



**TOWN OF BERLIN
BERLIN FALLS PARK ADVISORY COMMITTEE
MEETING**

**Thursday, May 16, 2019
6:00PM**

**BERLIN TOWN HALL – COUNCIL CHAMBERS
10 WILLIAM STREET
BERLIN, MD 21811**

AGENDA

1. Approval of minutes of April 18, 2019 meeting (Attachment A)
2. Project Coordinator's Report
3. Park Clean-up day April 27th – Pollinator Garden Update
4. Berlin Falls Park Bond and Expenditures (Attachment B)
5. Subcommittee Reports:
 - a. Physical features & layout – benches & amphitheater (Attachment C)
 - b. Coherent & consistent plan & approach
 - c. Program & activities
 - d. Naming – Survey
6. Comments from the Public

****Next Meeting is June 20, 2019**



BERLIN FALLS PARK ADVISORY COMMITTEE

Meeting Minutes

Thursday, April 18, 2019

6:00 PM **Berlin Town Hall Council Chambers**

Present: Councilmember Troy Purnell, Amy Field, Roger Fitzgerald, Kate Patton, Joan Maloof, Jack Orris, and Amy Barra.

Staff Present: Town Administrator Laura Allen, Project Coordinator David Deutsch, and Administrative Services Directory Mary Bohlen.

1. Approval of the Minutes:

Ms. Patton noted that, for Agenda Item 3, she had offered to assist with the pollinator garden installation. Motion to approve the March 21, 2019 minutes by Mr. Fitzgerald; second by Ms. Patton – approved unanimously.

2. Project Coordinator's Report:

Mr. Deutsch indicated that Town departments were working on the installation of a footbridge and that working with an engineer was recommended. Discussion followed regarding the budget for this project and whether there would be cost associated. It was indicated that the engineer and materials would have a cost associated. Ms. Patton suggested that materials could be donated for the project.

Councilmember Zackery Tyndall joined the meeting in progress at approximately 6:10 p.m.

Discussion continued regarding the budget for this project. Ms. Allen noted that, with the exception of Mr. Deutsch's contract, expenses were funded from the remainder of the bond obtained for the park. Discussion followed regarding construction materials and labor and accessibility.

Mr. Deutsch reviewed potential bench designs and indicated that he was ready to order. Discussion followed regarding funding for the benches. Ms. Allen noted that the Program Open Space Community Parks and Playgrounds grant would be a possibility, however, funding applications followed a priority list established by the Mayor and Council, some items of which had been on that list for several years. Because of the way that grant worked, it would be several years before funding for the purchase of amenities for Berlin Falls would be up for application. Mr. Fitzgerald moved to select, purchase and install the benches, then to explore funding options including dedications, which could be sold for the cost of the bench, plus additional maintenance funding. Mr. Fitzgerald moved to have the Physical Subcommittee select a design and bring a recommendation to the next meeting. Approval was unanimous.

Mr. Deutsch noted that the contractor for building demolition was expected to start at any time. It was noted that, at a previous meeting, there was discussion of having the contractor add the removal of several small concrete structures, however Water Resources Director Jane Kreiter had indicated that those structures were related to the ponds and that removal could create additional problems. Ms. Maloof suggested cleaning them up.

Mr. Deutsch indicated that Ivy Wells, Director of Economic and Community Development was working on a banner design as discussed at the previous meeting. There were no known concerns with hanging the banner from the building. Mr. Orris asked if banners were being considered for both sides of the building. Following brief discussion, it was indicated that only one side was under consideration at this time.

3. Park Clean-up Day April 27th - Pollinator Garden Status:

Ms. Allen noted that she and Ms. Field had been discussing Clean-Up Day and the pollinator gardens. Ms. Patton indicated that she had been working with Ms. Kreiter on selection and purchase of the plant. Discussion regarding who would be handling the actual planting followed. Volunteers would be asked to plant, with Ms. Patton overseeing. Ms. Field and Mr. Fitzgerald would be at the information tent. Discussion regarding the naming survey followed. Councilmember Tyndall indicated that he would have a QR code ready. Lengthy discussion of having the survey available in paper format followed; it was noted that it was not advisable to assume that all who might want to participate in the survey had the technological access for an online version. Councilmember Tyndall indicated that he would work on inputting data from paper surveys.

Discussion followed regarding activities for Clean-up Day. Ms. Barra noted that she had a "fishing" game and offered to demonstrate following the meeting. Discussion followed regarding being prepared for negative or difficult comments or questions from the public. Discussion of the possibilities of revenue-generating activities or venues for the park followed, including the difficulties with the Town allowing businesses to sponsor.

Mr. Orris initiated a discussion regarding whether the Town has a social media policy and about creating an Instagram account for Berlin Falls Park. Without formal motion or vote, consensus was to move forward. Discussion followed regarding administrative rights. Ms. Patton moved to have Ms. Field and Mr. Orris as site administrators on Facebook. Mr. Orris indicated he would work with Ms. Bohlen on Instagram. Ms. Bohlen indicated that she did not use Instagram. Ms. Maloof seconded Ms. Patton's motion and approval was unanimous.

4. Subcommittee Reports and Information:

Naming Subcommittee: Councilmember Tyndall requested any comments or suggestions for the naming survey; none were forthcoming. He reviewed the test run of the survey thus far. Discussion followed regarding having paper copies and potential accessibility problems with online-only availability followed. Discussion about the issue of multiple submissions from a single ISP also followed. It was indicated that paper copies would be available at Town Hall only.

Committee member Shaneka Nichols joined the meeting in progress at approximately 6:55 p.m.

Mr. Orris made a motion to publish the survey online and to have paper copies at Town Hall, set a deadline of June 14, 2019 and for Councilmember Tyndall and Mr. Orris to work on compiling the data from the paper submissions as needed.

Physical Subcommittee: Mr. Fitzgerald indicated that a graphic showing the concept for the park would be available at Clean-Up Day. Brief discussion about amphitheater styles and potential locations followed as well as potential revenue sources. Mr. Deutsch indicated that Bowie, MD had experienced \$0 revenue with their amphitheater. Ms. Field moved to have Mr. Deutsch research amphitheaters; Mr. Orris seconded, and approval was unanimous.

5. Comments from the Public: Ms. Patton asked Mr. Deutsch about his findings regarding insurance for the buildings as discussed at a previous meeting. Mr. Deutsch indicated that the buildings were not currently individually covered; rather they were covered under the Town's general liability. The Town's property insurance carrier, Local Government Insurance Trust (LGIT), had expressed serious reservations with allowing non-Town employees access. Ms. Patton indicated that renters would have their own insurance and Mr. Deutsch noted that the Town could still be sued. Ms. Patton suggested that the Town rent the building(s) to generate revenue and Mr. Orris indicated that the Town wouldn't want to be put in that position. Discussion followed.

Ms. Patton moved for the Town to explore environmental opportunities by working with partners toward the existing restoration/conservation recommendations and to explore and identify projects and funding. Ms. Allen noted that this would be an appropriate sub-committee activity, but that professionals involved in such research, such as the Town's engineers, did not work pro bono. Ms. Patton indicated that she would begin looking into possibilities. Ms. Allen noted that Mr. Frank Piorko and the EPA would be touring the property in May. Ms. Field called Ms. Patton's motion and approval was unanimous.

6. Adjournment:
Motion to adjourn: Councilmember Tyndall moved to adjourn, and approval was unanimous. The meeting was adjourned at approximately 7:20 PM.

Respectfully Submitted,



Mary T. Bohlen
Administrative Services Director

BERLIN FALLS PARK BOND AND EXPENDITURES

3,000,000 2016 TAXABLE GO BOND 02/16/2016
FY 2016

2,493,059 BERLIN FALLS PARK PURCHASE
 50,571 CLEANUP AND MAINTENANCE
 16,000 FUNK AND BOLTON BOND PREPARATION
 16,054 EA ENGINEERING - Phase 1 and Phase 2 Environmental Studies
 135 DBF ENGINEERING - onsite utility connection research
 29,738 EDSA FEASIBILITY & LAND STUDY

TOTAL **2,605,556**

FY 2017

5,687 CLEANUP AND MAINTENANCE
 321 SIGNAGE
 16,174 PROJECT COORDINATOR - payment for contract hours worked
 1,134 PROJECT COORDINATOR - business cards, computer
 45,154 EA ENGINEERING - MDE/Voluntary Clean Up Plan
 7,300 DBF ENGINEERING - Building Assessment

TOTAL **75,771**

FY 2018

10,512 CLEANUP AND MAINTENANCE
 18,896 PROJECT COORDINATOR - payment for contract hours worked
 225 PROJECT COORDINATOR - Maryland Recreation and Parks Conference reg.
 7,775 EA ENGINEERING -stormwater pollution prevention plan and permits
 375 DBF ENGINEERING - water/sewer estimate
 885 EDSA PLAN

TOTAL **38,667**

FY 2019

87 SIGN CONCRETE
 8,373 CAPPING OF WELLS
 2,850 SIGNAGE
 15,356 PROJECT COORDINATOR - payment for contract hours worked
 1,325 EA ENGINEERING - Erosion and sediment control plan
 1,953 DBF ENGINEERING - Pedestrian bridge to senior center

TOTAL **29,944**

2,749,938 TOTAL EXPENSES AS OF 04/29/2019

124,000 Demolition contract in progress

126,062 Available balance (bond amount less expenses)



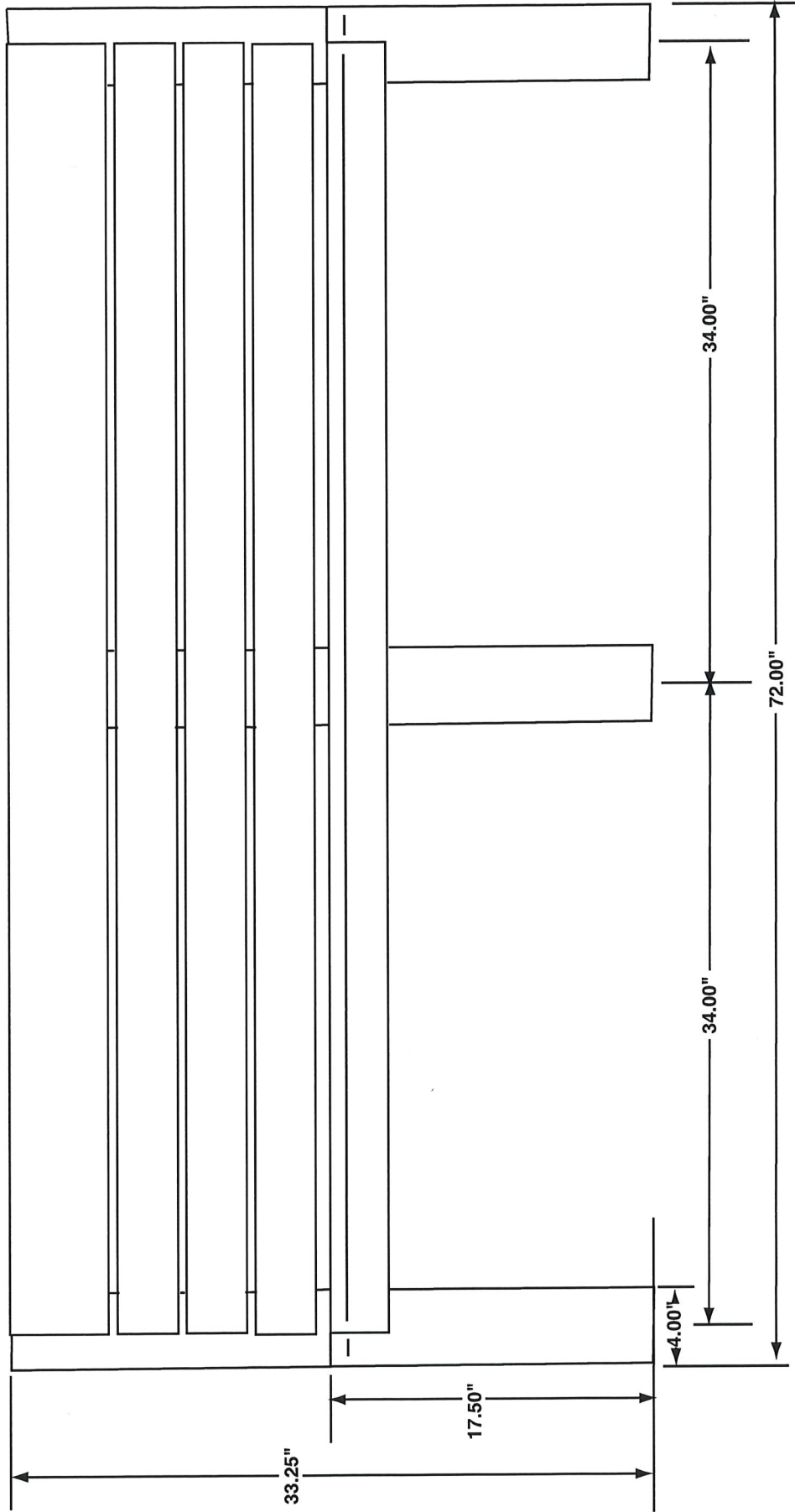
627 Amersale Drive
 Naperville, IL 60563
 sales@belson.com

Toll Free: [1-800-323-5664](tel:1-800-323-5664)
 Phone: [1-630-897-8489](tel:1-630-897-8489)
 Fax: [1-630-897-0573](tel:1-630-897-0573)

Model #	Description	Lbs	Quantity	Unit Price	Unit Total
P-661	Recycled Plastic Malibu Bench, 6' Length, In-ground Mount Choose Bench Color Black Legs	193	<input type="text" value="3"/>	\$412.00	\$1,236.00
P-261	Recycled Plastic Trail Bench, 6' Length, In-ground Mount CE Cedar Bench	112	<input type="text" value="1"/>	\$271.00	\$271.00
Calculate Shipping		Subtotal		\$1,507.00	
<input type="checkbox"/> Phone Call Service		<input type="checkbox"/> (Illinois Only) Tax			----
<input type="checkbox"/> Liftgate Service		Shipping			----
After changing quantity, please click Recalculate below		Grand Total			----



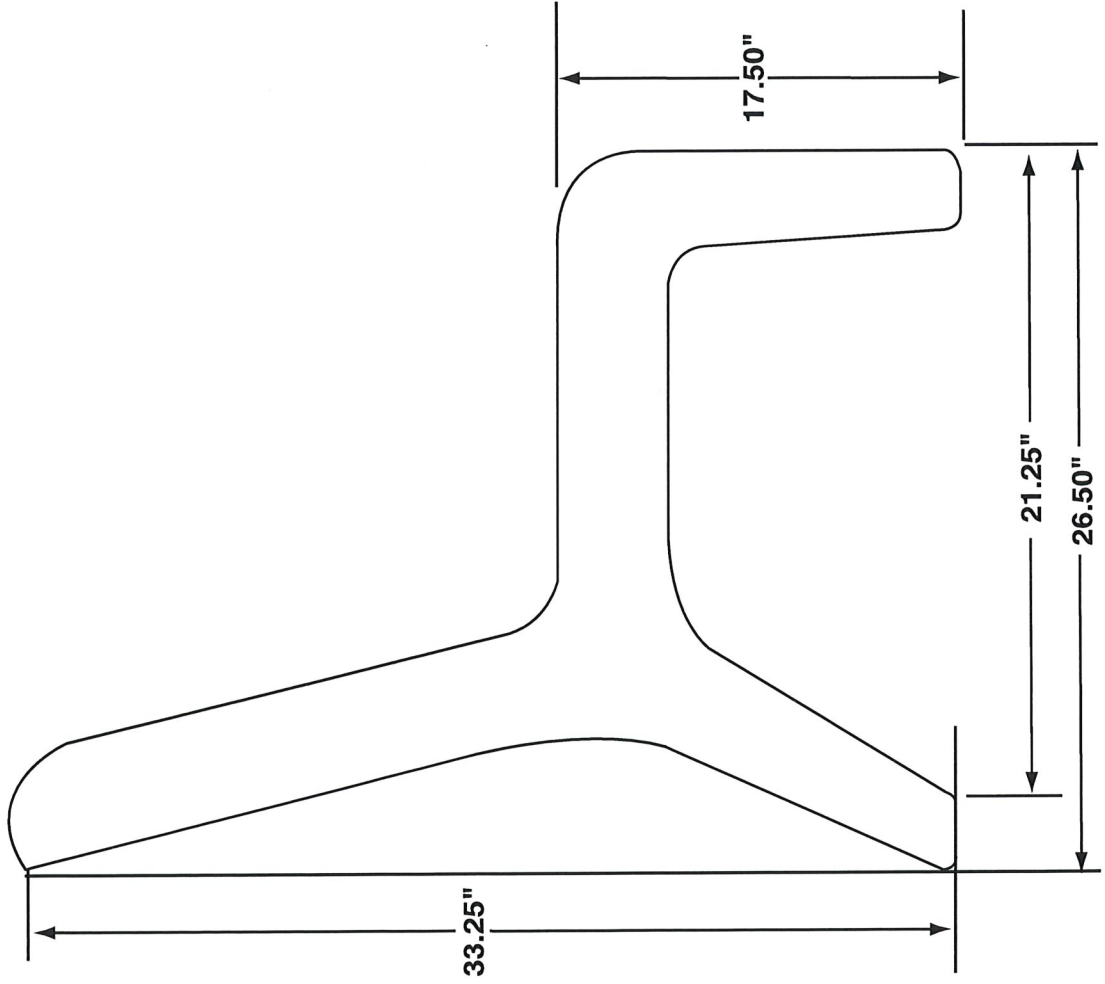
Specifications for item 133-1003



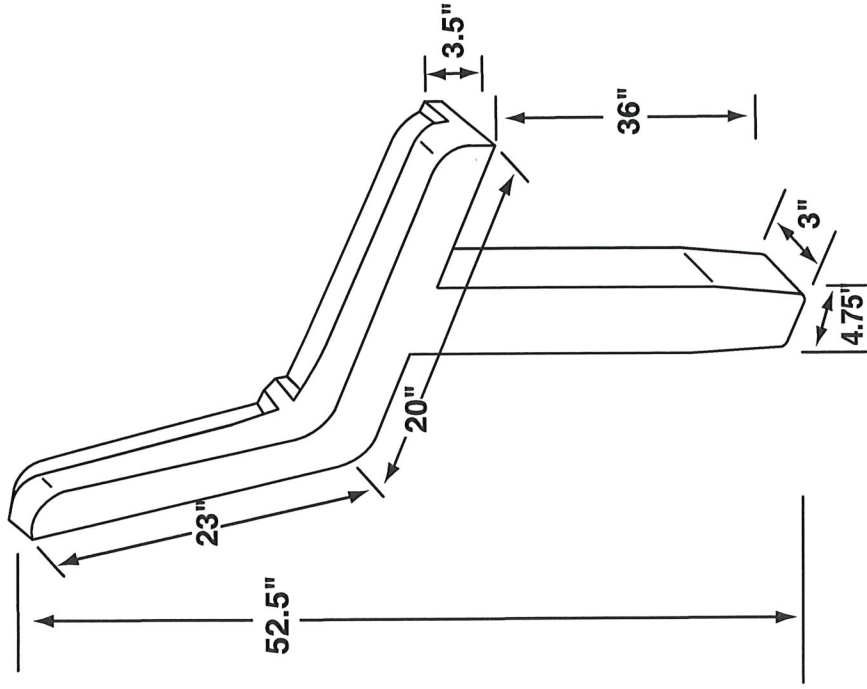
3350 NW Boca Raton Blvd., Suite B2 Boca Raton, FL, 33431
Phone: 561.620.7878 Fax: 561.620.8668



Side View Specifications



Inground Mount Specifications



3350 NW Boca Raton Blvd., Suite B2 Boca Raton, FL, 33431
Phone: 561.620.7878 Fax: 561.620.8668

ASSEMBLY INSTRUCTIONS
ITEM 133-1003 SURFACE MOUNT

STEP 1: PLACE THE BENCH LEGS FACING UPRIGHT ON A LEVEL SURFACE, MAKING SURE THE MIDDLE LEG IS CENTERED.

STEP 2: PLACE A 2" X 4" PROFILE TOWARD THE BACK OF THE SEAT ON THE LEGS, MAKING SURE THE "MOLD" SEAM IS FACING DOWN. INSERT SCREWS INTO PREDRILLED HOLES IN THE BENCH LEGS.


STEP 3: PLACE A 2" X 4" PROFILE TOWARD THE BOTTOM OF THE BACK ON THE LEGS, MAKING SURE THE "MOLD" SEAM IS FACING THE BACK. INSERT SCREWS INTO PREDRILLED HOLES IN THE BENCH LEGS.

STEP 4: REPEAT WITH REMAINING 2" X 4" PROFILES.

STEP 5: PLACE A BOCA BOARD ONTO THE SEAT OF THE LEGS. INSERT SCREWS INTO PREDRILLED HOLES IN THE BENCH LEGS. REPEAT WITH BOCA BOARD ON THE BACK OF THE BENCH.

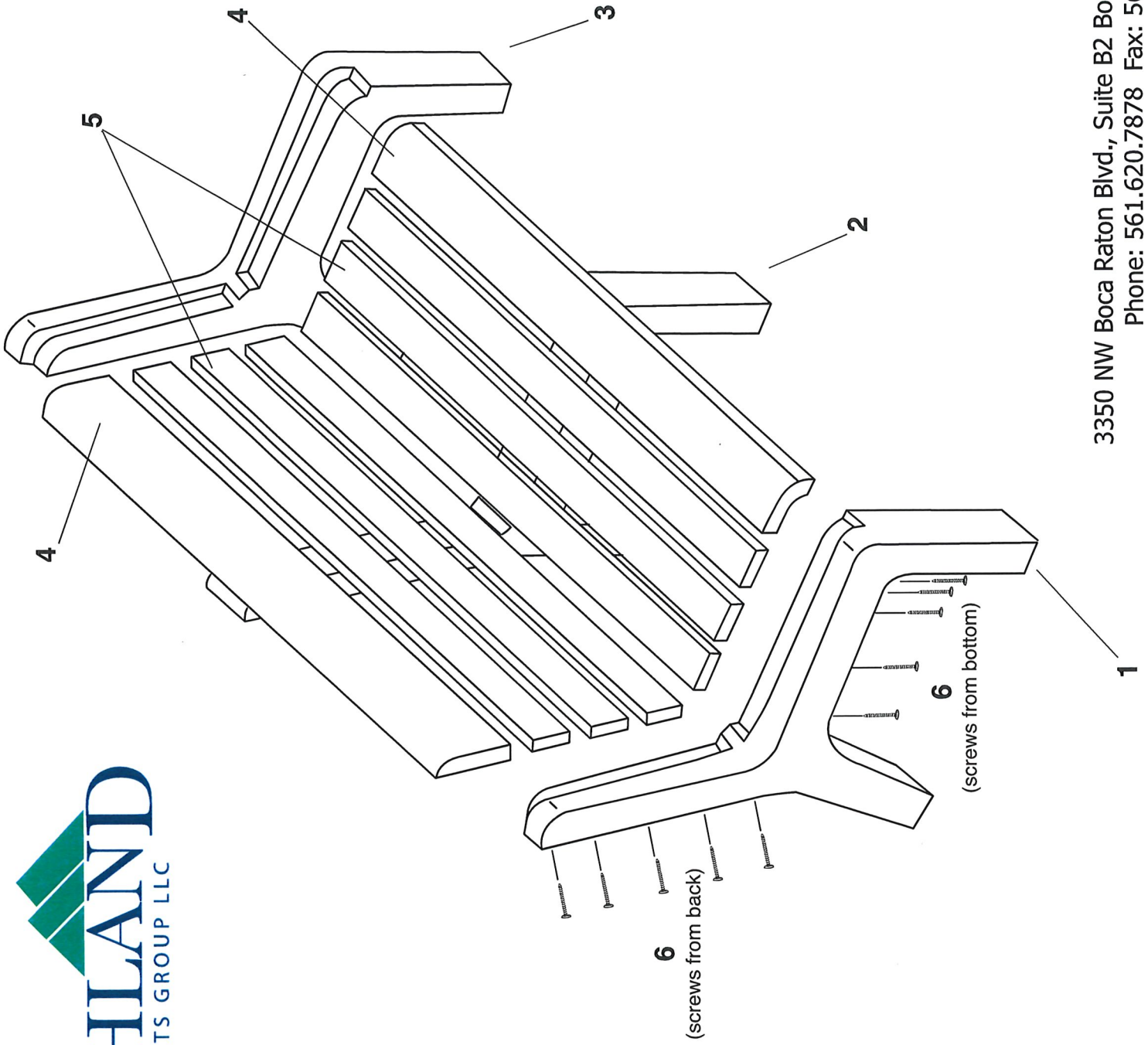
HOLD OR CLAMP THE PROFILES SECURELY WHILE TIGHTENING SCREWS. A POWER DRIVER OF SOME TYPE IS RECOMMENDED – **DO NOT OVER TIGHTEN.**

Your 100% recycled plastic park bench will give you many years of pleasure and pride, knowing that you did your part in keeping plastic waste out of landfills and protecting our environment.

REF#	QTY	5/16"	DESCRIPTION
1	1	1	RIGHT MALIBU BENCH LEG
2	1	1	CENTER MALIBU BENCH LEG
3	1	1	LEFT MALIBU BENCH LEG
4	2	2	BOCA BOARD
5	6	6	2" X 4" PROFILE
			HARDWARE
6	40	40	 #14 X 2-1/4" SS PHILLIPS SCREW



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ASSEMBLY INSTRUCTIONS

ITEM 133-1003 INGROUND MOUNT

STEP 1: PLACE THE BENCH LEGS FACING UPRIGHT ON A LEVEL SURFACE, MAKING SURE THE MIDDLE LEG IS CENTERED.

STEP 2: PLACE A 2" X 4" PROFILE TOWARD THE BACK OF THE SEAT ON THE LEGS, MAKING SURE THE "MOLD" SEAM IS FACING DOWN. INSERT SCREWS INTO PREDRILLED HOLES IN THE BENCH LEGS.

STEP 3: PLACE A 2" X 4" PROFILE TOWARD THE BOTTOM OF THE BACK ON THE LEGS, MAKING SURE THE "MOLD" SEAM IS FACING THE BACK. INSERT SCREWS INTO PREDRILLED HOLES IN THE BENCH LEGS.


STEP 4: REPEAT WITH REMAINING 2" X 4" PROFILES.

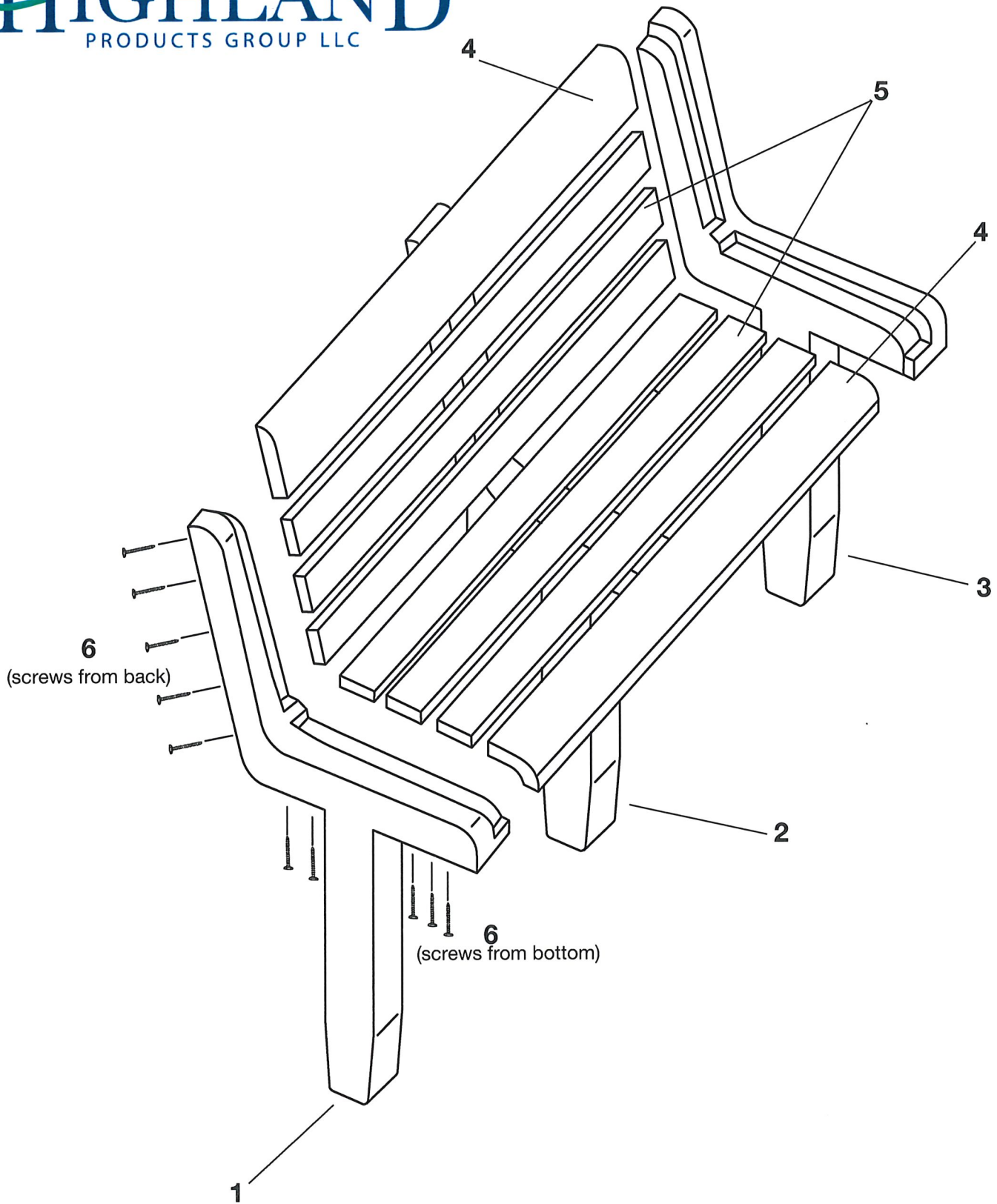
STEP 5: PLACE A BOCA BOARD ONTO THE SEAT OF THE LEGS. INSERT SCREWS INTO PREDRILLED HOLES IN THE BENCH LEGS. REPEAT WITH BOCA BOARD ON THE BACK OF THE BENCH.

HOLD OR CLAMP THE PROFILES SECURELY WHILE TIGHTENING SCREWS. A POWER DRIVER OF SOME TYPE IS RECOMMENDED – **DO NOT OVER TIGHTEN.**

STEP 6: PUT THE BENCH EXACTLY WHERE YOU WANT TO INSTALL IT (STILL ON ITS SIDE). MARK THE GROUND WHERE THE "SPIKED" ENDS ARE. DIG POSTHOLES APPROXIMATELY 20" DEEP WHERE YOU MADE YOUR MARKS. PUT THE "SPIKED" ENDS INTO THE HOLES AND MEASURE THE HEIGHT FROM THE FRONT OF THE SEAT TO THE GROUND. ADD OR REMOVE MATERIAL FROM THE HOLES UNTIL THE BENCH (TOP OF FRONT SEAT BOARD) IS APPROXIMATELY 17" ABOVE THE GROUND. PLACE A STRAIGHT ITEMS ACROSS THE SEAT TO ENSURE THE LEGS ARE ALL AT THE SAME HEIGHT TO PREVENT BOWING OR SAGGING IN THE MIDDLE. USE A LEVEL TO CHECK FINAL VERTICAL AND HORIZONTAL ALIGNMENT OF THE BENCH LEGS AND ADJUST AS NECESSARY. FILL THE HOLES WITH DIRT OR USE CONCRETE FOR A MORE PERMANENT INSTALLATION.

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1	1	1	RIGHT MALIBU BENCH LEG
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4	2	2	BOCA BOARD
5	6	6	2" X 4" PROFILE
			HARDWARE
6	40	40	 #14 X 2-1/4" SS PHILLIPS SCREW



Recycled Plastic Park Benches | Malibu Bench



Supply Exceptional Comfort

Malibu benches are the perfect choice for environments where looks are just as important as rugged durability. With the contoured seat and seat-back these benches supply exceptional comfort. Their unique design also prevents any potential snagging of clothing and injury as a result of sharp corners or exposed hardware.

The combination of environmentally friendly recycled plastic construction with stainless steel hardware means no worries whether the climate is sun, sea or both.

As an additional feature, [armrests](#) are available for the added comfort appeal or to help meet ADA guidelines.



6' Length | In-ground Mount Cedar Bench | Black Legs

Color Options



▼ Item Specific Details Available on Linked Model Numbers Below



Recycled Plastic Malibu Bench - In-ground Mount - 4' Length				Qty
P-641	<input type="text" value="Bench Color"/>	Black Legs	(155 lbs) \$352.00	<input type="text"/>
P-641X	<input type="text" value="Bench Color"/>	<input type="text" value="Colored Legs"/>	(155 lbs) \$389.00	<input type="text"/>
Recycled Plastic Malibu Bench - In-ground Mount - 5' Length				Qty
P-651	<input type="text" value="Bench Color"/>	Black Legs	(174 lbs) \$397.00	<input type="text"/>
P-651X	<input type="text" value="Bench Color"/>	<input type="text" value="Colored Legs"/>	(174 lbs) \$437.00	<input type="text"/>
Recycled Plastic Malibu Bench - In-ground Mount - 6' Length				Qty
P-661	<input type="text" value="Cedar Bench"/>	Black Legs	(193 lbs) \$412.00	3
P-661X	<input type="text" value="Bench Color"/>	<input type="text" value="Colored Legs"/>	(193 lbs) \$451.00	<input type="text"/>
Accessories				Qty
P-6AR	Armrests (Set of 2)	<input type="text" value="Choose Color"/>	(11 lbs) \$87.00	<input type="text"/>

Cycled Plastic Park Benches | Trail Bench

Recycled plastic trail benches grace all outdoor spaces while providing a convenient place for you to rest. Choose from 4' and 6' lengths with in-ground or portable mount frames. Optional locking brackets can be installed on portable benches to deter theft.



Model P-261

Specific Details Available on Linked Model Numbers Below



Recycled Plastic Trail Bench | 6' Length

In-ground Mount	Cedar Bench	Black Legs	(112 lbs)	\$271.00
Portable Mount	Bench Color	Black Legs	(100 lbs)	\$271.00

Recycled Plastic Trail Bench | 4' Length

In-ground Mount	Bench Color	Black Legs	(76 lbs)	\$203.00
Portable Mount	Bench Color	Black Legs	(67 lbs)	\$203.00

Permanent Mounting Kit for Portable Mount Benches

Mounting Brackets & Hardware for Attachment to Concrete	(2 lbs)	\$45.00
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(F.O.B. Origin)
Assembly Required

[Bulk Inquiry](#)

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LIMITED WARRANTY

1. Highland Products Group (hereinafter "Company") warrants to the original purchaser at retail of its 100% Recycled Products (hereinafter "Product") that:
 - A. For five (5) years from the date of the original purchase at retail, Company will provide a replacement Product for any Product that breaks for any reason other than obvious abuse or damage due to misapplication or improper installation.
 - B. For ten (10) years from the date of the original purchase at retail, Company will provide a replacement on any Product that is sagging for any reason other than damage due to misapplication or improper installation.
 - C. For fifty (50) years from the date of the original purchase at retail, Company will provide a replacement Product for any Product that becomes defective as a result of rot, termite infestation or corrosion.
 - D. A Product shall be deemed broken or defective when it lacks the capacity to perform the primary function for which it was manufactured.
2. TO OBTAIN PERFORMANCE UNDER THIS WARRANTY, the original purchaser at retail must return the broken or defective Product to Company postage paid, with a copy of the invoice documenting the date of purchase. Any Product returned for replacement under this warranty must be clearly marked with a "warranty return authorization code", which the original purchaser at retail may obtain from Company. Company will ship a replacement Product to the original purchaser at retail, postage due, within ten (10) days of receiving the broken or defective Product. Company reserves the right to challenge any warranty claim for failures resulting from obvious abuse or damage due to misapplication or improper installation.
3. ANY EXPRESS WARRANTY NOT PROVIDED HEREIN, AND ANY REMEDY FOR BREACH OF CONTRACT WHICH BUT FOR THIS PROVISION MIGHT ARISE BY IMPLICATION OR OPERATION OF LAW, IS HEREBY EXCLUDED AND DISCLAIMED. THIS SALE IS MADE ON THE EXPRESS UNDERSTANDING THAT THERE IS NO IMPLIED WARRANTY THAT ANY PRODUCT SHALL BE FIT FOR ANY PARTICULAR PURPOSE OR AN IMPLIED WARRANTY THAT ANY GOODS SHALL BE MERCHANTABILITY. THE ORIGINAL PURCHASER AT RETAIL ACKNOWLEDGES THAT SAID PURCHASER IS NOT RELYING ON COMPANY'S SKILL AND JUDGEMENT TO SELECT OR FURNISH GOODS SUITABLE FOR ANY PARTICULAR USE.
4. UNDER NO CIRCUMSTANCES SHALL COMPANY BE LIABLE TO THE ORIGINAL PURCHASER AT RETAIL OR ANY OTHER PERSON FOR ANY SPECIAL OR CONSEQUENTIAL DAMAGES, WHETHER ARISING OUT OF BREACH OF WARRANTY, BREACH OF CONTRACT, OR OTHERWISE. COMPANY SHALL IN NO EVENT BE LIABLE FOR ANY BREACH OF WARRANTY IN AN AMOUNT EXCEEDING THE PURCHASE PRICE OF ANY PRODUCT.
5. COMPANY SHALL IN NO EVENT BE BOUND BY ANY STATEMENT OR REPRESENTATION AS TO THE QUALITY OR PERFORMANCE OF ANY PRODUCT, OTHER THAN AS CONTAINED IN THIS WARRANTY.







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