



# BERLIN ETHICS COMMISSION

## Meeting Agenda

**Berlin Town Hall**  
**10 William Street**  
**Tuesday, March 3, 2026**

**3:00 PM**      **Ethics Commission – Council Chambers**

1. Introductions of attendees
2. Orientation – Town Attorney David Gaskill and Town Administrator Mary Bohlen
3. Nomination and Election of Chair
4. Comments from the Commission
5. Comments from the Public
6. Comments from the Press
7. Motion to close and adjournment to Closed Session

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

(7) To consult with counsel to obtain legal advice on a legal matter.

1. Discussion of Received Complaint: Determination of jurisdiction and applicability of the Town's Ethics Ordinance.

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





**Closed Session 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: Tuesday, March 3, 2026, 3:00 PM (immediately following open session).
- b. Place (location of closed session: Vote to Close: Council Chambers; Meeting: 2<sup>nd</sup> Floor Conference Room
- c. Purpose of the closed session: To consult with Legal Counsel.
- d. Date and time that we will return to public meeting: To be determined.

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

- a. Motion to close meeting made by:
- b. Second by:
- c. Members voting in favor:
- d. Members opposed:
- e. Members abstaining:
- f. Members absent:

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

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

- (7) To consult with counsel to obtain legal advice on a legal matter.

**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

**This statement was made by: Mary Bohlen, Town Administrator**

**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.