



**FREDERICK COUNTY PARKS AND RECREATION COMMISSION**  
355 Montevue Ln, Suite 100  
Frederick, MD 21702  
Phone: 301.600.1646  
Jeremy Kortright, Division Director

---

## MINUTES

### **The Frederick County Parks and Recreation Commission October 17, 2024**

#### **Parks and Recreation Commission Attendees:**

Nicholas Augustine  
Daniel Vigus  
Mary Ann Brodie-Ennis  
Tamir Shahid  
Council Liaison-Mason Carter  
BoE Liaison-Nancy Allen  
Charlotte Davis

#### **Parks and Recreation Commission Absentees:**

Charlotte Davis

#### **Staff Attendees:**

Jeremy Kortright  
Joseph Hayden  
Leyda Navarro

#### **Voting Legend**

For-Against-Abstained-Absent

4-0-2-3

**APPROVED**

November 14, 2024

**Call to Order:**

Chair Nicholas Augustine called the October 17, 2024, meeting to order at 6:32p.m.

**Approval of Minutes:**

Minutes from the September 2024 meeting were presented for approval. Mason motioned to approve the September 2024 minutes. Tamir seconded the motion.

**The Motion passed 5-0-1-1**

**PRC Chair Comments:**

Chair Nicholas Augustine did not have additional updates but expressed his gratitude to the PRC members for their participation in the recent Chair and Vice-Chair election.

**Community Grant Recommendations & Approval**

Deputy Director, Joseph Hayden did a presentation to the PRC members about the Associations that applied for the Community Grants. The following list mention all associations:

- Clover Hill Civic Association
- Lake Linganore Association
- River Oaks Homeowners Association
- Villages of Urbana Community Association
- Windsor Knolls Homeowners Associations

The PRC members recommended all of them to be awarded. Recommendations: Grant Request Total: \$112,250.00 and the FY25 Total Funding Available: \$128,179.00, therefore there will be a remaining balance of \$15,929.00. Mary Ann Brodie-Ennis motion to approve the recommendations and Daniel Vigus second the motion.

**The Motion passed 5-0-1-1**

**Director's Report:**

Jeremy Kortright provided updates for the following items:

- We received occupancy for the Othello truck shed.
- Parks will be starting our fall turf maintenance next week and will include aeration, fertilization and seeding.
- Parks had interviews for vacant technician positions and offered to three candidates.
- Park and Ranger staff took Roadside Tree Expert certification last week.
- Groundbreaking of Rose Hill Manor barn with farmers.
- Skate Spot – December 3 @ 3:30pm– Ribbon cutting.

**CIP Updates (All CIP from Sept 2024 list)**

Joe Hayden provided some updates to all CIP projects: Old National Pike District Park, Ballenger Creek Park maintenance Area and Widrick House Rehabilitation, Rose Hill Exhibit and Storage Barn, Rose Hill Manor Park Carriage Museum, Richard W. Kanode Farm, Othello Regional Park Maintenance Yard, Othello Regional Park Phase II, Pinecliff Park Boat Ramp Renovation, Installation of New Security Cameras and Rose Hill Manor Park Cramer House Renovations.

**Commission items:**

Chair Nicholas Augustine inquired if anyone had items to discuss, but now one had any items. Then Chair just expressed that he would like to consider having the PRC meetings in different locations.

**Public Comment:**

No Public Comments

**Discussion of Next Month PRC Agenda:**

- In next month agenda we will discuss the following topics: CIP Projects and new PRC applicants.

Mary Ann Brodie-Ennis made a motion to the agenda for the PRC meeting for November 14, 2024, at 6:30pm and Charlotte Davis seconded the motion.

**The Motion passed 7-0-0-1**

**Adjourn:**

Chair Nicholas Augustine adjourn the meeting at 7:18 p.m. Tamir Shahid motioned to adjourn the meeting and Mason Carter seconded the motion.

**The Motion passed 7-0-0-1**

Respectfully Submitted,

Leyda Navarro

Recording Secretary