

**Shepherdstown Town Council Meeting Minutes
Tuesday June 9, 2009
6:30 p.m. – Town Hall**

Present: Jim Auxer (Mayor), Lori Robertson (Recorder), Wanda Grantham Smith and Jim Ford.

Absent: Stuart Wallace, Tom Martin and Howard Mills.

Visitors: Bane Schill, Michael.

Agenda Items 1 and 2-Call to order/approval of agenda and minutes:

Call to order by Mayor Auxer at 6:30. **Motion made by J. Ford, Second by W. Smith to approve the agenda and the May 12, 2009 Town Council Minutes. Motion carried unanimously.**

There was no motion made to approve the Special Minutes of May 26, 2009 as they were not available.

Agenda Item 3 and 4 – Public Comment Period/Visitors:

Visitor's comments, if any, are logged in under the specific agenda item.

Agenda Item 5 – Public Hearings:

- a. Second Reading of “An Ordinance Authorizing Amendments to and Re-adoption of the Tariff for All Users of the Water System of the Corporation of Shepherdstown” (vote required).
Motion made by L. Robertson, Second by J. Ford to approve the first treading of the above ordinance. Motion carried unanimously.

Agenda Item 6 – New Business:

- a. No Items listed under new business.

Agenda Item 7 – NIMS-status report:

Mayor Auxer and S. Wallace have completed all four, L. Robertson has completed two, and T. Martin has completed one. Everyone else is working on them. Many council members are having trouble pulling it up on their computers.

Agenda Item 8 – Mayor’s Report:

- a. Appointment of Bain Schill to the Tree Commission (votre required).
Motion made by L. Robertson, Second by J. Ford to approve the appointment of Bain Schill to the Tree Commission.
Motion carried unanimously.
- b. Appointment of Alice Chakmakian to the Historic Landmarks Commission (vote required).
Motion made by J. Ford, Second by L. Robertson to approve the appointment of Alice Chakmakian to the Historic Landmarks Commission.
- c. The Mayor stated there was a chlorine spill at the water plant and wanted it noted that Pat Dorsey, Brian Welch and Bobby Miller helped a lot. The staff took the necessary precautions and no one was injured.
- d. The Mayor stated that Streetscape will be done by the end of June. The original completion date was July 10, 2009, so will be ahead of schedule. The town has not received a final bill yet, but we should be close to budget on the 1.4 million dollar project. The Mayor plans to have the Governor do a ribbon cutting ceremony for a dedication but no date has been set.
- e. The Mayor stated the WV State Tax Dept. wants a list of vendors from the organizers of Street Fest –(Donn) to collect tax. The organizers can come to Town Council with a request 3-6 months prior to the event, also proof of liability 30 days prior to the event and the town clerk will have time to get the tax forms to the vendors. J. Ford stated there is an ordinance that covers anyone selling anything in town if they have a license as a business in

town already. There are some exceptions for non-profits. J. Ford suggested rewriting the ordinance to require the vendors to have a license.

Agenda Item 9 – Reports of Committees:

A. Finance Committee :

1. Meeting minutes of June 2, 2009.

Not available

2. Recommendations:

a. Move \$15,000.00 from Video Lottery Unallocated to Police Vehicle Reserve(vote required).

Motion made by J. Ford, Second by L. Robertson to move \$15,000.00 from Video Lottery Unallocated to Police Vehicle Reserve. Motion carried unanimously.

b. Increase Streets Supervisor wage by \$2.25 per hour (per Personnel Committee's recommendation)(vote required).

Motion made by W. Smith, Second by J. Ford to approve the wage increase for the Streets Supervisor. Motion carried unanimously.

B. Personnel Committee:

Recommendations:

a. Wage increase for Streets Supervisor. Done above.

b. Include neglect of duties and breach of confidentiality to the employee handbook specifically in the disciplinary section (vote required).

Motion made by L. Robertson, Second by W. Smith to include the above verbage to the employee handbook. Motion carried unanimously.

Agenda Item 10 – Report of Commissions, Authority and Boards

Town Hall Construction Committee – recommendation:

- a. The Town Hall Construction Committee (THCC) requests the Town Council formally authorize the THCC to proceed with further design and construction documentation for a new Town Hall building, including the assumption that the existing Town Hall will be entirely demolished. This request is based on a determination by the THCC at its scheduled May 29, 2009 meeting that it will be possible to incorporate some material(s) and/or design details reminiscent of the existing Town Hall building into a new Town Hall design in response to the Public Meeting held on April 30, 2009. This request is also made based on the THCC review and approval of a basic building massing concept (scheme A as presented by the consultant Architect on May 29, 2009) that is consistent with other buildings in the downtown district of Shepherdstown, can accommodate the preferred program arrangement (the “new” building scheme as presented by the consultant Architect on April 30, 2009), and includes opportunities for incorporating the material and/or design detailing from the current Town Hall building as mentioned above (vote required).

Motion made by L. Robertson, Second by J. Ford to approve the above recommendation. Motion carried unanimously.

Motion made by J. Ford, Second by W. Smith to adjourn at 7:00 pm. Motion carried unanimously.

Respectfully submitted by L. Robertson, Recorder.