

# **PARKS COMMISSION AGENDA**

**May 5, 2015, 5:30 PM  
Berlin Town Hall Conference Room**

1. Approval of Minutes of April 7, 2015
2. Congratulations to Mike and Helen Wiley, Recipients of the 2015 William Donald Schaefer Helping People Award for Worcester County
3. Old Business
  - a) Movie in the Park – May 9 and May 30 – Recommend payment to Arts & Entertainment of \$1,788.00 to cover two parks events
  - b) Henry Park
    - i) Entrance Way signage – Quote and Drawing for approval
    - ii) Dr. William Henry monument– Quote and plaque rendering
4. New Business
  - a) Countdown Crosswalk Ribbon Cutting – May 8<sup>th</sup> at 11 AM
  - b) FY16 Budget
5. Berlin Youth Program Update
6. Other
  - a) Reminder: Touch-a-Truck Day – May 30

MINUTES – PARKS COMMISSION  
April 7, 2015

A meeting of the Berlin Parks Commission was held on Tuesday, April 7, 2015 at 5:30 PM. Commission members Loretta Briddell, Patricia Dufendach, Sarah Hooper, Bruce Hyder and Mike Wiley were present as well as Deputy Town Administrator Mary Bohlen. Councilmember Lisa Hall, Town Administrator Laura Allen, Public Works Director Jane Kreiter and Economic Development Director Ivy Wells were also present as well as Youth Coordinator Maria Cusimano.

The Commission reviewed the Minutes of March 3, 2015. Mr. Wiley moved to approve the Minutes as written and approval was unanimous.

Ms. Bohlen asked everyone to introduce themselves to Ms. Cusimano, who had replaced Melanie Windsor at Worcester Youth and Family Counseling.

Discussion followed regarding Clean-Up Day, which was scheduled for the following Saturday, April 11<sup>th</sup>. Ms. Kreiter provided drawings of the horseshoe pits planned for installation and general discussion about Clean-Up Day followed.

Mike Wiley and Ms. Kreiter planned to meet at Stephen Decatur Park to discuss the meadow area by the Nature Trail.

The group reviewed upcoming event dates including Cool Berlin Day, which the Parks Commission had decided to participate in as they were not able to participate in the Spring Celebration due to high winds. Ms. Bohlen noted that dates had been set for outdoor movies in both Stephen Decatur and Henry Parks.

Ms. Cusimano reported on recent and upcoming activities for the Berlin Youth Club. WYFC was working with Ms. Wells to establish a way to make watering flowers downtown more accessible; the idea was to establish rain barrels at buildings throughout the downtown and provide watering cans decorated by the children at each can to encourage anyone to water flowers.

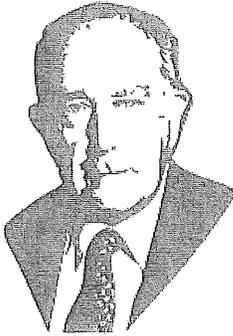
Discussion continued. Ms. Wells asked about concerts in the park. Discussion followed regarding the Parks Commission's desire to see more events held in the parks.

Mr. Wiley made a motion to adjourn and the meeting adjourned at approximately 6:15 PM.

Respectfully Submitted,



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



**WILLIAM DONALD SCHAEFER**  
1921 - 2011

*About the Award*

*Comptroller Peter Franchot created the William Donald Schaefer Helping People Award in 2012 to honor the legacy of public service exemplified by former Governor, Comptroller and Baltimore City Mayor William Donald Schaefer. Nominees are sought from throughout the state. The nominations are reviewed and recipients selected in 23 counties and Baltimore City.*

*The honorees are selected based on their demonstration to improve the community; to promptly respond to a citizen problem through effective government intervention; to directly aid those most vulnerable in society; or to establish a public/private partnership to improve the lives of fellow Marylanders.*

2015

**WILLIAM DONALD SCHAEFER  
HELPING PEOPLE AWARD**

*Presented by*  
*Maryland Comptroller*  
**PETER FRANCHOT**

*Monday, May 4, 2015 at 12:00 p.m.*  
*Berlin, Maryland*

**WORCESTER COUNTY AWARD RECIPIENT:**

**MIKE AND HELEN WILEY**

WELCOME

*William G. "Gee" Williams III*  
*Mayor, Town of Berlin*

PRESENTATION

*Peter Franchot*  
*Comptroller of Maryland*

RECEPTION TO FOLLOW



# MIKE AND HELEN WILEY

**A**fter retiring nearly a decade ago, Mike and Helen Wiley settled down in Berlin and quickly became fixtures in the community. When a local thrift shop run by St. Paul's Episcopal Church, The Church Mouse, was in danger of closing, the Wileys stepped in and were instrumental in helping keep the doors open. Staffed entirely by about a dozen volunteers, Helen works about 30-35 hours a week at the thrift shop which has served the community for more than 50 years.

The Wileys also participate in the Berlin Main Street Ambassador Program, staffing a kiosk during the summer months distributing maps, informational materials and answering questions from tourists. Helen chairs the Main Street Design Committee and helped raise funds for the downtown business district's Victorian Christmas display.

Mike is Berlin's official 'sign poet,' coming up with unique phrases for the sign board on U.S.

50 to attract people to events and the downtown area. He is also chairman of the town's parks commission and as a volunteer with the Berlin Chamber of Commerce, helps set up events like the Fiddlers Convention and Berlin Christmas Parade.

Before moving to the Eastern Shore, the Wileys lived in Annapolis where Helen was a sign language interpreter for Anne Arundel County Schools and Mike, who is a Vietnam War veteran, was a career firefighter with Anne Arundel County.

The couple was nominated by Berlin Mayor Gee Williams who says, "Although retired, the Wileys both literally work full-time as free volunteers for our community. Their contributions of hours, ideas and inspiration to others to become involved in serving Berlin are priceless."

Williams calls the Wileys, "Berlin's Coolest Couple in America's Coolest Small Town."

## Mary Bohlen

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**From:** Heather Layton <2ndfridayartstroll@gmail.com>  
**Sent:** Friday, May 01, 2015 5:42 PM  
**To:** Mary Bohlen  
**Subject:** Re: Movies

Ho Mary,

I have forwarded you emails that contain links to the contract. The movie rescheduled for May 9th has been paid in full, the May 30th movie has had a 50% deposit made.

Sent from my iPhone

On May 1, 2015, at 3:17 PM, Mary Bohlen <[mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov)> wrote:

Heather,

I'm hoping that the Parks Commission can pay for the two movies in the parks. If you have an invoice or quote from the vendor and can give me a copy that would be great. Thanks.

<image001.jpg> <image002.jpg>

**Mary T. Bohlen** – Administrative Services Director  
Town of Berlin | 10 William Street | Berlin, Maryland 21811-1233  
O: 410-641-4314 | F: 410-641-2316 | W: [www.berlinmd.gov](http://www.berlinmd.gov) | E: [mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov)

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**From:** [2ndfridayartstroll@gmail.com](mailto:2ndfridayartstroll@gmail.com) [<mailto:2ndfridayartstroll@gmail.com>]  
**Sent:** Wednesday, April 29, 2015 9:57 AM  
**To:** Mary Bohlen  
**Subject:** Re: Movies

each movie costs \$894 to show. the price is dependent on the size of the screen. the cost of license to show publicly to x amount of people is also included in the package price. if you go to [funflicks.com](http://funflicks.com) you can see the different packages that are available, minus taxes. there was another movie company that was slightly cheaper but they were pretty booked for this spring already. our package includes a 30' screen and sound for 150-300 people. I feel like these 3 movies are a trial run, once we see how they are accepted, I would suggest looking into purchasing our own equipment. I spoke to kate gaddis at oc rec dept and they purchased their equipment a few years back and have since replaced an inflatable screen and the cost was around \$10,000 (including replacement) I will try to find original email from kate to give you accurate prices. I have looked into a couple grants that are available that would cover most of purchase cost.

the pros to renting is the company delivers, sets up, plays movie and disassembles. we supply the dvd to be shown, and they bring a back up copy.

cons...cost!

**Phillips Signs Inc**  
 20874 Sussex Hwy  
 Seaford Delaware 19973  
 United States  
 Phone: 302-629-3550  
 Fax : 302-628-9082  
 ben@phillipssigns.biz  
 www.phillipssigns.biz



<b>Quote 1524 - New sign for Henry Park</b>	<b>Expiration Date : 10/17/2015</b>
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Quote for	Contact	Shipping/Install
<b>Town of Berlin1</b> 10 William St. Berlin MD 21811 United States	<b>Jane Kreiter</b> Fax : (410) 641-3576 Email : jkreiter@berlinmd.gov Address : 10 William St. Berlin MD 21811 United States	

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
1524	04/20/2015		Net 30		

**Items**

#	Item	Qty	Unit Price	Total	Tax
1	<b>New sign</b>  1.0 Cost - Cost of item with no mark up	1	\$472.00	\$472.00	\$0.00
2	<b>Installation</b>  Includes : 3.0 Hrs Installation labor - Installation labor	3	\$94.50	\$283.50	\$0.00

**Total**

Sub Total	Total Tax (Tax Percentage)	Final Price
\$755.50	\$0.00(0.0%)	\$755.50

<b>Downpayment (0.0 %)</b>	\$0.00
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for **Town of Berlin1**

<b>Signature</b>		<b>Date</b>	
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We agree to your terms and conditions Please proceed with the order.

Version "C"



## Mary Bohlen

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**From:** l.esham@burbagefuneralhome.com  
**Sent:** Monday, May 04, 2015 1:38 PM  
**To:** Mary Bohlen  
**Subject:** Emailing: SB-033015(LE2)  
**Attachments:** SB-033015(LE2).jpg

Mary here you go -  
Cost will be around \$4,385.00  
I would assume you have a tax ID no. for tax purposes.  
Sorry it took so long,,L

## DR. WILLIAM E. HENRY

The son of Edward and Mary Henry, he was born and raised in Snow Hill, Maryland and received his early education in Worcester County. He devoted his life to educating young people, serving in all levels of education; he was an elementary teacher, college teacher and supervisor of schools in Worcester County. His career spanned from 1924 to 1967 and included teaching elementary school in North Carolina to being named President of Bowie State Teachers College (now Bowie State University) from 1942 to 1967 – the longest tenure for that office. He returned to Worcester County for a decade when he was appointed supervisor of county schools from 1932 to 1942. During his career he organized several teacher education programs and served as a professor and chairman of education departments throughout Maryland.

He was married to Mary Holy Henry and they had two sons and a daughter.

The dedication of this park honors and remembers his contribution to education in Worcester County and the state of Maryland.



CUSTOMER: BERLIN DWG NO# SB-033015 (LE2) DATE: 05/04/15 AD  
COLOR/SIZE/FINISH: JET BLACK TILE INSERT 20"X13"  
BLUE RIDGE BEVEL TOP DIE 2-0 X 1-0 X 3-0 12" DROP  
APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
PLEASE REVIEW AND PROOFREAD THIS DRAWING CAREFULLY. WE ARE NOT  
RESPONSIBLE FOR ANY ERRORS THAT YOU APPROVE.





# TOWN OF BERLIN, MARYLAND

## Office of the Mayor

### *Press Release*

#### **FOR IMMEDIATE RELEASE**

For Information Contact:  
Town Administrator Laura Allen  
410-641-2770  
info@berlinmd.gov

## **Berlin Plans Ribbon Cutting for US 113 Countdown Crosswalk Signal**

*Community appreciation event to be held at Henry Park, Friday May 8th*

**(April 27, 2015)** --- The Town of Berlin has scheduled a ribbon cutting for the new countdown crosswalk signal recently installed at the intersection of Bay St. extended and Route 113 on Friday, May 8, at 11 a.m., Mayor Gee Williams announced. The public is invited to join the event.

“We are gathering at Henry Park on Flower Street and walking over to the intersection for a brief ceremony to mark the completion of the project,” said Mayor Williams. “This is an example of something good that will permanently benefit the community coming out of a terrible tragedy,” he added.

Patricia Dufendach, Chairperson of the Berlin Pedestrian Safety Committee, led the community effort to get the countdown crosswalk in place. “This really was a communitywide effort. We had over 1,000 signatures on our petition, which shows you we had broad support for getting crosswalk improvements at that intersection,” stated Dufendach.

“The community stood together.” Dufendach added, “I want to thank the State Highway Administration for their help and guidance through this process. We received a high level of professional attention from them. They took the time to understand the problem and found the money to get a solution in place,” she said.

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**Town Of Berlin  
Expenditure Budget Worksheet**

		<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>	<b>Expenses thru 3/13/15</b>	<b>Balance as of 5/1/15</b>	<b>FY 16 DH Request</b>	<b>% Diff FY 15/16</b>
<b>Fund #</b>	<b>GENERAL FUND</b>	12-13	13-14	14-15	14-15	14-15	15-16	
<b>01-4500</b>	<b>PARKS AND RECREATION</b>						<b>\$ 64,900</b>	
4020	PROFESSIONAL SERVICES	500	500	500	-	500		-100%
4024	UTILITIES	1,200	1,200	3,500	1,992	1508	3,200	-9%
4026	DUES & PUBLICATIONS	200	200	200	183	17	200	0%
4053	SUPPLIES & OPERATIONS	19,500	19,500	17,500	7,334	10166	23,100	32%
4056	ADVERTISING	1,000	1,000	200	462	-262	400	100%
4060	CONTRACTED SERVICES	26,000	26,000	6,000	5,275	725	6,000	0%
4092	CAPITAL OUTLAY-EQUIPMENT	-	-	5,000	6,838	-1838	-	-100%
4100	GRANT MATCH	3,000	3,000	-	-	0	-	#DIV/0!
4113	YOUTH PROGRAMS	8,050	8,050	32,000	25,400	6600	32,000	0%
<b>TOTAL</b>	<b>PARKS AND RECREATION</b>	<b>59,450</b>	<b>59,450</b>	<b>64,900</b>	<b>47,484</b>	17416	<b>64,900</b>	<b>0%</b>

### Berlin Youth Club April/May Updates

- We presented to the Town Council on April 27<sup>th</sup> to give an update on what we have been up to lately and discuss the programs summer plans.
- The children visited Eastern Shore Kettle Korn with the Mayor, which was a fantastic event and the popcorn was delish!
- The Berlin's Coolest Small Town parade and party went well. The BYC children marched in the parade along with the SAGES girls and we performed in the flash mob following the parade. We then set up bubbles, chalk, carnival games, and had sunglasses for the children to decorate. The town rented a blow up slide and bounce house that day as well.
- May Day Play Day is the next town event on May 8<sup>th</sup> that we plan to have a petting zoo and some carnival like games for.
- The BYC is partnering with the SAGES girls to put on a health fair for everyone on May 9<sup>th</sup> from 11-1. There will be dancing, health snacks, wellness ideas, and crafts for people of all ages. Please spread the word and come join us!