

Minutes of Special Shepherdstown Town Council Meeting
March 31, 2009

Present at the Meeting: Mayor Jim Auxer, Wanda Smith, Stuart Wallace, Tom Martin, Lori Robertson and Howard Mills

1. The meeting was called to order by Mayor Auxer at 6:35
2. A representative of the group that is presenting the Annual Easter Parade reported that the parade would be held on April 11. The group was requesting that German Street be closed from 10:45 a.m. to 11:00 a.m. of the day of the parade. Stuart moved that the request be approved. Tom Martin second – motion unanimously passed.
3. Changing the Building Commission to the Town Hall Construction Committee. Since the provision for a Building Commission is contained in the Town Ordinances, it would take a change in the Ordinances to disband the Building Commission. However, if the present members were to resign, the Building Commission would remain in the ordinance without a change. Mayor Auxer suggested that a new Town Hall Construction Committee be formed that would include the present members of the SBC plus 2 or 3 members of the Town Council. After discussion – Howard moved and Wanda seconded a motion as follows:
 - a. That the present members of the Shepherdstown Building Commission write letters to the Mayor resigning from the present SBC and indicate their willingness to serve on the new Town Hall Construction Committee (THCC).
 - b. That a new Town Hall Construction Committee be formed that would include all of the present members of the SBC that wished to serve plus 2 or 3 members of the Town Council.
 - c. The mission of the THCC would be to complete the design and construction of a new Town Hall. Stuart Wallace volunteered to serve on the THCC. Howard moved to approve proposal, Wanda seconded – passed unanimously. Later in the meeting, Mayor Auxer requested that the THCC also take on the task of finding a temporary location for Town Hall during construction and to facilitate the move into this facility. Stuart Wallace volunteered to assist with this task.
4. Mayor Auxer read from a portion of the minutes of the Building Commission meeting on February 18, 2009. “To facilitate discussion he (Architect Andy Singletary) had prepared a floor plan showing how to use the present Town Hall structure. At the end of the discussion, it was the sense of the SBC that the plans limitations ruled it out as a viable option. Mayor Auxer also stated that the purpose of this Special Town Council meeting was to bring the Council members up to date of the findings and conclusions of the Building Commission.

5. Architect Andy Singletary made a presentation on cost and design considerations regarding the question of attempting to keep the present Town Hall and build around or over it or to build a totally new building. In his presentation accompanied by drawings and schematics, Andy made the following points:
 - a. The walls of the present building were not designed and constructed to carry the weight of a second story. To add a second story would involve running steel supports on new footings down the outside of the present structure.
 - b. There had been a consensus among town employees and government that the Police Department should be next to the parking off Old Queen Alley. This would be extremely difficult to design around the present building.
 - c. There would be no cost savings and probably considerably more expense in trying to work around the old Town Hall.
 - d. Attempting to incorporate the present structure into a new design greatly reduces the design flexibility of the project.
 - e. Andy presented two possible design concepts – one involved leaving the present structure and building a new building next to it and a totally new building. There was consensus that the old Town Hall with its (as Andy described it) “Gas Station” architecture looked out of place next to a totally new building beside it. This plan would also limit the space needed since two floors could not be constructed and keep the present Town Hall.
 - f. Andy also presented a design for a totally new building.

6. In order to keep the process moving, it was decided that the newly constituted Town Hall Construction Committee would meet on Friday, April 17th at 9:30 a.m. (place to be determined). The purpose of this meeting is to prepare for a Special Town Council Meeting at 6:30 p.m. on April 30th at the Entler Hotel. At this meeting the Council will officially approve a design concept that either involves working around the present Town Hall building or building a totally new structure on the site of the present Town Hall. The next step once a design is finalized would be to take the proposal to the Planning Commission.

7. At 8:15 – Howard moved, Stuart second that the meeting adjourn. Unanimously carried.