



**MAYOR AND COUNCIL**  
**Meeting Agenda**  
**Worcester County Library – Berlin Branch**  
**13 Harrison Ave**  
**Monday, April 27, 2026**

- 5:30 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.
- 6:00 PM**      **CALL TO ORDER, REGULAR SESSION – Worcester County Library – Berlin Branch, 2<sup>nd</sup> Floor**
- 1. 6:05 PM**      **APPROVAL OF MINUTES:** (*Strategic Plan: DS1*)
    - a) Closed Session Minutes of 02.02.26
    - b) Work Session Minutes of 02.19.26
    - c) Closed Session Minutes of 03.09.26
    - d) Closed Session Minutes of 03.23.26
    - e) Closed Session Minutes of 04.13.26
    - f) Regular Session Minutes of 04.13.26
  - 2. 6:15 PM**      **SWEARING IN:** Housing Board of Review – Mayor Zack Tyndall (*Strategic Plan: DS1, AS1*)
  - 3. 6:20 PM**      **DISCUSSION(S):**
    - a) FY27 General Fund Draft Budget Shortfall – Mayor Zack Tyndall (*Strategic Plan: DS1-DS6*)
    - b) FY27 BFC and BFCEMS Budget Requests (*Strategic Plan: DS2, AS1*)
  - 4. 6:40 PM**      **FIRST READING(S):**
    - a) Ordinance 2026-02: Amended Ready to Serve – Town Attorney David Gaskill  
(*Strategic Plan: DS3; DS4*)
    - b) Ordinance 2026-03: Introduction of FY27 Tax Rate – Mayor Zack Tyndall (*Strategic Plan: DS1-DS6*)
  - 5. 6:50 PM**      **ITEM(S) FOR APPROVAL:**

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

    - a) AMENDED Motion 2026-17: Lead Service Line Award of Contract – Davis, Bowen & Friedel, Inc. Nicholas Bradley (*Strategic Plan: DS3, AS3*)
    - b) Berlin Main Solar Commercial Site Plan Review Fee Request for Reduction – Acting Planning Director Ryan Hardesty, Vista Design Steve Engel & Brian Zollinger (*Strategic Plan: DS4, AS1*)
    - c) Motion 2026-22: FY27 Healthcare Renewal – Director of Human Resources Kelsey Jensen (*Strategic Plan: DS4, AS1*)
    - d) Resolution 2026-05: Allocation of Room-Tax to Parking Projects – Town Administrator Mary Bohlen (*Strategic Plan: DS3, AS5; DS5, AS1*)
  - 6. 7:10 PM**      **REPORTS:** Town Administrator’s Report, Departmental Reports (*Strategic Plan: DS1; DS4*)
  - 7. 7:20 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. 7:25 PM**      **COMMENTS FROM THE COUNCIL**
  - 9. 7:50 PM**      **COMMENTS FROM THE MAYOR’S OFFICE**
  - 10. 7:55 PM**      **COMMENTS FROM THE PRESS**
  - 11. 8:00 PM**      **ADJOURNMENT**





## **TOWN OF BERLIN, MARYLAND**

### **Office of the Mayor**

Dear Town of Berlin Residents and Business Owners,

The Mayor and Council held our General Fund Budget Work Session on Monday, April 20th. Following the meeting, I want to take a moment to speak directly to our community about where we are in the process and what it means for the Town of Berlin.

First and foremost, it is important to understand that we are still early in the budget development process. At this stage, many items remain projections and will continue to be refined as we move toward formal budget introduction. As I shared during the meeting, the same inflationary pressures that families are experiencing at the grocery store, at the gas pump, and in everyday purchases are also affecting the Town government. Since the COVID-19 pandemic, the cost of goods, services, and operations has increased significantly.

Over the past several years, the Town has worked hard to absorb many of these increases without passing them on to our residents, often by strategically utilizing reserve funds. However, it is becoming increasingly clear that most of these costs are not returning to pre-pandemic levels. While we fully recognize the financial strain this creates for our residents, it would not be financially prudent or responsible to rely on reserves as a long-term solution. Our obligation is to ensure the Town remains financially stable, not just today, but for years to come.

I want to address a concern I have already heard from some in the community regarding the idea that the Town is currently operating in a deficit. That is not accurate. I want to reassure our community that the Town of Berlin remains in a very strong financial position and our reserves continue to be maintained above historical trends. Since 2020, our team has made a deliberate effort to rebuild and strengthen our financial resilience, and our independent auditors continue to recognize the Town's solid financial standing in our annual audits. The FY27 draft budget we discussed includes projected gaps that we are actively working to close as part of the normal budget development process, but the Town is not operating in a deficit.

Over the past several weeks, town staff and the Mayor's Office have worked diligently to reduce the projected deficit. At the end of the day, we are required to adopt a balanced budget, and we are making meaningful progress toward that goal. That said, I also want to be transparent about what is not currently included in the draft budget but needs to be considered moving forward. At this time, no funding has been allocated to the contingency line item, which is critical for addressing unexpected costs during the next fiscal year. Additionally, the draft budget does not include increased funding for the Berlin Fire Company or Berlin Fire Company EMS, despite rising operational costs and their request for additional support. There are, however, some positive developments. Our healthcare renewal projections are coming in lower than initially anticipated, and we expect other line items to improve as we continue refining the budget.

As part of the process, I am required to introduce a proposed tax rate at our next meeting on Monday, April 27th, so it can be properly advertised. It is important to note that the Town has not increased the tax rate for the past 3 years, when the tax rate was increased 1.25 cents or \$0.0125 on July 1, 2023. Based on current projections and discussions with our financial team, that rate will likely be introduced at approximately 1.25 cents (\$0.0125, or a penny and a quarter of a penny) higher than our current rate, representing about a 1.5% increase. To put that into perspective, for a home valued at \$500,000, this equates to approximately \$5 more per month. I fully acknowledge that every dollar is meaningful and, for some families, can make a real difference.

However, the Town's financial team and I believe that a modest adjustment, combined with continued budget refinement, potential deferral of certain projects, and responsible fiscal management, positions us to achieve a balanced budget while maintaining the high level of services our residents and business community expect and deserve. Our goal remains clear: to protect the financial integrity of the Town of Berlin while being mindful of the impact on our residents and business community.

We will continue to evaluate, refine, and make adjustments as we move toward budget introduction and final adoption. I encourage residents to stay engaged, attend meetings, and share their feedback as we move through this process together. Thank you for your continued trust and partnership.

Respectfully,

*Mayor Zack*

Mayor Zack Tyndall  
Town of Berlin

SPECIAL CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, February 2, 2026

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

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

**Absent:** none

**Others present:** Police Chief Candidates joined the meeting in progress at separate points

**Authority to close session:** Pursuant to Maryland General Provisions Article; Sec 3-305(b):

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

Beginning at approximately 5:00 PM, the motion and vote to go into Closed Session were held in the Council Chambers and streamed live via Facebook. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. With no questions or comments, Councilmember Orris moved to adjourn to Closed Session and Councilmember Knerr seconded. The vote to proceed into Closed Session was as follows:

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>	5				

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

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD

Following a motion by Councilmember Orris, second by Councilmember Nichols, the Meeting adjourned at approximately 8:20 PM.

Respectfully Submitted,

**MTB**

Mary T. Bohlen  
Town Administrator

Attachment: Closed Session Summary of February 2, 2026



**Closed Session Summary**

To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: Monday, February 2, 2026, 5:00 PM.
- b. Place (location) of closed session: Vote to Close: Mayor and Council Chambers. Meeting: 2<sup>nd</sup> Floor Conference Room
- c. Purpose of the closed session: Regarding a personnel matter.
- d. Date and time that we will return to public meeting: Monday, February 9, 2026, 6:00 PM

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

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

**3. Statutory authority to close session:**

This meeting was closed under the following provisions of General Provisions Article § 3-305(b)

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

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

Topic description	Persons present for discussion	Action taken/each recorded vote
Discussion and interview of potential candidates for the position of Chief of Police	Z. Tyndall, D. Burrell, S. Green, J. Knerr, S. Nichols, J. Orris M. Bohlen, D. Gaskill, K. Jensen Two candidates for the position	Councilmember Nichols moved/Green 2 <sup>nd</sup> regarding preference among candidates to continue in the hiring process. Unanimous approval.

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

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



**BERLIN MAYOR AND COUNCIL  
PLANNING COMMISSION**  
**Meeting Minutes**  
**Work Session**  
**Thursday, February 19, 2026**

**6:00 PM      WORK SESSION – Town Hall Council Chambers**

**Mayor & Council Present:** Vice President Dean Burrell, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris

**Absent:** Mayor Zack Tyndall

**Planning Commission Present:** Chairman Matt Stoehr, Vice Chairman Austin Purnell, Jenelle Gerthoffer, Pete Cosby, Logan Hall, Erich Pfeffer, and Steven Scheiber.

**Absent:** Newt Chandler & Dirk Widdowson

**Staff Present:** Town Administrator Mary Bohlen, Acting Planning Director Ryan Hardesty, & Special Projects Administrator Kate Daub

This meeting was broadcast live via Facebook. Council Vice President Dean Burrell called the meeting to order at approximately 6 PM.

He opened the meeting with a welcome and noted that the session would focus on the Town of Berlin's Comprehensive Plan update. After briefly referencing the agenda, he turned the floor over to Mr. Will White for his presentation. Mr. White introduced himself as a Berlin resident and a project manager/senior planner with Mead & Hunt, highlighting his previous experience as a transportation planner for the City of Salisbury. He explained that Mead & Hunt is leading the Comprehensive Plan update, with support from George, Miles & Buhr, LLC (GMB), which is responsible for preparing the water utility element of the plan, but was not present at the meeting.

Mr. White outlined the purpose and structure of the presentation, explaining that it would address project understanding, a review of existing conditions, strengths, weaknesses, opportunities, and threats (SWOT) analysis, community engagement efforts, and the development of priorities and goals, followed by open discussion. He then reviewed Maryland's legal requirements for Comprehensive Plans, explaining that they must be reviewed or updated every 10 years, are overseen locally by the Planning Commission, are adopted by the Town Council, and are evaluated by the Maryland Department of Planning for compliance with state requirements rather than for formal approval.

He highlighted key required elements such as land use, transportation, housing, and municipal growth, emphasizing their interrelated nature. Mr. White also summarized planning initiatives undertaken since the adoption of the Town's 2010 Comprehensive Plan, noting that it is common for such efforts to build upon that plan and later be consolidated into future updates. Mr. White reviewed the project schedule and noted that the team is currently reviewing baseline conditions and beginning to identify goals, vision, and opportunities and constraints for growth. He explained that upcoming phases will include drafting plan sections, holding additional public meetings, releasing a draft plan for public review and comment, and proceeding toward formal adoption.

The presentation then shifted to population trends and demographics. Mr. White reported that Berlin experienced a 12.1 percent population increase between 2010 and 2020, well above national and county averages, while cautioning that the 2020 Census data may be less reliable due to disruptions caused by the COVID-19 pandemic. He stated that the estimated population in 2024 is 5,349, with projections reaching approximately 5,518 by 2050 if current normalized growth trends continue. Councilmember Orris questioned the relatively modest projected increase, and Mr. White explained that long-term projections are based on percentage growth over time rather than short-term development activity and can change if growth patterns shift.

Mr. White reviewed population density mapping based on 2020 Census data, noting that some areas may appear underrepresented due to low census response rates. Councilmember Knerr raised a question about the absence of newer developments in the data, and Mr. White explained that such development is not captured in official census data until the next decennial census. He also reviewed key demographic characteristics, noting that Berlin's gender distribution is typical, its median age is younger than the county average, and the population is predominantly white.

Vice President Burrell expressed concerns about how major recent developments, such as Ocean East, would be incorporated into population estimates. Mr. White explained that although these developments are not reflected in census data, planners can develop estimates based on unit counts and occupancy rates. He further discussed limitations of the 2020 Census, including undercounting related to the inability to conduct in-person follow-up, and noted that planners generally treat the data with caution and rely on normalized growth rates and supplemental sources such as the American Community Survey (ACS).

Mr. White explained that ACS data samples approximately 15 percent of the population to provide interim estimates between census years. While useful for identifying trends, he emphasized that ACS data carries a higher margin of error. For specific developments, more accurate estimates can often be obtained directly from property managers by reviewing occupancy rates.

The discussion briefly addressed map features, with Mr. White clarifying that a double line shown near Berlin's Main Street represented an annexation boundary, while another line represented the railroad. He then reviewed key socioeconomic data, noting that approximately 42 percent of Berlin residents hold a bachelor's degree or higher, which is relatively high for the Eastern Shore and indicative of a largely professional population. He reported a median household income of approximately \$81,000, about 1,973 housing units, and an average household size of 2.8 persons. Employment data showed that the largest employment sector is education, healthcare, and social services, followed by tourism-related industries such as food service, then professional and scientific occupations, with additional employment in public administration, retail, and construction.

Mr. White reviewed commuting patterns, explaining that approximately 2,828 individuals commute into Berlin each day, 353 both live and work within the town, and 1,922 residents commute out of town for employment. He noted that outbound commuters include individuals working remotely for employers located elsewhere. Mr. Hall asked whether more detailed employment-by-industry data could be provided for those commuting into and within Berlin, and Mr. White agreed to determine whether such data is available.

The presentation then moved to land use and zoning. Mr. White explained that most of Berlin is zoned for single-family residential use, with commercial areas distributed throughout the town, particularly within the historic district. He suggested that further discussion examine whether existing zoning classifications adequately reflect current land-use patterns, especially in historic and mixed-use areas. He identified designated growth areas along the town's boundaries and referenced the greenbelt as an ongoing topic of discussion. Councilmember Knerr highlighted a mapping error showing Heron Park as a growth area, and Mr. White confirmed it would be corrected. Ms. Hardesty added that the town's zoning map had recently been updated.

A broader discussion followed regarding growth areas and land preservation. Mr. Cosby strongly supported preserving agricultural land as open space and suggested the town explore options such as purchasing development rights. Mr. Stoehr explained that the Planning Commission had previously recommended substantially reducing the growth areas, limiting them largely to a small-business-focused area. Mr. White clarified that changes of this nature must be incorporated into the Comprehensive Plan's growth management section to be recognized by the state. Ms. Bohlen suggested that the purpose of the Comprehensive Plan be clearly explained to benefit the community, and Mr. White acknowledged the request.

Mr. White reviewed transportation elements, presenting the existing and proposed bicycle and pedestrian network based on the Worcester County Greenways Master Plan and noting that it remains subject to refinement through public input. He also summarized community facilities, including libraries, healthcare services, emergency services, and parks, indicating that Berlin is generally well served, with only minor mapping corrections needed. Environmental features were discussed, including wetlands, particularly around Heron Park, and historic resources concentrated in downtown Berlin.

Mr. White introduced the SWOT analysis framework, explaining that strengths and weaknesses are internal factors within the town's control, while opportunities and threats are external influences. He noted that the analysis builds on the town's recent strategic plan and highlighted initial strengths, including Berlin's location in a rapidly growing region, its position at a major transportation crossroads, and its historic and cultural identity. He further identified strengths, including the historic downtown, established residential neighborhoods, and a highly walkable and bikeable layout, particularly in older areas designed for slower modes of travel. Mr. White outlined weaknesses such as an aging housing stock, a limited supply of affordable housing, disparities in access to parks by location relative to Route 113, aging infrastructure, especially stormwater systems that contribute to flooding, traffic congestion, and safety issues along Route 113, and areas that do not meet ADA standards.

Opportunities discussed included redevelopment of underutilized properties, revising zoning to allow greater flexibility and appropriate increases in density, access to strong state smart growth funding programs, and the town's high-speed communications infrastructure. Threats included resistance to change among stakeholders, reductions in federal funding, and environmental challenges such as flooding and severe weather, compounded by aging infrastructure.

Mr. White emphasized that the Comprehensive Plan is the town's primary guiding document and explained that projects seeking state or federal funding must be consistent with the plan to qualify. He described the plan as a constitution for the town, guiding decisions on land use, growth, zoning, and infrastructure. He explained that zoning must align with the Comprehensive Plan and that

infrastructure extensions, such as water lines, will not receive state funding outside designated growth areas. Mr. White clarified that new development proposals must align with the plan and that land proposed for annexation must be within a designated growth area unless the plan is amended. He further explained that while growth area designation does not guarantee development approval, it does limit the town's ability to deny development where zoning allows it, whereas inconsistency with the Comprehensive Plan provides stronger legal grounds for denial or modification. He noted that while restricting growth areas limits utility extensions, development under county jurisdiction may still occur outside town boundaries.

Mr. White introduced potential new focus areas, including expanding housing options, improving parking and access to open space, particularly east of Route 113, and identifying underutilized sites for redevelopment. He explained that redevelopment could include modest density increases, such as small multi-unit housing on existing lots, and that planning software would be used to model different land-use scenarios. Councilmember Knerr discussed the need for additional housing data, including analysis of home sales by price range, to better understand affordability challenges. Mr. White confirmed that such data could be obtained. He clarified the distinction between "affordable" housing based on income and federally subsidized Affordable Housing programs, noting its importance for policy and funding decisions.

Mr. White briefly discussed planning tools, noting that while Esri GeoPlanner is currently being used, his team also employs other. He noted that public-facing tools such as StoryMaps will allow users to compare scenarios interactively. He then reviewed transportation goals from the 2010 Plan, including improved pedestrian connections, particularly across Route 113, requirements for traffic impact studies, and development of a streets master plan. Updated priorities include improving connectivity across Route 113 in both directions, addressing roadway flooding that affects emergency access, and encouraging more flexible traffic standards to support development. Vice President Burrell emphasized the need for strong east- and west-side connectivity, particularly for access to grocery stores and services, and Mr. White acknowledged Route 113 as a significant barrier.

Mr. Hall revisited the question of whether specific projects must be included in the Comprehensive Plan to meet grant eligibility requirements. Mr. White explained that while projects in the Comprehensive Plan do not need to include detailed designs to qualify for funding, they must be consistent with the Plan's goals. He noted that broad objectives are sufficient, with more detailed subplans developed later. Mr. White added that projects with more advanced planning are often more competitive for grant awards and that any subplans must remain consistent with the Comprehensive Plan or be formally amended.

Mr. White reviewed housing elements of the existing plan and introduced updated priorities, including identifying housing sites, improving aging housing stock, and permitting residential use within commercial areas. He explained that zoning practices are shifting toward broader, more flexible designations and discussed how current zoning can restrict redevelopment. Ms. Bohlen discussed how the Comprehensive Plan serves as the foundation for future zoning updates, with Mr. White emphasizing that zoning must follow the plan and is reviewed by the state for consistency once adopted.

The discussion shifted to coordination with Worcester County, particularly regarding annexation. Mr. White explained that annexation is often driven by access to municipal utilities, as county septic

requirements can be costly. While the Comprehensive Plan cannot eliminate these pressures, he said it strengthens the town's position by clearly defining growth areas and priorities. He noted that each jurisdiction must follow its own Comprehensive Plan and that coordination does not always occur, though recent county updates may better align with town goals. Councilmember Green noted that the county can encourage, but not require, annexation.

Utilities and annexation were discussed further, with participants expressing concern that providing water and sewer service outside town limits without annexation could benefit developers without contributing to the tax base. Examples of annexation driven by failing septic systems were discussed, and Mr. White noted similar mechanisms in other municipalities.

Mr. White reviewed water resource planning priorities, including managing allocation capacity, encouraging infill, protecting wellheads, and extending service to areas with failing systems. Current efforts include evaluating future water capacity, identifying additional water supply options such as confined aquifers, updating stormwater drainage analysis using new Maryland Department of the Environment data, and preparing for nonpoint source pollution regulations. At Mr. Stoehr's request, Mr. White explained MS4 stormwater regulations, including requirements for runoff treatment, reductions in impervious surface impacts, and best management practices. Councilmember Orris raised concerns about the long-term maintenance of stormwater systems, and Mr. White explained that MS4 compliance includes inspection and enforcement authority, often funded through stormwater utility fees.

Councilmember Orris emphasized stormwater management as a critical issue, noting its relevance throughout the Comprehensive Plan and connection to future development pressures. Mr. White acknowledged increased storm intensity and rainfall as growing factors and noted that while a specific MS4 compliance timeline has not yet been established for Berlin, updated rainfall standards are already affecting design assumptions. Ms. Bohlen confirmed that the town is identifying and developing a fourth well, which remains an active project, with a potential site identified and funding being pursued.

The discussion returned to land use and redevelopment opportunities, with Ms. Stoehr highlighting underutilized industrial sites such as the ice plant and grain tower as prime redevelopment options. Mr. White explained that the Comprehensive Plan provides a framework to guide development rather than prevent it. He clarified the relationship between the plan and zoning, noting that the plan operates at a broader geographic scale, while zoning provides parcel-level regulations. He indicated that zoning changes are made by ordinance and cannot eliminate existing property rights, though uses may become nonconforming over time. Mr. Stoehr requested clarification on mixed-use development, which Mr. White described as combining residential and commercial uses within the same area or building, noting that Berlin's downtown already functions this way despite not being zoned accordingly.


Mr. White reviewed the overall project timeline, stating that the Comprehensive Plan update is expected to continue throughout the year, with a goal of submission to the Maryland Department of Planning by December. He then discussed the public engagement website and community survey, noting that the survey is technically live but pending internal review before public release. Participants were encouraged to provide feedback, and it was emphasized that survey questions should remain unchanged once released. Mr. White noted that while non-resident responses cannot be eliminated,

data can be reviewed and filtered as needed, and that survey participation rates are typically low for similar communities.

Ms. Gerthoffer addressed survey access for non-digital users and potential Spanish translation. Mr. White stated that he would explore translating the survey, noting the availability of a native Spanish speaker in his office. Ms. Gerthoffer emphasized the importance of broad outreach and inclusive input.

Following no further comments, Vice President Burrell adjourned the work session meeting at approximately 7:24 PM.

Respectfully submitted,



Kate Daub

Special Projects Administrator

***Disclaimer:***

*These meeting minutes are subject to review and approval by both the Mayor & Council and the Planning Commission. They should not be considered final or official until formally approved by both bodies.*

CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, March 9, 2026

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

**Staff Present:** Town Administrator Mary Bohlen and Town Attorney Dave Gaskill

**Absent:** none

**Others present:** Attorney Emily Morris of EKM Law for Part 1\*

**Authority to close session:** Pursuant to Maryland General Provisions Article; Sec 3-305(b):

1. (7) To consult with counsel to obtain legal advice on a legal matter;
  - a. Update to ongoing contract discussions
2. (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;
  - a. Communications protocols

\*NOTE: Due to time constraints, this meeting adjourned to go into the Regular Session, then reconvened following. Therefore, these minutes are divided accordingly.

PART 1

Beginning at approximately 5:45 PM, the motion and vote to go into Closed Session were held in the Council Chambers and streamed live via Facebook. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. With no questions or comments, Councilmember Orris moved to adjourn to Closed Session and Councilmember Knerr seconded. The vote to proceed into Closed Session was as follows:

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>	5				

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

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD

Councilmember Orris made a motion to pause the Closed Session to reconvene following the Regular Session. Councilmember Green seconded and approval was unanimous at approximately 6:05 PM.

Part 2

Following adjournment of the Regular Session, the Closed Session was reconvened at approximately 8:10 PM with the Mayor, all Councilmembers, Town Administrator and Town Attorney present.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD

Following a motion by Councilmember Knerr, second by Councilmember Nichols, the Meeting adjourned at approximately 8:40 PM.

Respectfully Submitted,

**MTB**

Mary T. Bohlen  
Town Administrator

Attachments: Closed Session Summary of March 9, 2026  
DBF Parcel 57 drawing



**Closed Session Summary**

To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: Monday, March 9, 2026, 5:30 PM
- b. Place (location) of closed session: Vote to Close: Mayor and Council Chambers Meeting: 2<sup>nd</sup> Floor Conference Room
- c. Purpose of the closed session: Update to ongoing contract discussions; Communication protocols
- d. Date and time that we will return to public meeting: Monday, March 9, 2026, 6:00 PM

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

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

**3. Statutory authority to close session:**

This meeting was closed under the following provisions of General Provisions Article § 3-305(b)

- 1. (7) To consult with counsel to obtain legal advice on a legal matter;
  - a. Update to ongoing contract discussions
- 2. (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;
  - a. Communications protocols

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

Topic description	Persons present for discussion	Action taken/each recorded vote
1. Ongoing contract discussions;	Z. Tyndall, D. Burrell, S. Green, J. Knerr, S. Nichols, J. Orris	No motion or vote on either topic.
2. Communications Protocols	M. Bohlen, D. Gaskill E. Morris for item 1	

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

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

CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, March 23, 2026

**Location:** Worcester County Library, Berlin Branch, 13 Harrison Avenue, 2<sup>nd</sup> floor Meeting Room.

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

**Staff Present:** Town Administrator Mary Bohlen, Town Attorney Dave Gaskill, Acting Planning Director Ryan Hardesty

**Absent:** none

**Others present:** Attorney Emily Morris of EKM Law

**Authority to close session:** Pursuant to Maryland General Provisions Article; Sec 3-305(b):

- (7) To consult with counsel to obtain legal advice on a legal matter;
  - a. Update to ongoing contract discussions

Beginning at approximately 5:00 PM, the motion and vote to go into Closed Session were streamed live via Facebook. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. With no questions or comments, Councilmember Burrell moved to adjourn to Closed Session and Councilmember Knerr seconded. The vote to proceed into Closed Session was as follows:

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

The Facebook feed was ended and all other staff left the room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD

Following a motion by Councilmember Burrell, second by Councilmember Orris, the Meeting adjourned at approximately 8:40 PM.

Respectfully Submitted,  
**MTB**  
Mary T. Bohlen  
Town Administrator

Attachments: Closed Session Summary of March 23, 2026

CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, April 13, 2026

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

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

**Absent:** none

**Others present:** Electric Utility Director Tim Lawrence, Chief Lineman Alan Parkinson, Emily Morris of EKM Law

**Authority to close session:** Pursuant to Maryland General Provisions Article; Sec 3-305(b):

Agenda Item I: (7) To consult with counsel to obtain legal advice on a legal matter;

a. Update to ongoing discussions

Agenda Item II: (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;

b. Department Head-level Appointments

Beginning at approximately 5:00 PM, the motion and vote to go into Closed Session were held in the 2<sup>nd</sup> floor meeting room and streamed live via Facebook. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. With no questions or comments, Councilmember Orris moved to adjourn to Closed Session and Councilmember Knerr seconded. The vote to proceed into Closed Session was as follows:

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>	5				

The Facebook feed was ended and all others left the room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD

Following a motion by Councilmember Nichols, second by Councilmember Orris, the Meeting adjourned at approximately 8:40 PM.

Respectfully Submitted,

MTB

Mary T. Bohlen

Town Administrator

Attachments: Closed Session Summary of April 13, 2026

Presentation: [History of Coastal Ventures LDA](#) (past meetings)



**Closed Session Summary**

To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: Monday, April 13, 2026, 5:00 PM
- b. Place (location) of closed session: Worcester County Library, Berlin Branch, 13 Harrison Avenue, Berlin, MD 21811, 2<sup>nd</sup> floor
- c. Purpose of the closed session: I: Consult with legal counsel; II: Department Head-level appointments
- d. Date and time that we will return to public meeting: Monday, April 13, 2026, 6:00 PM

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

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

**3. Statutory authority to close session:**

This meeting was closed under the following provisions of General Provisions Article § 3-305(b)

Agenda Item I: (7) To consult with counsel to obtain legal advice on a legal matter;

- a. Update to ongoing discussions

Agenda Item II: (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;

- b. Department Head-level Appointments

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

Topic description	Persons present for discussion	Action taken/each recorded vote
I. Update on ongoing discussions	Z. Tyndall, D. Burrell, S. Green, J. Knerr, S. Nichols, J. Orris	Motion and Unanimous Vote to appoint Chief of Police and Electric Utility Director
II. Department Head Appointments	M. Bohlen, D. Gaskill T. Lawrence, A. Parkinson, E. Morris	

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

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



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, April 13, 2026**

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

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

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

This meeting was also broadcast live via Facebook. After the moment of silence and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:45 PM.

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

- a) Regular Session Minutes of 03.23.26
- b) Work Session Minutes of 03.30.26

On the motion of Councilmember Orris, second by Councilmember Green, the Regular Session of 03.23.26 minutes and Work Session Minutes of 03.30.26 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>	5				

2. Public Hearing: Ordinance 2026-01: Amending Chapter 6, Section 127 Housing Board Of Review – Town Attorney David Gaskill (Strategic Plan: DS4, AS4)

Mayor Tyndall reiterated the reasoning for proposing to amend the Town Code to designate the chairs of the Planning Commission, Board of Zoning Appeals, and Historic District Commission as a three-member Housing Review Board, as these bodies already review related matters.

Mayor Tyndall opened the Public Hearing at 6:47 PM. He saw no public comment.

Mayor Tyndall closed the Public Hearing at 6:48 PM.

On the motion of Councilmember Orris, second by Councilmember Knerr, Ordinance 2026-01: Amending Chapter 6, Section 127 Housing Board Of Review 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>	5				

3. Items for Approval:

- a. Motion 2026-17: Lead Service Line Award of Contract – Davis, Bowen & Friedel, Inc. Nicholas Bradley (*Strategic Plan: DS3, AS3*)

Nicholas Bradley, Davis, Bowen & Friedel, Inc., recommended awarding RFP #2026-03 for the William Street Lead Service Line Replacement Phase 1A Project to Teal Construction Inc. in the amount of \$1,938,938, noting the bid exceeds the current budget by approximately \$463,000. To proceed, Director of Water Resources Jamey Latchum requested approval to transfer \$500,000 from the Elizabeth, Maple, Schoolfield, E Branch, Railroad projects, with plans to reallocate the funds in FY27. The project was also contingent on the Maryland Department of Transportation's paving schedule.

It was noted that the Town was required to inventory and replace lead service lines by law and that it was significant that such a large amount had been awarded. Without that funding, the Town would have been required to fund the project fully out-of-pocket.

On the motion of Vice President Burrell, second by Councilmember Orris, Lead Service Line Award of Contract, 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>	5				

- b. Motion 2026-18: Maryland Department of Agriculture Mosquito Control Program – Town Administrator Mary Bohlen (*Strategic Plan: DS3*)

Town Administrator Mary Bohlen discussed the Town’s participation in the State of Maryland’s Mosquito Control Program for the 2026 season and inquired if this was something the Mayor and Council wanted to proceed with. In response to a question from Councilmember Knerr, Ms. Bohlen noted that information was available on the Maryland Department of Agriculture website regarding the program and offering the ability for residents to opt out if they desired. The Town would publish more about the 2026 spraying schedule and information when received from MDA.

On the motion of Councilmember Orris, second by Councilmember Nichols, Maryland Department of Agriculture Mosquito Control Program, 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>	5				

- c. Motion 2026-19: Reallocation of Funds to Stephen Decatur Park Playground Equipment – Director of Public Works Jimmy Charles (*Strategic Plan: DS6*)

Director of Public Works Jimmy Charles requested approval to reallocate \$55,000 from the FY26 Henry Park fence project under Parks and Recreation Capital Outlay Equipment budget to replace playground equipment at Stephen Decatur Park that was severely damaged during the February 2026 winter storm and deemed beyond repair. The reallocation would allow for timely replacement to restore safe public use of the playground, and with the intention of reallocating funds to the Henry Park fence project in FY27.

Human Resources Director Kelsey Jensen explained that playground equipment was not covered under the Town’s liability coverage and had been removed from the insurance plan prior to her time with the Town. She had been working with LGIT to get this covered under insurance again.

Mr. Charles noted that the Henry Park fence was in fair condition but would be okay until the start of the new fiscal year on July 1, 2026.

On the motion of Vice President Burrell, second by Councilmember Knerr, Reallocation of Funds to Stephen Decatur Park Playground Equipment, 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>	5				

- d. Motion 2026-20: Impact and General Fee Revisions Study – BEACON John Hickman & Mayor Zack Tyndall (*Strategic Plan: DS4*)

Mayor Tyndall discussed the Town’s Impact Fees and noted that the Town was behind the curve in updating them. He explained that the process had been challenging due to a lack of verifiable justification for the existing fees and because the Town had received no responses to the issued RFP. However, in conjunction with BEACON, students from Salisbury University prepared a proposal for consideration.

John Hickman, of BEACON at Salisbury University, reviewed the proposed documents. He explained that Portion A outlined the existing fee schedule with proposed adjustments, while Portion B focused on the study of Impact Fees. He estimated the full process would take approximately five and a half months, including presentations before the Mayor and Council, and noted the timeframe could vary.

Councilmember Orris asked for clarification on page 46. Mr. Hickman explained that the page showed the general fee schedule followed by the more comprehensive project scope. Councilmember Orris then asked how much had been budgeted for the project, and Ms. Bohlen confirmed the amount was \$50,000.

Councilmember Green asked the Council to consider removing Portion A, the general fee schedule review, noting that this work had previously been completed internally. He emphasized the importance of evaluating every dollar spent and recommended striking the \$12,000 associated with that portion of the contract. Mayor Tyndall commented that fee challenges were permitted, even judicially, and Ms. Bohlen added that the fee schedule had already been reviewed and reflected reasonable, comparable rates. She noted that the Impact Fees were the critical component needing attention and that the general fee schedule could be revisited later if the Council wished.

Town Attorney Dave Gaskill reminded the Mayor and Council of the prior Work Session with the Berlin Fire Company, during which the Fire Company requested the Town implement Impact Fees for Fire and EMS. He summarized his research into Pittsville and Selbyville ordinances and noted that the Town could adopt elements from those models. Councilmember Knerr asked whether Fire and EMS Impact Fees would be separate, and Mr. Gaskill confirmed they would.

Councilmember Knerr then asked whether future costs, such as a new wastewater treatment plant, would be included in the analysis. He was informed they would not. Ms. Bohlen noted that the Impact Fees were applicable to the General Fund, but wastewater treatment was part of an Enterprise Fund. Marie Velong, West Street, asked why the Town would not collect Impact Fees related to wastewater. Mayor Tyndall explained that the Impact Fee RFP applied only to the General Fund. Finance Director Natalie Saleh further clarified that utility funds were separate from the General Fund and that wastewater and water impacts were addressed through special connection fees. She added that Impact Fees applied to new development affecting roads, safety, and police services, all of which were General Fund responsibilities. She also noted that reservation fees for EDUs and ready-to-serve fixed fees applied to vacant lots.

On the motion of Councilmember Green, second by Councilmember Nichols, Motion 2026-20: Impact and General Fee Revisions Study, 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>	5				

- e. Resolution 2026-03: USDA Rural Development Grant Funding for Community Center – Mayor’s Executive Assistant Sara Gorfinkel (*Strategic Plan: DS1; DS6*)

Mayor’s Executive Assistant Sara Gorfinkel explained that the Community Center project was moving forward with congressional spending funds, but the Town was required to provide a local match. She noted that the Town was currently in the pre-construction phase, had been awarded \$1.4 million, and needed to contribute \$7,000 in order to access the federal allocation. She requested approval from the Council to move forward with the required match.

Councilmember Orris asked how the Community Center would ultimately be operated. Vice President Burrell commented that the project was not yet at the operational planning stage.

Sara Hambury, Washington Street, referenced the August 2025 Feasibility Study, pointing specifically to page 28, which projected the Community Center operating 12 hours per day with multiple staff positions, including two front-desk employees and two lifeguards. She expressed concern that the staffing model was unrealistic and suggested that the figures be revised before seeking additional support from Congress or the County Commissioners.

Gina Velong, Intrepid Lane, suggested consulting local YMCA facilities for baseline operational data. Ms. Gorfinkel responded that the Town had used information from the Snow Hill Community Center as a reference. Human Resources Director Kelsey Jensen added that she had consulted with Ocean City, Northside Park, and Ocean Pines to develop reasonable staffing and operational estimates.

On the motion of Vice President Burrell, second by Councilmember Nichols, Resolution 2026-03: USDA Rural Development Grant Funding for Community Center, 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>	5				

**4. UPDATE(S):**

- a. Heron Park, Parcel 57 Land Development Agreement Update - Mayor Zack Tyndall (*Strategic Plan: DS4*)

Mayor Tyndall provided a detailed presentation using an extensive PowerPoint - available on the Town’s website - outlining the acquisition of Parcel 57 by the Town in 2016 and focusing on events from 2023 through 2026. He explained that the Town of Berlin pursued the sale of a portion of Parcel 57 at Heron Park to support redevelopment, return the property to the tax rolls, and recover prior bond costs. From 2023 through early 2026, negotiations with Coastal Ventures Properties (CVP), represented by Mr. Palmer Gillis, centered on property boundaries, access road placement, and required LDA exhibits.

Throughout 2024–2025, Mr. Gillis submitted multiple concept plans which were not necessarily in agreement with the Town’s records or understanding of the agreed-upon parcel boundaries. Town legal counsel repeatedly requested corrected exhibits showing the full property context, which were not forthcoming.

The LDA for a portion of Parcel 57 was approved and executed in April 2025, followed by zoning changes in July.

Beginning in late 2025, Mr. Gillis sought extensions to the Initial Study Period and submitted additional concept plans, including a land-swap proposal with an adjacent, privately-owned lot, approved in November 2025. In January 2026, Mr. Gillis presented a concept plan to the Planning Commission that differed from the LDA and included additional buildings. He also asserted entitlement to the entirety of Parcel 57, saying he would “donate back” any areas he did not need.

Between January and March 2026, the Mayor and Mr. Gillis discussed expanded northern boundaries, culminating in Town Council approval of a revised boundary on March 9, 2026. The following day, Mr. Gillis requested an additional 0.35 acres from Parcel 410 without compensation. Town legal counsel noted that CVP had not met several LDA obligations, including providing financing documentation and obtaining site plan approval.

From mid-March onward, Mr. Gillis issued escalating demands for a “clean” 12-month extension of the Initial Study Period and repeatedly sought a closed-door meeting with select Councilmembers. The Town advised that such a meeting would violate the Maryland Open Meetings Act. Mr. Gillis did not provide availability for public meetings or an agenda for discussion.

On April 8, 2026, during the public comment period of the Planning Commission agenda, Mr. Gillis presented a revised concept plan to the Planning Commission without prior submission to the Mayor or the Planning Director for formal placement on the agenda. On April 10, the Mayor granted a short extension to May 29, 2026 to accommodate Mr. Gillis’s scheduled absence and allow DBF to complete boundary work.

As of April 13, 2026, the Town had satisfied most of its LDA obligations except for subdivision and final Access Road documentation. CVP had not met several key requirements, including financing, Planning Commission approval, construction-readiness certification, and insurance. Updated timelines reflected both the Mayor’s extension and Mr. Gillis’s requested alternatives.

Attorney Mark Spencer Cropper, representing Coastal Ventures Properties, expressed frustration with receiving the 38-page document upon arrival rather than in advance. He argued that the document presented a one-sided version of events. He clarified that he did not attend the meeting to renegotiate but to request a 12-month extension of the Initial Study Period on behalf of his client. He noted that if his client did not terminate before the end of the study period, CVP would lose \$100,000 plus an additional \$50,000. He commented that he had attempted to schedule a meeting since November 18 and believed delays were due to the Mayor and planning staff. He added that CVP had been unable to appear before the Planning Commission because the Mayor, representative of the Town as property owner, had not signed the appropriate documentation. He explained that the request for a 12-month extension without penalty was due to CVP’s belief that the project would be further along by this point. He remarked that no preliminary subdivision plat had yet been provided and that this was unfair to his client. He concluded that if terms were not met, CVP would deliver a termination of the LDA.

Mayor Tyndall responded that the document was created for the public in response to their concerns, not for CVP. Regarding the deposit, he reiterated that the Mayor and Council were not expecting an April deadline but a May deadline. He explained that he did not have authorization to sign documents related to a sale that the Council had not approved. He emphasized that proof of financing was not being requested at this stage and that the purpose of the presentation was to inform the public. He added that Mr. Gillis had seen a plat reflecting the Town’s understanding of the northern property line and had agreed to it privately, then disagreed publicly.

Councilmember Knerr commented that the project had generated significant controversy, including hundreds of emails and extensive discussion on social media, which he described as “noise.” He believed both sides needed to step back and determine how to proceed. He made a motion to allow a 12-month extension of the contract, and Councilmember Green seconded the motion.

Mayor Tyndall remarked that any extension needed to include agreement on the northern property line and questioned how a 12-month delay would help resolve the issue. Councilmember Knerr reiterated that the ongoing back-and-forth needed to end, as it had become unproductive. Councilmember Green added that it was more important to keep the process moving than to receive a termination letter from CVP that evening.

Mayor Tyndall said he did not want to make decisions out of fear and emphasized the need to determine what was best for the citizens of Berlin. He noted that the Town had been advised not to enter into an agreement that did not establish the northern property line.

Gina Velong, Intrepid Lane, commented that she could not believe the Town was still in this position. She said she had spoken with Mr. Gillis and Sandy Gillis of CVP for two hours and believed the Mayor had omitted certain information. Vice President Burrell echoed Councilmember Knerr's comments and emphasized the need for cooperation and an end to the "noise."

Ron Humphress, Town resident, who completed deed and survey work for the project, explained that the Town purchased the property for \$2.5 million in 2016 and that 6–7 acres were later given to the County for office buildings. He noted that Parcel 57 consisted of consolidated lots from four families and identified three discrepancies in the survey. He remarked that the Town entered into a land agreement without knowing the property lines.

Ms. Marie Velong questioned how the Town could sell a property without knowing its boundaries. Ray Jenkins, Gay Street, asked what Parcel 57 actually was, saying the Town had not provided a definition. Mayor Tyndall responded that it was not only the Town that lacked clarity and commented that he believed the northern property line was being used as a bargaining tool by CVP. Ms. Gina Velong added that she believed the dispute concerned approximately one acre of land. Jeff Auxer, resident and owner of Jeffrey Auxer Designs, commented that it was more important to finalize the deal, "whatever it takes," as it was in the best interest of taxpayers.

Councilmember Nichols emphasized that if she supported the extension, she did not want MDE findings to be used as a reason to halt the project during the next 12 months. Mr. Cropper reminded the Council that the motion on the floor was to extend the study period by 12 months, which would allow the developer to continue studying the project and retain the ability to terminate regardless of MDE restrictions, SHA requirements, property line disagreements, or other issues. He noted that a study period carries no restrictions on termination.

Ed Hammond, Town resident, commented that the Town had not developed plans for the land before entering into the agreement. He suggested that in the future, when selling a significant parcel, the Town should establish a plan beforehand rather than rushing and being "steamrolled." He believed the Town should accept the termination letter and restart the process properly.

On the motion of Councilmember Knerr, second by Councilmember Green, Motion 2026-21: Parcel 57 12-Month Extension for Initial Study Period for the Land Development 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>	5				

Councilmember Orris remarked that he found it difficult to believe the Town did not know what Parcel 57 was, noting that the property had been appraised twice and had an established sale price. He made a motion to approve the northern boundary line as shown in Exhibit A. Vice President Burrell commented that this boundary had already been approved at a previous Mayor and Council meeting. Mr. Cropper requested to be placed on the agenda for the next Planning Commission meeting. Mayor Tyndall informed him that he would be contacted the next business day regarding scheduling.

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

Ms. Bohlen reviewed upcoming meetings, and Director of Public Works Jimmy Charles reported that the Town Hall Renovation began on April 6, 2026, with asbestos abatement completed and initial site work underway. Councilmember Knerr requested an update on the Stephen Decatur Park Comfort Station, and Ms. Bohlen indicated construction was expected to begin shortly. Councilmember Orris followed up on fire pit regulations, and Ms. Bohlen noted she would seek clarification from the Planning Department.

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

Ms. Marie Velong expressed concerns regarding the audio setup at the Berlin Library. Administrative Assistant Laura Brown explained the limitations were due to library policy, which only permits use of the microphone provided and does not allow additional equipment to be connected.

7. Comments from the Council – None.

8. Comments from the Mayor’s Office

Ms. Gorfinkel reported that the Town was receiving \$554,211 in local government energy modernization funding for the Wastewater Plant and Town Hall. Mayor Tyndall thanked Ms. Gorfinkel, Ms. Saleh, and Electric Utility Director Tim Lawrence for their efforts in securing the funding.

Mayor Tyndall also congratulated Berlin’s own Jacques Hillion for being selected as one of the winners of the If I Were Mayor for a Day contest. He noted this was the fifth consecutive year a Berlin student had won. Jacques will read his essay at the June 8th Mayor and Council meeting.

The Mayor thanked everyone for their hard work on the budget to date. He noted that Councilmembers Green and Orris attended the General Fund internal budget meeting, and Councilmembers Knerr and Orris attended the Enterprise (Utilities) Fund internal budget meeting. He also expressed appreciation to all who assisted with the Hope4Recovery initiative.

9. Comments from the Press – None.

10. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the meeting was adjourned at approximately 9:08 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>	5				

Respectfully submitted,



Laura Brown  
Administrative Assistant\



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



**BERLIN FIRE COMPANY, Inc.**

April 20, 2026

Mayor and Council of Berlin  
10 William Street  
Berlin, MD 21811

Dear Mayor and Councilmembers:

Please find the enclosed costs to provide fire and rescue services for the period July 1, 2026 to June 30, 2027.

The information provided indicates the operating costs associated to provide this service. Approximately 40% of the calls for fire and rescue services are within the Town limits of Berlin.

We propose to provide these services with specialized fire and rescue apparatus and three fire stations. This includes brush truck, engines, rescue, aerial apparatus, tanker, and other specialized utility vehicles. Stations are maintained for both the volunteer and career personnel. They house the general supplies, personal protective equipment, gym equipment and other amenities needed to perform these services.

Staffing will be provided by volunteer members of our organization which is currently approximately 60 volunteers supported by our career personnel who are cross-trained in both firefighting and rescue. These volunteers dedicate many hours to respond to emergencies, attend meetings, and trainings. They receive NO pay for their services, thus saving the taxpayers hundreds of thousands of dollars in payroll costs.

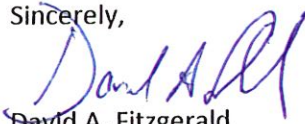
This budget indicates the minimum amount that will be needed to provide fire and rescue services. as described above.

The attached document indicates the town operating request of \$219,350. There are still capital apparatus items to consider. There are several budget line items that may need adjusting as we are still awaiting various final quotes for apparatus maintenance, fire equipment and supplies, and insurances. This is a modest 7% increase for operations.

It is important to note, as with the Town of Berlin, Worcester County is still developing their budget. We will continue to meet to discuss a consistent funding formula for operations and capital replacement funding. The town needs to continue their research on impact fees on building permits and developments and a method to provide capital funding.

Thank you for the opportunity to continue to provide these services to the town residents and visitors and we look forward to further detailed discussions regarding this request.

Sincerely,

  
David A. Fitzgerald  
President

**BERLIN FIRE COMPANY FIRE REVENUE AND EXPENSES**

**Operating Budget**

<u>Revenues</u>	<b>FY25-26 Budget</b>	<b>FY25-26 9 mos</b>	<b>FY26-27 Budget</b>
Donations	\$45,000.00	\$50,148.00	\$45,000.00
Fund Raisers	\$2,500.00	\$4,366.72	\$5,000.00
Control Burns	\$2,000.00	\$0.00	\$2,000.00
County Grant	\$297,855.00	\$298,804.00	\$326,512.00
Town Grant	\$205,000.00	\$205.00	\$219,350.00
Banking Interest	\$2,500.00	\$6,898.44	\$2,500.00
<b>TOTAL REVENUES</b>	\$554,855.00		\$600,362.00
<u>Expenses</u>	<b>FY25-26 Budget</b>		<b>FY25-26 Budget</b>
Occupancy	\$183,464.00	\$191,820.37	\$234,842.00
Insurance (bldg/liab/vehicle)	\$82,500.00	\$87,110.00	\$100,200.00
Office Supplies/Computer Mnt	\$44,050.00	\$37,987.47	\$44,050.00
Professional Fees	\$10,000.00	\$4,310.00	\$7,500.00
Communications	\$6,000.00	\$6,091.00	\$7,000.00
Fire Prevention	\$2,000.00	\$1,048.41	\$1,000.00
Apparatus (vehicle)	\$100,000.00	\$102,758.52	\$107,000.00
Fire Equipment and Supplies	\$40,671.00	\$42,474.50	\$18,500.00
Fire Equipment Repairs	\$43,600.00	\$30,217.92	\$40,700.00
Volunteer Incentives / Physicals	\$41,570.00	\$27,245.38	\$38,570.00
Training	\$1,000.00	\$556.20	\$1,000.00
<b>TOTAL EXPENSES</b>	\$554,855.00		\$600,362.00



**Berlin Fire Company, Inc.**  
**Berlin Fire Company Emergency Services, Inc.**

214 North Main Street  
Berlin, Maryland 21811-1004  
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**BERLIN FIRE COMPANY, Inc.**

April 20, 2026

Mayor and Council of Berlin  
10 William Street  
Berlin, MD 21811

Dear Mayor and Councilmembers:

We are again renewing our request for capital funding assistance. This funding is needed for us to continue to have the fire and rescue equipment to provide our services.

The town provided capital funds from Fiscal Year 2008 to Fiscal Year 2012 of \$142,000 each year. In Fiscal Years 2015 and 2016, \$150,000 was provided each year. Fiscal Year 2017 capital funding of \$60,000 was provided and \$126,000 in Fiscal Year 2018. Since that time, no other capital funding was provided, except a one-time allocation from the American Rescue Act funds. Our request remains at \$150,000 annually for capital equipment and apparatus.

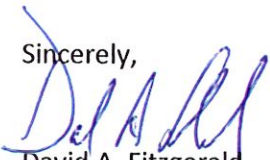
We currently have an apparatus loan payment of \$200,000 due each August until 2036 and a final payment of \$75,345.37 due in August 2037. This loan funds the purchase of a new engine that replaced a 37-year-old engine and a new rescue that replaced a 27-year-old rescue. We are using our county out of town run funds for this annual payment, which leave no other available funds for other capital equipment or apparatus purchases. When this loan is paid in full in 2027, the engine to be replaced will be 39 years old!

We are requesting capital funding be restored in the annual budget and a request of \$400,000 from town funds to forward pay two payments, that will help us shorten the life of the loan and interest paid.

The town has each year increased its reserve funds and is consistently under budget at the end of each fiscal year.

Thank you for the opportunity to continue to provide these services to the town residents and visitors and we look forward to further detailed discussions regarding this request.

Sincerely,

  
David A. Fitzgerald  
President



**Berlin Fire Company, Inc.**  
**Berlin Fire Company Emergency Services, Inc.**

214 North Main Street  
Berlin, Maryland 21811-1004  
410-641-1977 • 410-641-2494 FAX  
[www.berlinfire.com](http://www.berlinfire.com)



**BERLIN FIRE COMPANY, Inc.**

April 20, 2026

Mayor and Council of Berlin  
10 William Street  
Berlin, MD 21811

Dear Mayor and Councilmembers:

Thank you for your discussion at our last work session to provide a real estate property tax credit for volunteer members of the fire company who have qualified under the State of Maryland Income Tax Subtraction program.

They would be eligible for the proposed \$1,000 rebate check upon Berlin Fire Company providing signed copies of the State of Maryland Income Tax Subtraction form. This is the same form used by the Comptroller of Maryland and Maryland State Firefighters Association to certify the eligibility for the State tax subtraction. The form is also used by Worcester County to verify eligibility of the County's Length of Service Award Program (LOSAP). The member would have to be listed on the real estate property tax bill as sent by Worcester County and paid their taxes in full, before the rebate would be issued.

There are many counties and towns providing a real estate property tax credit to its volunteer fire, rescue, and EMS personnel and the Worcester County Firefighters Association made a similar request to the Worcester County Commissioners during their budget presentation.

For 2025 attendance, Fiscal Year 2026-2027 tax bills, there are 18 eligible volunteer members. At the work session, it was discussed to include qualified members by points, but to allow one or two years of service as eligible for the Town proposed tax rebate. This would add one additional person for a total of 19.

Sincerely,

David A. Fitzgerald  
President



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**BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES, Inc.**

April 20, 2026

Mayor and Council of Berlin  
10 William Street  
Berlin, MD 21811

Dear Mayor and Councilmembers:

Please find the enclosed costs to provide emergency medical services for the period July 1, 2026 to June 30, 2027.

The information provided indicates the operating costs associated to provide this service. Approximately 60% of the calls for emergency medical services are within the Town limits of Berlin.

We propose to provide these services with three in-service advanced life support ambulances, and one reserve ambulance. This reserve ambulance allows us to keep three ambulances available when a unit needs to be sent for routine service or repairs.

Staffing will be provided by two paramedics and two emergency medical technicians on duty 24 hours each day. An additional paramedic-EMS employee supervisor is working Monday to Friday from 7 am to 4 pm allowing for three ambulances to be staffed when a volunteer member is available to drive. These personnel are cross-trained in fire and rescue services to assist the fire company as needed. We MUST maintain our step scale and cost of living increases, as well continue to monitor our pay scales to remain competitive in the job market. We have two paramedic vacancies currently and these shifts are filled by full time staff on holdovers, callbacks, or availability, the employee supervisor, and part-time personnel.

This budget indicates the minimum amount that will be needed to provide emergency medical services as described above.

The attached document indicates the town portion of the EMS operating budget at a request of \$499,000. There are still capital apparatus items to consider. There are several budget line items that may need adjusting as we are still awaiting various final quotes for apparatus maintenance, fire equipment and supplies, and insurances. This is a modest 3% increase for operations.

It is important to note, as with the Town of Berlin, Worcester County is still developing their budget. We will continue to meet to discuss a consistent funding formula for operations and capital replacement funding. The town needs to continue their research on impact fees on building permits and developments and a method to provide capital funding.

Thank you for the opportunity to continue to provide these services to the town residents and visitors and we look forward to further detailed discussions regarding this request.

Sincerely,

David A. Fitzgerald  
President

**BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES, INC  
OPERATING BUDGET**

<b>Revenues</b>	<b>FY25-26 Budget</b>	<b>FY25-26-9mos</b>	<b>FY26-27 Budget</b>
Donations	\$31,000.00	\$29,510.00	\$31,000.00
EMS Invoices	\$565,000.00	\$505,114.30	\$625,000.00
County Grant	\$1,078,259.00	\$1,309,919.00	\$1,309,919.00
Town Grant	\$484,000.00	\$484,000.00	\$499,000.00
Banking Interest	\$600.00	\$16,483.14	\$10,000.00
<b>TOTAL REVENUES</b>	\$2,158,859.00		\$2,474,919.00
<b>Expenses</b>	<b>FY25-26 Budget</b>	<b>FY25-26-9mos</b>	<b>FY26-27 Budget</b>
Medical Supplies	\$25,000.00	\$18,221.52	\$25,000.00
Office/Computer	\$17,500.00	\$30,767.55	\$30,000.00
Professional Fees	\$15,000.00	\$9,758.50	\$15,000.00
Career Personnel	\$1,982,159.00	\$1,327,801.80	\$2,274,544.00
Training	\$2,500.00	\$500.00	\$2,500.00
Volunteer Incentives	\$2,500.00	\$1,240.00	\$2,500.00
Building	\$3,700.00	\$1,116.96	\$5,200.00
Med Equip Mnt/Rpr	\$40,000.00	\$31,472.76	\$35,000.00
Insurance	\$15,500.00	\$16,204.00	\$16,675.00
Vehicle Expenses	\$55,000.00	\$64,354.12	\$68,500.00
<b>TOTAL EXPENSES</b>	\$2,158,859.00		\$2,474,919.00



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**BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES, Inc.**

April 20, 2026

Mayor and Council of Berlin  
10 William Street  
Berlin, MD 21811

Dear Mayor and Councilmembers:

We are again renewing our request for capital funding assistance. This funding is needed for us to continue to have the emergency medical services equipment to provide our services.

The town provided capital funds from Fiscal Years in a three-year commitment of \$15,000 each year. A one-time American Rescue Funds for capital funding for cardiac monitors.

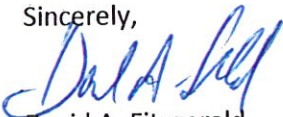
We have provided cash flow worksheets specific to the ambulance replacements. As currently funded by the county, town, and EMS billing revenues. The next ambulance replacements due in 2035-2037-2039 would not be financially feasible.

We are requesting \$75,000 of capital funding be planned for future budgets and a request of \$100,000 from town funds to assist to pay off our existing new ambulance loan. These funds would be used to pay the balance our 2025 ambulance of approximately \$45,000 and for the remaining funds to be placed toward the deposit payment of the 2029 replacement unit.

The town has each year increased its reserve funds and is consistently under budget at the end of each fiscal year.

Thank you for the opportunity to continue to provide these services to the town residents and visitors and we look forward to further detailed discussions regarding this request.

Sincerely,

  
David A. Fitzgerald  
President

ORDINANCE 2026-02

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN AMENDING CHAPTER 30, ENTITLED UTILITIES, ART. IV, ENTITLED WATER AND SEWER ALLOCATION; SPECIAL CONNECTION, CONNECTION AND READY TO SERVE CHARGERS; SECTION 30-249, ENTITLED DURATION OF ALLOCATION.

NOW WITNESS, that section 30-249 shall be amended as follows:

Sec. 30-249. - Duration of allocation.

Projects receiving final site plan or final subdivision approval after December 31, 2008, shall be subject to the following:

- (1) The owner shall apply for the allocations required for its project by submitting the application as provided in this article.
- (2) The approved water and sewer allocation shall be considered reserved for as long as the allocated ready to serve charge is continuously paid. A ~~three~~-SIX month arrearage shall be considered forfeiture of the allocation and the town shall be entitled to recapture the sewer and water allocation granted for any lots that fail to pay the allocated ready to serve charge for ~~three~~ SIX consecutive months unless otherwise approved by the Mayor and Council.
- (3) Any allocation forfeited under this article shall revert back to the town for future allocation.
- (4) Forfeiture of the reserved allocation shall not warrant a refund of any special connection charge or grandfathered special connection charge deposit.

(Code 1977, § 102-18.7; Ord. No. 2009-02, 3-23-2009; Ord. No. 2009-02, 6-13-2011)

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, and thereafter a statement of the substance of the Ordinance having been published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of \_\_\_\_\_ in favor, to \_\_\_\_ opposed, with \_\_\_\_\_ abstaining and \_\_\_\_\_ absent.

\_\_\_\_\_  
Dean Burrell, Vice-President

Approved on this \_\_\_\_ day of \_\_\_\_\_, 2026 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the \_\_\_\_ day of \_\_\_\_\_, 2026.

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

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



**ORDINANCE 2026-03**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, SETTING THE REAL PROPERTY TAX RATE FOR FISCAL YEAR 2027**

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

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

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin, Maryland, that the tax rate for the fiscal year 2026-2027 shall be \$.84 per \$100.00 of assessed value of real property located within the Town limits of Berlin, Maryland.

**THIS ORDINANCE** was introduced and read at a meeting of the Town Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of \_\_\_\_\_ in favor to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining, and \_\_\_\_\_ absent.

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

This Ordinance was approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin and is effective at the start of the 2027 Fiscal Year on July 1, 2026.

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

ATTEST:

\_\_\_\_\_  
Mary Bohlen, Town Administrator



**MOTION OF THE MAYOR AND COUNCIL 2026-17**

A motion of the Mayor and Council of the Town of Berlin AWARDING RFP 2026-03 BERLIN LEAD SERVICE LINE REPLACEMENT – PHASE 1A TO TEAL CONSTRUCTION, INC. IN THE AMOUNT OF \$1,938,938.00.

PROJECT FUNDING AS FOLLOWS:

**BASE BID:**

\$1,938,938.00

**MDE FUNDING AWARD:**

\$1,668,653.00

**LESS A/E SERVICES:**

(\$192,720.00)

**LESS ADMINISTRATIVE COST (3%):**

(\$58,168.00)

**LESS CONTINGENCY COST (5%):**

(\$96,946.00)

**FUNDS AVAILABLE FOR CONSTRUCTION:**

\$1,320,819.00

**FUNDING SHORTFALL:**

\$618,119.00

The Maryland Department of the Environment (MDE) has awarded the Town of Berlin \$1,668,653.00 through the Maryland Drinking Water State Revolving Fund (MDWSRF). Based on MDE-required budget components, the project has a calculated funding shortfall of \$618,119.00.

The Mayor and Council intend to seek additional funding to cover the shortfall. If additional funding is not secured, the shortfall shall be funded from the SPECIAL CONNECTION WATER FUND RESERVE. Any unused administrative or contingency funds shall remain with the Town.

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

April 16, 2026

Town of Berlin,  
10 William Street  
Berlin, Maryland 21811

*Ring W. Lardner, P.E.  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA, LEED GA  
Jason P. Loar, P.E.  
Jamie L. Sechler, P.E.*

ATTN: Mary Bohlen  
Town Administrator

RE: Project Budget Summary Clarification and Bid Open Recommendation  
Berlin Lead Service Line Replacement Phase 1A  
Town of Berlin, Maryland  
DBF# 0050A120

Ms. Bohlen:

This correspondence is to provide a clarification on the project budget summary for the Berlin Lead Service Line Replacement Phase 1A project. A discrepancy in the calculation of the funding shortfall has been discovered following further coordination with the Funding Agency, and preparation of the bid approval package that is to be submitted to the Funding Agency.

The previous calculation for the funding shortfall was calculated as follows:

Total Amount of Funding Offered:	\$1,668,653.00
<u>A/E Services:</u>	- \$192,720.00
Remainder for Construction:	\$1,475,933.00
Total Base Bid:	\$1,938,938.00
<u>Remainder for Construction:</u>	- \$1,475,933.00
Funding Shortfall Amount:	(\$463,005.00)

The Funding Agency requires that two additional items are to be broken out from the amount available for construction. Those being an administrative cost (3% of total construction cost) and a contingency cost (5% of total construction cost). The revised calculation for the funding shortfall is calculated as follows:

Total Amount of Funding Offered:	\$1,668,653.00
A/E Services:	- \$192,720.00
Administrative Cost	- \$58,168.00
<u>Contingency Cost</u>	- \$96,946.00
Remainder for Construction:	\$1,320,819.00
Total Base Bid:	\$1,938,938.00
<u>Remainder for Construction:</u>	- \$1,320,819.00
Funding Shortfall Amount:	(\$618,119.00)

The low bid, base bid amount exceeds the budgeted funds for the project by \$618,119.00. DBF recommends the Town award only the base bid to Teal Construction Inc, contingent upon the availability of additional funds. DBF recommends that the Town request additional \$618,119.00 in funding assistance from the Maryland Department of the Environment, if none is available, local funding sources would need to be examined to bridge this shortfall.

The total award amount for the completion of the referenced project remains One Million, Nine Hundred and Thirty-Eight Thousand, Nine Hundred and Thirty-Eight dollars and zero cents (\$1,938,938.00).

Should you have any questions, comments, or concerns, please contact us at 410-543-9091.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.



Nicholas S. Bradley Jr. P.E.  
Civil Engineer



# STAFF REPORT

**TO:** Mayor and Council

**FROM:** Ryan Hardesty, Acting Planning Director

**MEETING DATE:** April 27, 2026

**SUBJECT:** Soltage request for reduction of Planning Commission Commercial site plan review fee

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## SUMMARY:

Vista Design, on behalf of their client Soltage, has requested consideration of a reduction to the Planning Commission Commercial Site Plan review fee associated with a proposed solar project located on Route 818. Any reduction of an established review fee is at the discretion of the Mayor and Council.

## BACKGROUND:

The applicant previously appeared before the Mayor and Council in November 2025 to request a reduction of the Stormwater Management (SWM) review fee for this same project, where they were granted the reduction.

Under the Town's current fee schedule, the Commercial Site Plan review fee is calculated at a rate of \$0.25 per square foot, with a minimum fee of \$800. The subject property consists of approximately 113.04 acres, which equates to 4,924,022.40 square feet.

Based on this calculation, the total Commercial Site Plan review fee for this project would be:

**\$1,231,005.60**

The existing fee structure was developed primarily with traditional commercial *building* projects in mind. At this time, the Town does not have a separate or specific fee category for large-scale solar projects.

To provide context, staff reviewed fee structures from nearby jurisdictions:

- **Worcester County:** \$450 base fee + \$35 per acre
  - Equivalent fee for this project: **\$4,406.40**
- **Wicomico County:** \$1,000 base fee + \$50 per disturbed acre
  - Equivalent fee for this project: **\$6,652**

These comparisons highlight a significant difference between the Town's current fee structure and those applied by neighboring jurisdictions for large-scale land development reviews.

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## FINDINGS:

- The current fee structure results in a disproportionately high review fee when applied to large-scale, non-building projects such as solar installations.
- The Town does not currently differentiate between traditional commercial development and solar energy projects in its fee schedule.
- Other jurisdictions utilize acreage-based formulas that produce significantly lower and more proportional review fees for similar projects.
- It is unlikely that another solar project of comparable scale will pursue development in Berlin in the foreseeable future, therefore, a permanent modification to the fee schedule is not necessary. Addressing this request as a one-time consideration is appropriate.

## RECOMMENDATIONS:

1. **Maintain the current fee structure** and require full payment of the calculated review fee with no reduction.
2. **Approve a reduced fee** based on an alternative method, such as a base fee plus a set amount per acre, more consistent with regional practices.

Given the scale and nature of this project, staff recommends consideration of a revised fee approach utilizing a base rate plus a per-acre charge, which would more accurately reflect the scope of review while maintaining fairness and consistency with comparable jurisdictions. If you're interested in aligning with this approach used by neighboring counties, I would recommend using a comparable structure that mirrors the Town's current residential site plan review fee. This would consist of a \$750 base fee plus \$35 per unit and/or lot, but using acreage in place of lots for this type of project.

Under that framework, the calculation would be:

$\$35 \times 113 \text{ acres} = \$3,955$ , plus the \$750 base fee, for a total of \$4,705.



MCALLISTER  
 DETAR  
 SHOWALTER  
 & WALKER

Brendan S. Mullaney  
 bmullaney@mdswlaw.com  
 (410) 820-0250 (Direct)

March 30, 2026

*VIA ELECTRONIC MAIL* (rhardesty@berlinmd.gov and mbohlen@berlinmd.gov)  
 Town of Berlin  
 Mayor and Town Council  
 10 William Street  
 Berlin, Maryland 21811

Re: Berlin Main Solar Development Process; Commercial Site Plan Review Fee

To the Town of Berlin Mayor and Town Council:

As you know, my office represents Soltage, an experienced renewable energy producer that develops, finances, and operates distributed solar projects across the United States and around the Eastern Shore of Maryland. Soltage’s entity Soltage MD DevCo, LLC, is under lease with Berlin Living, LLC (Soltage MD DevCo, LLC and Berlin Living, LLC collectively being the “**Applicant**”), with Berlin Living, LLC as the owner of Parcels 49 and 54 of Tax Map 20 (the “**Property**”) for installation of community solar projects up to eighteen (18) MWac. This letter is meant to provide reference to case law and regulatory requirements in Maryland related to site plan fees and approvals. The Town does not have a site plan fee that is appropriate for solar development and we want to work with the Town to calculate an appropriate fee that complies with Maryland law so that the fee can be paid and the Town can process the application as soon as possible.

Recent correspondence mistakenly applies the per square foot fee to the entire project area when it is meant to be a building area calculation and we do not believe is directly applicable to solar development as drafted. The standard fee based upon the Town of Berlin General Fee Schedule (copy attached) could be misconstrued to be based on the total project area as follows: 113.04 acres x 43,560 sq.ft. = 4,924,022.4 sq.ft x \$0.25 per sq.ft. = **\$1,231,005.60**. Recent correspondence has indicated that there may be some confusion related to this calculation.

Code of the Town of Berlin, Maryland (the “**Code**”) Section 108-271(c) grants authority for commercial site plan review fees:

An applicant who must undergo a site plan review for a proposed development shall pay a fee to the town in accordance with the fee schedule adopted by resolution of the Mayor and Council, and as may be amended from time to time.

The most recent Town of Berlin, Maryland permit fee schedule is found in the “Town of Berlin General Fee Schedule” per Resolution 2026-01 approved January 12, 2026, attached hereto as Exhibit A. The schedule includes Planning Commission Fees for Commercial Site Plan review. The fee for this review is calculated at a rate of \$0.25 per square foot. The minimum fee for this review is \$800.00.

**The fee schedule as indicated in recent correspondence to Applicant would be unreasonable because the fee is more than necessary to provide for the cost of site plan review, administration of the permitting process, and inspection of the proposed project.** Here, we find it unlikely that the money



expended by the Town to review, permit, and inspect Applicant's commercial site plan is consistent with the fee demanded by the Town. Accordingly, the Town's calculation for Commercial Site Plan review fees is outside the guardrails of Maryland law.

The Town has implemented a method of calculation for its Commercial Site Plan review fees based on the total area of properties subject to the site plan. Although the rate of \$0.25 per square foot may be reasonable for the review of proposed commercial *buildings* in the Town, it is not reasonable for review, permitting, and inspection of proposed *solar projects*.

By way of comparison, Worcester County provides for a base Major Site Plan review fee of \$450.00, plus \$35.00 per acre. As applied to Applicant, the same commercial site plan filed in Worcester County would only be subject to initial site plan review fees of \$4,406.40. The standard fee based upon the Town of Berlin General Fee Schedule if applied to the square footage of the project is **over 279 times this amount**. The fee schedules of other jurisdictions in the Eastern Shore of Maryland determine their commercial site plan review rates based upon the *floor areas* of the proposed buildings, not the *total area* of the project:

- Talbot County
  - Site Plan Review – Major (Building up to 10,000 sq. ft.): \$750.00
  - *As applied to Soltage Berlin*: \$750.00
- Queen Anne's County
  - Non-Residential Development Major Site Plan Review: Base Fee of \$2,000.00 plus \$0.15 per square foot of *floor area*.
  - *As applied to Soltage Berlin*: \$2,000.00

Additionally, Caroline County contains provisions in its fee schedule specific to solar projects that provides for the cost of site plan review, but also avoids an excessively high fee:

- Caroline County
  - Initial Major Site Plan review: \$400.00
  - Major Site Plan Use Specific Additional Fees (Commercial Solar Energy Systems); over 50 acres of disturbed area (LOD): \$4,800.00
  - *As applied to Soltage Berlin*: \$5,200.00

**Considering the comparable site plan review fees in neighboring jurisdictions, the Applicant believes that an appropriate Commercial Site Plan review fee for the Project is \$800. However, recognizing that the Town Fee Schedule does not have a calculation for solar development of for larger land use development not inclusive of building footprint, Soltage Berlin hereby offers to pay \$4,406.40 for the site plan fee to ensure that the Town is paid for all of its time and effort in processing the plan and to be consistent with the Worcester County Code requirements applicable to solar development.** Where building permit and site plan review fees are in the nature of or part of a regulatory measure, as opposed to a revenue-raising act, the correct test in determining the validity of the fee schedule is whether the amount collected under the fee schedule is reasonable, and not more than necessary to issue building permits and site plan approvals. *See Mayor & City Council of Ocean City v. Purnell-Jarvis Ltd.*, 86 Md. App. 390, 416 (1991). In *Purnell-Jarvis*, the Ocean City fee schedule was regulatory, and the fee was required to be limited to what was necessary to fund the regulation being enforced. *Id.* at 405. Because the fees in that matter far exceeded the costs of the review and implementation of the regulations, the Court upheld the lower court's ruling that they were excessive. *Id.* at 406.



A municipality may not impose any type of charge without the authority to do so from the General Assembly. A local law that fails to adhere to the directives of the state enabling legislation, such as if the Town applied the per square foot calculation to the entirety of the proposed project, is unauthorized and invalid.

On behalf of the Applicant, we respectfully request that the Town reevaluate and recalculate the requested fee for commercial site plan review and approval. If there is any information or documentation that Soltage, the property owner, or my office can provide to further this discussion please contact me at 410.820.0250 or [bmullaney@mdswlaw.com](mailto:bmullaney@mdswlaw.com).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brendan S. Mullaney', written over a printed name.

Brendan S. Mullaney

**TOWN OF BERLIN GENERAL FEE SCHEDULE**

PER RESOLUTION 2026-01 APPROVED JANUARY 12, 2026					
All fees subject to change by Resolution of the Mayor and Council.					
	FY2026 effective 7/1/2025	FY 2027 effective 7/1/2026	FY 2028 effective 7/1/2027	FY 2029 effective 7/1/2028	FY 2030 effective 7/1/2029
<b>PLANNING DEPARTMENT</b>					
<b>Building Permits</b>					
<b>Construction Cost</b>	<b>PLAN REVIEW FEE</b>	<b>PLAN REVIEW FEE</b>	<b>PLAN REVIEW FEE</b>	<b>PLAN REVIEW FEE</b>	<b>PLAN REVIEW FEE</b>
\$1.00 - \$3,000.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00
\$3,001.00 - \$100,000.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00
\$100,001.00 - \$500,000.00	\$180.00	\$190.00	\$200.00	\$225.00	\$250.00
\$500,001.00 - \$1,000,000.00	\$250.00	\$275.00	\$300.00	\$300.00	\$325.00
Over \$1,000,000.00	\$300.00	\$350.00	\$400.00	\$425.00	\$450.00
	<b>PERMIT FEE</b>	<b>PERMIT FEE</b>	<b>PERMIT FEE</b>	<b>PERMIT FEE</b>	<b>PERMIT FEE</b>
<b>Repair/Maintenance Work which does not alter the structure, size, or other material aspect of a building. Examples: Replacement of windows like-to-like, replacement of roof.</b>					
\$1.00 - \$3,000.00	\$60	\$65.00	\$70.00	\$75.00	\$80.00
\$3,001.00 - \$100,000.00	\$75.00 + 1% construction cost	\$80.00 + 1% construction cost	\$85.00 + 1% construction cost	\$90.00 + 1% construction cost	\$95.00 + 1% construction cost
\$100,001.00 - \$500,000.00	\$1,410.00 for first \$100,000 construction cost plus \$14.00/\$1,000.00 additional	\$1,450.00 for first \$100,000 construction cost plus \$16.00/\$1,000.00 additional	\$1,525.00 for first \$100,000 construction cost plus \$18.00/\$1,000.00 additional	\$1,600.00 for first \$100,000 construction cost plus \$20.00/\$1,000.00 additional	\$1,675.00 for first \$100,000 construction cost plus \$22.00/\$1,000.00 additional
\$500,001.00 - \$1,000,000.00	\$5,700.00 for first \$500,000 construction cost plus \$12.00/\$1,000.00 additional	\$5,800.00 for first \$500,000 construction cost plus \$14.00/\$1,000.00 additional	\$5,900.00 for first \$500,000 construction cost plus \$16.00/\$1,000.00 additional	\$6,000.00 for first \$500,000 construction cost plus \$18.00/\$1,000.00 additional	\$6,250.00 for first \$500,000 construction cost plus \$20.00/\$1,000.00 additional
Over \$1,000,000.00	\$10,200.00 for first \$1,000,000 construction cost plus \$4.50/\$1,000.00 additional	\$10,500.00 for first \$1,000,000 construction cost plus \$5.00/\$1,000.00 additional	\$11,000.00 for first \$1,000,000 construction cost plus \$6.00/\$1,000.00 additional	\$11,500.00 for first \$1,000,000 construction cost plus \$7.00/\$1,000.00 additional	\$12,000.00 for first \$1,000,000 construction cost plus \$8.00/\$1,000.00 additional
<b>Sign Permit Fees</b>					
Residential Development, commercial, institutional and church signs	\$6.00/sq. ft. - Min. \$120.00	\$7.00/sq. ft. - Min. \$140.00	\$8.00/sq. ft. - Min. \$160.00	\$9.00/sq. ft. - Min. \$180.00	\$10.00/sq. ft. - Min. \$200.00
Sidewalk Signs	\$75.00	\$80	\$85	\$90	\$100
All other signs including temporary signs	\$80.00	\$85	\$90	\$95	\$125
<b>Planning Commission Fees</b>					
Minor subdivision creating fewer than 6 lots	\$750.00	\$775	\$800	\$825	\$850
Major subdivision of 6 or more lots	\$750.00 plus \$80.00/lot	\$775.00 plus \$85.00/lot	\$800.00 plus \$90.00/lot	\$825.00 plus \$95.00/lot	\$850.00 plus \$100.00/lot
Residential Site Plan review: \$720.00 plus \$35.00 per residential unit and/or lot.	\$750.00 plus \$35.00/residential unit and/or lot	\$775.00 plus \$40.00/residential unit and/or lot	\$800.00 plus \$45.00/residential unit and/or lot	\$850.00 plus \$50.00/residential unit and/or lot	\$900.00 plus \$55.00/residential unit and/or lot
Commercial Site Plan review:	\$0.25/sq. ft. - min. \$800.00	\$0.30/sq. ft. - min. \$875.00	\$0.35/sq. ft. - min. \$950.00	\$0.40/sq. ft. - min. \$1100.00	\$0.50/sq. ft. - min. \$1200.00
Zoning Change/Rezoning Hearing- plus advertising costs*	\$525.00	\$550	\$575	\$600	\$625

NOTE: Fees go into effect July 1 of each year. Schedule does not reflect all fees, charges, usage rates, etc. charged by the Town of Berlin. Please contact the appropriate Department for additional information.

**TOWN OF BERLIN GENERAL FEE SCHEDULE**

	FY2026 effective 7/1/2025	FY 2027 effective 7/1/2026	FY 2028 effective 7/1/2027	FY 2029 effective 7/1/2028	FY 2030 effective 7/1/2029
<b>Board of Zoning Appeals Fees</b>					
Hearing Fee - plus advertising costs	\$525.00	\$550	\$575	\$600	\$625
<b>HDC Fee</b>					
HDC Appearance/Review	\$100.00	\$110	\$120	\$130	\$140
<b>Other Planning Dept. Fees</b>					
Excavation/Grading Permit	\$350.00	\$360	\$375	\$400	\$450
Demolition Permit	\$210.00	\$250	\$275	\$300	\$350
Burn Permit	\$40.00	\$45	\$50	\$55	\$60
Zoning Certificate for change of use	\$145.00	\$150	\$155	\$160	\$165
Annexation Request - plus advertising costs*	\$525.00	\$550	\$575	\$600	\$625
<b>Stormwater Management Review Fees</b>	Review fees include one review each of the Concept Plan, Site Development Plan and Final Plan for a total of three (3) reviews.				
<b>Single Family Dwellings</b>	Minimum fee of \$850.00	Minimum fee of \$875	Minimum fee of \$900.00	Minimum fee of \$925.00	Minimum fee of \$950.00
Up to 130,000 sq. ft. of disturbance	\$10.50 per 1,000 square feet of disturbance	\$11.00 per 1,000 square feet of disturbance	\$11.50 per 1,000 square feet of disturbance	\$12.00 per 1,000 square feet of disturbance	\$14.00 per 1,000 square feet of disturbance
Greater than 130,000 sq. ft. of disturbance	\$3.00 per 1,000 square feet of disturbance	\$3.25 per 1,000 square feet of disturbance	\$3.50 per 1,000 square feet of disturbance	\$3.75 per 1,000 square feet of disturbance	\$4.00 per 1,000 square feet of disturbance
Additional reviews - each	\$275.00	\$300.00	\$325.00	\$350.00	\$375.00
Minor revisions to approved plans	\$275.00	\$300.00	\$325.00	\$350.00	\$375.00
<b>Multi-Family, Agricultural, Commercial, Industrial and Institutional Structures and Uses</b>	Minimum fee of \$1375.00	Minimum fee of \$1400.00	Minimum fee of \$1450.00	Minimum fee of \$1475.00	Minimum fee of \$1500.00
Up to 220,000 sq. ft. of disturbance	\$15.00 per 1,000 square feet of disturbance	\$15.50 per 1,000 square feet of disturbance	\$16.00 per 1,000 square feet of disturbance	\$16.50 per 1,000 square feet of disturbance	\$17.00 per 1,000 square feet of disturbance
Greater than 220,000 sq. ft. of disturbance	\$4.00 per 1,000 square feet of disturbance	\$4.50 per 1,000 square feet of disturbance	\$5.00 per 1,000 square feet of disturbance	\$5.50 per 1,000 square feet of disturbance	\$6.00 per 1,000 square feet of disturbance
Review fees include one review each of the Concept Plan, Site Development Plan and Final Plan for a total of three (3) reviews.	Additional reviews: \$425 each	Additional reviews: \$450 each	Additional reviews: \$475 each	Additional reviews: \$500 each	Additional reviews: \$525 each
Minor revisions to approved plans	\$425.00	\$450.00	\$475.00	\$500.00	\$525.00
Waiver Requests	\$275.00 flat fee	\$300.00 flat fee	\$325.00 flat fee	\$350.00 flat fee	\$375.00 flat fee
<b>Impact Fees (est. 2005)</b>					
<b>Residential per dwelling unit</b>	\$2,000.00	PENDING REVIEW			
<b>Commercial</b>	\$1 per sq. foot of bldg.				

Note: Impact Fees are currently set by Town Code. Revision would require an Ordinance. A formal fee study is proposed for FY26.

\*Advertising Costs billed to applicant when invoiced to the Town.

NOTE: Fees go into effect July 1 of each year. Schedule does not reflect all fees, charges, usage rates, etc. charged by the Town of Berlin. Please contact the appropriate Department for additional information.

**TOWN OF BERLIN GENERAL FEE SCHEDULE**

	FY2026 effective 7/1/2025	FY 2027 effective 7/1/2026	FY 2028 effective 7/1/2027	FY 2029 effective 7/1/2028	FY 2030 effective 7/1/2029
<b>OTHER FEES</b>					
<b>Parks Fees</b>					
Park Facility Reservation	\$75.00 (\$35 returned)	\$80.00 (\$35 returned)	\$85.00 (\$35 returned)	\$90.00 (\$35 returned)	\$100.00 (\$35 returned)
Park Electric	\$18.00	\$20.00	\$22.00	\$24.00	\$26.00
<b>Business License/Permit Fees (annual)</b>					
Business License Fee	\$150.00	No increase recommended at time of approval of Res. '25-04			
Long-term Rental License Fee	\$75.00/unit				
#Peddlers and Solicitors	\$150/Company plus \$75/person To follow Business License Fee increases (exact per company/proportionate per person)				
#Fee for individual is for EACH registered individual conducting the peddling/soliciting. Each individual must be separately registered with the Berlin Police Department and registration is non-transferable between individuals.					
<b>+Short-Term Rental License Fees</b>					
STR License Application Fee-1st issuance	\$350.00	PENDING REVIEW			
License fee after first year (first year is application fee + lic. fee)	\$200.00				
+Short-Term Rental License Fees are stated in Code Art. II, Sec. 8-30(d); changes would require amending Ordinance.					
<b>Commercial Trash Collection</b>					
<b>Solid Waste</b>					
95-Gal. Waste Wheeler: Cost per additional can (to purchase)	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00
Residential-1 can/Commercial-2 provided at no cost					
<b>COMMERCIAL COLLECTION (billed quarterly)</b>					
COMMERCIAL CAN Price per each additional **	\$160.00	\$170.00	\$180.00	\$190.00	\$200.00
**Commercial collected 1X week. If customer requests multiple per week, charge will be accordingly.					
<b>Police Department</b>					
<b>Report Fees</b>					
Reports	\$10.00	No increase recommended at time of approval of Res. '25-04			
Pictures	\$50.00				
Video	\$75.00				
Advanced Collision Reports	\$10.00				
<b>Fingerprint Fees:</b>					
State and Federal Cards	\$60.00				
State Only	\$45.00				
FBI Card	\$25.00				

NOTE: Fees go into effect July 1 of each year. Schedule does not reflect all fees, charges, usage rates, etc. charged by the Town of Berlin. Please contact the appropriate Department for additional information.



MOTION OF THE MAYOR AND COUNCIL 2026-22

A motion of the Mayor and Council of the Town of Berlin APPROVING THE RECOMMENDED FY27 HEALTHCARE RENEWAL, INCLUDING ADJUSTMENTS TO THE HEALTH REIMBURSEMENT ARRANGEMENT (HRA), RESULTING IN AN OVERALL 7.19% INCREASE IN HEALTHCARE RATES.

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



**RESOLUTION NO. 2026-05**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF BERLIN  
ALLOCATING A PORTION OF ROOM-TAX  
REVENUE TO PARKING PROJECTS**

WHEREAS, The Mayor and Council of the Town of Berlin seeks to establish a fund for the purpose of Public Parking investment to serve the businesses, community, and visitors of the Town of Berlin.

WHEREAS, through extensive discussions with members of the business community and citizens of the Town, as well as development of formal Parking Studies, numerous resolutions to the ongoing issue of Public Parking availability and condition have been explored and proposed, without firm resolution;

NOW, THEREFORE, BE IT RESOLVED that, beginning with Fiscal Year 2027, the Town of Berlin shall allocate 10% (ten percent) of the annually collected Room-Tax Revenues to the purpose of improvements and maintenance of Public Parking. These revenues shall be reserved for such future use as determined by the Mayor and Council as part of the annual Budget Ordinance.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Council of the Town of Berlin, Maryland, by the following vote.

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 \_\_\_\_\_, 20\_\_\_\_ by the Mayor of the Town of Berlin.

ATTEST:

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

\_\_\_\_\_  
Mary Bohlen, Town Administrator



## April 27, 2026 Weekly Report

### Departments This Week:

#### Town Administration

- **SAVE-THE-DATE: REMINDER:** Unless otherwise noted, meetings will be held at the Berlin Library until Town Hall Renovations are completed.
  - Monday, April 27: Closed Session TBD; Regular Session 6:00 PM
  - \*Wednesday, April 29, 5:30 PM: Hudson Branch Restoration Project Public Meeting, Berlin Library
  - Monday, May 4, 5:00 PM: Enterprise Fund Budget Work Session - TBD
  - Monday, May 11: Closed Session TBD; Regular Session 6:00 PM
  - Monday, May 25: Most Town offices closed for Memorial Day
  - Tuesday, May 26: Closed Session TBD; Regular Session 6:00 PM
- Hudson Branch Restoration Project Public Meeting: Wednesday, April 29, 5:30 PM at the Berlin Library. This meeting is primarily for the property owners in the vicinity of Hudson Branch near Bottle Branch Road, but will be open to the public and livestreamed.
- Stephen Decatur Park Restroom: Construction to begin at any time. A press release will go out shortly regarding upcoming work at the park, including this project as well as the repairs/replacements to the playground equipment.

#### Economic and Community Development

- Vintage & Vinyl event celebrating Record Store Day was a lot of fun; will send out post-event survey to gather feedback from businesses and attendees
- Presenting at the Neighborhood Design Center Annual Forum in Mount Rainier, MD on the success of the Berlin Farmers Market, joined by panelists Michaela Eggars (Little Greenwich Apothecary), Sara Servin (MD Dept. of Agriculture), and Ann Hillyer, oceancity.com
- Updated Berlin Main Street website
- Continued department budget review
- Finalizing Berlin Farmers Market supplies & advertising
- Assisting Roadie Joes and Salon 16 with their façade grants (Roadie Joes: Enclosing their outside deck & Salon 16: Façade repair work)

#### Electric

- William Street-Replace Pole
- Flower Street-Replace Pole
- Decatur Street-Replace Pole & Install Street Lights
- Various Locations-Install AMI Meters
- Sunset Lakes-Install New Service
- 10 William Street-Energize Temp Service and Disconnect existing Service
- Hudson Lane-Replace Transformer
- Burley Street-Remove Service
- 113 Schoolfield Street-Replaced Backup Generator
- Various Locations-Tree Trimming
- Demands & Meter Reads
- Power Plant-Building & Engine Maintenance
- Town Hall-Assist Public Works with equipment removal

## Finance Director

- Congratulations to **Melissa Coffey** for being awarded the 2026 Lloyd W. Jones Scholarship by MD GFOA! The Maryland Government Finance Officers Association (MDGFOA) Lloyd Jones Scholarship is awarded to a government employee to attend the MDGFOA annual conference. Applicants must be employed by a state or local government in financial management, be a current member, and demonstrate an outstanding contribution to their organization during the past years.
- Providing excellent customer service to citizens and visitors at current “Town Hall” location at the visitors center – Deonna and Cassondra.
- **Deonna** - Processing refunds for outstanding deposits. Coordinating property settlements (5).
- **Cassondra** - Gaining knowledge of Occupant Change process and final bill process. Compiling a list of accounts in preparation for the initiation of the collections process for unpaid balances.
- **Michelle** - Implemented an alternating schedule for CSRs to manage counter and mail transactions, accommodating the reduction from two registers to one temporarily. Net Metering Refunds. Updating Accounts with New Meter info (Mass & Manual entries). PCA Reports. Preparing monthly reading sheets (4/23) for Electric Department for manual reading.
- Everyone is adjusting to Town Hall relocation to Visitor Center.
- FY 2027 Budget, budget meetings, utility funds budget.
- 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

- Processed payroll and all related reports on 04/20/26.
- 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.

- Still working with LGIT to determine coverage for many storm-related claims for property damage.
- Open enrollment is scheduled for May 20th. Separate on-site visits from Aflac (04/28) and Washington National (05/26). Information sent to staff.
- Completing a LGIT property and mobile equipment inventory with the help of all departments, primarily water, electric, and public works to ensure what should be insured is. Working to add anything or make any changes before July 1, so it may be incorporated into our renewal.
- Onboarded our new Chief of Police, Howard Drewer - started working on 04/20/26.
- Onboarded two new part-time employees in Public Works, Mike Thompson and Shawn Chaney - both started 04/21/26.
- Open positions:
  - Police Communications Officer (part-time) – Police
  - Police Officers – Police
  - Distribution and Collection Technician – Water & Wastewater

### **Planning Department**

- Attended the 4/8/26 Planning Commission meeting
- Technical Review meeting
- Budget meeting
- Ongoing review of development projects
- CEZOA meeting in Salisbury
- Budget work session
- Preparing for 5/6/26 HDC meeting
- Preparing for 5/6/26 BZA meeting
- Continuous cataloging of completed project plans
- Received permits for: Fence- 1, Plumbing- 2, Exterior- 2, Demo- 1, Pool- 1, Addition- 1, Grading- 6, Accessory bldg- 1
- Released permits for: Renovation- 1, Addition- 1, Sign- 1, Demo- 1, Roof- 1, Grading- 4, Exterior- 1
- Received applications for: Contractors License- 2
- PIA request- 1
- Issued door tags/verbal warnings/corrective action letters for: Junk- 4, Stop Work- 1, Grass- 3, Signs- 1, Inoperable vehicles- 6, RV- 1, Non-conforming use- 2, Sidewalk obstruction- 1, Plant growth obstruction- 1, Exterior- 1, Complaints- 2, Citations sent to court – 4
- Fire pit research
- ADU research
- Updated trash route map
- Collected sewer lateral location
- Researched FMCSA safety regulations for CDL drivers
- Assisting GMB with data for Comp Plan
- PFAS training
- Working on SW, electric and sewer mapping

### **Police Department**

- 4/9 K9 training: Sgt. Collins
- 4/11 Berlin Litle League Parade: Cpl. Lloyd, Ofc. Duncan, Cpl. Bratten
- 4/14-4/16 MML-PEA Training: Capt. Fisher
- 4/16 Quarterly Police Accountability Meeting: Capt. Fisher
- 4/18 Berlin Vintage & Vinyl: Sgt. Bragg, Pfc. Collins, Ofc. Duncan
- 4/20 Monthly Meeting with Apartment Managers: Chief Drewer, Cpl. Bratten
- 4/20 First Responders Coalition Meeting: S.O. Shockley

## **Public Works**

- Bulk collection for this month yielded 12 stops, raising \$300 for the town. Yard waste collection is coming up on May 6th and 13th.
- We have removed the red spring jumper from SDP in preparation for our new zipline. We anticipate install being completed within the next couple of weeks.
- Park cleanup and maintenance is in full swing. PW crews are in the parks daily, making sure they are clean and safe for all visitors.
- Our two new Hope4Recovery seasonals started this week. We look forward to making them a part of the PW team.
- Trash and recycling collection continues as normal.
- Weekly street sweeping and maintenance is taking place.

## **Water Resources**

- Fixed water leak in Henry's Mill, William St
- Jetted sewer on Ann Dr for sewer blockage
- Continued clean up at both Spray Sites from storm damage
- Budget meeting with the Mayor and two council members
- Press Sludge
- Cleaned tanks at the WWTP
- HVAC Repairs on Mini Splits in the Electrical Control Rooms at the WWTP
- Employee Continued Training- JL, HB, JM
- Open position for Distribution & Collections
- NOTE: COMAR 26.04.01.31 Effective July 1st, 2026 MDE has shared a new regulation which requires the Town of Berlin Water Resources Department to issue boil water advisories under certain conditions and take other actions to protect public health. A boil water advisory will take place when or if a complete loss of pressure in a water main that causes one or more service connections to lose their supply of drinking water, an outage that is initiated by a supplier of water, and/or a controlled outage with clear evidence of contamination. When these advisories are issued, the residents that are affected will be contacted within the hour of the outage. The Town of Berlin will continue to update residence as more information becomes available.



## Check Run Report

04.01.26

04.02.26

04.10.26

04.15.26

04.20.26



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT12741 - Refunds 1 UBPKT12740 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
33-3350001-02	CARTER, STEPHANIE	4/1/2026	30713	150.33			150.33	Generated From Billing
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	150.33				

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	150.33
<b>Revenue Total:</b>	150.33

### General Ledger Distribution

Posting Date: 03/31/2026

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-150.33	Yes
	10-2010-2074	UNAPPLIED CREDITS	150.33	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-150.33	
	98-2498-2200	DUE TO OTHER FUNDS	150.33	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	



Town of Berlin, MD

# Payment Register

APPKT03636 - 20260402SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000166</a>	ANIXTER POWER SOLUTIONS, LLC			1,286.78
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b> <b>Payment Amount</b>
Check				04/02/2026    1,286.78
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b> <b>Payable Amount</b>
<a href="#">6707445-00</a>	U GUARDS FOR UTILITY POLES	04/02/2026	04/02/2026	0.00    1,286.78
<a href="#">0000300</a>	BEARING CONSTRUCTION INC			4,992.73
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b> <b>Payment Amount</b>
Check				04/02/2026    4,992.73
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b> <b>Payable Amount</b>
<a href="#">48088-03</a>	SLUDGE PUMP STATOR & DISC FILTER CHAIN REPLACEME	04/01/2026	04/01/2026	0.00    4,992.73
<a href="#">0000405</a>	BRASURE'S PEST CONTROL INC			115.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b> <b>Payment Amount</b>
Check				04/02/2026    115.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b> <b>Payable Amount</b>
<a href="#">1066536</a>	ANT REMOVAL WELCOME CENTER	03/30/2026	03/30/2026	0.00    115.00
<a href="#">0003317</a>	CARTER MACHINERY COMPANY INC			30,850.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b> <b>Payment Amount</b>
Check				04/02/2026    30,850.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b> <b>Payable Amount</b>
<a href="#">00087120</a>	113 SCHOOLFIELD ST REPLACEMENT BACKUP GENERATOR	03/30/2026	03/30/2026	0.00    30,850.00
<a href="#">0000480</a>	CATO OIL CO., INC.			11,862.01
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b> <b>Payment Amount</b>
Check				04/02/2026    11,862.01
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b> <b>Payable Amount</b>
<a href="#">CFSI-10246</a>	TOWN VEHICLE GAS	04/02/2026	04/02/2026	0.00    11,862.01
<a href="#">0000511</a>	CHOPTANK ELECTRIC COOPERATIVE, INC.			4,138.32
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b> <b>Payment Amount</b>
Check				04/02/2026    4,138.32
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b> <b>Payable Amount</b>
<a href="#">414700 FEB FY 26</a>	UTILITY SERVICE FOR SPRAY SITES	03/30/2026	03/30/2026	0.00    4,138.32
<a href="#">0000529</a>	CINTAS FIRST AID & SAFETY			111.78
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b> <b>Payment Amount</b>
Check				04/02/2026    111.78
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b> <b>Payable Amount</b>
<a href="#">5325100915</a>	FIRST AID AND SAFETY SUPPLIES	03/30/2026	03/30/2026	0.00    111.78

**Payment Register**

**APPKT03636 - 20260402SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000570</a>	COLLINS JESSICA					2,070.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	2,070.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">REIMB 4/1</a>	UMGC SPRING TUITION	04/01/2026	04/01/2026	0.00	2,070.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000572</a>	COMCAST					1,500.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	1,500.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">41 016 0451971 APR FY 26</a>	INTERNET & DIGITAL SERVICES 0451971	04/01/2026	04/01/2026	0.00	1,500.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000794</a>	EASTERN SHORE COFFEE					96.33
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	96.33	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">004750</a>	DISTILLED WATER	04/01/2026	04/01/2026	0.00	96.33	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003848</a>	FERGUSON ENTERPRISES LLC					2,956.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	2,956.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0794534,CM052828</a>	METER PITS	04/01/2026	04/01/2026	0.00	2,956.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					32.50
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	32.50	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">399849</a>	FLAG PUBLICATIONS ADMINISTRATION ADVERTISING	03/31/2026	03/31/2026	0.00	32.50	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002814</a>	FRONTLINE MOBILE TECH LLC					1,907.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	1,907.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">FLM52907</a>	ETIX EQUIPMENT FOR NEW VEHICLES (SPEED CAMERA FU	03/30/2026	03/30/2026	0.00	1,907.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003800</a>	HAWKINS INC					4,360.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	4,360.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">7372925, 7372896</a>	WWTP CHEMICALS	04/01/2026	04/01/2026	0.00	4,360.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001032</a>	HILL'S ELECTRIC MOTOR SERVICE INC.					1,216.55
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	1,216.55	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0168432</a>	REPLACE PRESSURE SWITCH	04/01/2026	04/01/2026	0.00	1,216.55	

**Payment Register**

**APPKT03636 - 20260402SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003793</a>	KEYSTONE PRECISION SOLUTIONS					3,887.40
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	3,887.40	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0012567-IN</a>	CATALYST ANNUAL	03/30/2026	03/30/2026	0.00	3,887.40	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001393</a>	MARYLAND DEPT OF THE ENVIRONMENT					390.60
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	390.60	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">AE029360</a>	SEWAGE SLUDGE REPORT	04/01/2026	04/01/2026	0.00	390.60	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001495</a>	MIDDLE DEPARTMENT INSPECTION AGENCY					153.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	153.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">96449</a>	INSPECTION SERVICES	03/30/2026	03/30/2026	0.00	153.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001757</a>	RACETRACK AUTO CENTER					1,955.32
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	1,955.32	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">169450</a>	TIRES AND WHEEL SENSOR TRUCK 1	03/30/2026	03/30/2026	0.00	1,955.32	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003171</a>	RICKY JARMON					916.67
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	916.67	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">MAR FY 26</a>	JANITORIAL SERVICES	03/30/2026	03/30/2026	0.00	916.67	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003941</a>	SHORITE CONTROLS LLC					2,430.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	2,430.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">21264.21262</a>	WELL 1	04/01/2026	04/01/2026	0.00	2,430.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003220</a>	THE GUN SHOP					386.48
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	386.48	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">53335D</a>	223 REM 55GR FMJ FEDERAL	03/30/2026	03/30/2026	0.00	386.48	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002928</a>	UNIFIRST CORPORATION					315.49
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/02/2026	315.49	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">1430227353</a>	UNIFORM SERVICES FOR ALL CREWS	03/30/2026	03/30/2026	0.00	157.02	
<a href="#">1430228385</a>	UNIFORM SERVICES FOR ALL CREWS	03/30/2026	03/30/2026	0.00	158.47	

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<b>Vendor Number</b>	<b>Vendor Name</b>			<b>Total Vendor Amount</b>	
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER			190.00	
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check		04/02/2026	190.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">24681683</a>	RECRUIT PHYSICAL AND DRUG TEST	03/30/2026	03/30/2026	0.00	190.00

### Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	25	24	0.00	78,119.96
<b>Packet Totals:</b>		<b>25</b>	<b>24</b>	<b>0.00</b>	<b>78,119.96</b>



Town of Berlin, MD

# Payment Register

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01 - Vendor Set 01

**Bank:** BOC AP - BOC AP Checks

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">0002275</a>	WAINWRIGHTS TIRE CENTER INC	2,276.59

<b>Payment Type</b>	<b>Payment Number</b>
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Check

<b>Payment Date</b>	<b>Payment Amount</b>
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04/10/2026	2,276.59
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<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
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[-187157](#)

REMOVE & REPLACE A/C COMPRESSOR #26

04/10/2026

04/10/2026

0.00

2,276.59

### Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	2,276.59
<b>Packet Totals:</b>		<b>1</b>	<b>1</b>	<b>0.00</b>	<b>2,276.59</b>



Town of Berlin, MD

# Payment Register

APPKT03639 - 20260410SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002702</a>	ABSOLUTE SECURITY GROUP INC					200.00
<b>Payment Type</b>	<b>Payment Number</b>					
Check						
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b>	<b>Payment Amount</b>	
<a href="#">88459-1</a>	10 POST APPLICANT TESTS	04/10/2026	04/10/2026	04/10/2026	200.00	
				<b>Discount Amount</b>	<b>Payable Amount</b>	
				0.00	200.00	
<a href="#">0000054</a>	ACE PRINTING AND MAILING					165.51
<b>Payment Type</b>	<b>Payment Number</b>					
Check						
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b>	<b>Payment Amount</b>	
<a href="#">04022026</a>	MERCHANT MAP POSTERS	04/06/2026	04/06/2026	04/10/2026	165.51	
				<b>Discount Amount</b>	<b>Payable Amount</b>	
				0.00	165.51	
<a href="#">0002612</a>	AT&T MOBILITY					8,140.38
<b>Payment Type</b>	<b>Payment Number</b>					
Check						
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b>	<b>Payment Amount</b>	
<a href="#">FEB FY 26</a>	AT&T MOBILITY TOWN ISSUED DEVICES FEB 2026	04/06/2026	04/06/2026	04/10/2026	8,140.38	
				<b>Discount Amount</b>	<b>Payable Amount</b>	
				0.00	8,140.38	
<a href="#">0000394</a>	BOOTH & ASSOCIATES INC					17,852.36
<b>Payment Type</b>	<b>Payment Number</b>					
Check						
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b>	<b>Payment Amount</b>	
<a href="#">8282513928</a>	PROJ P.0916450.F.50 RATE SVC PWR PLT OPER REG COMF	04/08/2026	04/08/2026	04/10/2026	17,852.36	
				<b>Discount Amount</b>	<b>Payable Amount</b>	
				0.00	17,852.36	
<a href="#">0003671</a>	BURKEY JACOB					101.00
<b>Payment Type</b>	<b>Payment Number</b>					
Check						
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b>	<b>Payment Amount</b>	
<a href="#">PER DIEM</a>	LINEMAN TRAINING LTAP 5 4/20 - 4/26 SALISBURY	04/09/2026	04/09/2026	04/10/2026	101.00	
				<b>Discount Amount</b>	<b>Payable Amount</b>	
				0.00	101.00	
<a href="#">0003914</a>	CHESAPEAKE UTILITIES CORPORATION & SUBS					6,207.31
<b>Payment Type</b>	<b>Payment Number</b>					
Check						
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b>	<b>Payment Amount</b>	
<a href="#">200002458681 MAR FY 26</a>	POWER PLANT NATURAL GAS	04/07/2026	04/07/2026	04/10/2026	6,207.31	
				<b>Discount Amount</b>	<b>Payable Amount</b>	
				0.00	6,207.31	
<a href="#">0000572</a>	COMCAST					67.18
<b>Payment Type</b>	<b>Payment Number</b>					
Check						
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payment Date</b>	<b>Payment Amount</b>	
<a href="#">41 016 0024711 MAR APR FY</a>	INTERNET & DIGITAL SERVICES	04/06/2026	04/06/2026	04/10/2026	67.18	
				<b>Discount Amount</b>	<b>Payable Amount</b>	
				0.00	67.18	

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**APPKT03639 - 20260410SW**

<b>Vendor Number</b> <a href="#">0003986</a>	<b>Vendor Name</b> CONDOR TECHNOLOGIES INC					<b>Total Vendor Amount</b> 1,489.60
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			04/10/2026	1,489.60		
<b>Payable Number</b> <a href="#">29043</a>	<b>Description</b> DEFOAMER	<b>Payable Date</b> 04/09/2026	<b>Due Date</b> 04/09/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,489.60	
<b>Vendor Number</b> <a href="#">0003443</a>	<b>Vendor Name</b> CORE & MAIN LP					<b>Total Vendor Amount</b> 3,000.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			04/10/2026	3,000.00		
<b>Payable Number</b> <a href="#">Y514670</a>	<b>Description</b> MY360 TECHNICAL TRAINING	<b>Payable Date</b> 04/09/2026	<b>Due Date</b> 04/09/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 3,000.00	
<b>Vendor Number</b> <a href="#">0003847</a>	<b>Vendor Name</b> EAST COAST CONTRACTING					<b>Total Vendor Amount</b> 78,604.27
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			04/10/2026	78,604.27		
<b>Payable Number</b> <a href="#">APPL #6</a>	<b>Description</b> WELL HOUSE #1 POWELLTON AVE	<b>Payable Date</b> 04/07/2026	<b>Due Date</b> 04/07/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 78,604.27	
<b>Vendor Number</b> <a href="#">0000794</a>	<b>Vendor Name</b> EASTERN SHORE COFFEE					<b>Total Vendor Amount</b> 63.77
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			04/10/2026	63.77		
<b>Payable Number</b> <a href="#">607491</a>	<b>Description</b> DRINKING WATER & COOLER RENTAL FEES	<b>Payable Date</b> 04/06/2026	<b>Due Date</b> 04/06/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 55.02	
<a href="#">944683</a>	DRINKING WATER & COOLER RENTAL FEES	04/07/2026	04/07/2026	0.00	8.75	
<b>Vendor Number</b> <a href="#">0000808</a>	<b>Vendor Name</b> ED SUPPLY CO					<b>Total Vendor Amount</b> 124.41
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			04/10/2026	124.41		
<b>Payable Number</b> <a href="#">6675-1514230</a>	<b>Description</b> THERMAL UNIT	<b>Payable Date</b> 04/09/2026	<b>Due Date</b> 04/09/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 124.41	
<b>Vendor Number</b> <a href="#">0000867</a>	<b>Vendor Name</b> ETSI					<b>Total Vendor Amount</b> 14,762.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			04/10/2026	14,762.00		
<b>Payable Number</b> <a href="#">5010</a>	<b>Description</b> POWER PLANT #1 ENGINE OXIDATION CATALYST FILTER	<b>Payable Date</b> 04/08/2026	<b>Due Date</b> 04/08/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 14,762.00	
<b>Vendor Number</b> <a href="#">0003848</a>	<b>Vendor Name</b> FERGUSON ENTERPRISES LLC					<b>Total Vendor Amount</b> 2,746.48
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			04/10/2026	2,746.48		
<b>Payable Number</b> <a href="#">0795117</a>	<b>Description</b> STEM VALVE	<b>Payable Date</b> 04/09/2026	<b>Due Date</b> 04/09/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 2,746.48	
<b>Vendor Number</b> <a href="#">0003894</a>	<b>Vendor Name</b> FORTILINE WATERWORKS					<b>Total Vendor Amount</b> 119.61
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			04/10/2026	119.61		
<b>Payable Number</b> <a href="#">7300645</a>	<b>Description</b> 4" BOLT KITS	<b>Payable Date</b> 04/09/2026	<b>Due Date</b> 04/09/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 119.61	

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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002920</a>	FORTUNE BRIAN					75.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check				04/10/2026		75.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">REIMB 4/6</a>	ANNUAL DOT PHYSICAL EXAM	04/08/2026	04/08/2026	0.00	75.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					1,303.62
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check				04/10/2026		1,303.62
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">41427436</a>	GREAT AMERICA LEASE COPIERS TH, PZ/ECON, MICHELLE	04/08/2026	04/08/2026	0.00	500.54	
<a href="#">41543375</a>	GREAT AMERICA PLOTTING MACHINE FOR P&Z	04/07/2026	04/07/2026	0.00	272.44	
<a href="#">41662350</a>	GREAT AMERICA COPIER LEASE SHIRLEY'S MACHINE	04/07/2026	04/07/2026	0.00	75.60	
<a href="#">41708003</a>	GREAT AMERICA LEASE COPIERS TH, PZ/ECON, MICHELLE	04/08/2026	04/08/2026	0.00	455.04	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000968</a>	GROUNDWORK SOLUTIONS INC					1,012.69
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check				04/10/2026		1,012.69
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">1752603</a>	#57 STONE	04/09/2026	04/09/2026	0.00	1,012.69	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003746</a>	HALEY ARCHITECTURE					3,765.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check				04/10/2026		3,765.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">BERL TWN HAL - 15</a>	TOWN HALL RENOVATION	04/06/2026	04/06/2026	0.00	3,765.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001032</a>	HILL'S ELECTRIC MOTOR SERVICE INC.					1,100.13
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check				04/10/2026		1,100.13
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0168591</a>	REPLACE VFD	04/09/2026	04/09/2026	0.00	1,100.13	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001040</a>	HOME DEPOT CREDIT CARD SERVICES					2,879.77
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check				04/10/2026		2,879.77
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">4627239</a>	TOOLS, PARTS, OTHER SUPPLIES	04/06/2026	04/06/2026	0.00	138.04	
<a href="#">FEB MAR INVS</a>	TOOLS, PARTS AND OTHER SUPPLIES	04/06/2026	04/06/2026	0.00	2,090.02	
<a href="#">VARI INVS FEB MAR FY 26</a>	TOOLS, PARTS AND OTHER SUPPLIES	04/06/2026	04/06/2026	0.00	651.71	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002783</a>	ISLAND TECH SERVICES LLC					344.50
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check				04/10/2026		344.50
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV75208</a>	INSTALLATION OF GUN RACKS IN SIX NEW VEHICLES	04/10/2026	04/10/2026	0.00	172.25	
<a href="#">INV75209</a>	INSTALLATION OF GUN RACKS IN SIX NEW VEHICLES	04/10/2026	04/10/2026	0.00	172.25	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003425</a>	JACQUELIN T CAREY					1,880.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check				04/10/2026		1,880.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">4/2/2026</a>	CPR AED TRAINING	04/06/2026	04/06/2026	0.00	1,880.00	

**Payment Register**

**APPKT03639 - 20260410SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003990</a>	KAITLYN BREIDINGER					35.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	35.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	04/08/2026	04/08/2026	0.00	35.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003991</a>	LESMA					100.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	100.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">04/10</a>	LESMA DINNER	04/10/2026	04/10/2026	0.00	100.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003399</a>	LEXIPOL LLC					8,552.50
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	8,552.50	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INVLEX11264034</a>	ANNUAL LAW ENFORCEMENT POLICY CONTRACT	04/10/2026	04/10/2026	0.00	8,552.50	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003992</a>	LIFE CRISIS CENTER					500.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	500.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">04/10</a>	DONATION TO LIFE CRISIS CENTER	04/10/2026	04/10/2026	0.00	500.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001316</a>	LOCAL GOVERNMENT INSURANCE TRUST					600.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	600.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">126633</a>	DRONE INSURANCE COVERAGE	04/08/2026	04/08/2026	0.00	600.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001390</a>	MARYLAND CHIEFS OF POLICE ASSOC					240.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	240.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">4/2</a>	10 POST APPLICANT TESTS	04/10/2026	04/10/2026	0.00	240.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003954</a>	MEAD & HUNT INC					2,715.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	2,715.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">405266</a>	BERLIN MD COMPREHENSIVE PLAN UPDATE	04/10/2026	04/10/2026	0.00	2,715.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003989</a>	MORGAN SMITH					35.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	35.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	04/08/2026	04/08/2026	0.00	35.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003637</a>	NAPA AUTO PARTS					738.23
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	738.23	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">546777</a>	TOOLS, PARTS, AND OTHER SUPPLIES	04/07/2026	04/07/2026	0.00	49.07	

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<a href="#">546938</a>	PARTS FOR VEHICLES ELECTRIC	04/07/2026	04/07/2026	0.00	148.94
<a href="#">548116</a>	TOOLS, PARTS, AND OTHER SUPPLIES	04/07/2026	04/07/2026	0.00	102.00
<a href="#">548157, 548900</a>	REPAIR PARTS FOR VEHICLES	04/07/2026	04/07/2026	0.00	288.54
<a href="#">APPL #6</a>	REPAIR PARTS FOR VEHICLES	04/07/2026	04/07/2026	0.00	149.68

<b>Vendor Number</b> <a href="#">0001565</a>	<b>Vendor Name</b> NATIONWIDE RETIREMENT SOLUTIONS				<b>Total Vendor Amount</b> 3,640.00
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		04/10/2026	3,640.00		
<b>Payable Number</b> <a href="#">PPE 04/05/2026</a>	<b>Description</b> NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	<b>Payable Date</b> 04/07/2026	<b>Due Date</b> 04/07/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 3,640.00

<b>Vendor Number</b> <a href="#">0001573</a>	<b>Vendor Name</b> NEXGRID				<b>Total Vendor Amount</b> 7,059.51
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		04/10/2026	7,059.51		
<b>Payable Number</b> <a href="#">2026058</a>	<b>Description</b> ELECTRIC ADVANCED METERING INFRASTRUCTURE	<b>Payable Date</b> 04/07/2026	<b>Due Date</b> 04/07/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 7,059.51

<b>Vendor Number</b> <a href="#">0001625</a>	<b>Vendor Name</b> ONE CALL CONCEPTS, INC.				<b>Total Vendor Amount</b> 93.24
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		04/10/2026	93.24		
<b>Payable Number</b> <a href="#">6036172</a>	<b>Description</b> MISS UTILITY TICKETS	<b>Payable Date</b> 04/08/2026	<b>Due Date</b> 04/08/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 93.24

<b>Vendor Number</b> <a href="#">0003627</a>	<b>Vendor Name</b> OUTER CONTROL LLC				<b>Total Vendor Amount</b> 200.00
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		04/10/2026	200.00		
<b>Payable Number</b> <a href="#">00526</a>	<b>Description</b> MSAC GRANT FUNDEDVINTAGE AND VINYL LIVE MUSIC	<b>Payable Date</b> 04/06/2026	<b>Due Date</b> 04/06/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 200.00

<b>Vendor Number</b> <a href="#">0003297</a>	<b>Vendor Name</b> PHYLLIS G KIMMEL LAW OFFICE PLLC				<b>Total Vendor Amount</b> 5,712.00
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		04/10/2026	5,712.00		
<b>Payable Number</b> <a href="#">306</a>	<b>Description</b> MULTIPLE MATTERS GEN, MD PSC CASE NO: 9508	<b>Payable Date</b> 04/10/2026	<b>Due Date</b> 04/10/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 5,712.00

<b>Vendor Number</b> <a href="#">0003127</a>	<b>Vendor Name</b> QUADIENT FINANCE USA, INC				<b>Total Vendor Amount</b> 500.00
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		04/10/2026	500.00		
<b>Payable Number</b> <a href="#">8273 4/29</a>	<b>Description</b> POSTAGE TOWN WIDE	<b>Payable Date</b> 04/06/2026	<b>Due Date</b> 04/06/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 500.00

<b>Vendor Number</b> <a href="#">0001757</a>	<b>Vendor Name</b> RACETRACK AUTO CENTER				<b>Total Vendor Amount</b> 1,465.11
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		04/10/2026	1,465.11		
<b>Payable Number</b> <a href="#">170675</a>	<b>Description</b> BRAKE PADS AND ROTORS FRONT AND REAR 6748	<b>Payable Date</b> 04/10/2026	<b>Due Date</b> 04/10/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,465.11

<b>Vendor Number</b> <a href="#">0003877</a>	<b>Vendor Name</b> ROMMEL'S ACE HOME CENTER				<b>Total Vendor Amount</b> 2,340.82
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		04/10/2026	2,340.82		
<b>Payable Number</b> <a href="#">916083</a>	<b>Description</b> STIHL WEED TRIMMER AND CHAIN SAW	<b>Payable Date</b> 04/07/2026	<b>Due Date</b> 04/07/2026	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 2,340.82

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**APPKT03639 - 20260410SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001864</a>	SALISBURY DOOR & HARDWARE, INC					96.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	96.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">79794</a>	FOUR ADDITIONAL MASTER KEYS	04/10/2026	04/10/2026	0.00	96.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002154</a>	TOM SHOLTIS					350.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	350.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">000152</a>	MSAC GRANT FUNDED EMCEE FOR VINTAGE AND VINYL	04/07/2026	04/07/2026	0.00	350.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003149</a>	TRANSAMERICA					137.04
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	137.04	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">2505994347</a>	TRANSAMERICA EE PAID SUPPLEMENTAL INS.	04/08/2026	04/08/2026	0.00	137.04	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002185</a>	TYLER TECHNOLOGIES INC					20.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	20.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">025-547920</a>	TYLER INSITE TRANSACTIONS SUPPORT	04/10/2026	04/10/2026	0.00	20.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002928</a>	UNIFIRST CORPORATION					314.02
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	314.02	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">1430229479</a>	UNIFORM SERVICES FOR ALL CREWS	04/06/2026	04/06/2026	0.00	157.02	
<a href="#">1430230494</a>	UNIFORM SERVICES FOR ALL CREWS	04/06/2026	04/06/2026	0.00	157.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE					40.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	40.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">PPE 04/05/2026</a>	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	04/07/2026	04/07/2026	0.00	40.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002217</a>	US LUBES LLC					922.35
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	922.35	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">2441300</a>	OIL AND GREASE FOR VEHICLES	04/07/2026	04/07/2026	0.00	922.35	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002233</a>	VALERIE J MANN					535.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				04/10/2026	535.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">APR FY 26</a>	COMMUNITY GRANT APPLICATION FY27	04/10/2026	04/10/2026	0.00	535.00	

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Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0002248</a>	VERIZON BUSINESS			110.63
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/10/2026	110.63	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">09456671</a>	BUSINESS TELEPHONE CALLS	04/06/2026	04/06/2026	0.00 110.63

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0002384</a>	WORCESTER YOUTH & FAMILY COUNSELING SERVICES			1,603.36
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/10/2026	1,603.36	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">MAR FY 26</a>	FY26 BERLIN YOUTH PROGRAM	04/08/2026	04/08/2026	0.00 1,603.36

### Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	62	50	0.00	184,659.40
<b>Packet Totals:</b>		<b>62</b>	<b>50</b>	<b>0.00</b>	<b>184,659.40</b>



Town of Berlin, MD

# Payment Register

APPKT03651 - 20260415SW

01 - Vendor Set 01

**Bank:** BOC AP - BOC AP Checks

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">0003459</a>	MARYLAND DEPT OF ASSESSMENTS & TAXATION	3,493.68

<b>Payment Type</b>	<b>Payment Number</b>
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Check

<b>Payment Date</b>	<b>Payment Amount</b>
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04/15/2026	3,493.68
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<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>
<a href="#">FORM 29E</a>	MARYLAND FRANCHISE TAX APR	04/15/2026	04/15/2026

<b>Discount Amount</b>	<b>Payable Amount</b>
0.00	3,493.68

### Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	3,493.68
<b>Packet Totals:</b>		<b>1</b>	<b>1</b>	<b>0.00</b>	<b>3,493.68</b>



Town of Berlin, MD

# Payment Register

APPKT03649 - 20260415SW

01 - Vendor Set 01

**Bank:** BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">0003991</a>	LESMA					30.00	
Payment Type	Payment Number			Payment Date		Payment Amount	
Check		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		<a href="#">4/13</a>	LESMA ANNUAL MEMBERSHIP 2026	04/15/2026	04/15/2026	0.00	30.00

### Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	30.00
<b>Packet Totals:</b>		<b>1</b>	<b>1</b>	<b>0.00</b>	<b>30.00</b>



Town of Berlin, MD

# Payment Register

APPKT03647 - 20260415SW

01 - Vendor Set 01

**Bank:** BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount	
<a href="#">0003991</a>	LESMA			100.00	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		04/15/2026	100.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">4/14</a>	LESMA DINNER WA, EL, POLICE	04/14/2026	04/14/2026	0.00	100.00

### Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	100.00
<b>Packet Totals:</b>		<b>1</b>	<b>1</b>	<b>0.00</b>	<b>100.00</b>



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT12790 - 20260415DB

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	4/15/2026	30793	394.65			394.65	Deposit
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	394.65				

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	394.65
<b>Revenue Total:</b>	394.65

### General Ledger Distribution

Posting Date: 04/15/2026

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-394.65	Yes
	10-2010-2074	UNAPPLIED CREDITS	394.65	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-394.65	
	98-2498-2200	DUE TO OTHER FUNDS	394.65	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	



Town of Berlin, MD

# Payment Register

APPKT03654 - 20260420SW

01 - Vendor Set 01

**Bank:** BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount	
<a href="#">0000334</a>	BERLIN FIRE CO			14,956.21	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		04/20/2026	14,956.21		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">INV0000544</a>	FY 26 BERLIN FIRE CO AMOSS GRANT PASS THROUGH	04/20/2026	04/20/2026	0.00	14,956.21

### Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	14,956.21
<b>Packet Totals:</b>		<b>1</b>	<b>1</b>	<b>0.00</b>	<b>14,956.21</b>