Property Data Search ( )  
 Search Result for WORCESTER COUNTY

Search Land Records

No Ground Rent Redemption on File

No Ground Rent Registration on File

Special Tax Recapture: None

Account Number: District - 03 Account Identifier - 008746

Owner Information

Owner Name: CLUSTER MICHAEL J Use: RESIDENTIAL  
 CLUSTER KATHY R ETAL Principal Residence: YES  
 Mailing Address: 26 TAIL OF THE FOX DR Deed Reference: /08693/ 00386  
 BERLIN MD 21811-0000

Location & Structure Information

Premises Address: 9930 DEER PARK RD Legal Description: 8.708 ACS  
 BERLIN 21811-0000 DEER PARK RD MIN SUB  
 BRUCE & CHERYL CLARK

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	Plat Ref:
0020	0020	0142	3040044.24	0000				2025	141001	134/ 28

Town: BERLIN

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
2025	1,719 SF		8.7000 AC	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
2	NO	STANDARD UNIT	SIDING/	4	2 full		

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2025	07/01/2025	07/01/2026
Land:	91,500	91,500		
Improvements	253,400	324,500		
Total:	344,900	416,000	379,400	392,300
Preferential Land:	0	0		

Transfer Information

Seller: CLUSTER MICHAEL J & Type: NON-ARMS LENGTH OTHER	Date: 01/10/2024 Deed1: /08693/ 00386	Price: \$0 Deed2:
Seller: SLAYSMAN JULIA C Type: ARMS LENGTH VACANT	Date: 03/29/2016 Deed1: /06738/ 00336	Price: \$85,000 Deed2:
Seller: TYLER W KENNETH & BARBARA M Type: ARMS LENGTH VACANT	Date: 10/31/2001 Deed1: SVH /03161/ 00056	Price: \$65,000 Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00 0.00	0.00 0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: Approved 11/04/2025

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application Date:





**MOTION OF THE MAYOR AND COUNCIL 2026-38**

A motion by the Mayor and Council of the Town of Berlin APPROVING THE RETENTION AND RECRUITMENT INCENTIVE PROGRAM UTILIZING AVAILABLE FY 2026 SALARY SURPLUS.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
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

June 2, 2026

**TO:** Mayor and Council

**FROM:** Howard Drewer, Chief of Police

**MEETING DATE:** June 22, 2026

**SUBJECT:** One-Time Retention and Recruitment Incentive Program

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### SUMMARY:

The Berlin Police Department is requesting authorization to utilize \$100,000 of the approximately \$118,000 in salary surplus remaining within the FY 2026 Salaries Account after all projected payroll obligations have been satisfied through the end of the fiscal year. These funds are available primarily as a result of police officer vacancies throughout FY 2026 and would not require additional funding or a budget amendment.

The Department is currently operating with four (4) vacant police officer positions. While these vacancies have generated salary savings, they have also increased workload demands on existing personnel and created recruitment and retention challenges.

The law enforcement employment market within the region has become increasingly competitive. Multiple surrounding agencies have recently increased their starting salaries to \$70,000 or more annually. Following the Town's approved 5% salary adjustment, Berlin Police Department's entry-level officer salary is approximately \$64,600 annually, which remains approximately \$6,000 to \$7,000 below many comparable agencies in the region.

The Department recognizes compensation as one of the most significant factors affecting recruitment and retention in the current job market. The proposed initiative is intended to help stabilize staffing levels by retaining current employees while also supporting recruitment efforts for qualified candidates already progressing through the hiring process. This would allow the Town to evaluate salaries during the FY28 budget process, while providing immediate support to maintain and strengthen staffing levels.

To support this initiative, the Town Attorney has prepared a retention agreement requiring participating employees to remain employed with the Berlin Police Department through July 1, 2027. Employees who voluntarily separate from employment before that date would be subject to repayment provisions outlined in the agreement. The retention bonus program would apply only to the nine current non-exempt employees and would not include individuals hired after July 1, 2026.

In addition, the Department requests authorization to allocate \$10,000 from the projected salary surplus for recruitment incentives for two Maryland-certified police officer candidates currently undergoing background investigations and anticipated to begin employment during the week of July 1, 2026. The Department recommends a one-time incentive payment of \$5,000 per candidate upon successful appointment, structured similarly to the retention incentive offered to current sworn personnel. Authorizing these incentives will support the timely filling of critical vacancies and strengthen staffing levels in an increasingly competitive law enforcement hiring environment.

### **OPTIONS FOR CONSIDERATION:**

#### **Option 1:**

Direct staff to develop a comprehensive compensation adjustment plan that increases the Berlin Police Department's entry-level officer salary to \$70,000 annually while also addressing salary compression and equitable compensation adjustments for all existing sworn personnel in the upcoming FY27 budget. Such a plan would be presented to the Mayor and Council for consideration through a future budget amendment.

#### **Option 2:**

Decline the retention and recruitment incentive proposal and allow the remaining salary savings to revert to the General Fund at the conclusion of FY 2026 with the expectation of continued recruitment and retention challenges within the department.

### **STAFF RECOMMENDATION:**

Staff recommends approval of the retention and recruitment incentive program utilizing available FY 2026 salary surplus.

The Berlin Police Department recognizes that long-term recruitment and retention challenges are best addressed through a comprehensive compensation strategy that remains competitive with surrounding law enforcement agencies. This evaluation would occur during the FY28 budget process. However, the Department currently faces immediate staffing and retention concerns that warrant short-term action.

The proposed program provides a fiscally responsible solution utilizing existing budgeted funds generated through personnel vacancies. No additional appropriations are required, and the proposal allows the Town to reinvest salary surplus into retaining current employees and supporting the recruitment of qualified candidates already in the hiring process.

The retention agreement protects the Town's investment by requiring participating employees to remain employed through July 1, 2027, promoting staffing stability and operational continuity. Staff believes this approach balances fiscal responsibility with the immediate need to retain experienced personnel, fill existing vacancies, and maintain effective public safety services.



**Berlin Police Department**

129 DECATUR STREET  
BERLIN, MARYLAND 21811

April 20, 2026

To: Chief Drewer

Via: Official Channels

From: Captain Fisher

Subj: FY 26 balances

The following information provided is based on 23 pays, and any projections are based on averages (rounded up) multiplied by three for the remaining pays in FY 26.

01-5200-4002 Salaries	Current:	\$1,095,000
	Projected:	\$132,000
	Expense:	\$1,227,000
	Balance:	\$129,700

01-5200-4003 Part-Time	Current:	\$31,442
	Projected:	\$5,100
	Expense:	\$36,600
	Balance:	-\$15,000

01-5200-4004 Overtime	Current:	\$135,109
	Projected:	\$15,000
	Expense:	\$150,110
	Balance:	\$3,390

Overall balance remaining:		\$118,000
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## MOTION OF THE MAYOR AND COUNCIL 2026-39

A Motion of the Mayor and Council of the Town of Berlin authorizing annual contracts for the following vendors and services as budgeted for Fiscal Year 2027:

- AXON BODY CAM CONTRACT – For Police Department: \$42,550
- BOOTH AND ASSOCIATES, LLC –
  - Electric Utility Consultant: Not to exceed \$110,000
  - Rate Case Study: \$57,100
- BERLIN FIRE COMPANY – Fire Services: \$219,350
- BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES –
  - Emergency Medical Services Operating Expenses: \$499,000
  - Emergency Medical Services Capital Expenses: \$15,000 (year 3 of 3)
- DAVIS, BOWEN & FRIEDEL, INC. –
  - On-Call Engineering Consultant: Not to exceed \$100,000
  - Planning Consultant: \$30,000
- EA ENGINEERING SCIENCE AND TECHNOLOGY, INC. PBC –
  - General Stormwater Consulting: Not to exceed \$100,000
  - MDE-Mandated PFAS Compliance: \$75,300
- INTEGRIS – Information Technology Consultant/Contractor: \$121,624
  - Annual Service Agreements: \$83,224
    - Managed Network: \$10,860
    - Cards Complete & Microsoft 365: \$72,364
  - Cybersecurity – Integer ONE Security: \$38,400
- INTEGRIS (Police Department) – Information Technology Consultant/Contractor: \$29,160
- EKM Law, PLLC – Legal Services for Planning Department - \$50,000
- JARMON’S CLEANING SERVICES – Cleaning Services for Police Department: \$11,000
- MD DE RAILROAD – Annual Lease Agreements Approx: \$20,000
- PHYLLIS KIMMEL LAW OFFICE – Legal Electric Services: \$15,000
- PKS INVESTMENT ADVISORS LLC – Annual Independent Financial Audit AND SINGLE AUDIT: \$60,000
- SKYSHOOTER DISPLAYS – Fireworks: \$11,400
- SOUTHERN CORROSION, INC. – Annual Water Tower Maintenance: \$44,500
- TYLER TECHNOLOGIES – Annual Support \$95,000 (includes on-line services fees)
- UNIFORM CLEANING SERVICES – For Public Works & Water Resources: \$50,000
- WORCESTER YOUTH AND FAMILY – Berlin Youth Program: \$40,000

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

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

\_\_\_\_\_  
Dean Burrell, Sr. Vice President of the Council

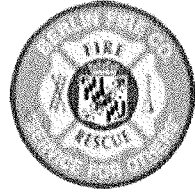
Approved this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin.

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

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



**Berlin Fire Company, Inc.**  
**Berlin Fire Company Emergency Medical Services, Inc**  
214 North Main Street  
Berlin, Maryland 21811-1004  
410-641-1977 • 410-641-2494 FAX  
[www.berlinfire.com](http://www.berlinfire.com)



### Summary of Changes to Contracts

1. All instances of specific dates have been removed and statement "of each year" inserted.  
Example: December 31, 2026 changed to December 31 of each year.
2. Removed specific annual budget amounts and moved to financial agreement.
3. Inserted "This agreement shall remain in effect unless notification is made of termination providing no less than sixty days' notice. Any proposed amendments shall be submitted in writing between January 1 and January 31 of each year. Correspondence to the Mayor and Council and BFC President and BFC Board of Directors Chairperson."

*Town copy*

**AGREEMENT FOR FIRE AND RESCUE SERVICES  
BETWEEN THE TOWN OF BERLIN, MARYLAND AND  
BERLIN FIRE COMPANY, INC.**

THIS AGREEMENT is made this 22nd day of June, 2026, by and between the Mayor and Council for the Town of Berlin, Maryland, a Maryland Municipal Corporation, and the Berlin Fire Company, Incorporated (BFC), a Maryland non-stock corporation with non-profit IRS501(c)(3) status.

WHEREAS the BFC has provided fire suppression and rescue services to citizens and property located within the Town limits of the Town of Berlin since 1910; and

WHEREAS the Town of Berlin has provided taxpayer funding on a yearly basis to assist the BFC in the provision of those services and

WHEREAS the Mayor and Council of the Town of Berlin and Berlin Fire Company desire to formalize their contractual relationship with the BFC to provide Berlin taxpayer funding to BFC to provide their fire and rescue services within the corporate limits of the Town of Berlin.

NOW THEREFORE, the parties hereto agree as follows:

BFC provides fire and rescue services to all properties and citizens located within the Town limits of the Town of Berlin based upon available funds and personnel.

**SECTION I ORGANIZATIONAL TERMS AND COMMITMENTS**

1. BFC will meet in a public work session semi-annually on the fifth Mondays in September and March each year (if there is no fifth Monday, the meeting shall be the third Monday) with the Mayor and Council of Berlin to assist the Town in adopting a funding formula for fire and rescue operations and capital apparatus replacement and other topics to share information regarding the fire and rescue operations and financial needs. If either party has an emergency situation arise, in which they are requesting a postponement of the work session, immediate correspondence shall be sent to both parties stating the reason for the postponement and shall include two alternative dates and times that shall be not greater than thirty calendar days from the original work session date.
2. BFC shall adhere to a fiscal year from July 1 to June 30 and shall provide an accountant compiled financial report which will include nine copies of a final compilation of financials to include final fiscal year end profit and loss statements and balance sheets to the Mayor and Council by September 30 of each year.

3. The Town shall notify the fire company of all new building and development activities at time of application or submission of plans and prior to Planning Commission or Council approval and BFC shall provide an operational and financial impact report on said development activities.
4. BFC will provide a six-month presentation that will include a fire and rescue operational summary and financial highlight overview that will include budget highlights / variances at the fourth Monday, Mayor and Council meetings in January and July, and attend and present its annual budget request at the general fund budget work sessions during the contract period. The Mayor and Council shall be provided nine copies, at least seven days in advance, of a quarterly profit and loss statement and balance sheet printed from the financial software to serve as a six-month "financial snapshot". The fire company shall continue to report operating and capital expenses and fund balances separately.
5. BFC shall update the five (5) year financial plan to include capital expenditures and provide said plan to the Mayor and Council by December 31 of each year.
6. BFC officers and members shall ensure that it does not discriminate against any person on the basis of race, sex, religion, sexual orientation, national origin, age or color and follow all applicable federal and state employment laws.
7. Berlin Fire Company will make every effort to respond to a minimum of 85% of initial fire and rescue calls within the town limits within six-minute county "response check" dispatch procedure.

## **SECTION II DISBURSEMENT OF FUNDS - FINANCIAL TERMS**

1. The Mayor and Council agrees to disburse the approved budgeted annual payment for operating and capital by July 10 of each year.
2. In the event of a breach of the terms of this Agreement, the Mayor and Council reserves the right to request a proportionate refund of the fiscal year funding payment and BFC reserves the right to suspend fire and rescue services.

3. The Town shall indicate in their public records, verbal and written statements, budget records and financial systems the separation of funds allocated between the two corporations (BFC and BFCEMS) and designate these funds for fire and rescue services. No combined amounts of the two corporations shall be reported. The Town shall fund each service fire/rescue, and emergency medical services independently and shall anticipate an annual increase in operational costs for each.

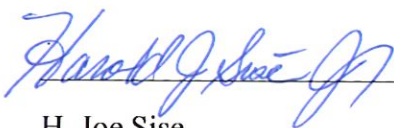
**SECTION III GENERAL TERMS**

1. The parties hereto acknowledge that the terms and conditions of this Agreement are necessary for transparency and accountability to the citizens and taxpayers of the Town of Berlin, and that the goal of this Agreement is to provide funding for fire and rescue services and for Berlin Fire Company to provide said services.
2. This agreement shall remain in effect unless notification is made of termination providing no less than sixty days' notice. Any proposed amendments shall be submitted in writing between January 1 and January 31 of each year. Correspondence to the Mayor and Council and BFC President and BFC Board of Directors Chairperson.
3. The parties hereto agree that each shall make best efforts to communicate with the other to have a productive relationship.

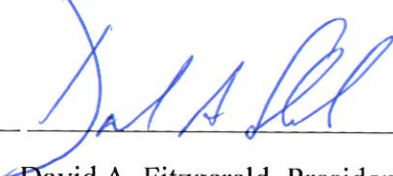
WHEREFORE, WITNESS THE HAND AND SEAL OF THE PARTIES HERETO:

\_\_\_\_\_(SEAL)  
 WITNESS Zackery Tyndall, Mayor

Town of Berlin



H. Joe Sise  
 Board of Directors Chairperson



David A. Fitzgerald, President  
 Berlin Fire Company, Inc.

(SEAL)

Tan copy

**ANNUAL FISCAL YEAR FINANACIAL AGREEMENT  
FOR FIRE AND RESCUE SERVICES  
BETWEEN THE TOWN OF BERLIN, MARYLAND AND  
BERLIN FIRE COMPANY, INC.**

THIS AGREEMENT is made this 22nd day of June, 2026, by and between the Mayor and Council for the Town of Berlin, Maryland, a Maryland Municipal Corporation, and the Berlin Fire Company, Incorporated (BFC), a Maryland non-stock corporation with non-profit IRS501(c)(3) status.

WHEREAS the Town of Berlin and Berlin Fire Company have an operational contract for Town of Berlin providing funding and Berlin Fire Company providing fire and rescue services.

1. The Mayor and Council allocated and approved \$219,350 in their FY26-27 budget for operating expenses
2. The Mayor and Council has not allocated any capital funds in their FY26-27 budget.

WHEREFORE, WITNESS THE HAND AND SEAL OF THE PARTIES HERETO:

\_\_\_\_\_ (SEAL)

WITNESS Zackery Tyndall, Mayor  
Town of Berlin

 \_\_\_\_\_  (SEAL)

H. Joe Sise David A. Fitzgerald, President  
Board of Directors Chairperson Berlin Fire Company, Inc.

Tan copy

**ANNUAL FISCAL YEAR FINANACIAL AGREEMENT  
FOR FIRE AND RESCUE SERVICES  
BETWEEN THE TOWN OF BERLIN, MARYLAND AND  
BERLIN FIRE COMPANY, INC.**

THIS AGREEMENT is made this 22nd day of June, 2026, by and between the Mayor and Council for the Town of Berlin, Maryland, a Maryland Municipal Corporation, and the Berlin Fire Company, Incorporated (BFC), a Maryland non-stock corporation with non-profit IRS501(c)(3) status.

WHEREAS the Town of Berlin and Berlin Fire Company have an operational contract for Town of Berlin providing funding and Berlin Fire Company providing fire and rescue services.

1. The Mayor and Council allocated and approved \$219,350 in their FY26-27 budget for operating expenses
2. The Mayor and Council has not allocated any capital funds in their FY26-27 budget.

WHEREFORE, WITNESS THE HAND AND SEAL OF THE PARTIES HERETO:

\_\_\_\_\_ (SEAL)

WITNESS Zackery Tyndall, Mayor  
Town of Berlin

 \_\_\_\_\_  (SEAL)

H. Joe Sise David A. Fitzgerald, President  
Board of Directors Chairperson Berlin Fire Company, Inc.

Town copy

**AGREEMENT FOR EMERGENCY MEDICAL SERVICES BETWEEN THE  
TOWN OF BERLIN, MARYLAND AND  
BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES, INC.**

THIS AGREEMENT is made this 22<sup>nd</sup> day of June, 2026, by and between the Mayor and Council for the Town of Berlin, Maryland, a Maryland Municipal Corporation, and the Berlin Fire Company Emergency Medical Services, Inc. (BFCEMS), a Maryland non-stock corporation with non-profit IRS 501(c)(3) status.

WHEREAS the Berlin Fire Company (BFC) has provided emergency medical services (EMS) to citizens and properties located within the Town limits of the Town of Berlin since approximately 1965; and

WHEREAS the Town of Berlin has provided taxpayer funding on a yearly basis to assist the BFCEMS in the provision of those services; and

WHEREAS the Mayor and Council of the Town of Berlin and Berlin Fire Company Emergency Medical Services desires to formalize their contractual relationship to provide funding to BFCEMS to provide their EMS services within the corporate limits of the Town of Berlin;

NOW THEREFORE, the parties agree as follows:

BFCEMS provides emergency medical services to all properties and citizens located within the Town limits of the Town of Berlin based upon available funds and personnel.

**SECTION I ORGANIZATIONAL TERMS AND COMMITMENTS**

1. BFCEMS will be utilized for all aspects of providing emergency medical services and fire, rescue, and other support as necessary to the Berlin Fire Company. This corporation shall be used for all EMS financial accounting including employees and ambulances.
2. BFCEMS will meet in a public work session semi-annually on the fifth Mondays in September and March each year (if there is no fifth Monday, the meeting shall be on the third Monday) with the Mayor and Council of Berlin adopting a funding formula for EMS operations and capital ambulance replacement to include funds to re-establish an EMS contingency fund and other topics to share information regarding the EMS operations and financial needs. If either party has an emergency situation arise, in which they are requesting a postponement of the work session, immediate correspondence shall be sent to both parties stating the reason for the postponement and shall include two alternative dates and times that shall be not greater

than thirty calendar days from the original work session date.

3. BFCEMS shall adhere to a fiscal year from July 1, to June 30 and shall provide nine printed copies an accountant compiled financial report which will include a final compilation of financials to include final fiscal year and profit and loss statements and balance sheets to the Mayor and Council by September 30 of each year.
4. The Town shall notify the emergency medical services corporation of all new building and development activities at time of application or submission of plans and prior to Planning Commission or Council approval and BFCEMS to shall provide an operational and financial impact report on said development activities.
5. BFCEMS will provide a six-month presentation that will include an emergency Medical services operational summary and financial highlight overview that will include budget highlights / variances at the fourth Monday, Mayor and Council meetings in January and July of each year, and attend and present its annual budget request at the general budget work sessions during the contract periods. The Mayor and Council shall be provided nine copies, at least seven days in advance, of a quarterly profit and loss statement and balance sheet printed from the financial software to serve as a six-month "financial snapshot." A statement of the total number of emergency response calls to Berlin Nursing Home, Gull Creek Retirement Center, and Atlantic General Hospital facilities within the Town limits and the number of shifts and days where four personnel were not on duty shall also be provided every six months. BFCEMS will continue reporting operating and capital expenses and fund balances separately.
6. Career staffing will be two paramedics and two emergency medical technicians 24 hours per day as personnel and funding are available. Employees will also be cross-trained in fire and rescue services. BFCEMS shall schedule and station one advanced life support capable career EMS crew, together with a minimum of one ambulance at BFC headquarters located at 214 North Main Street, Berlin, Maryland to ensure that adequate and prompt response personnel and equipment is available for an in-town emergency medical services call.
7. BFCEMS will make every effort to respond to a minimum of 90% of initial emergency medical services calls within the Town limits within 60 seconds based on the portion of the town funding provided for on-duty career staffing.

## **SECTION II DISBURSEMENT OF FUNDING - FINANCIAL TERMS**

1. The Mayor and Council agrees to disburse the approved budget annual payment of for operating and capital by July 10 each year.
2. BFCEMS shall evaluate its EMS fee structure on an annual basis (January) and adjust the fees as allowed by insurance standards.
3. BFCEMS shall update the five (5) year financial plan of capital expenditures and provide said plan to the Mayor and Council by December 31 of each year.
4. BFCEMS officers and members shall ensure that it does not discriminate against any person on the basis of race, sex, religion, sexual orientation, or national origin and follow all applicable federal and state employment laws.
5. In the event of a breach of the terms of this Agreement, the Mayor and Council reserve the right to request a proportionate refund of funding payment and BFCEMS reserves the right to suspend EMS services within the Town limits.
7. The Town shall indicate in their public records, verbal and written statements, budget records, and financial systems the separation of funds allocated between the two corporations (BFC and BFCEMS) and designate these funds for emergency medical services. No combined amounts of the two corporations shall be stated. The Town shall fund each service fire/rescue and emergency medical services independently and shall anticipate an annual increase in operational costs for each.

## **SECTION III GENERAL TERMS**

1. The parties acknowledge that the terms and conditions of this Agreement are necessary for transparency and accountability to the citizens and taxpayers of the Town of Berlin, and this agreement provides funding for emergency medical services and for Berlin Fire Company Emergency Medical Services to provide said services.
2. This agreement shall remain in effect unless notification is made of termination providing no less than sixty days' notice. Any proposed amendments shall be submitted in writing between January 1 and January 31 of each year. Correspondence to the Mayor and Council and BFCEMS President and BFCEMS Board of Directors Chairperson.

3. The parties hereto agree that each shall make best efforts to communicate with the other in order to have a productive relationship.

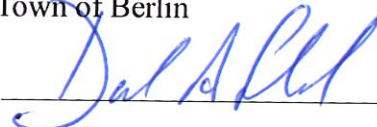
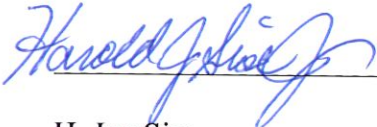
WHEREFORE, WITNESS THE HAND AND SEAL OF THE PARTIES HERETO:

\_\_\_\_\_ (SEAL)

WITNESS

Zackery Tyndall, Mayor

Town of Berlin



\_\_\_\_\_ (SEAL)

H. Joe Sise

David A. Fitzgerald, President

Board of Directors Chairperson

Berlin Fire Company

Emergency Medical Services, Incorporated

*Tom Cozy*

**ANNUAL FISCAL YEAR FINANACIAL AGREEMENT  
FOR EMERGENCY MEDICAL SERVICES  
BETWEEN THE TOWN OF BERLIN, MARYLAND AND  
BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES, INC.**

THIS AGREEMENT is made this 22nd day of June, 2026, by and between the Mayor and Council for the Town of Berlin, Maryland, a Maryland Municipal Corporation, and the Berlin Fire Company, Emergency Medical Services, Incorporated (BFCEMS), a Maryland non-stock corporation with non-profit IRS501(c)(3) status.

WHEREAS the Town of Berlin and Berlin Fire Company Emergency Medical Services have an operational contract for Town of Berlin providing funding and Berlin Fire Company Emergency Medical Services for providing emergency medical services.

1. The Mayor and Council allocated and approved \$499,000 in their FY26-27 budget for operating expenses
2. The Mayor and Council allocated and approved \$15,000 in their FY26-27 budget for capital expenses. This is the last year of a three-year commitment from Local Developmental Council (casino) funding FY26-27 budget.

WHEREFORE, WITNESS THE HAND AND SEAL OF THE PARTIES HERETO:

\_\_\_\_\_ (SEAL)

WITNESS Zackery Tyndall, Mayor  
Town of Berlin

*H. Joe Sise* \_\_\_\_\_ *David A. Fitzgerald* (SEAL)

H. Joe Sise David A. Fitzgerald, President  
Board of Directors Chairperson Berlin Fire Company, Inc.

*Town copy*

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WITNESS Zackery Tyndall, Mayor

Town of Berlin

*H. Joe Sise* \_\_\_\_\_ *David A. Fitzgerald* (SEAL)

H. Joe Sise David A. Fitzgerald, President

Board of Directors Chairperson Berlin Fire Company, Inc.



## June 22, 2026 Weekly Report

### Departments This Week:

#### Economic and Community Development

- Completed the final report for the Worcester County Arts Council grant supporting live music at the Berlin Farmers Market during May and June.
- Secured an additional Worcester County Arts Council grant to continue live music at the Berlin Farmers Market from July through October. Thank you to the Worcester County Arts Council for their continued support of the arts in our community.
- Added two new farmers to The Berlin Farmers Market
- Bike World to provide transportation between outlying parking lots during busy downtown events. They will also begin offering Historic Home Tours in Berlin later this summer.
- Working with the new breakfast and lunch restaurant, Breakfast at Tiffany's, with a targeted opening later this summer.
- Invited by the Maryland Department of Housing and Community Development (DHCD), Maryland Main Street, and the Maryland Economic Development Association (MEDA) to speak to aspiring Maryland Main Street communities.
- Held the quarterly Main Street Arts & Entertainment District Advisory Board meeting to review grant funding, expenditures, and upcoming initiatives.
- Met with a rep from the Berlin Chamber of Commerce to coordinate upcoming events.
- Attended grant training for the new DHCD Façade Improvement Grant program.
- Operation Summer Stars being hidden throughout downtown all summer long. Stars are donated to us by Jeffrey Auxer Designs.
- Attended the Beach to Bay Heritage Area Board meeting.
- Continuing updates to the Berlin Main Street website.
- Oaked at The Globe has officially closed.
- The fire truck parade on Saturday logistics:
  - Free shuttle from Berlin Intermediate School
  - Parade route runs from the Berlin Welcome Center to the Taylor House Museum
  - Touch a Truck is 10am-1pm – Sterling Tavern Lot
  - Parade begins at 2pm

#### Electric

- Trenched in secondary service on Burley St
- Pulled in secondary wire on North Main St
- Trimmed trees on Buckingham Ln
- Installed concrete pads under three existing pad mount transformers
- Helped with the Bathtub races
- Cut grass
- Installed banner
- Generation maintenance
- Generate for peak shaving
- Grease bearings at the powerplant
- Filled fuel tanks at the power plant

- Rerouted two underground primary wires due to upcoming Comfort Station construction at Stephen Decatur Park

#### **Finance Director**

- FY 2027 Budget Adoption.
- FY 2027 revenue projections.
- FY 2026 half-year performance. Preparation of financial highlights.
- FY 2026-2027 capital projects, water resources, and lead replacement projects.
- FY 2027 funding allocations for capital projects.
- Tyler credit card processing discussions, fees reallocation.
- Grants, water loans, public works bond, MWIFA loans.
- Bank accounts review, positive pay submissions.
- CDA Bond paperwork, requisitions for bond reimbursements.
- 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.
- Check processing and credit card payments, review registers, checks, and the Town's card payments – Shirley.
- Department meetings scheduled, projects, and planning.
- Employees' training, cross-training.
- GFOA standing committee virtual meetings.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting, July.

#### **Human Resources Department**

- Completed the Effective Leadership in Action Series through the Eastern Shore Leadership Institute. This is my second year of completing these classes. It is three sessions, four hours, every other week, for six weeks. Each course is different and led by various leaders in the area. The classes are held at WorWic.
- Working through the open enrollment process on the back end, including working with OneDigital and CareFlex to ensure accurate FY2027 enrollments for all staff members. Once we are all confirmed, I will start making the changes in ADP.
- Still working on several other FY2027 changes for employees - pay, addresses, beneficiaries, etc.
- Submitted the LGIT renewal documents.
- Processed vacation buyback checks and all related reports on 06/08/26.
- Processed payroll and all related reports on 06/12/26.
- Working on job description updates for retiree upcoming positions.
- Completed paperwork for two seasonal employees, one in public works (started 06/11/26) and one in water (started 06/15/26).
- Still working with the SHRM Handbook builder tool, it has been on hold for more time-sensitive duties. Once finished, I will present it to the Mayor and Council.
- Submitted a liability claim for a vehicular accident on 05/31/26. The employee was thankfully okay.

- Still working with LGIT re: storm-related claims for property damage.
- LGIT was kind enough to remove the exclusion for the playground equipment for this FY, and they will now cover some of the damage at the playground, but this will include depreciation and will be after our deductible, so I am not expecting to receive a large amount for this. Also, now that the exclusion is removed, we are working to add playground equipment, which has been challenging due to the age of some of the pieces.
- Out of the office from June 15 - June 19.
- Open positions:
  - Administrative Services Coordinator - Police
  - Police Communications Officer (part-time) - Police
  - Police Officers - Police
  - Sanitation Operator I - Public Works

### **Planning Department**

- Historic District Commission meeting- 6/3/26
- Housing Board of Review meeting- 6/10/26
- Planning Commission meeting- 6/10/26
- Meeting with developer
- Meeting with legal council and applicant regarding Re-zone request
- Assisting with the solution to address downtown trash management concerns
- Planning work group Teams meeting
- Revising Town applications
- Ongoing review of development projects
- Continuous cataloging of completed project plans
- Received permits for: Fence- 4, Exterior- 3, Grading- 2, Repair- 2, New construction- 1, Renovation- 1, Generator-1, Sign- 2
- Released permits for: Deck- 2, Generator- 1, EV Charger- 1, Exterior- 4, Sign- 1, Pool- 1, Addition- 1, Fence- 2, Grading- 3
- Received applications for: Contractors License- 3, Business License- 1, LTR- 1, STR- 1, PIA- 1
- Issued door tags/verbal warnings/corrective action letters for: Grass- 8, Sign- 5, Junk- 1, Inoperable vehicles- 7, Exterior- 1, Complaints- 4, Water shut off inspections, Unpaid Business License inspections, Citation- 1
- Worked with Electric Utility data
- Research/Review of developments for SWM and ROW

### **Police Department**

- 6/3 - Mental Health Training: Cpl. Lloyd, Cpl. Bratten, SO Shockley, Pfc. Collins, Ofc. Ebke, Ofc. Duncan
- 6/9 - Range Qualifications: Chief Drewer, Capt. Fisher, Sgt. Bragg, Cpl. Lloyd, Cpl. Bratten, Ofc. Ebke, Cadet Mapp
- 6/11&6/16 - Annual Mental Wellness Checkup: Several Officers and Dispatchers
- 6/12 Bathtub Races: Capt. Fisher, Sgt. Bragg, SO Shockley, Ofc. Ebke, Ofc. Duncan
- 6/15 Apartment Managers Meeting: Cpl. Bratten, Ofc. Duncan

### **Public Works**

- All playground and exercise areas were brought up to grade with EWF mulch before inspections today. With repairs being completed to the large structure at SDP recently as well, we are looking forward to minimal issues on our inspection.

- PW assisted this past weekend with the annual Bathtub Races. We provided crewing for setup, trash collection, traffic control, and tear down of the event. We will be assisting this coming weekend with the Fireman's Parade as well.
- Trash and recycling collection continues as normal.
- Daily grass cutting and maintenance in town parks and town owned areas is taking place.
- Weekly street sweeping around town is taking place as well.

#### **Water Resources**

- Conducted interviews for the Distribution & Collections position
- Seasonal employees started
- Cleaned lift stations throughout Town
- Repaired water leak on Burley St,
- Repaired sewer backup on Cheryl Ave
- Installed water lines for the new comfort station at Stephen Decatur Park
- Employee Trainings - J.M & S.C
- Repaired pumps at the WWTP and Lift Stations
- Grass Cutting throughout Town
- Preparation for D. Evans retirement party



Check Run Report  
will be posted when available.