

Persons who are not on the agenda but wish to address the governing body must register prior to the call to order. Time limits will be imposed. Requests for copies of documents related to agenda items must be made in writing at least 24 hours in advance of the meeting not during the meeting.

NOTE: Council members are elected to represent citizens of the Corporation of Shepherdstown, please contact them regarding any questions or comments you may have about the agenda items.

This council follows Robert's Rules of Order Revised.

**TOWN COUNCIL MEETING AGENDA**  
**Tuesday, September 8, 2009**  
**6:30 p.m.**  
**Town Hall**

1. Call to order/ approval of agenda
2. Approval of Town Council meeting minutes of August 11, 2009. (vote required)
- 3. Public Comment Period**
  - A. Persons who have registered to address Town Council.
4. **Visitors**
5. **Public Hearings**
6. **New Business**
  - a. Upcoming events in Town: Homecoming, Christmas In Shepherdstown (vote required)
  - b. Deed of easement for installing, operating and maintaining a sanitary sewer main and related manholes and clean-out devices. (vote required)
7. **Old Business**
  - a. NIMS – National Incident Management System Training – status report
8. **Mayor's Report**
9. **Reports of Committees**
  - A. Finance Committee**
    1. Meeting minutes of September 3, 2009.
    2. Financial Reporting:
      - a. Financial Statements as of July 31, 2009
      - b. Budget Revision #2 – General Fund
    3. Recommendations:
      - a. Budget Revision #2 (vote required)
      - b. Changing Zoning Officer position from part-time to full-time (vote required)
  - B. Parking Review Committee**
    1. Meeting minutes of August 13, 2009.
    2. Recommendations: NONE
  - C. Streetscape Committee**
    1. Status Report.

**D. Police Committee**

1. Meeting minutes of August 20, 2009.
2. Recommendations from Police Committee:
  - a. Hiring of part-time Secretary/Parking Enforcement
3. Police Department Monthly Report- August 2009.

**E. Personnel Committee**

1. Meeting minutes of August 28, 2009.
2. Recommendations: ?????

**F. Public Works Committee**

1. Meeting minutes of August 24, 2009.
2. Recommendations: NONE

**G. Parks and Recreation Committee**

1. No meeting in August 2009.
2. Recommendations: NONE

**H. Environmental Sustainability Committee**

1. No meeting in August 2009.
2. Recommendations: NONE

**10. Report of Commissions, Authority and Boards**

**A. Tree Commission**

1. Meeting minutes of August 13, 2009.
2. Recommendations: NONE

**B. Water and Sanitary Board**

1. Meeting minutes of July 23 and August 27, 2009 .
2. Recommendations: NONE

**C. Housing Authority**

**D. Planning Commission**

1. Meeting minutes of August 17, 2009
2. Recommendations: NONE

**E. Historic Landmarks Commission**

1. Meeting minutes of August 10, 2009.
2. Recommendations: NONE

**F. Town Hall Construction Committee**

1. Meeting minutes of August 31, 2009 – not available at this time.
2. Recommendations: NONE

## **G. Board of Appeals**