

Finance Committee Minutes  
Wednesday, November 4, 2009

Present: Mayor Auxer, Tom Martin, H. Mills  
Staff: A. Boyd, F. Welch, Chief Johnson, P. Dowell

The meeting was called to order at 9:45 by Mayor Auxer. Motion by H. Mills, second by T. Martin, to approve the Finance Committee Meeting Minutes of October 6, 2009 as presented. Unanimous.

Visitors:

New Business

- a. K-9 – Chief Johnson reported that a K-9 has been provided to the Police Department by Officer Cummings and he is seeking funding for training both for the K-9 and Officer Cummings. The estimated cost is approximately \$3,000. He is prepared to distribute letters throughout Town seeking donations. Food and veterinary services have been donated. A special fund will be set up for the K-9. Motion by H. Mills, second by T. Martin, provide 3,000 to pay for costs of training and supplies for the K-9 and Officer. Unanimous. Note: The funds could come from the equipment fund. Discussion will take place with Shepherd University regarding their use of the K-9. This matter was referred to the Police Committee.
- b. Entler Lease – The Historic Commission voted to offer a lease to the Shepherdstown Visitor’s Center. Jim Ford offered a draft lease between the Town and the Commission. The draft was reviewed and edits were made. Mayor Auxer reported that he felt it necessary to see an audit of the Commission prior to renewing the lease. All agreed. The current lease from the Board of Governors calls for the building to be leased of use by the community and non-profits. J. Ford suggested revising the lease to reflect that the first floor would be community use and the second floor be for-profit use. The current lease provides that the Town will assist, financially, when its budget allows. This needs to be more specific. It was suggested that the Commission come to the Town Council during the budgeting process and express its needs for the upcoming budget year. At this time, the Town could determine its financial capabilities. Cindy Cook spoke on behalf of the Commission stating it’s important to renew the lease as the Visitor’s Center is prepared to sign a five year lease and it make no sense when there’s only three years left on the Commission’s lease with the Town. C. Cook also reported the Commission does raise monies through membership and fundraisers and those monies are returned to the Commission for maintaining the building.
- c. Bike Path – Lori Robertson reported she was wanting to apply for a grant to construct a bike path on Rt. 480 (west side) from Lowe Drive to Morgan’s Grove Park. The west side was selected as the east side had too much rock. The grant is with the Department of Transportation and the “intent to apply” application is due by November 15. L. Robertson reported she has talked with several reps. and they reported the bike path could be done as it meets the specifications (i.e. 13’ from the

shoulder of the road, 5' buffer, 8' wide path). It would be a "bike" path as opposed to "pedestrian/bike" path as this would require flattening of the ground surface. The actual grant application is due January 15, 2010 and it is an 80:20 match. Motion by T. Martin, H. Mills, move forward with "intent to apply" application. Unanimous.

#### Financial Reporting

- a. No action.

#### Old Business

- a. Review of financial plan – no action.
- b. 911 fee increase – no action.
- c. Shepherd University annexation petition – no action – previously considered.
- d. Streetscape Project – no second phase.

Motion by H. Mills, second by T. Martin, adjourn meeting at 10:50 a.m.

Respectfully submitted,

Amy L. Boyd