



BERLIN ETHICS COMMISSION

Meeting Agenda

Monday, May 11, 2026, 1:00 PM
Berlin Police Department Training Room
129 Decatur Street
Berlin, MD 21811

1. Review and Approval of Minutes of March 3, 2026
 - a. Regular Meeting
 - b. Closed Meeting
2. Review of Elected Officials Financial Disclosures for CY2025
3. Introductions of attendees
4. Comments from the Commission
5. Comments from the Public
6. Comments from the Press
7. Motion to close and adjournment to Closed Session

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on www.berlinmd.gov, or type @townofberlinmd in the Facebook search bar. QR code links to online packet.

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.



ETHICS COMMISSION MEETING
OPEN SESSION
Tuesday, March 3, 2026

Commission Members Present: Ethics Commission Members Ben Allen, Brittany Lindsey, and Dave Ranaghan
Staff Present: Town Administrator Mary Bohlen, Town Attorney Dave Gaskill, and Administrative Assistant Laura Brown
Absent: none
Others present: none

Beginning at approximately 3:00 PM, the group introduced themselves to each other. Mr. Gaskill provided a brief summary of the purpose and function of the Commission in applying the provisions of the Town Ethics Ordinance and provided a memorandum he had written in 2009 in consultation with the General Counsel to the State Ethics Commission outlining the processes for receiving and addressing an ethics complaint.

Mr. Gaskill noted that the Ethics Commission functioned as a quasi-judicial body with members acting as judge in addressing ethics complaints and that the one regular and recurring purpose of the Commission was to perform the routine administrative task of reviewing the annual Financial Disclosures filed by the sitting Mayor and Councilmembers as well as the Financial Disclosures filed by candidates for those offices as applicable in Election cycles.

He further explained that the Ethics Commission members were not tasked with policing persons or entities, but that members had the same right of any other person to file a complaint against a person or entity subject to the jurisdiction of the Town's Ordinance. In response to a brief discussion, he also noted that it was important to remember that any person making a complaint was required to sign such a complaint and to ultimately speak to their knowledge of a matter under oath.

Brief discussion followed.


Ms. Bohlen then indicated that the Commission needed to nominate and select a chair, noting that a member could self-nominate. After brief discussion, Mr. Ranaghan nominated Ms. Lindsey, and approval was unanimous as follows:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Ben Allen	X				
Brittany Lindsey	X				
Dave Ranaghan	X				
<i>Voting Tally</i>	3				

Having completed the items on the Open Session agenda, Mr. Allen moved to adjourn into Closed Session as indicated on the agenda and summary. Approval was unanimous and the meeting was adjourned at 3:07 PM.

Ms. Brown ended the Facebook live stream and left the room.

Respectfully Submitted,



Mary T. Bohlen
Town Administrator

Attachment: Closed Session Summary of March 3, 2026

ETHICS COMMISSION MEETING
CLOSED SESSION
Tuesday, March 3, 2026

Present: Ethics Commission Members Ben Allen, Brittany Lindsey, and Dave Ranaghan

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

Absent: none

Others present: none

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.

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

The Closed Session began immediately following the adjournment of the Open Meeting at approximately 3:07 PM.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD

Following a motion by Mr. Ranaghan, seconded by Mr. Allen, the Meeting adjourned at approximately 3:55 PM.

Respectfully Submitted,

MTB

Mary T. Bohlen

Town Administrator

Attachment: Closed Session Summary of March 3, 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: Tuesday, March 3, 2026, 1:00 PM (immediately following open session).
- b. Place (location of closed session: Council Chambers)
- 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: Allen
- b. Second by: Ranaghan
- c. Members voting in favor: Lindsey
- 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)

- (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
Complaint filed	B. Allen, B. Lindsey, D. Ranaghan M. Bohlen, D. Gaskill	Determination by consensus that named party was not subject to the jurisdiction of the Ethics Commission.

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.