

MINUTES
Shepherdstown Parks & Recreation Committee
September 25, 2018 7:00 p.m. –
Town Hall

1. Call to Order: Called to Order at 7:00 PM.

Members Present: Cheryl Roberts, Chairperson; Effie Kallas, Jenny Haynes, Nick Tully, Lori Robertson, Lilly Potter-Saum.

Staff: Frank Welch.

2. Approval of Agenda:

MOTION to approve the agenda made by Lori. Motion carried without objections.

3. Approval of Minutes:

Correction to minutes from 8/28/18. Item A 2 to be changed to read: “spray and dig out by Frank and crew”. Delete rest of the sentence.

MOTION, made by Lilly, to approve the minutes from August 25, 2018 with said correction. Motion approved without objections.

4. Welcome Visitors: No Visitors.

5. Unfinished Business:

A. Bane-Harris Park

- i. Local spraying completed. Item is closed.
- ii. Dig-out will not occur until a company, invoice, license, and date for the blow-in is complete.
- iii. Local Repairs. Prior approval last month for local

repairs was based upon incomplete information and needs to be reconsidered.

iv. Equipment Purchase Update. Quote from Taylor Sports for Bane Harris park includes the quote for equipment purchase for Cullison park.

v. Mulch Update. Tully updated the board on quotes he sought from other vendors for mulch.

B. Cullison Park

i. Local Repairs. \$633 quote from Taylor Sports is for equipment repairs to both Cullison and Bane Harris parks.

ii. Mulch Updates. Tully updated the board on quotes he received from other vendors for mulch. The \$8,163.00 quote from Taylor Sports is for mulch for both Cullison and Bane Harris parks.

MOTION to mulch both Bane Harris and Cullison parks for \$8,163.00, repair equipment at both parks for \$633.00, and expend \$900.00 for labor of same, for a total of \$9,696.00 contingent upon the budget. Motion made by Lori. Motion approved unanimously.

MOTION to retract the motion passed last month made by Tully to approve \$467.54. Motion made by Lilly. Motion approved unanimously.

RECOGNIZED. Tully recognized by the chair for his efforts to get bids for mulch to satisfy the requirements by the town for the bidding process.

C. Rumsey Park

i. Wall Repair - concrete caps, monument repair. Frank reports that a quote has been offered to complete this work from Gull Corp in the amount of \$9,262.00. This amount includes a handrail. However, handrail specs., need to go before the town's Historic Landmarks Commission for approval.

MOTION to approve \$9,262.00 for caps, monument repair, and handrail at Rumsey Park contingent upon both budget and if prioritized over mulch and repairs of Bane Harris and Cullison parks. Motion made by Lori and passed unanimously.

D. Viola Devonshire

i. Committee Clean-up Day - Report. Item completed. Direct Public Works to spray playground area.

E. Riverfront Park

i. New Sign - Status. Frank is awaiting a return call. He will continue to seek update information.

F. Monarch Waystation Garden

i. Lori reports that long-term ground work needs to be completed before application can be submitted. She plans for this work to be completed by Spring 2019 and for the grant proposal to be submitted Summer 2019. She will keep working to have the ground work completed in the meantime.

6. New Business

A. Chair ask everyone to review their individually assigned parks. Prior reports of same will be distributed as a point of reference. New reports to be submitted next month.

B. More Park Clean-up Days to be scheduled throughout the fall.

MOTION to adjourn meeting made by Jenny. Passed unanimously. Adjournment: 8:00pm. Next Meeting: October 23, 2018 – 7:00 p.m. at Town Hall. Notice that Board will not conduct a monthly meeting in December or January.

Notice that the Shepherdstown Historic Landmarks Commission will meet on October 8, 2018 at 6:00pm.

Respectfully Submitted by Secretary Effie Kallas.

Approved by Cheryl Roberts, Chairperson