



# Shepherdstown WEST VIRGINIA

## AGENDA

Shepherdstown Parks & Recreation

October 28, 2025 @ 6:00 p.m.

Bane Harris Park

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – September 23, 2025
4. Welcome Visitors:
5. Unfinished Business:
  - a. Bane-Harris Park – C. Roberts
    - i. Bane-Harris – Fairy Garden Commendation
  - b. Cullison Park – M. Amerikaner
    - i. Walking Path Update/Extension to Rumsey – Surface Update
    - ii. Stairway Replacement - Complete
  - c. Riverfront Park – T. Moriarity
    - i. Town Run Watershed – Sign Installation Status
      1. Awaiting Planning Commission Approval for Placement
  - d. Rumsey Park – A. Thomas
    - i. Almost Heaven WV Swing Project
      1. Approved per Rotary Representative
      2. Awaiting installation date
    - ii. Flowers/Plantings Project Update
    - iii. Railing Extension and Paving Status- Complete
    - iv. Town Run Watershed – Sign Installation Status
      1. Awaiting Planning Commission Approval for Placement
    - v. Lighting/Electrical Project Update
  - e. Viola Devonshire Park – C. Roberts
  - f. Hurley Estate Update – Pending Readiness
  - g. Library Park Extension – Closed – (Public Works)
  - h. Boat Ramp Proposal -Additional Information Required.
6. New Business
  - a. Shepherd University Community Day – (Past Event – 10/24/2025)
- a. Other Topics for Future Planning
7. Next Meeting – November 25, 2025 - 6:00 p.m. – Town Hall
8. Adjournment:

## **Shepherdstown Parks & Recreation Committee**

### **Draft Minutes – September 23, 2025**

**Attendance:** Cheryl Roberts, Chair; Marty Amerikaner, Adam Thomas. Absent: Tobi Moriarty. Visitors: Kristie Hendricks, Jim Auxer, Hank Walter, and Enrico (Rick) Caruso

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#### **1. Call to Order**

- Meeting called to order by Chair, C. Roberts at 6:00 p.m.

#### **2. Approval of Agenda**

- Motion by M. Amerikaner/Seconded by A. Thomas to approve agenda. Motion passed unanimously.

#### **3. Approval of Previous Minutes**

- Motion by A. Thomas/Seconded by M. Amerikaner to approve June 24 minutes by Tobi, seconded by Adam. Approved unanimously.

#### **4. Welcome Visitors:**

- Kristie Hendricks – Thanked the Town for the Memorial Bench in honor of her parents.
  - Hank Walter – Representing himself as donor of Rumsey Park improvements
  - Enrico Caruso – Representing Shepherdstown Rotary and the approval of the WV Swing to be installed by the Rotary; anticipated late fall.
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#### **5. Unfinished Business: Park Reports**

##### **5.1 Bane-Harris Park**

- Pickle Ball court has been used recently. Basketball courts are used regularly.
- Letter to be presented to new resident, Carla Grantham, thanking her for the creation and maintenance of a Fairy Garden. Intended to present today; however, due to inclement weather, postponed until next meeting.

##### **5.2 Cullison Park**

- Motion by A. Thomas/Seconded by M. Amerikaner to proceed with Asphalt paving for Walking Path extension from Cullison to Rumsey Park. Motion approved unanimously.
- Stairway Replacement from Mill Street to Cullison Park is in progress; expected to be completed this week.
  - Budget Category requested by Public Works; provided by Finance Director: 900.216

##### **5.3 Riverfront Park**

- Town Run Watershed Posts and Signs have been delivered to Public Works for installation. C. Roberts will coordinate with Kay Schultz and Public Works.
- No response received from Jane and Neal Rotan regarding offer to place Wind phone at Riverfront Park. Other alternative would have been the Shepherdstown Library and according to Librarian, Christy Hagarty, the Rotans did not contact her following the last meeting.

#### **5.4 Rumsey Park**

- WV Swing project: approved by WV state officials. Estimated \$1,750 for site prep and the State of WV will submit an invoice which will be paid for by Shepherdstown Rotary. Rick Caruso is the POC. Anticipated installation by Shepherdstown Rotary projected late fall.
- Parks & Recreation Committee and Hank Walter communicated an apology to Lori Robertson for the unintentional removal of the Milkweed and offered to replace, along with Roses of Sharon and/or Crepe Myrtle bushes.
- H. Walter has applied for a grant to support funding of a Rain Garden in the area below the monument, which is currently a hole/caved in area.
- Motion to approve H. Walter to proceed with plans for the plantings to beautify the area surrounding the monument by A. Thomas; Seconded by M. Amerikaner. Approved unanimously.
- Extension of Railing and Paving of stairway behind monument to provide a safer stepping area from the ground level to the top and backwards, has been completed. Many Thanks to H. Walter for completing this project.
- Town Run Watershed Sign Installation. Posts and Signs have been delivered to Public Works for installation. C. Roberts will coordinate with Kay Schultz and Public Works
- Lighting for Monument –Ground Level Stairs and special occasion lamination.
  - Low Voltage wiring with an existing meter will be place underground (no ditch; no digging) by Funk Electric, courtesy of H. Walter.
  - Lighting: 4 Fixture –sample shown at the meeting
  - 3 different ways to control the lighting: dusk to dawn, on a timer, or remote control (Hank)
  - Remote Control to control the lighting (Hank)
  - Lighting for the steps is installed straight into the ground. Very thin, discreet
  - Suggestion by T. Moriarty for additional outlets cannot be
  - Motion A. Thomas/Seconded by M. Amerikaner to approve the lighting for the downlighting for stairs and for the up lighting for the monument, as it will be controlled by Town. Motion approved unanimously.

#### **5.5 Devonshire Park**

- Pickleball court unused this season; residents prefer indoor facility at SU's Wellness Center.
- Equipment box still shows no activity.
- C. Roberts will follow up with Public Works to confirm responsibility for Landscaping maintenance unclear.

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### **6. Ongoing Projects & Issues**

#### **6.1 Cullison Survey & Safety Issues**

- Metal posts hammered down. Squeaky Swings Oiled.

#### **6.2 Cullison–Rumsey Pathway**

- Proceed with Asphalt: \$5,000 (accessible, durable, less natural).

#### 6.4 **Bookmark the Park Program**

- Complete for the Season. Option to continue in 2026 under consideration.

#### 6.5 **Hurley Donated Property**

- Ownership transfer expected to settle late November
- Planning for new park to begin once plan is in place to proceed.

#### 6.6 **Library Park Extension**

- Currently being discussed and evaluation in Public Works Committee. They will be seeking community input due to many moving parts regarding business traffic, residential space, etc.

#### 6.7 **New Business**

- Boat Ramp – DNR's property and willing to maintain. A proposal has been made to widen the boat ramp and to enhance the beautification surrounding the ramp.  
(Note: Corp of S'town leases the boat ramp to DNR until approximately 2035.)

### 7. **Meeting Business**

- Next meeting confirmed for **October 28, 2025**
- Motion by M. Amerikaner; Seconded by A. Thomas to adjourn at 7:10 p.m.

Respectfully Submitted:  
Cheryl Roberts, Chair