



## **PARKS COMMISSION AGENDA**

**Tuesday, July 5, 2022, 5:30 PM**

**MEETING TO BE HELD ONSITE AT  
STEPHEN DECATUR PARK**

1. Approval of Minutes of May 3, 2022
2. Berlin Youth Program Update
3. New Business
  - a) National Night Out – Tuesday, August 2, 2022
  - b) Equipment “Library” proposal for Burbage Park
  - c) Stephen Decatur Park Playground
4. Old Business
5. Other

### Upcoming Meeting/Event Schedule:

Tuesday, August 2, 2022 – National Night Out

Tuesday, September 6, 2022 - Meeting

Tuesday, November 1, 2022 - Meeting

Friday, November 4, 2022 – Fall Glow Walk

Tuesday, November 7, 2022 – Meeting

MINUTES – PARKS COMMISSION  
May 3, 2022

The meeting of the Parks Commission for Tuesday, May 3, 2022, was called to order at 5:30 PM. Parks Commission members present were Mike Wiley, Patricia Dufendach, Sarah Hooper, and Bruce Hyder as well as Deputy Town Administrator Mary Bohlen and Public Works Director Jimmy Charles. Laura Stearns was absent.

Ms. Dufendach moved to approve the Minutes of the March 1, 2022 and April 5, 2022 Meetings. Ms. Hooper noted that the agenda for this meeting indicated that the Minutes for the March 2, 2022 Meeting were presented for approval; the correct date was March 1, 2022. Also, the first sentence of the first paragraph of the April 5, 2022 Meeting read "...Tuesday, March 1, 2022..." and should have read "Tuesday, April 5..." Ms. Dufendach amended her motion to approve the Minutes as corrected and Ms. Hooper seconded; approval was unanimous.

Jennifer Leggour, Executive Director, and Leslie Dixon, Youth Club Facilitator and Coordinator, of Worcester Youth and Family Counseling appeared before the Commission to make their annual presentation on the Berlin Youth Program. Ms. Leggour and Ms. Dixon reviewed the program's accomplishments and activities over the prior year, noting how they had accommodated the restrictions necessitated by the pandemic and the expectations for the coming year. The summer 2022 program was expected to last for eight weeks starting the first week of July and running to the end of August and would include at least one field trip to Assateague.

Ms. Bohlen brought the Commissions attention to the 2022 Playground Inspection reports included in their packets and Mr. Charles addressed some of the issues found during the inspections. He noted that the majority of notations were minor in nature, including painting, tightening bolts and the like, and would be easily remedied. Other items that were more serious in nature would be reviewed and the necessary repairs would be addressed, though it was noted that in some cases, items may need to be removed, or access removed, to prevent injury. Mr. Hyder asked about the notations regarding spacing and it was noted that, when play equipment was installed, the spacing met industry standards and that addressing spacing was a considerable undertaking. Ms. Dufendach asked Mr. Charles if there were any items that he believed warranted replacement. Mr. Charles noted that the pieces were aging and showing the signs of wear. Ms. Bohlen noted that the Parks Commission should start to give thought to the FY24 Budget and possible how to move forward. She also noted that We Heart Berlin had indicated that they had an accessible swing for Henry Park like the one they had recently replaced in Decatur Park. Ms. Bohlen noted that it was necessary to determine if such a piece could be incorporated into the existing play area, or if the existing footprint would need to be altered and that, obviously altering the footprint was a significant undertaking.

Ms. Bohlen noted that 75 tree bundles had been given out for the Backyard Buffer Program on April 9<sup>th</sup> and discussed some of the items that she might consider changing for the next year. Spring Celebration on April 18<sup>th</sup> had gone well and there will still crafts left over for National Night Out. There were about 70 volunteers for Clean-Up Day on April 23<sup>rd</sup>; that number was down from previous years, but still a fair turnout. Spring Just Walk was scheduled to be held on May 7<sup>th</sup> and Ms. Bohlen noted that she had Berlin trivia signs to be placed along the route with a quiz to act as the raffle ticket. She also noted that there was a possibility of severe weather, so the decision might be made to cancel.

Ms. Bohlen brought the Commission's attention to a print-out regarding the Tree City USA program. She noted that discussion regarding a tree planting plan had been an ongoing item for several years. She noted that, while this would not necessarily be a Parks Commission undertaking, they could be part of the discussion. Ms. Dufendach noted that the Taylor Museum had a small arboretum and that there were people who had been involved with that who might be available to assist.

Having completed the items on the regular agenda, Ms. Bohlen noted that she had a couple of additional items to discuss. Mr. Adrien Bowen would be appearing before the Mayor and Council to request permission to hold a basketball tournament Memorial Day Weekend.

She had received a request from a property owner on Kenwood Court, whose back yard abutted Decatur Park, to purchase arborvitae to replace the trees which had been removed in the last eighteen months or so. The property owner would purchase the trees and the Town's personnel would do the planting. Discussion followed regarding planting white cedar. Ms. Bohlen indicated that she would reach back out to the property owner.

Mr. Wiley thanked the Council for sticking with asphalt rather than stone dust for the Decatur Park walking path and all those who provided their input. Discussion followed regarding the project.

Ms. Dufendach moved to adjourn; Mr. Wiley seconded, and the meeting adjourned at approximately 6:20 PM.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Mary T. Bohlen".

Mary T. Bohlen  
Acting Town Administrator  
Liaison to the Parks Commission



## WORCESTER YOUTH AND FAMILY COUNSELING SERVICES, INC.

A Private Non-Profit Provider Since 1975

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Jennifer Leggour, Psy.D.

#### Location

124 N. Main Street,

Suite C

Berlin, MD 21811

#### Phone

410-641-4598

#### FAX

410-641-4696

#### Website

[www.gowoyo.org](http://www.gowoyo.org)



June 2022

To the parents and guardians of our upcoming BYC participants,

Firstly, I want to take the time to introduce you to our staff members that will be insuring that your child or children have a great time and enjoy some fun in the sun!

- I am Leslie Dixon, I am the youth programs coordinator here at WYFCS! I am 22, and have graduated from Salisbury University with my Bachelor's of Early Childhood Education. I have been with this organization since the summer of 2017, starting as a camp intern. I enjoy spending my time with my family and watching old movies! I have plans to further my education and get my Masters and I am hopeful that I will be a new teacher in Maryland! I look forward to meeting you all and your children!
- Hi, my name is Sam! I will be a camp counselor this summer! I am 23 years old and love to spend my time exploring the outdoors and reading. I love all things Disney, and plan on working in Walt Disney World for four months this fall! (In fact, I'm leaving for Florida two days after BYC is finished) I recently graduated from Salisbury University and interned with WYFCS for the duration of my senior year. I worked with the Worcester Connects program primarily and am excited for my future working with the kids at BYC. My education level is I have a Bachelors of Arts in Social Work.

**Our camp will begin on July 5th and will end on August 25th. We will operate Tuesday-Thursday from 9 to 2pm!** We plan on taking trips this year, as well as utilizing Buckingham Presbyterian Church again. We will have 1 or 2 trips a week! Lunch will be provided each day, however your child is more than welcome to pack a lunch and/or snack if they prefer something different. We will also provide bug spray and sunscreen, we strongly suggest that all campers utilize sunscreen as most of the time we will be in the sun!

In the event of inclement weather or cancellation, we will alert you to changes prior to the start of the camp day! Please check all messages that are sent out, so that you will know if there has been any cancellations. I have attached a schedule of all trip days, on other days we will be at Buckingham Presbyterian Church doing stem, math, science, and art based activities that will be fun and stimulating!

Please feel free to contact me with any questions or concerns you may have! You can reach me through my cell (443-292-6762) or by calling the office (410-641-4598)!

As always, I look forward to what the summer will bring!

Thank you,

Leslie Dixon

# July

# 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4 <u>No camp</u>	5 Camp crafts and activities at BPC.  *FIRST DAY*	6 Camp crafts and activities at BPC.	7 <b>Painting with OC studio and lunch!</b>	8 <u>No camp</u>	9 Art Week <	10
11 <u>No camp</u>	12 Guest speaker: Minority Youth Outreach Program.	13 CrossFit with Coach Frank at BPC.	14- <b>Swimming test and swimming at YMCA</b> *TBD*	15 <u>No camp</u>	16 Fitness Week <	17
18 <u>No camp</u>	19 <b>Maui Jack-water park.</b>	20 Camp crafts and activities at BPC.	21 <b>Jolly Roger's amusement park-hosted by Berlin PD.</b>	22 <u>No camp</u>	23 Water Week <	24
25 <u>No camp</u>	26 Camp crafts and activities at BPC.	27 Guest speaker: M4 Reactor.	28 Camp crafts and activities at BPC.	29 <u>No camp</u>	30 STEM Week <	31

Notes:

**BPC- Buckingham Presbyterian Church**

**The RAY- Our office on Main St**

**\*Please send a change of clothes, as well as a towel with your child every day during water week! - July 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>.**

# August

# 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 <b><u>No camp</u></b>	2 Guest speaker: Minority Youth Outreach Program.	3 Camp crafts and activities at BPC.	4 <b>Altitude Trampoline Park- Hosted by Berlin PD</b>	5 <b><u>No camp</u></b> <i>*Shorebird game @7:05 pm</i>	6 Game Week <	7
8 <b><u>No camp</u></b>	9 Nature Journaling with Coastal bays	10 <b>Visit to the WILD FOWL ART MUSEUM</b>	11 <b>Assateague Living Shore Line trip with Coastal Bay</b>	12 <b><u>No camp</u></b>	13 Nature Week <	14
15 <b><u>No camp</u></b>	16 Camp crafts and activities at BPC. Lunch at Decatur Park.	17 Camp crafts and activities at BPC.	18- <b>Baltimore Aquarium, with lunch at Patterson Park</b>	19 <b><u>No camp</u></b>	20 Animal Week <	21
22 <b><u>No camp</u></b>	23 Camp crafts and activities at BPC.	24 <b>Old Pro Golf</b>	25 Camper's Choice! TBD  *LAST DAY*	26 <b><u>No camp</u></b>	27 Wrap-Up Week <	28

## Notes:

**BPC- Buckingham Presbyterian Church**

**The RAY- Our office on Main St**

**\*Baltimore Aquarium\*- ALL STUDENTS AND CHAPERONS MUST BE AT THE OFFICE BY 8:00 AM SHARP! WE WILL NOT HOLD THE BUS AFTER 15 MINUTES PAST SET ARRIVAL TIME!**

## Mary Bohlen

---

**From:** Tony <tonyweeg@gmail.com>  
**Sent:** Tuesday, June 21, 2022 11:44 AM  
**To:** Mary Bohlen  
**Subject:** Fwd: Table Enclosure  
**Attachments:** Town of Berlin Ping Pong Table Enclosure.jpg

Hello!

A townie would like to build a table tennis equipment library for us, and I wanted to get this before the Parks Commission so we could work towards approval.

Also, there's chatter (chatter only) of a little library extension of the Berlin Library for the park as well, so hopefully we can plan the two together!

Talk to you soon, Tony

----- Forwarded message -----

**From:** Dale Shord <[REDACTED]>  
**Date:** Fri, Jun 3, 2022 at 9:50 PM  
**Subject:** Table Enclosure  
**To:** <tonyweeg@gmail.com>

Tony,  
I've attached a rough sketch of the enclosure. It mimics a food pantry/community library design my father and I did last year for a neighborhood in Salisbury.

Just in case you cannot read my chicken scratch on the side-

- Pressure Treated 4x4 with the bottom of the box at 36" from the ground
- 24"x24" plywood construction box with 2 shelves
- top shelf will be angled and have slots cut in to allow the paddles to sit down into the shelf
- bottom shelf will have an area for balls still in the boxes, and a tray to the other side for loose ping pong balls
- Box will have a plexiglass door with hand and automatic closing hinge

I will add a roof with shingles to keep everything dry. The box can be painted whatever color is desired. I'm also ok with just building the box and allowing others to paint it.

Shingle color will be a dark, neutral color. I believe I have some left over from having my roof redone last year.

Anything else, please let me know. My cell phone number is [REDACTED]

Dale

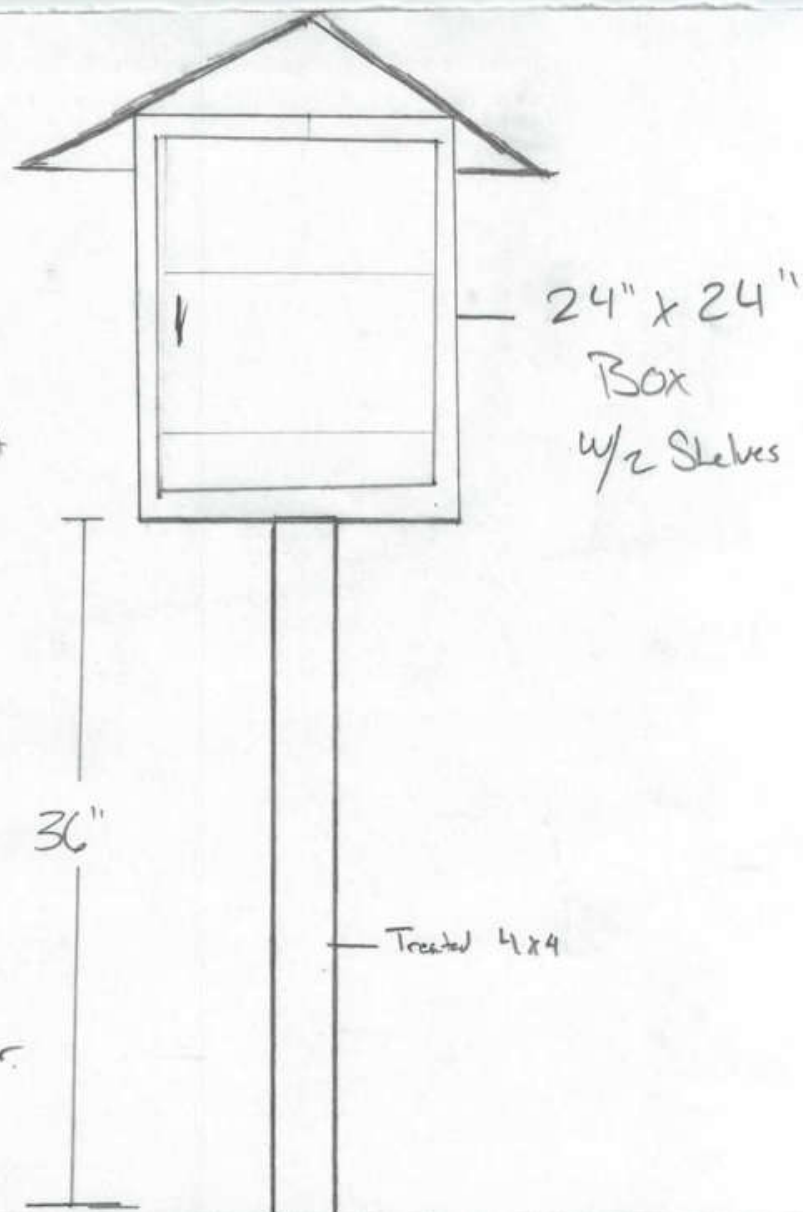
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Sent from Gmail Mobile on my iPhone. Don't hate.

- Plexiglass Door  
w/handle

- Top Shelf on an  
angle w/slots cut  
to allow puddles to  
sit in shelf.

- Bottom Shelf for  
Ping Pong ball boxes  
on one side &  
a tray for loose  
balls on the other.





CONCEPT ONLY



Stephen Decatur Park

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Specialists Inc.

800.385.0075  
www.playspec.com  
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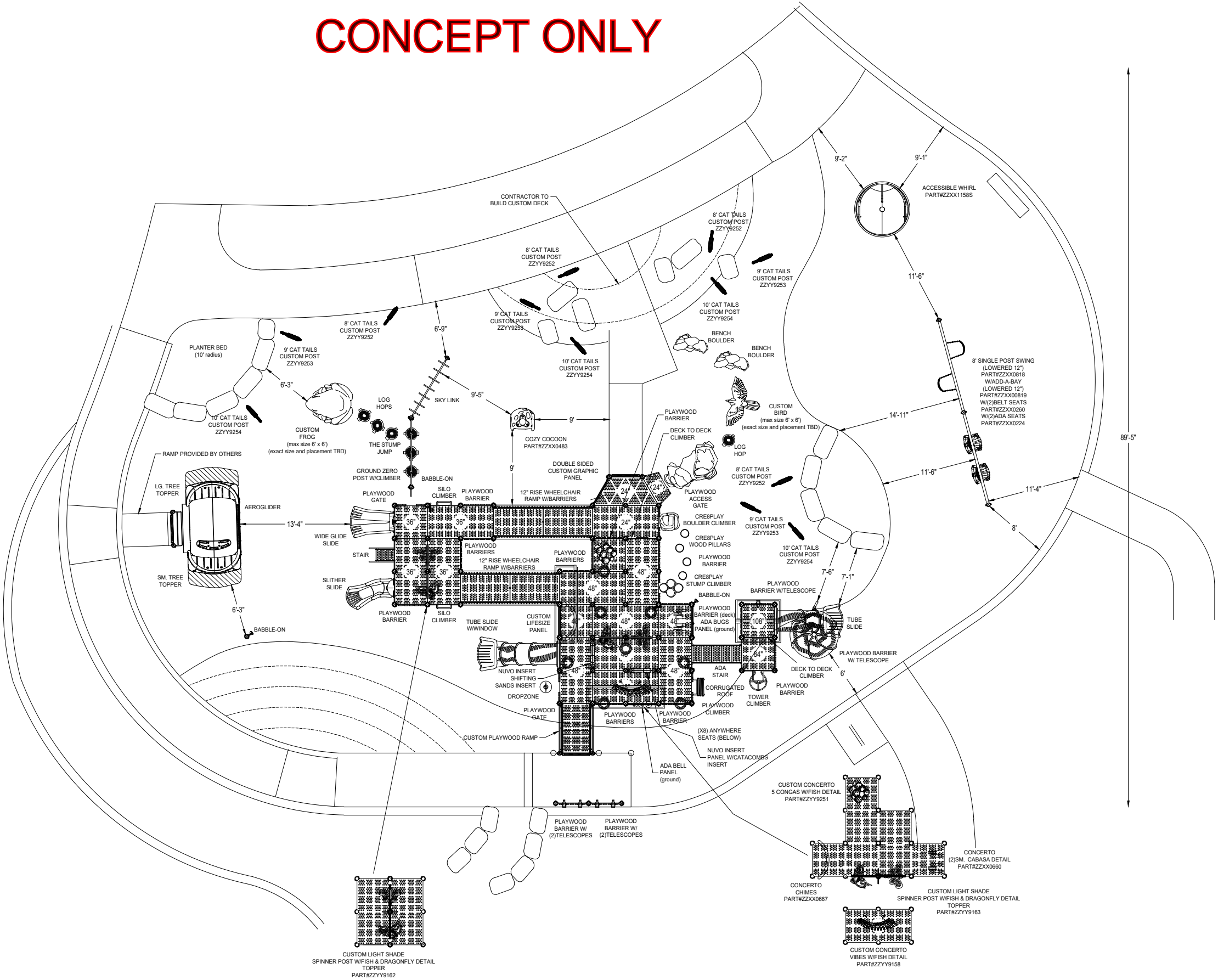
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PLAYGROUND SPECIALISTS INC  
29 APPLES CHURCH ROAD  
THURMONT, MD 21788

EQUIPMENT SIZE:  
66'7" X 46'11" X 17'

USE ZONE:  
117'11" X 89'5"

AREA: 6,633 Sq. Ft. PERIMETER: 333 Ft.

FALL HEIGHT:  
9 Ft.

USER CAPACITY: 173 AGE GROUP: 5-12

ADA SCHEDULE	Total Elevated Play Activities: 26		
	Total Ground-Level Play Activities: 29		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	13	8	5
Provided	23	29	10

- ✓ ASTM F1487-11
- ✓ CPSC #325



PROJECT NO:  
P071921-21A

SCALE:  
NOT TO SCALE

DRAWN BY:  
AMCGUIRE

Paper Size

DATE:  
19-JULY-21

B

\*PLAYGROUND SUPERVISION REQUIRED

Stephen Decatur Park