



**Cromwell Valley Park Council, Inc.**  
**Minutes – May 10, 2021**

CVPC Meeting via Zoom

Board members in attendance: John Canoles, Rick Childs, Bill Curtis, Kelly Emerson, Kate Joyce, Sya Kedzior, Joe Rector, Kim Shapiro, Mia Walsh and Abe Yoffe.

Park Staff: Kirk Dreier

Absent: Kristin McFaul, Pat Novak

**1. WELCOME FROM PRESIDENT – ABE YOFFE**

- a. Abe called the meeting to order at 7:02 p.m. The meeting was conducted online using the Zoom meeting app, due to safety considerations during the COVID-19 pandemic crisis. Abe began by accepting the agenda and confirming we had a quorum.

Abe thanked the Trails Crew for their help with the pond construction and other Board members through other avenues of getting work done around the park. He also thanked Lake Roland Nature Council for their help in the Rolon pond.

- b. All Board members are current with their background checks. Bill, Kristin and Kim will have to renew later in this year. Please note expiration dates which were distributed.

**2. GOVERNANCE**

- a. Minutes – Mia Walsh Approval of April 2021 Minutes: website. <https://cromwellvalleypark.org/about-cvpc/park-council/> The minutes were adjusted prior to acceptance to include more detailed verbiage about the material maintenance for the Lillian D. Jenifer Mobility Trail. A motion was made, seconded and voted upon to accept the minutes.
- b. Finance – Kristin McFaul, Treasurer (absent) Abe Yoffe reviewed the documents which were distributed prior to the meeting by Kristin. We are currently at 72% of budget for membership dues at this point and expect more to come in. We are currently 100% over budget for donations, which is mostly from the funding of the Burdyk gazebo donation and the Rolon pond donation. Abe will work with Kristin to ensure that the Summer Camp Budget figures (income and expenditures) are added to the Quickbooks online for the June budget review. We are projecting a year-end budget surplus of \$4,575. Other items of note are:
  - 1) The Gazebo project will cost a little more than expected because of some additional detailing added to the top of the gazebo. The Council had agreed to pay a portion of the repair / restoration of this, in addition to the donor family. Abe will work with the family on the finishing touches of this project.
  - 2) Abe will work with Kristin to get an update on the 990 and the taxes for May, which are due on May 15<sup>th</sup>. We may file for an extension. Kristin said she would repopulate the File990.Org on-line filing system which was recommended by the IRS for small non-profit organizations.
  - 3) Financial Review for Baltimore County: Joe reviewed his report for the 2020 financials and randomly selected checks from each month and cross referenced them and found all records to be in line. Per Corey Johns, the Council should wait for an updated template and reminder email from BCRP on the recertification process before submitting paperwork, as they may update some of the required fields or documentation. There is a scheduled meeting with the R&P Board on Wednesday and Corey will ask about updated requirements and timeline for this process. Mia will work with Corey on this matter.
  - 4) Jim Kelly had sent an email regarding the balance of funds in the Lime Kiln budget. Kristin had performed some research and will finalize the discussion with a quick spreadsheet. Jim had not accounted for an \$846.79 invoice for Carroll Highlands Masonry Invoice from 11/19/19. Both Abe and Mia have offered to meet with Jim if necessary, after Kristin finalizes the documentation.
  - 5) Mia presented a donation report for the period April 5<sup>th</sup> – May 6<sup>th</sup>. 123 donations and memberships were entered into CampBrain during this period. Most of the membership renewals came in through mail-in and remittance envelopes, after Kim sent her paper reminder to expired or expiring members from 2019 and 2020.



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**2. MANAGEMENT**

**a. Park Staff Report – Kirk Dreier**

- 1) Kirk, as Acting Regional Coordinator, has sent Ranger Breena to the Benjamin Banneker site to act as the temporary Acting CS-2 to get the facility running smoothly as both Melanie Dance Dengler resigned, as well as their Administrative Aid. At some point, this position will be opened to anyone who would like to transfer to the site. The CS1 position will be held at CVP so we will not lose that position at our park. This will leave CVP very short-staffed once again as Kirk has assumed the Acting Regional Coordinator role, Ranger Breena has been transferred and Susan Dorsey has retired. Kirk expects to begin interviewing for AA position next month.
- 2) On June 19<sup>th</sup>, Benjamin Banneker will have JUNETEENTH program /event. We have posted this on our social media to share the information and will continue to promote this event moving forward.
- 3) Port-a-potties were placed around the park and are now available for park visitor usage.
- 4) Kirk has received word that a possible date for reopening the buildings, including the Sherwood Office and the Willow Grove Nature Center, will be on May 17<sup>th</sup> at 50% capacity.
- 5) Fall Harvest Festival: Kirk asked about the Board's position on holding the Fall Harvest Festival. See notes in New Business below.
- 6) A new pond site location was picked because of the future relief sewer line placement. Thank you to Lake Roland Nature Council for bringing the equipment to dig the hole and helping to lay the liner and stones. CVP Council made a donation to LRNC for their help in this matter.
- 7) Jim Gephardt from Marshy Point helped Kirk build a new ramp for the Habitat Restoration team. He also created some signs for them to post at their work site.

**b. Leaseholder's Report – Talmar, Kate Joyce**

- 1) The plant sale went well, but they have extra tomato and pepper plants ready to be planted and will be selling them ad-hoc until they are gone.

**c. Friends of Sherwood – Mia Walsh – No Report as facility is still not open for the public**

**d. Buildings and Grounds – Rick Childs (absent)**

- 1) The Rolon Amphibian pond work is complete. Thank you to Jeffrey Budnitz and the Trails Crew for their hard work. Also, thank you to Wicklein's Water Gardens for the donated water plants. Mia will send a donation receipt to them. Abe will try to return some of the pond parts that weren't used for the project. The Trails Committee may consider putting Quick-Crete in where the memorial sign is located so it does not get stolen or damaged.
- 2) Joe Rector stated the gazebo work was finished last week. He said that the lumber costs had increased due to a volatile materials economy, but the Council approved a roof structure addition, which was installed and looks amazing. Abe said that some trim work (angled pieces) may be added to the top, but the contractor quoted a price to add the decorative pieces and it was close to \$1,800. Due to the exorbitant cost of this add-on, the Council has decided to explore other options. Sya mentioned she had a wood-worker who may be able to do the work and Abe will follow up with her on that option. Joe stated that the staining of the wood will be completed in 3-5 months (which is standard) and is included as part of the contractor's bid.
- 3) Kirk stated that we missed a cycle to order a new grill from BCPM, but a new cycle should open up in the July timeframe. If approved, the County will come out to install it in the same place where the old grill is located in the Gazebo area.



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- 4) We are pleased to say that we received two donated lawn mowers from a Facebook request from our community. The Trails Committee is thrilled with these two acquisitions, which is on top of a new lawnmower which was purchased out of the B&G budget.
  - 5) Mobility Trail Surface – John Canoles received prices to get some test sections of the path done with different methods of mix, but only for partial trail. We are waiting for a quotation for these options for the entire length of the trail.
  - 6) John purchased a fringe tree for the honor garden for SD, and it was suggested that the Council also donate a \$100 gift certificate to REI or Sagamore Whisky.
- e. Programs – Kelly Emerson
- 1) Kelly thanked Ken Keady, Susan and Abe for helping her during the on-boarding process of learning this new position.
  - 2) Kelly discussed several outside program initiatives:
    - PPI from Marlene Riley, Occupational Therapy. Kirk stated that his team would be the ones to assist with on-site weekday programs, along with the Towson University students. Kelly will contact Marlene directly for more information and provide an updated report at the June meeting.
    - June 27<sup>th</sup> Baltimore Road Runner picnic event. The County has not come up with a higher group limit at this point due to COVID restrictions, so a contract has not been issued. Park Staff and Kelly will continue to work on this matter.
- f. Membership – Kim Shapiro
- Kim has the total memberships at 350 as of 5/7/21, which was up from 243 last month. New high level donors were listed in her Membership Board Report, which was distributed with the final agenda. She also said it was interesting to read what members' comments were on the renewal forms, which she also included in her report.
- g. Communications – Mia Walsh
- Mia added all Summer 2021 programs to the website calendar events, Facebook events and set up the registration for Summer 2021 in Camp Brain. The registration opens on May 18<sup>th</sup> at 9:00 a.m.
  - Mia received audio files from the Towson University students which follow the Sherwood-Eck Trail Hike into History booklet for a self-guided Interpretive Nature Trail. The audio files have been uploaded to the website, and QR codes will be generated for each location. Discussion ensued regarding the best format for the QR codes and the Council agreed that metal would be the best material as Kirk has been having issues with the plastic NatureQuest signage in the park. Mia will get quotes for these signs for approval.
- h. Volunteers – Kim Shapiro for Michelle and Pat
- Volunteer Hours were submitted by all with a total of 157 hours reported. Thanks so much.
5. OLD BUSINESS - NONE



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**6. NEW BUSINESS –**

- 1) Fall Harvest Festival – The Board discussed the current COVID concern in addition to the staffing and the amount of work required to hold this event. Kirk is seriously low on staff at this time and would not fight to move forward with this event. Susan did an incredible amount of work for the FHF and he feels that with the short staff he has, it may be too much of an undertaking for his staff at this point. Discussion ensued and the Council felt that a modified version of the festival could be held, with less hands-on crafts and activities, but to include other items. The Council agreed to hold an off-line meeting to discuss how this might work and to put together a committee to move forward if that is the consensus. Items to discuss include:
  - Reimagine the Fall Harvest Festival with parking and BYO lunch, with more and different types of vendors. How to envision this without so much planning and work to be done by staff and volunteers?
  - Plan a joint event with other nature centers – is Marshy having their event, which is historically the weekend before or after ours? Kirk will check with the other Nature Centers to see what they are doing. (UPDATE NOTE: Mia was able to speak with Marshy and they are holding their event “normally” on September 25<sup>th</sup>, 2021)
  - Kelly, Rick and Kate Joyce would like to be part of the meeting with Abe and Kim regarding planning an alternative type of event. Abe will schedule that meeting.
- b. Relief Sewer Line Project – Abe shared the notes from the meeting, which was held on-site with the Department of Public Works. The minutes from the meeting were also distributed to all Board members prior.
- c. Mailbox at Sherwood – Since we are still having issues with mail pickup and items drop off, Abe determined the cost to replace the lock box for mail was inconsequential and he will order a new one as a replacement.
- d. Mutt Mitt Bags – Abe discussed the roles of CVPC vs. BCRP for the purchase of Mutt-Mitt bags. The Council has already purchased 1,800 in 2021 thus far. Abe said the Council would purchase additional single-ply bags for \$104.99, which is a 2,000 count order.
- e. A meeting will be set to map locations for any new physical donations (in honor or memory of) – for benches, tables, mutt dispensers or otherwise. Kim, Rick, Abe and Mia will work on this project.
- f. Summer Camp – Kirk confirmed that temperature checks for all attendees is required each day. He noted that PPE has been purchased by Baltimore County. Special rules will include no indoor eating of food and he also discussed methods of communication if someone is exposed to COVID during the camps.

Abe asked for a motion to adjourn, which was provided and seconded. The meeting was adjourned at 9:01 p.m.

**The next meeting is scheduled for Monday, June 14th at 7:00 p.m.**

Respectfully submitted by Mia Walsh, Secretary, 5/15/21



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## 2021 CVPC Meeting Dates

Approved at November 9, 2020 Meeting

MEETING LOCATION: REMOTE via ZOOM or SHERWOOD HOUSE

<b>DATE 2021</b>	<b>MEETING</b>	<b>Open to Public?</b>	<b>Time</b>
Monday, January 11	Executive Board Meeting	Yes	7:00 p.m.
Monday, February 8	Executive Board Meeting (closed to Board only)	No	7:00 p.m.
Monday, March 8	Council Meeting (open to Public – Annual Meeting)	Yes	7:00 p.m.
Monday, April 12	Executive Board Meeting	Yes	7:00 p.m.
Monday, May 10	Executive Board Meeting	Yes	7:00 p.m.
Monday, June 14	Executive Board Meeting	Yes	7:00 p.m.
Monday, July 12	No Meeting		
Monday, August 9	Executive Board Meeting (closed to Board only)	No	7:00 p.m.
Monday, September 13	Council Meeting	Yes	7:00 p.m.
Monday, October 18 <sup>th</sup> (10/11 is Columbus Day)	Executive Board Meeting	Yes	7:00 p.m.
Monday, November 8 <sup>th</sup>	Executive Board Meeting (closed to Board only)	No	7:00 p.m.
Monday, December 13 <sup>th</sup>	Executive Board Meeting	Yes	7:00 p.m.