

**Shepherdstown Town Council Meeting Minutes**  
**Tuesday August 10, 2010**  
**6:30 p.m. – Town Hall**

**Present:** Jim Auxer (Mayor), Lori Robertson (Recorder), Josh Stella, Bane Schill, Dave Springer and David Rosen.

**Absent:** Wand Grantham Smith

**Staff:** Amy Boyd, Town Clerk, Chief of Police Johnson

**Visitors:** Meredith Wait, Ken Sayre, Mohsen Sadeghzadeh and Michael Theis.

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

Call to order by Mayor Auxer at 6:32pm. **Motion made by D. Springer, Second by J. Stella to approve the agenda and the July 13, 2010 Town Council minutes with the changes of J. Stella arrived late and Greg Byrne was not present. Motion carried unanimously. Motion made by D. Springer, Second by D. Rosen to approve the July 20, 2010 Special Town Council minutes. Motion carried unanimously. Motion made by B. Schill, Second by J. Stella to approve the July 27, 2010 Special Town Council minutes. Motion carried unanimously.**

**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:**

None

**Agenda Item 6 – New Business:**

- a. Public comment on an “Application for Retail Sale of Liquor License” from One Stop Liquor and More, LLC – proposed sales location is 207 South Princess Street, Suite #4

K. Sayre, attorney for Mohsen S., One Stop Liquor and More, LLC stated that Mohsen was the successful bidder. This liquor store must be located inside the Shepherdstown Corporate limits. The location is in the same strip mall as the police station, computer store and laundry mat, will face Princess Street and be beside the H Mart. The Mayor stated that no vote is required from the council. This is for public comment. B. Schill asked if the distance from a church was an issue and K. Sayre stated it was not as it is an off premise store. D. Springer asked if the Zoning Officer had signed off on the location; zoned commercial, and he had. M. Wait asked what the hours of operation would be and Mohsen stated 10-9pm. The Mayor stated he liked the proposed hours.

- b. Review of letters of interest to fill vacancies on various Commissions and Boards (vote required)

For the BZA, the two new members are Mary Bell and Julia Springer.

**Motion made by J. Stella, Second by L. Robertson to approve Mary Bell and Julia Springer for the BZA. Motion carried unanimously.**

For the Planning Commission, the two new members are Kathryn Stella and Chris Stroech. **Motion made by L. Robertson, Second by D. Rosen to approve Kathryn Stella and Chris Stroech for the Planning Commission. Motion carried unanimously.**

The Mayor stated that Jim Ford has volunteered to go on the Water Board and John Brady will stay on the Water Board. **Motion made by L. Robertson, Second by D. Springer to approve Jim Ford and John Brady for the Water Board. Motion carried unanimously.**

#### **Old Business:**

None

#### **Agenda Item 8 – Mayor’s Report:**

- a. The Mayor stated that the snowfall removal of 2009-2010 came to \$40,172.00. F. Welch got the Corporation of Shepherdstown a reimbursement from FEMA for \$23,100.00.

- b. Regarding the new Town Hall, the Mayor stated a timeline.
  - Aug. 20 – move current Town Hall contents to the temporary location off Princess St., behind the police station.
  - Aug. 25 – the town will mail “the notice to proceed” to Callas.
  - Aug. 31 – construction begins. There will be a pre-construction meeting that day at 10 am between John Brady, Andy Singletary, Callas and the Mayor. Any members of the Council who would like to attend are welcome.

D. Springer asked why wait to send the notice to proceed. A. Boyd responded that once the notice is sent Callas must proceed within 10 days. He also asked if the town was looking for volunteers and A. Boyd stated yes they need people to help move items. F. Welch will provide the town’s trucks to transport items to the temporary location.

- c. The Mayor stated the pump station is finished.
- d. The Mayor stated the waste water bids will be open Aug. 26 at 1:30pm. Once completed the plant will exceed the Chesapeake Bay requirements. It is a membrane system.
- e. National Preparedness Month in August needs a volunteer on the 16<sup>th</sup> to attend for 1 ½ hours in Martinsburg. B. Schill offered to go and will give the information to D. Springer who will be unavailable that day.

### **Agenda Item 9 – Reports of Committees:**

#### **A. Finance Committee:**

- 1. Meeting minutes of August 2, 2010.
- 2. Finance Committee Recommendations:
  - a. Financial statements as of June 30, 2010.

D. Springer asked about the financial report and what “current liabilities” meant and if Callas is a liability. The Mayor stated they were not. D. Springer also asked what are the expenses listed under video lottery. The Mayor and L. Robertson stated Town Hall, etc.

- b. Memo from Auditor RE: PEIA OPEB ARC (vote required)

This is referring to money we were to get back. We are looking at a new health care plan, we are accruing debt but also expensing it as a

liability-not budgeting for it. The Mayor suggested speaking directly to Pat for more information.

**Motion made by L. Robertson, Second by D. Springer to approve the PEIA OPEB ARC. Motion carried unanimously.**

### **Agenda item 10 – Report of Commissions, Authority and Boards**

**None**

#### **Misc.**

M. Wait spoke to the Council about Shepherdstown's 250<sup>th</sup> Birthday Celebration. She gave an overview but said it was still in development. A steering committee has been formed to develop an outline stating how to proceed. The first Saturday in December 2011 is slated for the launch of the celebration. This is the same date as the Christmas parade. The plan is to invite various organizations to offer a gift to the town to celebrate the 250<sup>th</sup>. Midway through the year, June/July there will be a larger event that will include dignitaries with the closing event the first weekend December 2012.

She stated that a time capsule is a possibility and could be placed at or near McMurrin Hall during the closing event. She wants the blessing of the Town Council and permission to proceed. J. Stella asked if there will be street closings and Meredith stated most likely.

The Mayor stated to establish a budget it will have to go to Finance. Meredith stated that the County Commission is looking for causes to give out excess money and we can tap into that for the celebration. She will be going in front of the commission to ask for a minimum of \$5,000. D. Rosen asked how she came up with that number and Meredith stated it was purely a guess.

Meredith stated the interest has been very good with as many as 18 people regularly attending the celebration meetings. She stated there should be signage regarding the event throughout town. The Mayor stated any Town Council members could attend the event meetings.

On a different subject, Meredith spoke about the Trail Towns meetings she has attended. She stated a grant for \$2,500 is available for a kiosk that

would go at the top of the path by the bridge. There is also a request for funds, \$7,500 for an interactive website, to develop and run, plus use for brochures. Trail Towns will seek money from multiple sources including the Corp. of Shepherdstown

**Police Matters**

The Mayor, citing 6-9-A-4-B2A, requested the Council go into Executive Session to discuss police matters.

**A Motion was made by L. Robertson, Second by D. Rosen at 7:37 pm to go into Executive Session. Motion carried unanimously.**

**A Motion was made by L. Robertson, Second by J. Stella at 8:04 pm to come out of Executive Session. Motion carried unanimously.**

**Motion made by B. Schill, Second by L. Robertson to adjourn at 8:07 pm. Motion carried unanimously.**

**Respectfully submitted by L. Robertson, Recorder.**