



PARKS COMMISSION AGENDA

**September 11, 2018, 5:30 PM
Berlin Town Hall Conference Room**

1. Approval of Minutes of June 5, 2018
2. New Business:
 - a) 2019 Schedule of Parks Activities
 - i) Clean-Up Day/Take Pride in Berlin Week – April 13-20, 2019 (tentative)
 - ii) Spring Celebration – Saturday, April 20, 2019
 - iii) Spring Just Walk - Saturday, May 4, 2019
 - iv) Movie Night SDP – Saturday, June 29, 2019
 - v) Movie Night WHP – Saturday, July 13, 2019
 - vi) Movie Night SDP – Saturday, July 27, 2019
 - vii) National Night Out – Tuesday, August 6, 2019
 - viii) Movie Night WHP – Saturday, August 10, 2019
 - ix) Fall Just Walk – Saturday, November 2, 2019
3. Updates on Projects/Activities:
 - a) Tennis Courts
4. Berlin Falls Park – Bruce Hyder
5. Berlin Youth Program
6. Other

Next Meeting: Tuesday, October 2nd

Save-the-Date:

Movie Night SDP – Saturday, September 15, 2018 (rescheduled from July 28)

Fall Just Walk: Saturday, November 10, 2018

**TOWN HALL
10 WILLIAM STREET
COUNCIL CHAMBERS**

MINUTES – PARKS COMMISSION
June 5, 2018

The meeting of the Parks Commission for Tuesday, June 5, 2018 was called to order at 5:30 PM. Parks Commission members present were Chair Mike Wiley, Patricia Dufendach and Bruce Hyder. Administrative Services Director Mary Bohlen was also present as well as Town Administrator Laura Allen and Youth Program Coordinator Austin Piccarreta. Commission members Loretta Brown-Briddell had informed Ms. Bohlen that she would be absent. Sarah Hooper was also absent at the start of the meeting.

Ms. Dufendach moved to approve the minutes of May 1, 2018 as written. Approval was unanimous.

Speaking as a citizen of Berlin, rather than in her role as a member of the Parks Commission, Ms. Dufendach read a statement, to be incorporated into the minutes, regarding the establishment of Friends of Berlin Parks. Her proposal was to create this non-profit organization for the purposes of raising funds and sponsoring activities and programs for the Berlin Parks. Lengthy discussion followed regarding the need for the organization to be completely separate and independent of the Town as a legally certified 501(c)(3) organization. The potential tax benefits to donors, volunteer coordination, and programming were discussed. The need for a formal agreement with the Town was also discussed. Ms. Bohlen noted that in communities with such an organization a formal agreement was standard, and indicated that she would check with the National and Maryland Recreation and Parks Associations to see how other communities handle similar relationships. Discussion also followed regarding whether or not the organization would request funds from the Town and Ms. Dufendach indicated that the Friends would more likely pass their funding to the Town via the activities they undertake.

Ms. Hooper joined the meeting in progress at approximately 6:00 PM. Brief discussion continued regarding the Friends of the Berlin Parks with it noted that obtaining a 501(c)(3) would take time, and Ms. Dufendach was encouraged to come back with a more formal request for support when the development of the program was more thorough.

Ms. Bohlen noted that the Public Hearing for Town Ordinance 2018-04 amending the process for waiver of parks reservation fees for non-profits was to be held at the Mayor and Council Meeting on Monday, June 11, 2018. She noted that this was primarily an administrative item grant the Town Administrator the ability to waive fees for certified non-profit organizations on request.

Ms. Bohlen provided updates on several activities and projects. She noted that approximately 40 people participated in the May 5th Spring Just Walk, but the Health Department had had some difficulty getting participants to return to the starting point to complete surveys. She noted that the Tennis Courts project was still on hold awaiting dryer weather for the stormwater mitigation work to be completed; she anticipated the project would be complete this summer, but was unsure as to more exact timing. She informed the Board that the Community Parks and Playgrounds FY19 grant application for Permanent Restrooms in Stephen Decatur Park had not received approval – primarily because the Town had not drawn sufficient funding on the Henry Park Restroom project and on the Tennis Courts project. Since that time the full grant for the Henry Park Restrooms had been drawn and further funds for the Tennis Courts project would be

drawn in the near future, placing the Town in a better position to reapply. That application was due in mid-August.

Ms. Bohlen reviewed the upcoming summer events in which the Parks Commission was participating.

Mr. Hyder indicated that the Berlin Falls Committee was discussing the possibility of turning the lab building into restrooms and demolishing the main building. Ms. Bohlen indicated that she was exploring the possibility of brownfields funding for that project.

The Commission discussed canceling the July meeting, which was scheduled for Tuesday, July 3rd and, without formal motion, consensus was to cancel. Ms. Bohlen reminded them that the meeting regularly scheduled for August 7, 2018 was also cancelled due to the Parks Commission's participation in National Night Out; she would send out a reminder before that date.

Ms. Piccarella provided an update on the Berlin Youth Program activities noting that they had had cooking class with Robin Tomaselli, pottery at the Art League of Ocean City and workshops on effective communication, domestic violence and healthy personal boundaries. WYFCS will be holding the Children's Party on June 12th at the Maryland Municipal League, They're first Bus-Stop Snack-Shack was scheduled for Wednesday June 13th from 2:30 to 4:30 and the kick-off party for the summer youth program was scheduled for the 21st, both at Henry Park. The actual youth program start was scheduled for July 7th.

Ms. Bohlen noted that a memorial for Wendell Purnell, who had worked for Berlin Public Works for 43 years, was held on Friday, June 1st in Henry Park. Mr. Wiley provided a photo of the plaque dedicated a dogwood tree to Mr. Purnell's memory.

Ms. Dufendach updated the Commission on the Coast Kids recent invasive species removal.

Mr. Wiley moved to adjourn the meeting and approval was unanimous. The meeting adjourned at approximately 6:30 PM.

Respectfully Submitted,



Mary T. Bohlen
Administrative Services Director
Liaison to the Parks Commission

Friends of Berlin Parks Mission Statement

Sponsoring community participation in programs, environmental education, and activities at Berlin parks.

Introduction to Friends of Berlin Parks

The purpose of this organization is to support activities in the Town of Berlin, Maryland municipal parks.

We hope to achieve this goal by improving volunteer coordination for projects in the parks so that existing and future projects will have a continuation of effort.

With this in mind, we would like to sponsor activities such as "green asset" inventory, invasive plant removal, and native ecology rehabilitation. Part of the inventory will include regular bird counts, butterfly counts, and general wildlife observation. This data will help monitor the health and diversity of our environs and direct planning.

Another project for the parks is the establishment and manning of a playground equipment shed. Volleyball sets, kick balls, horseshoe sets can be available for sign-out to encourage more park usage and intergenerational interaction.

As a non-profit support organization, we will be in a position to sponsor classes, demonstrations and events such as art shows in the parks. This could take the form of hiring tennis instructors, nature walk leaders, or artisans.