



PARKS COMMISSION

AGENDA

Tuesday, March 5, 2024

4:30 PM

1. Approval of Minutes for January 23, 2024
2. Upcoming Event Dates:
 - a) Spring Celebration: Saturday, March 30, 2024, 10 AM
 - b) Clean Up Day: Saturday, April 20, 2024, at 9 AM
 - c) Spring Walk: Saturday, May 4, 2024, at 9 AM
3. Project Updates:
 - a) AED Units at Town Parks
4. Other:
 - a) Program Open Space Annual Program for Development
5. Comments from the Commission
6. Adjournment

Upcoming Meeting/Event Schedule:

Tuesday, March 5, 2024, 4:30 PM – Meeting
Saturday, March 30, 2024, 10:00 AM – Spring Celebration
Saturday, April 13, 2024, 9:00 AM – Backyard Buffer Tree Giveaway
Saturday, April 20, 2024, 9:00 AM – Cleanup Day
Saturday, May 4, 2024, 9:00 AM – Spring Walk
Tuesday, May 7, 2024, 4:30 PM – Meeting
Tuesday, July 2, 2024, 4:30 PM – Meeting
Tuesday, August 6, 2024 – National Night Out
Tuesday, September 3, 2024, 4:30 PM - Meeting
Friday, November 1, 2024, 5:30 PM – Fall Glow Walk
Tuesday, November 5, 2024, 4:30 PM – Meeting

Berlin Town Hall, 10 William Street, Berlin, MD 21811
2nd Floor Conference Room
410-641-4002 for more information

Parks Commission
Meeting Minutes
Tuesday, January 23, 2024

4:30 PM REGULAR SESSION – Berlin Town Hall Conference Room

Commission Members Present: Chair Mike Wiley, Patricia Dufendach, Sarah Hooper, and Laura Stearns

Absent: Kristen Gerhart

Staff Present: Town Administrator Mary Bohlen, Public Works Superintendent Cody Chesser, and Special Projects Administrator Kate Daub

Others Present: Resident Lara Mulvaney, Lower Shore Land Trust Director Emeritus Kate Patton

This meeting was also broadcast live via Facebook and called to order by Special Projects Coordinator Kate Daub at approximately 4:30 PM.

Ms. Laura Stearns moved to approve the meeting minutes of November 7, 2023. Mr. Mike Wiley seconded, and approval was unanimous.

Ms. Daub began the meeting by making the Commission aware of the Just Walk Worcester Go Red Scavenger Hunt event set to take place at Stephen Decatur Park. She said the event is sponsored by the Worcester County Health Department and the Just Walk Program, and is scheduled to take place on Saturday, February 17, 2024, and Sunday, February 18, 2024, from 8 AM to 5 PM. She clarified that the Health Department coordinates the event, which will also be held at two other parks in the County, adding the Commission members are welcome to participate but are not obliged to attend.

Discussion followed regarding the potential addition of Automated External Defibrillator (AED) units at town parks. Ms. Daub reported that Mr. Rick Hollard with the Berlin Lion's Club has made the town aware the Club may be able to assist with the purchase of AEDs by providing a monetary donation; however, Ms. Daub said she would gather more information to present to the commission at the next meeting.

Town resident Ms. Lara Mulvaney was present to propose holding an Invasive Species Workshop and Cleanup event at Stephen Decatur Park on Saturday, March 2, 2024, from 9:45 AM to 11:45 AM. She explained the idea of the workshop is to teach participants how to remove English Ivy specifically, as well as share additional information about other removal methods for different species. She said she is hopeful the event will be successful so that additional workshops can be scheduled in the future, adding she would like to provide useful information to residents in hopes they can carry it onto their property. Ms. Daub asked if any town resources would be needed; Ms. Mulvaney answered they may only need help collecting the piles of debris removed.

Lower Shore Land Trust Director Emeritus Ms. Kate Patton was also in attendance at the meeting and made the commission aware that the Land Trust provides information on its website about invasive species removal and other fact sheets for species other than ivy. After a brief discussion concerning the best way to communicate with volunteers for the event, Ms. Daub said she could assist Ms. Mulvaney with advertisements and coordinating the registration through the town's website. Public

Works Superintendent and Parks Commission Staff Liaison Mr. Cody Chesser reported he may be able to work with the Horticultural Advisory Committee (HAC) to coordinate volunteers. Ms. Dufendach shared that she feels there will be a lot of interest in the event, adding there may also be organizations that want to be involved. Ms. Patton asked if tools would be provided; Mr. Chesser said his department could supply tools but encouraged volunteers to bring their own.

Mr. Rick Holland with the Berlin Lions Club joined the meeting at approximately 4:45 PM.

Ms. Daub returned to the discussion concerning AEDs and asked Mr. Holland how the Lion's Club may like to be part of the venture. Mr. Holland explained the club had been involved with other ventures in the past such as financially helping children with the cost of eye exams and buying eyeglasses if needed. He noted that the club did not spend as much money as they have in the past and is looking for other ways to give back to the community. Mr. Holland continued by saying he was made aware of the town's desire to put AED units in the parks and felt the project was in line with the club's vision of focusing on community health.

He reported that he met with the Lion's Club Board of Directors, and they are willing to provide \$6,000 toward the purchase of AEDs; he added the only request the club wished to make was to include signage around the devices noting the units were sponsored by the Berlin Lion's Club. Should the project move forward, Ms. Dufendach stated she would love to see a video added to the town's website that provides more information and demonstrates how the device would be used. Ms. Daub suggested that they seek updated pricing regarding the cost of AEDs, as well as the cost of other accessories that would be needed to support the equipment outdoors. Town Administrator Mary Bohlen suggested the Lions Club send a letter detailing what they are willing to give which could be used as a mechanism to start seeking out any remaining funds that may be needed.

Ms. Daub made the Commission members aware that a proposal was made during a recent Regular Session meeting of the Mayor and Council to add parcel 52 at Heron Park to the purview of the Parks Commission; she asked if the group would be willing to take on the addition.

On the motion of Ms. Laura Stearns, seconded by Mr. Mike Wiley, motion to add parcel 52 at Heron Park to the purview of the Parks Commission was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Mike Wiley, Chairmen	X				
Patricia Dufendach	X				
Laura Stears	X				
Sarah Hooper	X				
Kristen Gerhart					X
<i>Voting Tally</i>	4				1

Ms. Dufendach reported that she saw crews from Delmarva Power performing tree trimming at the park and asked if the town had been notified before the work began; Mr. Chesser confirmed the town was notified.

Ms. Bohlen brought attention to page 6 of the meeting packet and explained the Program Open Space (POS) Annual Program for Development is what she commonly refers to as the wish list regarding projects the Parks Commission hopes to pursue; she clarified the list is submitted to POS every year. She continued by saying the second list included in the packet is the Land Preservation, Parks, and Recreation Program (LPPRP) list which is submitted every five years. Ms. Bohlen explained the lists are presented to offer an understanding of the requested projects as part of the Annual Program and what can hopefully be accomplished in the future. She asked the commission to review the lists to ensure they accurately reflect the projects the group hopes to pursue going forward.

For clarity, Ms. Bohlen noted that the Community Parks and Playgrounds Program is under the Department of Natural Resources with a focus on revitalizing parks and playgrounds throughout the State, whereas Program Open Space funding is primarily made available to municipalities within the County. After a lengthy discussion, the Parks Commission agreed to remove the Stephen Decatur Park Inclusive Playground and replace it with a new playground structure for Henry Park. In addition, the group opted to remove the Partial Conversion of Tennis Courts to Pickleball Courts at Decatur Park since the project was already completed, as well as remove the Purchase of AEDs and Waster-side Life Saving Devices given that the lifespan of the units does not meet the reasonable life expectancy of twenty years as required by POS. Lastly, the Commission agreed not to make changes to the order of projects as they were listed after the changes discussed were made.

Ms. Bohlen said the lists will likely go before the Mayor and Council for approval at the Regular Session meeting on Monday, March 11, 2024, at 7 PM.

Mr. Wiley asked if there was an update on the demolition of the building on parcel 57 of Heron Park; Ms. Daub answered the Request for Proposal (RFP) was awarded to JNT Enterprises, Inc., adding the contractor is hoping to start work within the next thirty days.

Ms. Dufendach asked if the HAC had plans the Parks Commission could help with coming into the spring season; Mr. Chesser responded by saying he anticipates meeting with the group soon to further discuss a plan for spring projects and will report back once he has more information. Following no further comments or questions by the Commission, the meeting adjourned at approximately 6 PM.

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant

PROGRAM OPEN SPACE *ANNUAL PROGRAM* FOR DEVELOPMENT
FISCAL YEAR 2025

Source of Funds (for Annual Program Only)

<u>Sponsor</u>	<u>Project Name, Project Description</u>			<u>Acreage Project</u>	<u>Total</u>	<u>Local</u>	<u>State(POS Local Funds)</u>	<u>Federal</u>
BERLIN								
<u>Stephen Decatur Park:</u>	Map 302	Parcel 873						
Pending	Construction of Permanent Restrooms:			<.5	\$266,000	\$11,000	\$99,000 CPP (Awarded 2021) \$23,216 est. additional funding needed	\$132.784 LWCF (Application Pending)
<u>Henry Park:</u>	Map 301	Parcel 692						
Pending	Inclusive Playground			< 1	\$236,431	-	\$236,431 (CPP application pending)	
<u>Heron Park:</u>	Map 0025	Parcel 0191						
1	Skate Park Phase I (feasibility report currently underway) – Stormwater Mitigation and “Street” Park Development			< 1	\$250,000	\$25,000	\$225,000	
2	Skate Park Phase II			< 1	\$250,000	\$25,000	\$225,000	
<u>Heron Park</u>	Map 0025	Parcel 0052						
3	ADA Walking Path from parking to lagoons and around lagoons			+/- 30	\$250,000	\$25,000	\$225,000	
4	Entertainment Venue			+/- 1	UNK			
<u>Location TBD:</u>								
5	Dog Park			+/- 1	UNK			
<u>Heron Park</u>	Map 0025	Parcel 0052						
6	Observation Platform(s) over lagoons			< 1	UNK			
TOTALS					\$1,252,431	\$61,000	\$1,033,674	\$132,784

PROGRAM OPEN SPACE
ANNUAL PROGRAM FOR ACQUISITION
FISCAL YEAR 2025

[illegible]