



TOWN OF BERLIN Covid Meeting Protocols

PARKS COMMISSION

EFFECTIVE 9/14/20: Limited public attendance at Mayor and Council and Board and Commission Meetings will be permitted based on Governor Hogan's September 1, 2020 Executive Order. These guidelines establish capacity for indoor venues, with appropriate social distancing and face coverings required for all attendees.

The Town of Berlin will implement these guidelines as follows:

1. In addition to Town officials and staff, up to 16 seats will be available to presenters, members of the public and the press.
2. Doors will be opened 15 minutes before the designated start time of the meeting and seating will be first-come, first-served.
3. At the start of the meeting, or when capacity has been reached, the doors will be locked to entry from the outside.

LIVE STREAMING WILL CONTINUE with the same conditions as have been in place during the pandemic:

- Meeting packets will be posted by 5:00 p.m. on the Wednesday before the meeting.
- Written questions will be accepted up to 12:00 PM/NOON on the day of the meeting. Submit to:
 - Email: mbohlen@berlinmd.gov; please use Meeting Comments as your subject
 - Fax to: 410-641-2316
 - Mail to: Berlin Town Hall, Attn: M. Bohlen, 10 Williams St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
 - Drop off at Town Hall or in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.
- **Responses will be given out loud via the live stream; they WILL NOT be responded to via the comments on Facebook.**

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

No response will be given to questions and comments submitted via Facebook during the meeting.



PARKS COMMISSION AGENDA

**November 3, 2020, 5:30 PM
Berlin Town Hall Council Chambers**

1. Approval of Minutes of September 1, 2020
2. Old Business
 - a) Donation/Memorial Program
3. New Business
4. Berlin Youth Program Update
5. Other

Upcoming Meeting Schedule:
Tuesday, January 5, 2021

**TOWN HALL
10 WILLIAM STREET**

**MINUTES – PARKS COMMISSION
September 1, 2020**

The meeting of the Parks Commission for Tuesday, September 1, 2020 was called to order at 5:30 PM. Parks Commission members present were Chair Mike Wiley, Patricia Dufendach, Sarah Hooper, Bruce Hyder and Laura Stearns, as well as Deputy Town Administrator Mary Bohlen.

Due to the ongoing Coronavirus/Covid-19 State of Emergency, this meeting was broadcast live via Facebook. No other persons were present in the Council Chambers other than those specified.

Ms. Dufendach moved to approve the Minutes of the July 7, 2020 meeting as written and approval was unanimous.

Ms. Bohlen brought the Commission members' attention to the draft Commemorative Program included in their pack. She indicated that any changes suggested at the last meeting had been incorporated and she had included pictures of benches and other amenities to select appropriate styles. Ms. Bohlen suggested not pre-selecting styles but allowing donors to suggest a desired style. Following discussion and review of the styles pictured, two basic styles of benches, one of a picnic table and two of bike racks were selected to be included as guidelines for appropriate choices. Ms. Bohlen noted that, as per Mr. Hyder's suggestion at the previous meeting, she had looked into bicycle repair stations, but there was such a wide range of prices and styles that it would be preferable to work with an individual donor in selecting a station within their budget. Discussion continued and it was noted that different locations would call for different styles and that the examples included would be listed as examples only, but that the donor would have some freedom in choosing a different design with the Parks Commission having final approval. Ms. Bohlen also noted that, rather than list a price point for these amenities, she would re-word the document to indicate that the cost would be the market price at the time of purchase plus a \$200 maintenance fee.

Ms. Bohlen also reviewed the included copy of the (Maryland) Fiscal Year 2022 Community Parks and Playgrounds application for permanent restrooms at Stephen Decatur Park. Lengthy discussion followed regarding issues which had been encountered with the Henry Park restroom project, both during construction and following completion.

Ms. Bohlen noted that she had reached out to the Worcester County Health Department regarding Fall Just Walk Berlin, which was scheduled for Saturday, November 7, 2020, but had not received a response.

She noted that the Berlin Youth Program was still operating in a modified manner.

Discussion regarding Heron Park followed; Ms. Bohlen noted that there was no recent activity. Mr. Hyder indicated that he was in favor of recommending that the Heron Park Advisory Committee be folded into the Parks Commission. Discussion followed regarding the status of the

park with Ms. Bohlen noting that the Town had not yet received any indication from the EPA or MDE regarding the chemical spill and that her recommendation would be to wait until that matter is fully settled before undertaking any development in the park. Mr. Hyder indicated that he believed there was a possibility of grant funding for demolition of the main building.

Ms. Dufendach moved to adjourn the meeting at 6:00 p.m. and approval was unanimous. The next meeting was scheduled for Tuesday, November 3, 2020.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Mary T. Bohlen". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

The Berlin Parks Commission Commemorative Program is designed to provide individuals, families or organizations with an opportunity to honor the memory of loved ones or to memorialize a significant event through the dedication of park amenities or living tributes. While this agreement provides the minimum program information, it is the intent of the Parks Commission to allow reasonable flexibility and personalization of any commemorations under this program. The Mayor and Council of the Town of Berlin have final authority over this program and any items placed in Town parks.

In addition to a lasting acknowledgement, amenities - such as benches or picnic tables - provide enjoyment to park visitors, and living tributes - such as trees - provide shade, clean the air, provide wildlife habitat, and beautify the park for generations to come.

The information that follows is intended to indicate minimum standards and requirements. Donors with requests outside the program outlined below are welcome and encouraged to discuss their desires with the Berlin Parks Commission. Full consideration will be given to ideas "outside the box".

PARKS AMENITIES –

Price: Prices indicated below are intended for information purposes only and represent the minimum donation. The final cost will be based on the actual cost of item (including any applicable shipping, installation or other charges) plus a \$200 maintenance fee. Because of varying designs, sizes and materials, actual cost to donor at the time of purchase will be determined and agreed upon prior to ordering. Items must be purchased through the Town of Berlin from a vendor acceptable to the Town and the item(s) must meet minimum standards as determined by the Town. Plaque or engraving is separate and is not included in item cost.

Benches:

Recycled Materials, 6-foot: (minimum) \$1,000

Recycled Materials, Small Childs Bench, 4-foot: (minimum) \$800

Picnic Tables:

Recycled Materials, 6-foot: (minimum) \$1,500

Recycled Materials, 4-foot Childs Table, 4-foot: (minimum) \$1,200

Game Tables: TBD

Bike Rack or Bike Repair Station: (minimum) \$900

Other, not listed above:

For items not listed above, complete specifications must be attached to this application when submitted. Approval of such items is at the sole discretion of the Berlin Parks Commission and final approval will be granted in consultation with the Town of Berlin Public Works or other Department. See "CONDITIONS" for additional information.



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

LIVING TRIBUTES – Only native species will be permitted.

TREES.

New Planting: Minimum tree size is 6-foot. Price: Cost of tree plus \$150 care fee. Donor may purchase the tree through the Town of Berlin or directly from a source of their choosing.

Tree Species Suggested:

Flowering: Crab Apple, Dogwood, Eastern Redbud, Fringe Tree, Serviceberry

Shade: American White Ash, American White Elm, American Beech, Hackberry, Honey Locust, Pin Oak, Red Maple, Red Oak, River Birch, Shagbark Hickory, Sugar Maple, White Oak, Willow Oak

Evergreen: American Holly, Loblolly Pine, Red Cedar, White Pine

Other native species not listed above will be considered, subject to approval by the Berlin Parks Commission.

Transplanted Tree: \$150 care fee.

You may choose to transplant a living tree from another location to one of Berlin's Parks.

Transplant must be coordinated with the Town of Berlin, and the Berlin Parks Commission has final approval of species and size of tree. You will be responsible for all monetary and other considerations in securing all necessary permissions and making all arrangements for the uprooting and transportation of the tree from its existing location, then for all digging and transplant of the tree in a location as approved by the Town of Berlin.

FLOWERS. \$150.00 one-time donation will be used for the purchase and planting of flowers during the following Clean-Up Day which is held annually on a Saturday during Take Pride in Berlin Week (typically on or about Earth Day, April 22nd).

MONETARY DONATION. A monetary donation in the amount of your choosing will help provide overall maintenance for Town of Berlin Parks.

ACKNOWLEDGEMENT OF COMMEMORATION

1. **Plaques OR engravings: Plaques or engravings will be purchased by the Town of Berlin.**
 - a. Size of and number of characters included on engraved area or plaque may vary, but will feature consistency in look, cost, type and mounting.
 - b. Text will be submitted to the Town of Berlin for approval.
 - c. Proof will be submitted to donor for final approval.
 - d. Donor will be responsible for payment to the Town of Berlin for the cost of the plaque or engraving, to include any surcharges, shipping, etc. plus installation as applicable (installation of a simple plaque will be done by Town of Berlin personnel for a minimum of \$10)
2. Parks Amenities
 - a. Amenities will be engraved or have affixed an engraved plaque.
3. Living Tributes:
 - a. Trees.
 - i. A plaque will be placed at or near the base of the tree.
 - b. Flowers or monetary donations:
 - i. In each park a Board will be erected upon which acknowledgement plaques will be affixed on an annual basis acknowledging flower or monetary donations.



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

CONDITIONS:

Donor/Signer understands and agrees to the following in addition to any specific conditions indicated above:

1. Payment is due prior to placement/purchase of any items included in this program.
2. Purchase and placement of commemorative item must be done through and/or coordinated with the Town of Berlin Parks Commission.
3. No guarantee of maintenance for the commemorative item is implied; items will receive the same standard of care and maintenance as similar items placed within the parks through other programs including routine purchases.
 - a. Parks Amenities: Items that are vandalized or damaged/worn through ordinary use, to the point of no longer being considered safe or aesthetically pleasing, may be removed or repaired at the discretion of the Town of Berlin.
 - b. Living Tributes: Trees or flowers that are damaged, dead or diseased may be removed at the discretion of the Town of Berlin or receive appropriate physical or chemical treatment.
4. Should the commemorative item be removed for any reason within five (5) years of placement, the Town of Berlin shall make a reasonable effort to contact the donor to inform him/her of such and provide an opportunity to replace the item at cost. It is the responsibility of the donor to inform the Town of any changes in contact information.
5. Placement of amenities and planting of trees/flowers will be done at an appropriate time of year – typically in the spring or fall. The donor may make arrangements with the Town to be present at placement/planting during regular business hours.
6. The placement of memorabilia – such as flags, wreaths, plastic flower or other adornments is not permitted without prior express authorization, and the donor/signer acknowledges that the Town of Berlin shall remove such items at any time and without notice.
7. No statements contained herein, nor made by any person or agent of the Berlin Parks Commission nor the Town of Berlin are to be construed as tax advice or information. Donors should seek professional advice prior to attempting to claim any tax advantage based on this donation.

SIGNATURES

I, the undersigned, acknowledge my understanding of the conditions expressed above and agree to adhere to same.

Signature: _____

Date: _____

Printed Name: _____

Contact information:

Address: _____

City, State Zip: _____

Phone: _____ **Email:** _____



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

DETAILED DONATION INFORMATION:
Vendor/Supplier quote to be attached.

Vendor: _____

Item Description: _____

Item Purchase Price to include delivery and installation as applicable:	\$ _____
Maintenance/Care Fee: \$200/amenity; \$150/living tribute	\$ _____
Plaque/Engraving Charge:	\$ _____
Installation of Plaque/Engraving: TBD or \$10	\$ _____
Other: (please describe) _____ _____	\$ _____
Total to be paid:	\$ _____

I, the undersigned, agree to pay the amount indicated above. I further acknowledge that the Town of Berlin will not proceed with any further arrangements for the completion of my request until the agreed upon payment has been made in full.

Signature: _____

Date: _____

Payment:

Date:	Clerk:
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Plaque/Engraving to read: Character count/spacing will be dependent on several factors. Final wording/proof to be presented to and approved by donor prior to order.



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

Date of Installation: _____

PARK: _____

Location: _____

Attach photo following installation.





BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

AMENITY EXAMPLES:

