

Minutes

Shepherdstown Parks & Recreation – February 22, 2022

6:00 p.m.

Zoom

1. Call to Order:

Meeting Called to Order at 6:15 PM.

Members Present: Cheryl Roberts (Chair), , Nick Tully, Jenny Haynes, & Lori Robertson.

Members Absent: Marty Amerikaner and Effie Kallas.

Staff: Frank Welch.

2. Approval of Agenda:

MOTION to approve the agenda made by Jenny, second by Nick. Motion carried without objections.

3. Approval of Minutes:

MOTION, made by Nick, to approve the Minutes from November 30, 2021. Seconded by Jenny. Motion passed without objections.

4. Welcome Visitors: No visitors.

5. Unfinished Business:

a. Bane-Harris Park - C. Roberts

i. Revisit Status of Tree - Frank reported that he will call Bartlett Tree Company for removal of the portion of the tree left from the earlier damage. Cheryl reported that the tree seems to be unstable and may be a safety issue for park users and/or pedestrian on Maiden Lane.

ii. Fence - Assessment for maintenance - Frank reports that he will have his staff to assess the needs of the fence to improve its appearance.

iii. Repairs: Border Timbers (Rotting Rails) were replaced; Wooden Bane-Harris Park sign's support beam was replaced; and the Rules metal sign was cleaned.

iv. Mulch beneath swings – Frank will order mulch from Sunny Meadows and repair areas as needed.

b. Cullison Park

i. Playground Equipment Replacement “Toy” Follow-up - Frank reported that the spring toy was supposed to originally arrive in January; however, it was delayed due to weather. The equipment was shipped by Metro Recreation (Frederick, MD). Installation is scheduled for April 1, 2022.

ii. Walking Path Update – Suggestions to contact other companies for trail foundation and installation are incomplete at this time, as a final decision regarding the latest proposal had not been finalized. Frank, in the absence of Marty, will connect with Marty and Noble Atkinson regarding our discussion about warranty information in case of deterioration and/or cracks. The discussion also included new information about the town's sewer line running along Phase 3 (yellow) and a portion of Phase 5 (Pink), to the curve and to determine an alternative to use a different type of material to use which will not affect the sewer line. Frank and Marty will connect with Noble to consider making a portion of Phase 5 wider, and how to connect Phase 2 to Phase 5. A motion by Nick to move forward with Phases 1 and 2 and to reconsider Phase 3 and a portion of Phase 5, with Phase 5 extending to connect with Phase 1. Motion was seconded by Lori. Motion passed unanimously. Before the next meeting, members will walk the Phase 5 and its extension to Phase 1 to be knowledgeable when requesting a refined map and cost adjustment. Additional bids will be sought and when complete, information will be sent through the Finance Team to Town Council for a vote.

iii. Sign Status – Frank will have his staff to assess the sign's appearance and to determine the appropriate tool to use to gently scrape and clean.

c. Riverfront Park – J. Hanes

i. Sign Status is good; Parks looks good. Nothing needed at this time.

d. Rumsey Park – N. Tully

i. Nick will check out the sign and clean as needed.

e. Viola Park – L. Robertson

i. Sign Status is good; Parks looks good. Nothing needed at this time.

f. Bookmark The Park - E. Kallas & C. Roberts

i. Spring 2022 Plan– C. Roberts reminded members that the schedule with two possible dates was attached to the November minutes and Cheryl agreed to check with the Town Clerk for possible date conflicts.

g. Grant Application Status - C. Roberts

i. Cheryl reported that she will connect with Mary Fortuna and Chris Stroech for ideas for grants.

6. New Business:

a. Future Meeting Topics.

i. Programming (Continuous)– Create new programs for 2022 headed up by Committee volunteers. Ideas include music in the parks, sporting games, group exercise/meditation, etc.

7. Next Meeting.

Next Meeting March 22, 2022 - 6:00 pm - via Zoom.

8. Adjournment

MOTION to adjourn meeting made by Lori and second by Nick.

Adjournment: 7:14 pm.

Respectfully Submitted by Chairperson Roberts in the absence of Secretary Kallas.

Approved by Cheryl Roberts, Chairperson