

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

**Present:** Jim Auxer (Mayor), Lori Robertson (Recorder), Jim Ford, Wanda Grantham Smith, Tom Martin, Stuart Wallace and Howard Mills.

**Absent:** None

**Staff:** Amy Boyd, Town Clerk, Frank Welch-Public works Director

**Visitors:** Gussie Mills, Sandra Christian, Ivan Severson, Rudy Bropleh, Hilary Lo, Sonya Evanisko.

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

Call to order by Mayor Auxer at 6:33pm. **Motion made by J. Ford, Second by H. Mills to approve the agenda and the April 13, 2010 Town Council Minutes. Motion carried unanimously. Motion made by W. Smith, Second by J. Ford to approve the April 20, 2010 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:**

- A. Second reading of an ordinance amending and re-enacting Section 12C-2008 Subsection (D) entitled "penalty of Chapter 20 of Title 12C of the Code of Shepherdstown, West Virginia" relating to immobilization of certain vehicles and impoundment (vote required).  
This is from a recommendation from the Police Committee to lower the boot fee from \$100 to \$75.  
**Motion made by L. Robertson, Second by H. Mills to approve the second reading amending and re-enacting of Section 12C-2008 Subsection (D). Motion carried unanimously**

- B. Second reading of an ordinance authorizing amendments to and re-adoption of the tariff for all users of the sewer system of the Corporation of Shepherdstown (vote required).

**Motion made by H. Mills, Second by L. Robertson to approve the second reading of an ordinance authorizing amendments to and re-adoption of the tariff for all users of the sewer system of the Corporation of Shepherdstown. Motion carried unanimously.**

**Agenda Item 6 – New Business:**

- a. Appointment of alternate poll worker for June 1, 2010 Town Election – (vote pending)

- b. Block party request from Ashbury United Methodist Church Youth Ministry (vote required)

Sandra Christian stated that their first choice of streets was German Street. However, they fully understand that closing King Street to High Street will meet their needs and not impede parking/traffic on German Street on a Saturday. The date is June 12, 2010 from noon to 4pm with the streets closed from 10am -6pm. They are ok with allowing traffic to have access to Queen's Alley during their event. Sandra extended an invitation to the Mayor and members of the Council to attend as well.

**Motion made by J. Ford, Second by H. Mills to approve the Block party and street closure June 12, 2010. Motion approved unanimously.**

- c. Adoption of resolution to advertise for bids for the construction of a new Town Hall (vote required)

J. Ford stated that Queen's Alley gets used by commercial trucks quite often and feels like the new town hall could be built cheaper. L. Robertson stated that when her father took a look at the design that Mrs. Mills took him he stated that based on the roof lines it could be done cheaper. He also stated that based on the surrounding structures he would have designed the same roof-lines.

The Mayor stated that any change in design at this stage would have to go back through all of the previous committees and commissions. Sonya stated that as a member of the Building Committee, they had plenty of meetings to get to this design with many cost discussions and were still dedicated to this project.

J. Ford asked what this is actually going to cost because it's too early to tell.

S. Wallace stated the costs were discussed at the meetings with the Building Committee.

J. Ford stated he was willing to put it out to bid but expressed his dissatisfaction about the building will fit into the character of the town.

T. Martin stated he felt it should be put to a vote as the Mayor has kept it within the constraints of the money allotted for it.

J. Ford asked if the bids came in too high, could we reject them?

The Mayor stated the bid package was prepared and ready to go.

H. Mills stated the current design was still too close to the church and asked if the bid package had been looked over by the town attorney.

S. Wallace asked what the criteria was to obtain the bids; a WV contractor, or lowest bid?

Ivan Severson stated that the parking for the town hall related to the church was still too tight, but wasn't trying to be negative.

L. Robertson stated when her dad looked at the parking issue he too felt it was too tight but also felt it could be reconfigured to meet the needs of the building as well as the church.

S. Wallace asked if the design has been changed.

The Mayor stated it had not and the building design was also the same.

**Motion made by T. Martin, Second by J. Ford to approve the resolution to advertise for bids for the new Town Hall. Motion approved by L. Robertson, W. Smith, T. Martin and J. Ford. Motion opposed by S. Wallace and H. Mills. Motion carried.**

- d. Adoption of resolutions for Community Partnership Grant Program – Freedom's Race and Shepherdstown Day Care. (vote required)

**Motion made by L. Robertson, Second by H. Mills to approve to adopt the resolutions for Community Partnership Grant Program –Freedom's Run and Shepherdstown Day Care.**

**Motion approved unanimously.**

**Old Business:**

None

**Agenda Item 8 – Mayor’s Report:**

a. The Mayor stated there was some vandalism at Rumsey Park: the monument was spray painted with graphic designs. The lights on the bridge were shot out, a stop sign was stolen at the corner of New and King Street, rocks have been thrown through windows and there are several streetlights that need to be replaced.

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

**A. Finance Committee:**

1. Meeting minutes of May 5, 2010.
2. Financial Reporting:
3. Finance Committee Recommendations:

a. Budget Revision #5 and 5a (vote required)

H. Mills stated that there is a projected \$39,000 in less revenue-this will come from cuts from police and sanitation departments. The Mayor stated that the Corporation would see some reimbursement for snow removal, about 48 hours worth.

**Motion made by H. Mills, Second by J. Ford to approve Budget Revision #5. Motion carried unanimously.**

**Motion made by H. Mills, Second by W. Smith to approve Budget Revision #5a. Motion carried unanimously.**

b. Implementing the WV Purchasing Card Program (vote required)

This is through the WV Auditor’s office. A credit card when used by the Corporation gets 1% back with participating vendors. We get the money within 30-45 days. Amy Boyd stated that there are no hidden charges and we will be given a line of credit. We can terminate at any time. There is a list of vendors that do participate that Amy has received. She stated that Charles Town is already doing this and we can use it for not only office supplies but also large ticket items.

**Motion made by L. Robertson, Second by W. Smith to approve the implementation of the WV Purchasing Card Program. Motion carried unanimously.**

c. Donation requests (vote required):

Cub/Boy Scout Pack 33-

The Mayor stated that the Pack will go around town and pick up cigarette butts left in the planters, sidewalks and curbs.

J. Ford asked where does this stop (donations)? We used to have a procedure outlining donation requests. He also asked if this was fair to other organizations who might not realize that they can come to the town and request donations. Can we go back to some kind of procedure?

Hillary Lo stated that as a national group, they should be able to secure grants from other sources.

**Motion made by H. Mills, Second by W. Smith to approve the donation to Cub/Boy Scout Pack 33. Motion approved by I. Robertson, T. Martin, W. Smith, and H. Mills. Motion opposed by J. Ford and S. Wallace. Motion carried.**

GSIVC – Good Shepherd

Sonya Evanisko asked if there was a cap for donations.

J. Ford stated his same concerns.

H. Mills stated the money comes from unallocated video lottery funds.

**Motion made by H. Mills, Second by L. Robertson to approve the donation to GSIVC – Good Shepherd. Motion approved by T. Martin, L. Robertson, H. Mills, and W. Smith. Motion opposed by J. Ford and S. Wallace. Motion carried.**

e. Purchase of 15 parking meters (vote required)

The Mayor stated that some of the meters were for replacement and the rest are to be placed on German St. from the Episcopal Church to the corner to replace 90 minute parking.

**Motion made by H. Mills, Second by L. Robertson to approve the purchase of 15 parking meters. Motion carried unanimously.**

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

**Motion made by J. Ford, Second by W. Smith to adjourn at 7:53.**

**Motion carried unanimously.**

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