

MINUTES
Shepherdstown Parks & Recreation Committee
October 29, 2024
Town Hall

The meetings was called to Order at 6:06 p.m.

Members Present: Cheryl Roberts, Chairperson, Marty Amerikaner, and Adam Thomas

M. Amerikaner moved to approve the Agenda; seconded by A. Thomas; No objections; Motion carried.

A. Thomas moved to approve the September 24, 2024 Minutes; seconded by M. Amerikaner. No objections; motion carried.

Welcome Visitors: John Loeffler, Rick Caruso, and Hank Walter

Unfinished Business:

- a. Bane-Harris Park – C. Roberts
 - i. Pickleball Court Update – Surface & Boundary Lines – B. Grove – Complete - Closed
 - ii. Playground Equipment Invoice & Payment – Complete - Closed
- b. Cullison Park – M. Amerikaner –
 - i. Walking Path Update
 1. Extension to Rumsey – Surface Update – Marty contacted Capital Flexi-pave for a proposal for the extension from Cullison to Rumsey. He asked were the previous numbers good and the cost has increased from \$18,278.73 to \$24,175.59. Soil excavation, materials, and labor are the primary indicators. Motion by M. Amerikaner; seconded by A. Thomas to accept the lower price of the two proposals for phase II. Flexipave staff recommended that, if possible, we should order on the basis of a Maryland contract that allows municipalities in any state to purchase the material and installation that other states pay. We need someone to look at a municipal contracts and recommend to the Finance Committee. – Motion passed. M. Amerikaner will follow up.
 - ii. Stairway from Mill Street Update – Pending - B. Grove
 1. Suggestion to contact Public Works Director, Charles “Woody” Coe on which projects should be contracted out vs. existing staff managing. C. Roberts will connect with W. Coe to ask how to proceed in the future with these types of request.
- c. Riverfront Park – C. Roberts

All is well; no reports of anything out of the ordinary.
- d. Rumsey Park – A. Thomas
 - i. Landing for Stairs/Railing – Update – B. Grove
 - ii. Electrical Box Update–Box has a lock and the key has not been located. C. Roberts will check with Town Hall Staff, Police Chief and Public Works. Rotary member indicated that the key was originally kept at Town Hall.
 - iii. Almost Heaven WV Swing Project from Shepherdstown Rotary – Update – Visitor and Rotarian, Rick Caruso requested a letter of endorsement in support of the swing. He also questioned whether the town has liability insurance in case someone is injured on the swing; and finally security of the swing and the park to prevent from vandalism. Discussion that the park is closed at dark and how do we prevent anyone from vandalizing anything in any of the parks. C. Roberts will follow up with Town Hall Staff

and Police Chief. Per rules of owning, the swing cannot have a building, landmark (i.e., bridge or Maryland view, or monument) behind or as a backdrop for the swing

- iv. Rumsey - Stone Wall along the path overlooking the river has a hole in it and it needs to be repaired. C. Roberts will connect with W. Coe for solution.
- v. Rumsey Park: Re: Weeds –Trees of Heaven are in the way and needs to be cut out. Someone with a license to spray/treat trunks of the softwood trees. Last time Town started removing weeds/trees but the prevention phase did not take place. The roots can get another season of freeze and thaw. Who can do this? H. Walter received an estimate of another round of the view clearing ---and no need to use the large equipment this time. H. Walter took the liberty of having his crew look at the second phase that needs to be performed as tree maintenance, and offered to have the work performed. The quote that H. Walter received expires around the Christmas. A motion by M. Amerikaner; seconded by A. Thomas to accept H. Walter’s offer to have use his resources to clear away weeds before winter. Contingency is that Parks & Recreation/Town Hall write a letter so that his “gift” is tax deductible. No objections; Motion carried. C. Roberts will follow up.
- e. Viola Devonshire Park – C. Roberts
 - i. Pickleball Update – B. Grove – Completed - Closed
 - ii. Border Installation Update – B. Grove
- f. Bookmark the Park – 2025 – C. Roberts
 - i. 2025 suggestions in progress
- g. Grant opportunities -Region 9 – M. Amerikaner

From September’s meeting: M. Amerikaner contacted Suzanne Henderson and David Deamer (P&R POC) – Opportunities: TAP Grant/WV Dept of Highways but they will not do projects until they reach \$100k. Land & water conservation fund/NPS funding cycle is August 1-Nov 1 - 50/50 match. Region 9 has a Non-profit project manager to help with preparation of a grant. Through Land & Water conservation, we will table until such time as we have a specific project that we are requesting support

- h. Member Vacancy – 1(Vice Kallas)
 - i. Application to be completed by interested community member, Tobi Moriarty. C. Roberts will follow up.
- i. Hurley Estate – Nothing to report...yet. Question from the committee is how do we proceed. Does action start with Parks & Recreation Committee, other committee, or with the Mayor?
- j. Strategic Goals for FY2025 - Submitted and approved in September meeting minutes.
 - i. Questions/Suggestions raised by visitors:
 - 1. Is the proposed Phase II pathway going to connect the staircase from Rumsey to Cullison? Marty explained that it has been discussed to connect the newly constructed staircase from Rumsey to Cullison on the East Side as a future phase III or IV.

2. New Business

a. Future Plans for Rumsey Park – Electric, Water, Sewer, etc.

As a result of several points of discussion during past Parks & Recreation Committee meetings over the year, C. Roberts requested thru W. Coe, Public Works Director, to consider a change request for the future water and sewer service upgrade plans along Mill Street to be extended to Rumsey Park. This change request was approved. This future action will benefit the town and community as it pertains to the missing links to the expansion of recreational opportunities inside of Rumsey Park, our largest park and greatest hope for maximum use.

b. Other Topics for Future Planning

- i. Visitor J. Loeffler requested the procedure to gain easement to property adjacent to Riverfront Park, in an effort to use the land to increase parking at Riverfront Park. He inquired how to get the town's approval to get this type of project in future plans for the town, and how to gain access to the portion of the land that has a large buildup of weeds? H. Walter mentioned that Bones Wright Alley is the easement. C. Roberts will inquire and follow up with J. Loeffler.

3. Next Meeting – Due to Thanksgiving week, the next meeting will be held the following week, December 3, 2024 - 6:00 p.m. – Town Hall
(Reminder, no meeting 4th Tuesdays in December and January. Meetings will resume February 25, 2025)
4. Adjournment: It was moved by M. Amerikaner and seconded by A. Thomas to adjourn. Meeting adjourned at 7:21 p.m.

Respectfully Submitted,

Cheryl Roberts, Chairperson & Interim Secretary
Shepherdstown Parks & Recreation Committee