

Shepherdstown Parks & Recreation Committee Minutes
April 26, 2017
6:30 PM – Town Hall

Members Present: Chair, Cheryl Roberts, Marellen Aherne, Lori Robertson, Colin Voigt, Staff: Frank Welch
Members Excused: Mayor Jim Auxer & (2 town vacancies)

1. Call to Order

As there was no objection, the meeting was called to order by Cheryl Roberts @ 6:30 p.m.

2. Approval of the Agenda:

As there was no objection, the Agenda was approved.

3. Approval of the Minutes from September 27, 2016:

As there was no objection, the minutes were approved.

4. Welcome Visitors

Mark Everhart, Town Council Member

5. Unfinished Business

a. Bane Harris Park:

- i. Fence Repair – Recommendation to hire a professional company
Frank will obtain a price from Long Fence and Horst.
- ii. Basketball Backboards/Rims – Height Adjustment is desired. Town Staff will adjust the backboards/rims to a higher height, as close to 10' as possible.
- iii. Removal of Large Bushes – Town Staff will remove the large bushes which will add to greater security and more open space.

b. Cullison Park

- i. Dog Park Update – It is no longer recommended for a Dog Park in the area which was identified earlier, due to the required maintenance of tree debris that falls into that lower elevation, accumulating water and remaining muddy/soft over an extended period of time. It was also felt that a new fence would be easily damaged. Recommend a different location.
- ii. Rebar Repair & Timber Replacement - Town Staff will repair

c. Library Park

- i. Measurement for Guinness World Book – The measurement will be taken in a few weeks and be reported at the next meeting.

d. Rumsey Park

- i. Wall Repair - Concrete Caps - Waiting to hear from Gull Corporation. They are really busy and Frank will continue to get on their calendar.
- ii. Rotary Clean Up – Rotary communicated that they were no longer going to provide these services. CLOSED
- iii. Monument Repair – Frank will add this to the list for Gull Corporation.
- iv. Pruning – Rear Portion of Park –opposite side of the monument. Maintenance for the railing. Will the Town staff or Jennifer do this work...or will be contract it out? . The other side of the wall was recently pruned by Antietam Landscaping; looks great –over the rails toward the river. Lori and Frank will notify other members when a field trip is planned.

ACTION: Town Staff will remove old tree; trim the lilacs and forsythia and clear out the dead/weed area; determine what will be planted by either Jennifer? (This is also on the Tree Commission's agenda and we will work together.)

- e. Viola Devonshire Park
 - i. Tree Planting West Fence – This will be planted, Fall 2017/Winter 2018 by the Tree Commission ---Make sure it gets on their agenda for that period.
 - ii. Replace Fence Slat – Town Staff will replace the fence slat, near the gate
- f. Riverfront Park
 - i. Sign Update – The sign has been delivered and will be installed by Town Staff.
 - ii. Picnic Tables – Ready for installation-stored inside the warehouse;
 - iii. Warehouse Completion - waiting for the doors on the bottom level to be replaced; the architectural drawings with historical specifications, to be completed. (HLC). Bathrooms also need to be installed warehouse building to be completed before placing. Obstacle – getting on the other side of the small bridge.

6. New Business

- a. Baine Harris Park:
 - i. Explore possibility of red buds or dogwoods planting, after the water lines have been installed---From North Princess to High Street, West).
- b. Cullison Park:
 - i. Notify Shepherdstown Police – Inappropriate activity taking place in the park during varied hours.
- c. Request for Budget information to be available during future meetings.
- d. **Recommended for all parks – Playcraft Catalog items:**
 - i. Recycled Plastic Border – 4 ft. recommended to be installed around the perimeter surrounding the mulch. (Maddex Farm playground has this type of border.)
 - ii. Galvanized Steel Stakes
 - iii. Access Ramp - \$700+ one access ramp for ADA
 - iv. Addition of Activity Panels

7. Adjournment

As there was no objection, the meeting was adjourned at 7:30 p.m.

8. Next Meeting – May 23, 2017 – 6:30 p.m. @ Town Hall – 1st Floor

V/R Submitted,

Cheryl Roberts