



PARKS COMMISSION
Tuesday, January 11, 2022
5:30 PM
[Via Zoom](#)

PLEASE READ FOR IMPORTANT MEETING INFORMATION:

EFFECTIVE 01/10/2022: SPECIAL NOTICE: All Meetings of Boards and Commissions will be held virtually via Zoom. Meetings will also be streamed live on Facebook for viewing only.

Meeting packets will be posted by 5:00 p.m. on the Friday before the meeting.

- Advance questions will be accepted until 12:00 PM/NOON on the day of the meeting. Submit to:
 - Email: mbohlen@berlinmd.gov; please use Meeting Questions as your subject
 - Fax: 410-641-2316
 - Mail: Berlin Town Hall, Attn: Meeting Questions, 10 William St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
 - Drop boxes Town Hall – one is at the rear of the building on the parking lot, and the other is at the corner of Bay and Williams Street on the building.
- Questions and Comments during the meeting:
 - Via Zoom during the meeting at the invitation of the Chair.
 - Questions and comments will not be taken via Facebook.
- You may join the public sessions in one of three ways:
 - Via computer or mobile device with audio.
 - Via computer to watch and phone to hear. Interaction only available via computer/device.
 - Via phone only – listen only.

Via Zoom: <https://us06web.zoom.us/j/87143210386>

Phone: 301-715-8592 (LISTEN ONLY)

Livestream: [Facebook](#) – No questions or comments accepted.

To watch the Meeting on Facebook, please click on the blue Facebook icon at the top of any page on the Town website, www.berlinmd.gov, or type @townofberlinmd in the Facebook search bar.

Your patience and understanding as we work to meet the restrictions on gatherings while still conducting Town business is truly appreciated.

To receive future meeting notifications directly to your email, please sign-up at the bottom of any page on [our website](#).



PARKS COMMISSION AGENDA

**January 4, 2022, 5:30 PM
RESCHEDULED to Tuesday, January 11, 2022 at 5:30 PM**

Meeting will be held via Zoom. Please see previous page for important information.

1. Approval of Minutes:
 - a) September 7, 2021
 - b) September 28, 2021
 - c) November 2, 2021
2. Old Business
 - a) Discussion - Glow Walk survey results
3. New Business
 - a) We Heart Berlin – Tony Weeg
 - i) Table Tennis Park
 - ii) Love Day in Henry Park – recurring event
 - iii) Skate Park Planning
 - b) Planning for Clean-Up Day
 - c) Trees
 - i) Backyard Buffer Tree Giveaway
 - ii) [Urban Trees Grant Program](#)
4. Berlin Youth Program Update
5. Other

Upcoming Meeting/Event Schedule:

Tuesday, March 1, 2022
Saturday, April 16, 2022 – Spring Celebration
Saturday, April 23, 2022 – Clean-Up Day (Take Pride in Berlin Week Sat., April 16-Sat., April 23)
Tuesday, May 3, 2022
Saturday, May 7, 2022 – Spring Color (?) Walk
Tuesday, July 5, 2022
Tuesday, August 2, 2022 – National Night Out
Tuesday, September 6, 2022
Tuesday, November 1, 2022
Friday OR Saturday, November 4 OR 5, 2022 – Fall Walk

MINUTES – PARKS COMMISSION
September 7, 2021

The meeting of the Parks Commission for Tuesday, September 7, 2021, was held onsite at Stephen Decatur Park and called to order at 5:30 PM. Parks Commission members present were Chair Mike Wiley, Sarah Hooper, and Laura Stearns, as well as Deputy Town Administrator Mary Bohlen. Also present was Public Works Superintendent Jimmy Charles. Bruce Hyder had notified Ms. Bohlen that he would not be present. Patricia Dufendach was absent.

Mr. Wiley moved to approve the Minutes of July 6, 2021, Ms. Hooper seconded, and approval was unanimous.

Ms. Bohlen informed the Commission that the FY23 Community Parks and Playgrounds Grant application for the lighting at the Henry Park Basketball Courts had been submitted and that the official notification for the grant for the Stephen Decatur permanent restrooms had not yet been received, though it was expected at any time.

Ms. Bohlen noted that the Worcester County Health Department had reached out regarding the 2021-22 schedule for Just Walk events. Walk Maryland Day and Scavenger Hunt was scheduled for Wednesday, October 6, 2021; the scavenger hunt would be self-directed and take place at several local parks. The Fall Just Walk date for Berlin was tentatively scheduled for Friday, November 5, 2021, at 5:00 PM. This was planned to be a “glow” walk with participants carrying glow sticks to create a visual effect. Ms. Bohlen noted that, because the park was not lit in the evening, she would recommend that the course(s) be along the streets and sidewalks to take advantage of the streetlights. Brief discussion followed and it was noted that the start/end point could still be at the park parking lot or could be downtown instead. Ms. Bohlen also noted that Ms. Bell with the Health Department had suggested a color walk for the spring event (scheduled for May 7, 2022) and that additional research/discussion would need to occur before then.

Brief discussion regarding the recent disc golf events was held. Ms. Bohlen noted that she believed the topic was scheduled to be on the agenda for the September 13, 2021, Mayor and Council Meeting. Some of the concerns noted were the proximity of some of the holes to Rt. 113, Tripoli Street, and around the Nature Trail and Pond.

Ms. Donna Pellingier discussed accessible playgrounds and playground equipment for older children. Discussion followed regarding the expense of a recently proposed project, which had been estimated at approximately \$800,000, as well as the amount of work that would be needed to accommodate such a plan. Ms. Bohlen noted that, to her knowledge, the Community Parks and Playgrounds program had never provided such a large amount in grant funds for a single project.

Having completed the items on the written agenda, the Commission members began their walk through with Mr. Charles to review items noted during the playground inspection conducted earlier in the spring. Mr. Charles noted that many issues such as loose bolts, low levels of engineered wood fiber, overhanging branches and more had already been addressed. Additional tree trimming to raise the canopy was planned for over the coming winter. Some issues, such as the placement of some signs and play curbs could not be addressed without considerable expense, however, staff would investigate replacing signs with current language as feasible. Discussion of the disrepair of the rubberized walking path was held and it was noted that the path would need to be completely removed; it was not known if a suitable rubberized

material currently existed. During the walk, the locations of the disc golf holes were noted, and points of concern discussed.

Ms. Bohlen noted that the basketball goals had been removed at Henry Park in preparation of the painting project which was scheduled to begin the following week with an unveiling scheduled for September 26th.

She also noted that the Parks Commission was scheduled to visit Henry Park on Tuesday, October 5th at 5:30 PM. *

With no further items for discussion, and without formal motion or vote, the meeting was adjourned at approximately 6:40 PM.

Respectfully Submitted,

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

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

*The following day, Ms. Bohlen noted a scheduling conflict, so the Henry Park onsite visit was rescheduled to Tuesday, September 28th.

MINUTES – PARKS COMMISSION
SPECIAL MEETING
September 28, 2021

A special meeting of the Parks Commission for Tuesday, September 28, 2021, was held onsite at Dr. William Henry Park at 5:00 PM. Parks Commission members present were Chair Mike Wiley, Patricia Dufendach, Bruce Hyder, and Laura Stearns, as well as Deputy Town Administrator Mary Bohlen and Public Works Superintendent Jimmy Charles. Sarah Hooper was absent.

There was brief discussion of the rain garden installed by the Assateague Coastal Trust; there were concerns regarding the overgrowth of the area and Ms. Bohlen noted that it had been the intention of the Trust to maintain the area. Ms. Dufendach noted that she would be seeing Ms. Verena Chase of the Trust later in the week and would discuss the garden with her.

With no formal agenda, the Commission members and Ms. Bohlen and Mr. Charles conducted their walk through of the park. They observed the work completed to date on the basketball courts' painting by We Heart Berlin and discussed that project. Mr. Charles noted that the new backboards had been received and one had been temporarily mounted earlier that day to check the compatibility with the existing poles.

The existing play equipment and signage was inspected and notations as made on the playground inspectors report were reviewed.

Ms. Bohlen noted that the next meeting was scheduled for Tuesday, November 2, 2021 and reminded all of the Glow Walk scheduled for Friday, November 5, 2021. She noted that she needed a few volunteers to help direct walkers.

With no further items for discussion, and without formal motion or vote, the meeting was adjourned at approximately 6:40 PM.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Mary T. Bohlen', written in dark ink.

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

MINUTES – PARKS COMMISSION
November 2, 2021

The meeting of the Parks Commission for Tuesday, November 2, 2021, was called to order at 5:30 PM. Parks Commission members present were Patricia Dufendach, Bruce Hyder, and Laura Stearns, as well as Deputy Town Administrator Mary Bohlen. Also present was Public Works Superintendent Jimmy Charles. Chair Mike Wiley and Sarah Hooper had notified Ms. Bohlen that they would not be present.

Ms. Dufendach noted that she was not present for the September 7, 2021, meeting. Ms. Bohlen indicated that approval of the minutes would be tabled to the January meeting.

Tony Weeg and Brian Robertson of We Heart Berlin appeared before the Commission to discuss the Table Tennis project at Burbage Park. Mr. Weeg indicated that sufficient funds had been raised and that, because of supply and shipping issues being experienced throughout the country, they would like to purchase two tables at this time and store them at a Town facility pending the start of the actual project. Ms. Bohlen noted that before they moved ahead with purchasing, final approval would need to be sought from the Mayor and Council. Lengthy discussion followed regarding the installation of the pads, stormwater mitigation and parking. The installation of a retaining wall and/or shrubs or other landscaping was also discussed. Following this meeting, Ms. Bohlen would reach out to the Mayor to inquire about adding an agenda item to the Monday, November 8, 2021, Mayor and Council Meeting. She noted that Mr. Weeg would need to get any documentation for inclusion in the Meeting packet submitted first thing the following morning.

Mr. Weeg indicated that We Heart Berlin was interested in pursuing the proposed disc golf project at Stephen Decatur Park. Ms. Bohlen noted that Eastbound Disc Golf was still handling that project and was tentatively scheduled to appear before the Mayor and Council on Monday, November 8, 2021. Should We Heart Berlin wish to be directly involved in the project, they would need to coordinate that with Eastbound Disc Golf.

Ms. Bohlen noted that she and Mr. Charles would be reviewing recommendations from the playground inspector with the intent to have the FY 2023 Budget reflect the estimated costs. She also noted that she believed that the playground inspection contract was up for renewal in 2022.

Ms. Bohlen noted that the formal approval was received for the Community Parks and Playgrounds grant for Decatur Park permanent restrooms. Town staff was scheduled to meet with the engineer on Monday, November 8, 2021, to begin the planning project. Of particular concern was the current inflated cost of construction materials and services.

Ms. Bohlen reminded all that the Fall Glow Walk was scheduled for Friday, November 5, 2021, at Decatur Park. She would be on site at 4:15 PM to set-up, volunteers were to arrive at 4:30 PM and walkers could begin registering at 4:30 PM with the walk to start at 5:00 PM. She noted that there were sufficient volunteers for at least one person at the key points on the route, with a walker to be at the rear of the participants to let the volunteers know that they could leave.

Ms. Bohlen brought the Commissions attention to a draft Ordinance to be presented for First reading at the Monday, November 8, 2021, Mayor and Council Meeting. This Ordinance would add language to the "Parks' Rules" prohibiting smoking, etc. in the Town Parks. Ms. Bohlen read aloud the language to be incorporated. Brief discussion followed regarding placing disposal containers in the parks.

Ms. Bohlen noted that the Town was preparing a Request for Proposals for the re-paving of four streets and the scrap tire path in Decatur Park. She noted that, while it would have been desirable to replace the rubber path with similar materials, the cost was approximately \$500,000, versus a much lower price tag for replacing the existing path with asphalt. The long-term maintenance of an asphalt path was also considerably less expensive and easier than the rubberized surface.

Lengthy discussion followed regarding the common-use path from Tripoli Street at the end of the sidewalk through the park to the area of the playground equipment and pavilion. Ms. Stearns initiated the discussion, noting that the path had been gravel in the past and that it needed to be redone. Ms. Bohlen noted that that area tended to be very wet and, as part of the drainage for the park, which accepts stormwater from throughout Town, it would not be recommended or desired to create an impervious surface in that area. She also noted that, should the Town put in a formal path it would need to be ADA compliant which would most likely involve raising the area and using asphalt or other material, as well as considerable stormwater management. To Ms. Stearns note that the path had been stone dust in the past, Ms. Bohlen noted that, while that may have been done previously, it did not mean that it should have been done that way and that, unfortunately where people chose to walk did not necessarily mean that they should walk. She also noted that her recommendation would be to advocate for the completion of the sidewalk from its current stopping point to the parking lot.

The Commission briefly review the Worcester Youth Program Report.

Mr. Hyder asked if the Mayor and Council was moving forward with selling the parcels of land at Heron Park. Ms. Bohlen noted that they were very much in an exploratory stage and that, soliciting bids for purchase or development did not bind them to moving forward. Lengthy discussion followed.

Ms. Dufendach moved to adjourn; Mr. Hyder seconded, and the meeting adjourned at approximately 6:30 PM.

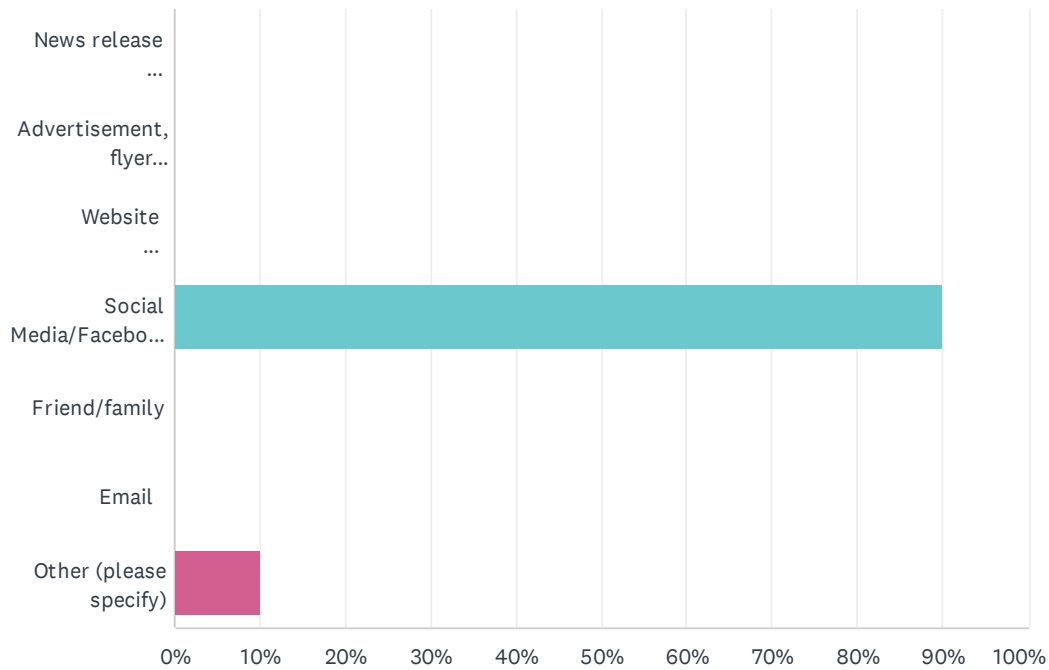
Respectfully Submitted,

A handwritten signature in cursive script, reading "Mary T. Bohlen".

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

Q1 How did you hear about the event?

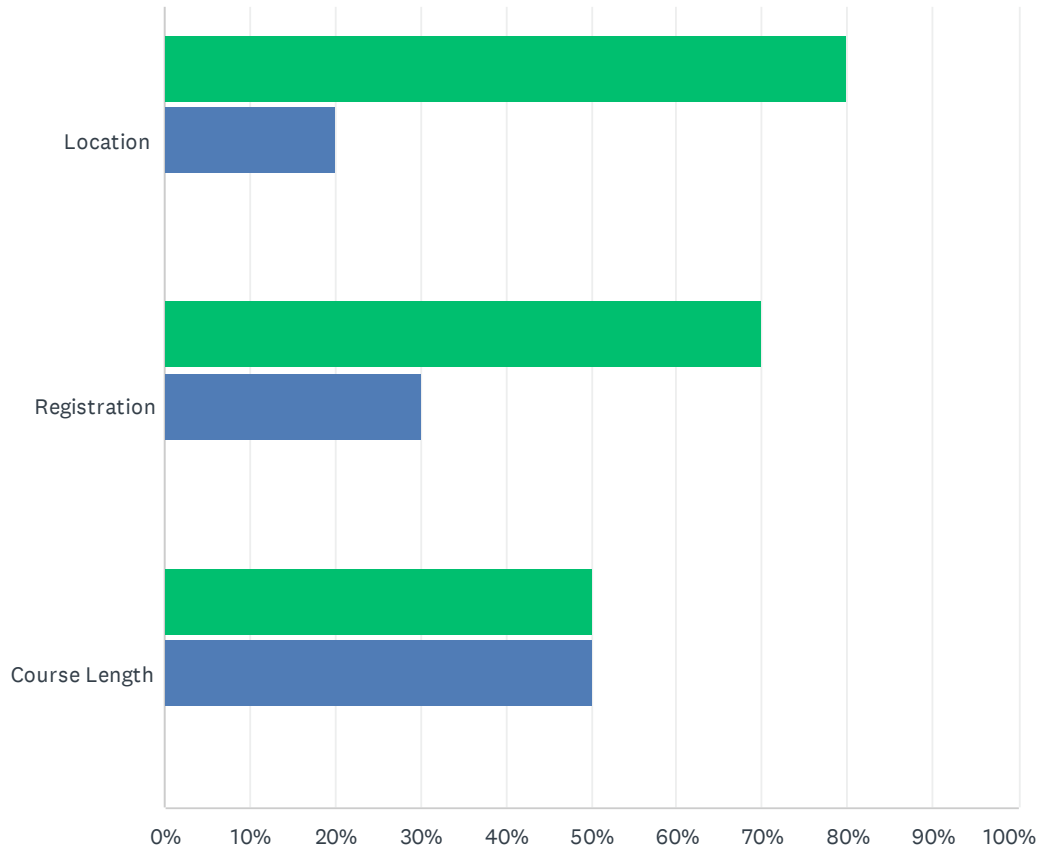
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
News release	0.00%	0
Advertisement, flyer	0.00%	0
Website	0.00%	0
Social Media/Facebook	90.00%	9
Friend/family	0.00%	0
Email	0.00%	0
Other (please specify)	10.00%	1
TOTAL		10

Q2 Please rate the following:

Answered: 10 Skipped: 0



■ Above Satisfactory
 ■ Satisfactory
 ■ Unsatisfactory

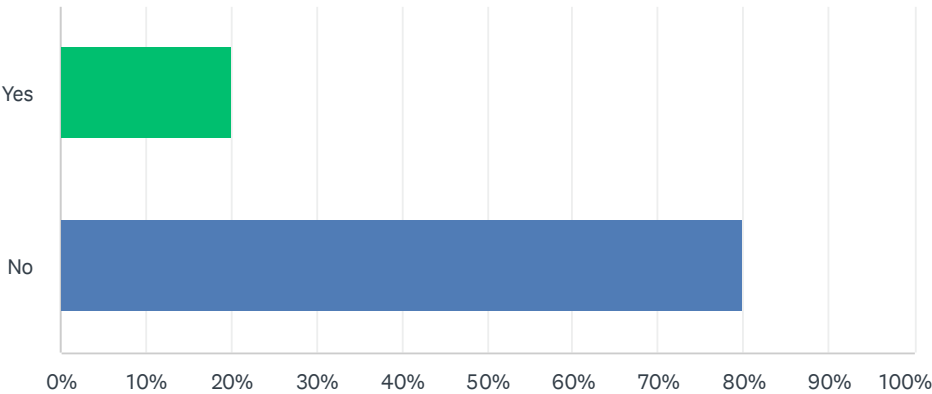
	ABOVE SATISFACTORY	SATISFACTORY	UNSATISFACTORY	TOTAL	WEIGHTED AVERAGE
Location	80.00% 8	20.00% 2	0.00% 0	10	1.20
Registration	70.00% 7	30.00% 3	0.00% 0	10	1.30
Course Length	50.00% 5	50.00% 5	0.00% 0	10	1.50

Q3 Please feel free to make comments as to how we can improve this event.

Answered: 9 Skipped: 1

Q4 Are you Just a Walk Member?

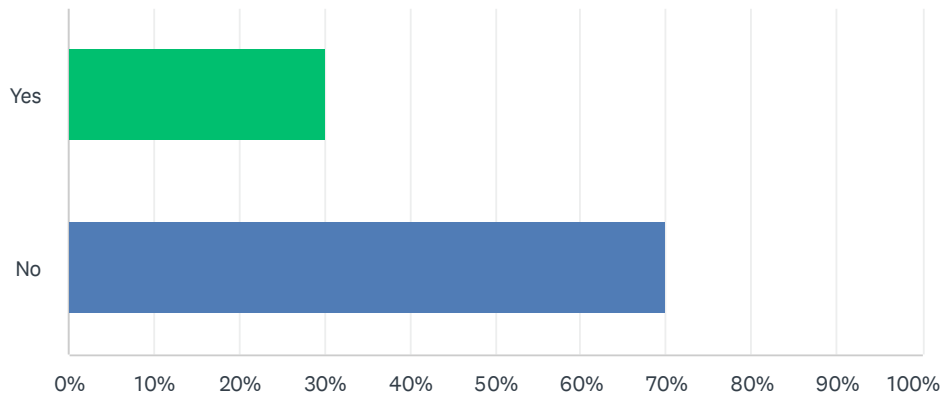
Answered: 10 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		20.00%	2
No		80.00%	8
TOTAL			10

Q5 Are you interested in becoming a Just Walk Member? If so please sign-up at www.justwalkworcester.org.

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	30.00%	3
No	70.00%	7
TOTAL		10

Q3 Please feel free to make comments as to how we can improve this event.

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	Awesome event! Thank you :)	11/10/2021 6:51 PM
2	A little later so we could actually glow- might be nice	11/10/2021 11:04 AM
3	I think a scavenger hunt might have made it more interesting for kids. At one point we saw a boy on the sidewalk w a very large bucket of chalk. We thought it was part of the walk, lol. He and his mother who lived there were very kind. Other than having little stopping points like that and/or scavenger hunt, it was a nice event!	11/9/2021 1:45 PM
4	We loved it! The only change could be to start maybe a half hour or hour later so the 'glow' can be seen. But we would attend regardless of the time. It was so fun!	11/9/2021 11:45 AM
5	music :-)	11/9/2021 10:07 AM
6	A scavenger hunt for the kids along the route. Warm beverages after if its cold or cold if you do another event when its warmer.	11/6/2021 10:11 AM
7	Everyone was welcoming and helpful. Great to see all ages there.	11/6/2021 9:39 AM
8	It was great, and I appreciated the timing so my young child could participate and I could still work a full day.	11/5/2021 9:01 PM
9	No suggestions, thoroughly enjoyed.	11/5/2021 7:29 PM