Shepherdstown Town Council Meeting Minutes
Tuesday, November 14, 2017
Shepherdstown – Town Hall
6:30 p.m.
DRAFT

Present: Jim Auxer (Mayor), Lori Robertson (Recorder), Jim Ford, Mark Everhart, Cheryl Roberts, Jim Ford, David Rosen, and Deb Tucker.

Absent: None

Staff: Chief Mike King, Amy Boyd Town Clerk, and Public Works Director Frank Welch

Visitors: Marianne Davis, Jessie Ward, and Melissa Gelwick

Agenda Items 1 and 2-Call to order/approval of Town Council Minutes (vote required):

Call to order by Mayor Auxer at 6:30 pm.
D. Tucker - If there are no objections, move to approve the Town Council Minutes of October 10, 2017. None noted.

Agenda Item 3 – Public Comment Period:
Person who have registered to address Town Council

Agenda Item 4 - Visitors:
Visitor's comments, if any, are logged in under the specific agenda items.

a. Visitor's Center Report
   M. Davis – the Christmas lights are up and working. The banners Public Works put up look great, McMurran is being decorated, and the lights have been cut out of the Library tree. Upcoming events include The Nutcracker at the Black Box Theater, football this Saturday, Christmas in Shepherdstown, Christmas movies at the Opera House, the Christmas parade is at 10am this year, Civil War

Christmas, lectures, Tuba Christmas, and more. The Lion's Club is recycling eyeglasses and hearing aids. Location TBA.

b. Pack 33 Scouts – Arrow of Life
M. Gelwick – introduced the troop to council. The mayor spent several minutes welcoming them and asking about what they were engaged in as scouts.

Agenda Item 5 – Public Hearings:

a. First Reading of an ordinance to enact Section 7-120 of Chapter 1, Title 7 of the Code of Shepherdstown pertaining to domestic violence.
L. Robertson – if there are no objections, move to approve the First Reading of an ordinance to enact Section 7-120 Chapter 1, Title 7 of the Code of Shepherdstown pertaining to domestic violence. None noted.

b. First Reading of an ordinance to enact Section 7-121 of Chapter 1, Title 7 of the Code of Shepherdstown pertaining to domestic violence.
M. Everhart – if there are no objections, move to approve the First Reading of an ordinance to enact Section 7-121 Chapter 1, Title 7 of the Code of Shepherdstown pertaining to domestic violence. None noted.

The Chief noted that these two ordinances go hand in hand to adhere to the State.

Agenda Item 6 – Unfinished Business:
None

Agenda Item 7 – New Business:

A. Shepherdstown Public Library Lease Agreement –
Mayor – there is no action at this meeting.

There was a brief discussion about changing the paragraph about the cancellation of the lease. Currently it states that they can cancel, but the corporation can't. Also, regarding the location – if the library moves, the use changes, thus the need to revisit the lease. ADA compliance was never done it was noted.

Agenda Item 8 – Mayor's Report:

a. Recycling Task Force Report
L. Robertson gave an update – the members are Chris Stroech, Liz McGowen, Shane Broadwater, and herself. There is a public comment period Dec. 6 at Town Hall at 6:30 p.m. This is to hear feedback about Styrofoam, plastic bags, and straws possibly being banned from the corporate limits.

b. Dedicated Water Line
F. Welch – 220 feet of the water line has been put in already since yesterday. They will continue to work until its completion.

Bike Path –
L. Robertson – the shovel pit tests have been completed with no delay in future work. The core-boring test is slated for December 4. Project manager, Kenny Shipley will be on site to point out utilities.

International Property Maintenance Code
M. Everhart - This is moving along. There were 12 violations to have action – 3 are now closed out, 5 are on their way to meeting the goals, and 4 have had no response from the property owner. These 4 will be summoned to court.
Overall, the homeowners have been receptive. Several of the abandoned cars have been removed. Yard rubbish is next on the list.

Parking meters will be free from December 15-January 2, 2018. Residential is always enforced.

Mayor – wished everyone a Happy Thanksgiving.

Regarding the 3-acre piece of land at the corner of Alt. Rt. 45 and Rt. 480, we hope to annex that area in the future. We are researching names of firms to interview and hire to help us annex in general.

There is a public meeting via the Historic Landmarks Commission being held at the Community Club this Thursday at 6:30 p.m. seeking public input.

D. Rosen – noted that there is confusion as to the reason for the public meeting – could have been communicated better.

Clifford Branson – the mayor honored him noting that Mr. Branson made many notable contributions to the community during his 71 years of life. The mayor fears that many people like Mr. Branson will be forgotten. C. Roberts noted that the service was packed and it quite humorous.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No meeting in October 27, 2017
2. Finance Reporting:
3. Recommendations:

a. Participate in the Eastern WV Community Foundation Program.

D. Rosen – explained that Michael Walton came to speak. The corporation can use the $46K from the defunct Housing Authority fund to move into this foundation program. It will provide grants to the community.

Mayor – if so moved, it will go to Finance to nail down the details. Will take out $11K and leave $35K in the fund to allow it to grow. We can add to it in the future. The next finance meeting is Dec. 1.

C. Roberts – if there are no objections, move to participate in the Eastern WV Community Foundation Program. D. Rosen abstained as he is on their Board. Motion passed.

B. Police Committee

1. Meeting minutes of October 19, 2017
2. Police Department Monthly Report – October 2017
3. Recommendations:
   None

C. Parks and Recreation Committee:

1. Meeting minutes of October 23, 2017
2. Recommendations: None

Agenda item 10 – Report of Commissions, Authority and Boards:

A. Water and Sanitary Board:

1 – Meeting minutes of November 9, 2017 – not available

2 – Recommendations:

None

B. Historic Landmarks Commission:

1. Meeting minutes of October 23, 2017 – not available
2. Recommendations:

None

C. Planning Commission:

1. Meeting minutes of October 16, 2017
2. Recommendations:
   a. Appointment of new member Mark Everhart
   Mayor – Bane Schill has moved on. He has relocated to Frederick so there is an opening on the PC.
   L. Robertson – if there are no objections, move to approve Mark Everhart to the Planning Commission. None noted.

D. Rosen - if there are no objections, the meeting is adjourned at 7:09 p.m. No objections made.

Draft Minutes respectfully submitted by L. Robertson, Recorder for the Corporation of Shepherdstown.