

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 10, 2019

Town Hall

104 North King Street

6:30 p.m.

1. Call to order

2. Approval of Town Council Meeting Minutes of August 13, 2019

3. Public Comment Period

a. Persons who have registered to address Town Council.

4. Visitors:

a. Marianne Davis – Visitor's Center Report

b. Giuliana A. Brogna, Rural Agriculture Defenders

5. Public Hearings

a. First reading of An Ordinance Amending Section 9-902 Of Chapter 9 Of Title 9 Of The Code of Shepherdstown Section XIV Project Permit Fee Schedule

6. Unfinished Business

7. New Business

a. Marc Train support

b. Event Requests:

1. Christmas in Shepherdstown – November 29 – December 24, 2019

2. Christmas Parade – December 7, 2019

8. Mayor's Report

9. Reports of Committees

A. Finance Committee

1. Meeting minutes of August 30, 2019
2. Financial Reporting
3. Recommendations:
 - a. Litter Control Grant funding match (\$1,500)
 - b. Library repairs (\$23,000)

B. Parking Committee

1. Meeting minutes of August 27, 2019
2. Recommendations: NONE

C. Police Committee

1. No meeting August 2019
2. Police Department Monthly Report – August 2019
3. Recommendations: NONE

D. Public Works Committee

1. Meeting minutes of August 26, 2019
2. Recommendations: NONE

E. Parks and Recreation Committee

1. Meeting minutes of August 2019 – not available
2. Recommendations: NONE

10. Report of Commissions and Boards

A. Tree Commission

1. Meeting minutes of August 2019
2. Recommendations: NONE

B. Water and Sanitary Board

1. Meeting minutes of August 2019 – not available

2. Recommendations: NONE

C. Historic Landmarks Commission

1. Meeting minutes of August 2019
2. Recommendations: NONE

D. Planning Commission

1. Meeting minutes of August 2019
2. Recommendations: NONE

Shepherdstown Town Council Meeting Minutes
Tuesday, August 13, 2019
Town Hall
104 North King Street
6:30 p.m.
DRAFT

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

Absent: None

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

Visitors: Tabitha Johnston (Chronicle), Jerry Bock, Bryce Massey, Rachael Meads, Michael Sholl, Nikita Welch, Mary Fortuna, and James Gatz.

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. Springer - If there are no objections, move to approve the Town Council Minutes of July 9, 2019 with changes on pg. 3, Agenda Item 7 – New Business, second paragraph, insert after D. Springer – noted the complexity of the contract and questioned if it had been thoroughly reviewed. Upon reassurances from the mayor and F. Welch-gave it his full support as it is good.

None noted.

Agenda Item 3 – Public Comment Period:

- a. Persons 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 – Not present, no report given.

- b. Jerry Bock, Historic Shepherdstown Commission President –
J. Bock – spoke to the projects/repairs that have been and are being done to the Entler. They have 180 members, and follow the town's bidding procedures for the projects.
Mayor – they are always looking for docents for the museum. They are doing a great good of maintaining the building.
J. Bock – there is a training session for prospective docents.

- c. James Gatz – JCDA Representative
 - Judge Hammer recently ruled on a lawsuit from Jefferson Vision – dismissed the case regarding Pilot agreements.
 - The JCDA meeting is August 20th at 3 p.m.
 - They recently elected some new officers.
 - Two of the standing committees are Inter-government Relations and Marketing. Both of which J. Gatz is part of.
 - Strategic Plan – the goal is to get more public input. He would like to see a local citizens group formed to hash out ideas for the overall plan.
Mayor – can think about a special meeting for this topic.

D. Springer – the guidelines that you brought to us regarding transparency, were shared with the JCDA?
J. Gatz – they were shared with the reps from the other municipalities.

Agenda Item 5 – Public Hearings:

None

Agenda Item 6 – Unfinished Business:

None

Agenda Item 7 – New Business:

- a. Event Requests:

1. Shepherd University Homecoming Parade – Saturday, September 28 –
R. Meads – it’s all the same as previous years.
L. Robertson – suggested we get past SU football players who are now playing for the NFL to walk. Rachael will inquire.
M. Everhart – move to approve the Shepherdstown University Homecoming Parade – Saturday, September 25. No objections noted.

2. Potomac Audubon Society – Saturday, October 12
Application was withdrawn. No action required.

3. 2nd Annual Shepherdstown Lions Club Roaring Car Show –
Sunday, September 1 –
M. Sholl- there will be a BBQ, hotdog, and ice cream vendors.
Would like to use the corporation logo as a sponsor.
M. Everhart – move to approve the 2nd Annual Shepherdstown Lion’s Club Roaring Car Show, and to use the corporation logo as a sponsor – Sunday, September 1. No objections noted.

M. Sholl also mentioned that the Lion’s Club has received an achievement award for its new members. The Caring Cupboard has closed and together with the Kidz PowerPacs, they have picked up the slack. They help the Middle and Elementary schools with the Lion’s Club doing the deliver.

4. National Night Out – Saturday, September 21 –
Chief – this will include the Shepherdstown Police Department, Shepherdstown Fire Department, local Emergency Medical Technicians, and local churches. There will be a dun tank, billiards at SU, and Toy Story will be shown at Reynolds Hall. They would also like to use the corporation logo as a sponsor.
L. Robertson – move to approve the National Night Out, and the use of the corporation logo as a sponsor – Saturday, September 21. No objections noted.

Agenda Item 8 – Mayor’s Report:

Mayor – there is a park cleanup being held at Bane-Harris Park, August 22 at 5 pm. Please help if you can.

He thanked Parks and Rec for moving forward on the Monarch Butterfly Way Station at Rumsey Park.

L. Robertson – the Tree commission is working hard to keep the town trees under control with all of the rain. Bartlett is limbing them up as their schedule permits.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No meeting July 2019
2. Finance Reporting
 2. Recommendations
 - a. None

B. Parking Committee

1. No meeting in July 2019.
2. Recommendations: None

C. Police Committee

1. No meeting July 2019
2. Police Department Monthly Report – July 2019
3. Recommendations: None

D. Parks and Recreation Committee:

1. Meeting minutes of July 2019 – not available
2. Recommendations:
 - A. None

E. Public Works Committee:

1. Meeting Minutes of July 2019
2. Recommendations:
None

F. Path Advisory Committee
Did not meet in July

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

A. Water and Sanitary Board:

- 1 –Meeting minutes of July 2019
- 2 – Recommendations: None

B. Historic Landmarks Commission:

1. Meeting minutes of July 2019 –
2. Recommendations: None

C. Planning Commission:

1. Meeting minutes of July 2019
2. Recommendations:
 - a. Approval of Section 9-902 fee schedule
Mayor – this is an increase in the fee schedule.

D. Springer – why raise it? This might be off-putting to applicants.

E. Mayor – it is costing more to retrieve data needed in regards to improvements.

**M. Everhart – move to approve the Section 9-902 fee schedule.
No objections noted.**

F. Tree Commission

1. Meeting minutes of August 2019 – not available
2. Recommendations: None

C. Roberts - if there are no objections, the meeting is adjourned at 7:26 p.m. No objections made.

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

(Town Council)

Amy Boyd

From: Arthur Auxer III <jimauxer@yahoo.com>
Sent: Thursday, August 22, 2019 10:08 AM
To: Amy Boyd
Subject: Fw: Invitation to Learn and Persevere: Jefferson County Water Symposium

Sent from Yahoo Mail for iPad

Begin forwarded message:

On Tuesday, August 20, 2019, 4:28 PM, Arthur Auxer III <jimauxer@yahoo.com> wrote:

Sent from Yahoo Mail for iPad

Begin forwarded message:

On Monday, August 19, 2019, 3:31 PM, Giuliana Brogna <treasurer@radwv.org> wrote:

Good Afternoon Mayor Auxer and Town Recorder Robertson,

My name is Giuliana Brogna and I am the Treasurer of the Rural Agricultural Defenders (RAD), a group of locals looking to put accurate, unbiased information in the hands of the public and provide opportunities for people to put learning into action.

We held our first symposium, "**Educate, Empower, Protect: Our Health and Environment**" on April 28, 2019 and focused on air quality and pollution. We are currently planning our second symposium "**Learn and Preserve: Jefferson County Regional Water Symposium**", scheduled for September 28, 2019. This symposium will focus on water education and we will be hosting an expo hall of local and regional water advocate organizations so attendees can get involved and take action all on the same day.

We have just opened up registration for the symposium and I would like to extend a formal invitation to the Sheperdstown Town Council. What would be the best way to reach the Council members? Would you be able to forward an invitation email? We are using an online registration software and it's easiest to provide the direct link in an email.

Additionally, I would like to request an agenda item at the September Council meeting from RAD to speak to the Council about our symposium and encourage them to attend. I'm not sure of our procedure for adding items to the agenda, if there is a better person to contact, please let me know. We're hoping that we can

top our first symposium's attendee count (120 people attended) and we'd especially like to have local government representatives attend.

Thank you for your consideration!

Giuliana A. Brogna
Treasurer, Rural Agricultural Defenders
www.radwv.org Info@radwv.org

[Come to our Water Symposium in Harpers Ferry, Sept 28, 2019!](#)

Amy Boyd

From: Giuliana Brogna <treasurer@radwv.org>
Sent: Wednesday, August 28, 2019 9:11 AM
To: jimauxer@yahoo.com; Amy Boyd
Subject: Request for Town Council Agenda Item Invitation to Learn and Preserve: Jefferson County Water Symposium

Dear Mayor Auxer and Town Clerk Boyd,

My name is Giuliana Brogna and I am the Treasurer of the Rural Agricultural Defenders (RAD), a group of locals looking to put accurate, unbiased information in the hands of the public and provide opportunities for people to put learning into action.

We held our first symposium, "**Educate, Empower, Protect: Our Health and Environment**" on April 28, 2019, focused on air quality and pollution. We are currently planning our second symposium "**Learn and Preserve: Jefferson County Regional Water Symposium**", scheduled for September 28, 2019 in Harpers Ferry at the Clairon Inn. This symposium will focus on water education and we will be hosting an expo hall of local and regional water advocate organizations so attendees can get involved and take action all on the same day.

We have opened up registration for the symposium and I would like to extend a formal invitation to the Harpers Ferry Town Council. What is the best way to deliver an invitation to the Town Council? The registration is online and the easiest way to direct folks to the website is by email.

Additionally, I would like to request an agenda item at the September 10th Council meeting for RAD to speak to the Council about our symposium and encourage them to attend. This item should be less than 5 minutes. I visited Town Hall yesterday and was advised that the agenda for the next meeting would be finalized today, so I hope I am in time.

We're hoping that we can top our first symposium's attendee count (120 people attended) and we'd especially like to have local government representatives attend.

Thank you for your consideration!

A copy of the invitation to Town Council Members is below.

Giuliana A. Brogna
Treasurer, Rural Agricultural Defenders
www.radwv.org Info@radwv.org

[Come to our Water Symposium in Harpers Ferry, Sept 28, 2019!](#)

Dear Shepherdstown Town Council,

My name is Giuliana Brogna and I am the Treasurer of the Rural Agricultural Defenders (RAD), a group of locals aiming to put accurate, unbiased information in the hands of the public and providing opportunities for people to put learning into action.

I would like to cordially invite you to RAD's upcoming event, the information and the registration link are

below. RAD will be on the agenda at the September 10 council meeting to give more details about the symposium and formally invite you and the people of Shepherdstown to attend.

Learn and Preserve:
Jefferson County Regional Water Symposium

Hosted by the Rural Agricultural Defenders (RAD)

September 28, 2019, 9:00 am -3:00 pm at the Clarion Inn in Harpers Ferry, WV.

This single day symposium will focus on a natural resource that connects the residents of Jefferson County, WV to each other and the larger region, water! Morning sessions will focus on water education. Afternoon sessions will include information about water sampling and opportunities to take action. Local and regional water advocate organizations will be showcasing their projects and programs all day at the **Water Resources and Action Expo Hall** so attendees can get involved immediately!

Registration for the Symposium is Now Open! Register Today!

Registration is FREE!

The **Learn and Preserve: Jefferson County Regional Water Symposium** will provide you with a deeper understanding of local water and its importance to the county and residents. This information will assist you in making evidence-based decisions in your role on the Shepherdstown Town Council.

I hope you will attend, we understand that it may be difficult to dedicate the whole day to the symposium, but I would encourage you to attend the morning sessions, especially the first and second sessions, which will provide an overview of the local water system.

If you have any questions or would like to get in touch, you can email me or info@radwv.org and visit the [RAD Website](#). RAD wants to reach as many people as possible with this community-based learning opportunity, so please share this invitation with your friends and family!

See you at the Symposium!

Giuliana A. Brogna
Treasurer, Rural Agricultural Defenders
www.radwv.org Info@radwv.org

[Come to our Water Symposium in Harpers Ferry, Sept 28, 2019!](#)

Project Classification and Fee Schedule

Please check all boxes that may apply (Application Fees Due Upon Submittal):

	<p><u>Category I:</u></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (<i>not permanently attached to the ground</i>) and other minor changes and permit extensions.</p> <p style="text-align: right;">\$50.00</p>
	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports and decks.</p> <p style="text-align: right;">\$100.00</p>
	<p><u>Category III:</u></p> <p>New construction of and/or additions to residential, commercial and industrial structures. Includes garages and other accessory buildings <i>permanently attached to the ground</i>.</p> <p style="text-align: right;">\$500.00</p> <p style="text-align: right;"><i>(Plus 2% of value over \$50,000.00)</i></p>
	<p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ol style="list-style-type: none"> 1. Reason for the demolition/relocation (including historic documentation). 2. Describe the structure's condition in detail. 3. Describe the proposed reuse of the site, including full drawings of new structure & landscaping. 4. Evidence of relevant funding or financial concerns. 5. Timeframe for project <p>\$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥ 50 years old)</p>

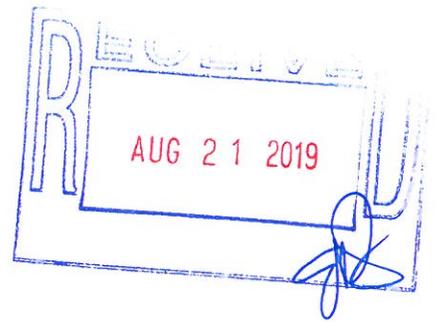
Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit and/or certificate, double the cost of said permit and/or certificate will be charged.

First Reading: _____
Second Reading: _____
Adopted: _____

Mayor

Recorder

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit and/or certificate, double the cost of said permit and/or certificate will be charged.



Corporation of Shepherdstown



Event/Park Request Form

Applications and fees are due at least ninety (90) days prior to the event unless otherwise noted.

Any form of advertising of this event, prior to approval by Town Council, is done at applicant's own risk.

Please read and complete entire application. An incomplete application may result in denial or delay of request. The Corporation of Shepherdstown reserves the right to approve or deny any event request.

Organization:	The Shepherdstown Visitor Center
Contact Name:	Jennifer Haynes
Mailing Address:	Po Box 2131
City, State, Zip:	Shepherdstown, WV 25443
E-mail Address:	jnifrlxn9@aol.com
Daytime Phone:	304-279-8788
Evening Phone:	↓
Cell Phone:	

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i>	Christmas in Shepherdstown			
2.) Has this event been held in Shepherdstown in the past?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
	<i>If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the current requested event</i>			
3.) Is this a "one-time" event?	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
4.) Date and Time of Event: 11 / 29 / 19	From:		To:	
4a.) Set Up Time	_____ am/pm		_____ am/pm	
4b.) Tear Down Time 12-24-19				
5.) Park Requested, if applicable:	<input type="checkbox"/> Bane-Harris \$100	<input type="checkbox"/> Cullison \$100	<input type="checkbox"/> Rumsey \$500	<input type="checkbox"/> Viola-Devonshire \$100
6.) Are street closures requested?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide, on the attached map, streets that need to be closed. If having a parade, provide parade route. Alleys must be kept open. (No Exceptions)</i>			
7.) Is event open to the public?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	

8.) What are the parking arrangements? <i>Please explain.</i>	Normal - meters. A lot and New lot at Shepherd.		
9.) Will entertainment be involved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, give details w/# groups, type of music, time of performance(s) etc. See Noise Ordinance</i>	<i>Any entertainment must be approved by the Town Council.</i>		
	<input type="checkbox"/> Live Band	<input checked="" type="checkbox"/> DJ	<input type="checkbox"/> Radio/CD Player
	<input type="checkbox"/> Other: Explain		
	Welsh sound will play Christmas music on Friday Nov 29 5-7pm		
10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
12.) Will vendors be at the event? <i>If yes, give details including complete list of vendors and contact information.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
13.) Will event participants be charged a fee? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15.) Number of people expected to attend:	<input type="checkbox"/> less than 50	<input type="checkbox"/> 51-100	<input type="checkbox"/> 101-150 <input checked="" type="checkbox"/> more than 150
16.) Name & contact info. for two (2) people with authority that will be present at event:	Name: Jenny Haynes		Phone: 304 279 8788
	Name: Jan Hafer		Phone: 540-604-6703
17.) Check any Town assistance needed:	<input type="checkbox"/> Electric	<input type="checkbox"/> Police	<input type="checkbox"/> Public Works
	<input type="checkbox"/> Recycling	<input type="checkbox"/> Other	
18.) Will alcoholic beverages be served? <i>If yes, the Shepherdstown Open Container Ordinance must be suspended by action of the Town Council for this day's event.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	<i>If yes, you must contact the WV Alcohol Beverage Control Commission to obtain a "one day" license.</i>		
19.) How will this event benefit Shepherdstown?	Brings the Christmas spirit to everyone!		

Requirements:

- All event requests must be applied for at least 90 days prior to the event date.
- For park events, notification of the event must be provided, in writing, to all neighbors within two blocks of the event location (a copy of this notification must be provided to the Town)
- If this is a parade, walk or run, give details including map of route to be taken.
- General liability insurance coverage of no less than one million dollars (\$1,000,000) reflecting the Corporation of Shepherdstown as additionally insured.
- If assistance from the Police or Public Works Department is needed for the event, you will be responsible for contacting the respective departments.
- Payment of costs incurred during the event must be paid within one week following the event (i.e. Assistance from the Police Department or Public Works Department).
- Representation at meeting where this application will be reviewed and a decision made.
- All required information must be submitted at least two weeks prior to the Town Council meeting.

Corporation of Shepherdstown

It is hereby agreed and understood that _____ is reserved, as specified, for the use of the above named organization and/or individual. The Facility reserved is subject to inspection by any authorized representative of the Corporation of Shepherdstown in order to assure proper use of Town

property. This permit must be in the possession of the organization and/or individual to whom it is issued and shown upon request to any authorized Town Official.

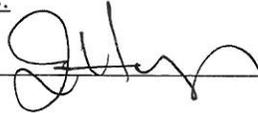
The organization and/or individual assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of Town property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The organization and/or individual shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the facility, and shall indemnify and hold harmless the Corporation of Shepherdstown and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The organization and/or individual further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

I have read and agree to these responsibilities.

Signature of Organization and/or Individual: _____

Date: Aug 10, 2019



Any individual under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____

Date: _____

Printed Name: _____

Phone: _____

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THE PARK FACILITIES. Once approved, this permit will be issued.

FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash	<input type="checkbox"/> Denied
Date Paid: _____ <input type="checkbox"/> Check	Comments: _____ _____ _____
<input type="checkbox"/> Approved	
Approved by: _____	
Title: _____ Date: _____	

Checklist

(To be completed by the Corporation of Shepherdstown)

- Complies with 90 day notice
- Insurance certificate provided
- Police or Public Works Department fees paid (if applicable)
- Park fee paid (if applicable)
- Open Container Ordinance Suspended (if applicable)
- Amplified Sound Use (if applicable)
- Vendor's list (if applicable)
- Date approved by Town Council _____

Notes

Street closures - Nov 29th Friday

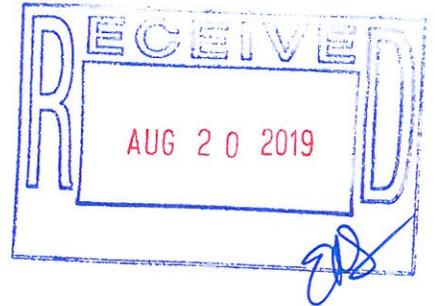
• King St. for Shepherdstown Fire Department.
• Bonfire with Smores. 5pm - 7pm.

• German Street for Santa arrival on fire truck. 6-7pm.

Dec 7th Christmas Parade. Holly Frize

German Street and church streets.

DETAILS:



Corporation of Shepherdstown



Event/Park Request Form

Applications and fees are due at least ninety (90) days prior to the event unless otherwise noted.

Any form of advertising of this event, prior to approval by Town Council, is done at applicant's own risk.

Please read and complete entire application. An incomplete application may result in denial or delay of request. The Corporation of Shepherdstown reserves the right to approve or deny any event request.

Organization:	ROTARY CLUB OF SHEPHERDSTOWN
Contact Name:	PETER SMITH
Mailing Address:	PO BOX 603
City, State, Zip:	SHEPHERDSTOWN, WV 25443
E-mail Address:	PKSMITH@FRONTIERNET.NET
Daytime Phone:	304-876-1139
Evening Phone:	" "
Cell Phone:	304-579-9114

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i>	ANNUAL CHRISTMAS PARADE			
	2.) Has this event been held in Shepherdstown in the past? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the current requested event</i>				
3.) Is this a "one-time" event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
4.) Date and Time of Event: <u>12/07/19</u>	From: <u>10:00</u> am/pm To: <u>11:00</u> am/pm			
4a.) Set Up Time _____				
4b.) Tear Down Time _____				
5.) Park Requested, if applicable:	<input type="checkbox"/> Bane-Harris \$100	<input type="checkbox"/> Cullison \$100	<input type="checkbox"/> Rumsey \$500	<input type="checkbox"/> Viola-Devonshire \$100
6.) Are street closures requested?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide, on the attached map, streets that need to be closed. If having a parade, provide parade route. Alleys must be kept open. (No Exceptions)</i>			
7.) Is event open to the public?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	

property. This permit must be in the possession of the organization and/or individual to whom it is issued and shown upon request to any authorized Town Official.

The organization and/or individual assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of Town property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The organization and/or individual shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the facility, and shall indemnify and hold harmless the Corporation of Shepherdstown and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The organization and/or individual further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

I have read and agree to these responsibilities.

Signature of Organization and/or Individual: [Signature]

Date: 8/19/19

Any individual under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____ Date: _____

Printed Name: _____ Phone: _____

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THE PARK FACILITIES. Once approved, this permit will be issued.

FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash	<input type="checkbox"/> Denied
Date Paid: _____ <input type="checkbox"/> Check	Comments: _____ _____ _____
<input type="checkbox"/> Approved	
Approved by: _____ Title: _____ Date: _____	

Addendum to 2019 Christmas in Shepherdstown Parade event request

2. **EVENT HISTORY.** There has been a Christmas in Shepherdstown celebration in the town annually since 1988, and the celebration has included a Christmas parade for many of those years. In 2015, when Shepherd University hosted a NCAA Division II playoff football game, the parade's traditional 11:00 a.m. start time exacerbated traffic and parking problems. Therefore, in 2016 we moved the start time of that year's parade up one hour, to 10:00 a.m. The start time has remained there ever since, in part because it makes it easier for parade entries to participate in both our parade and Charles Town's, which is held in the afternoon of the same day.

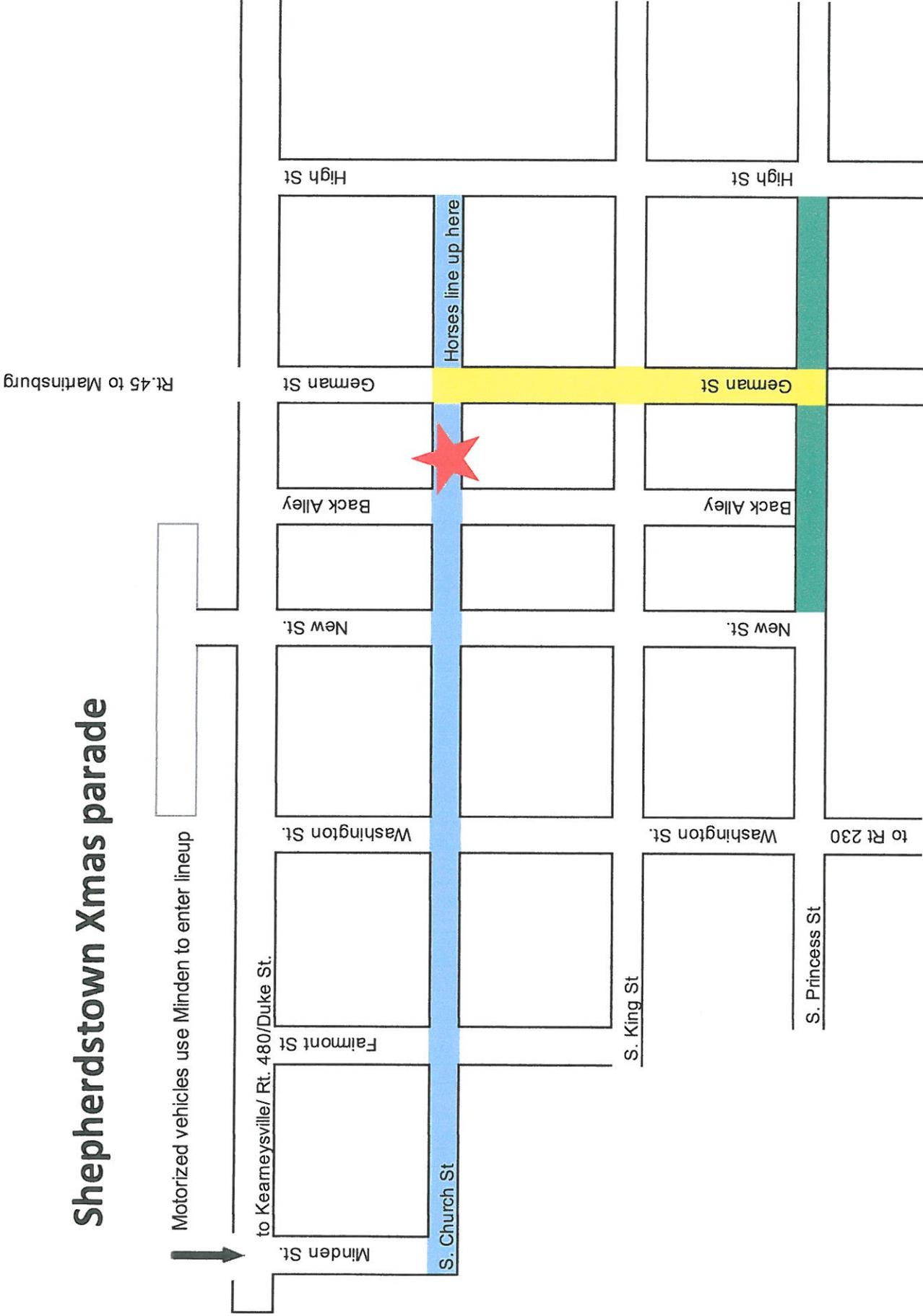
6. **STREET CLOSURES.** As in previous years, this year's parade route will be limited to the section of German Street between Church and Princess streets. The parade will form up on Church Street, with most of the units in the blocks south of German Street and horses and horse-drawn units in the block between German and High streets. The parade will disperse on Princess Street.

Therefore, we are requesting the following closures:

- 1.) **The two + blocks of Church Street between German Street and the town line just south of Washington Street and the block between German and High streets from 8:30 am until approximately 11:00 a.m. (We also ask that the meters in the block between German and Church streets be hooded the night before, with "no parking" signs or cones posted in that area.)**
- 2.) **German Street, between Church and Princess streets, from 9:30 a.m. until the end of the parade at 11:00 a.m. or so.**
- 3.) **The block of Princess Street between German and High streets from 10:00 a.m. until 11:00 a.m.**

In addition, we are asking that the King Street parking spaces designated for Town Hall business along the McMurrin Hall wall across from Town Hall be blocked off the night before with "no parking" signs or cones, so that Welsh Sound can use this area to park its truck and offload sound equipment for the parade.

Shepherdstown Xmas parade



- Parade entries will line up on Church Street (access restricted 9:30 am-12 noon)
- Parade coordinator will be stationed here
- Parade route (closed to traffic 11:00 am-12 noon)
- Parade entries disperse here (closed to traffic 11:00 am-12 noon)

Internal Revenue Service
District Director

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: OCT 15 1993

Person to Contact:

Lois Parrott

Telephone Number:

513-684-3951

Refer Reply to:

EP/EG

Employer Identification Number:

55-0672814

Group Exemption Code:

0573

Rotary International
Shepherdstown Rotary Club
P. O. Box 603
Shepherdstown, WV. 25443-0603

OCT 19 1993

Dear Sir or Madam:

COX ALLEMONS NICHOLS, P.A.S.

This is in response to your request for a copy of your determination letter.

Our records indicate that you are included in a group ruling issued to Rotary International National Headquarters which is located in Evanston, Illinois. Our records indicate that your organization is exempt from Federal income tax under section 501(c)(4) of the Internal Revenue Code.

There is no individual exemption letter for your organization, since you are included in a group ruling. The group exemption letter applies to all of the subordinate organizations on whose behalf the Rotary International has applied for recognition of exemption. If you want a copy of the group exemption letter, please contact your parent organization.

If we can be of further assistance in this matter, please contact us.

Sincerely yours,



Robert T. Johnson
District Director

FINANCE COMMITTEE MINUTES
Friday, August 30, 2019
10:00 a.m.
Town Hall
DRAFT

1. Call to order
2. Members Present: Mayor Auxer, Cheryl Roberts, Mark Everhart
3. Staff Present: Frank Welch, Debbi Nickerson, Amy Boyd
2. Reading/approval of Finance Committee Minutes - Moved by M. Everhart to approve.
Unanimous.
3. **Visitors:** NONE
4. **Unfinished Business**
5. **New Business**
 - a. Litter Control Grant Program (funding match) – The Town applied for a grant in which we must match 50/50. The required match is \$1005. Moved by C. Roberts, to match up to \$1,500 using Unallocated Video Lottery Funds. Unanimous.
 - b. Shepherdstown Public Library – building repairs - brick repairs are necessary. Bids have been received and lowest qualified bidder was selected. Moved by M. Everhart, to allocated \$23,000 from Unallocated Video Lottery to cover the cost of the repairs.
Unanimous.
6. **Financial Reporting**
 - a. Financial Statements – no action.

7. Mayor's Report

Meeting adjourned at 10:19 a.m.

Respectfully Submitted,

Amy L. Boyd, Town Clerk

FINANCIAL STATEMENTS for Council ALL FUNDS

July 1, 2019 - August 31, 2019 (not all bank statements are done)

Inclusions:

GENERAL FUND & COAL SEVERANCE FUND

1. General Fund Summarized Balance Sheet
2. General Fund Summarized Budget vs Actual
3. General Fund Summarized Budget vs Actual Operating Income
and Expenses
4. VL Reserved Funds
5. Coal Severance Balance Sheet
6. Coal Severance Budget vs Actual
7. General Fund & Coal Severance Fund Footnote page

HOUSING AUTHORITY FUND

1. Summarized Balance Sheet
2. Summarized Income/Loss
3. Footnote Page

WATER FUND

1. Summarized Balance Sheet
2. Summarized Budget vs Actual

SEWER FUND

1. Summarized Balance Sheet
2. Summarized Budget vs Actual

PAYROLL ACCOUNT (Internal Service Fund)

1. Balance Sheet
2. Income/Expense Statement

General Fund
Balance Sheet-Summarized
As of August 31, 2019

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	737,985.09
PAYROLL CASH FUND (JSB)	49,628.04
RESERVED FUNDS BANKING	3105388.27
RESTRICTED FUNDS BANKING	101,071.46
Total Checking/Savings	3994072.86
Accounts Receivable	
General Funds A/R	36,697.91
Total Accounts Receivable	36,697.91
Other Current Assets	
Other Current Assets	(40,403.20)
Total Other Current Assets	(40,403.20)
Total Current Assets	3990367.57
Fixed Assets	
General Fixed Assets (Gov-Wide)	5406139.71
Total Fixed Assets	5406139.71
TOTAL ASSETS	<u>9396507.28</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	175,071.34
Total Accounts Payable	175,071.34
Other Current Liabilities	
Gen Fund Other Current Liab.	385,438.78
Total Other Current Liabilities	385,438.78
Total Current Liabilities	560,510.12
Total Liabilities	560,510.12
Equity	
Fund Balance	5405573.05
Net Assets (GL#298) (Quickbooks Acco...	3602190.17
Net Income	(171,766.06)
Total Equity	8835997.16
TOTAL LIABILITIES & EQUITY	<u>9396507.28</u>

CI

General Fund
Budget vs. Actual-Summarized
 July through August 2019

	Jul - Aug 19	Budget	\$ Over Bu...	% of Bud...
Income				
Property Tax Revenue	16,815.88	36,324.00	(19,508.12)	46.3%
Other Tax Revenues	33,178.34	23,053.00	10,125.34	143.9%
License & Permit Revenue	8,202.50	4,832.00	3,370.50	169.8%
Planning Commission Revenue (Planning & Zoning)	100.00	16.00	84.00	625.0%
Hotel Occupancy Tax Revenue	12,505.27	16,701.00	(4,195.73)	74.9%
Parking Fee Revenue	32,237.22	39,165.00	(6,927.78)	82.3%
Court Fee Revenues	11,740.00	17,366.00	(5,626.00)	67.6%
Rents Revenue	3,600.00	7,202.00	(3,602.00)	50.0%
Refuse Collections Revenue	31,090.33	36,286.00	(5,195.67)	85.7%
Other Revenues	9,872.10	10,821.00	(948.90)	91.2%
Video Lottery Proceeds Revenue	0.00	37,582.00	(37,582.00)	0.0%
Gaming Income-Table Games	6,626.86	17,550.00	(10,923.14)	37.8%
Grant Revenue	827.77	0.00	827.77	100.0%
Total Income	166,796.27	246,898.00	(80,101.73)	67.6%
Gross Profit	166,796.27	246,898.00	(80,101.73)	67.6%
Expense				
Regional Council Dues	641.58	0.00	641.58	100.0%
Town Government Salaries/Fringe	(0.05)	0.00	(0.05)	100.0%
City Hall-Employee Salary/Fring	12,851.69	16,206.00	(3,354.31)	79.3%
City Hall Accounting/Audit	13,200.00	3,333.00	9,867.00	396.0%
City Hall Legal Fees	0.00	3,999.00	(3,999.00)	0.0%
City Hall Utilities	2,147.57	2,583.00	(435.43)	83.1%
City Hall Insurance	19,160.86	20,166.00	(1,005.14)	95.0%
City Hall Bldg/Equip Expenses	6,194.36	3,992.00	2,202.36	155.2%
General Fund Donations	1,800.00	1,883.00	(83.00)	95.6%
City Hall Other Expenses	2,893.52	5,481.00	(2,587.48)	52.8%
Public Works Expenses (shared by Town/Water/Sewer)	0.00	0.00	0.00	0.0%
Christmas in Shepherdstown Exp. (\$2000 alloc. from Gen ...	0.00	0.00	0.00	0.0%
Planning Commission Expenses (Planning & Zoning)	11,816.32	16,004.00	(4,187.68)	73.8%
City Hall Video Lottery Expense	6,600.98	8,000.00	(1,399.02)	82.5%
Tobacco Warehouse Expense (Include with Town Hall)	26.95	366.00	(339.05)	7.4%
City Hall Contingency Expenses (Up to 10% of budget allo...	0.00	14,992.00	(14,992.00)	0.0%
Police Salaries & Fringe	69,550.76	88,493.00	(18,942.24)	78.6%

C2

General Fund
Budget vs. Actual-Summarized
 July through August 2019

	Jul - Aug 19	Budget	\$ Over Bu...	% of Bud...
Police Contractual Svc	555.00	6,248.00	(5,693.00)	8.9%
Police Vehicle Expenses	914.71	2,833.00	(1,918.29)	32.3%
Police Utilities & Rent	76,719.19	3,999.00	72,720.19	1,918.5%
Police Equip. Purchase & Repair	2,927.38	18,499.00	(15,571.62)	15.8%
Police Remittance Fees	495.00	1,200.00	(705.00)	41.3%
Police Other Expenses	39,102.76	50,930.00	(11,827.24)	76.8%
Police Dept. Grant Expenses	0.00	232.00	(232.00)	0.0%
Streets Salaries & Fringe	12,153.61	12,298.00	(144.39)	98.8%
Streets Vehicle Expenses	544.79	1,166.00	(621.21)	46.7%
Streets Utilities	1,470.88	3,291.00	(1,820.12)	44.7%
Streets Maintenance & Equipment	437.61	3,873.00	(3,435.39)	11.3%
Streets Other Expenses	9,122.46	9,665.00	(542.54)	94.4%
Streets Tree Maintenance	1,220.59	5,000.00	(3,779.41)	24.4%
Sanitation Salaries & Fringe	12,951.49	14,998.00	(2,046.51)	86.4%
Sanitation Equip Repair & Maint	29.99	83.00	(53.01)	36.1%
Sanitation Dumping Fees	5,787.94	8,165.00	(2,377.06)	70.9%
Sanitation Vehicle Expenses	1,141.15	3,500.00	(2,358.85)	32.6%
Sanitation Other Expenses	7,442.63	19,005.00	(11,562.37)	39.2%
Sanitation Dept. Grant Expenses	1,261.13			
Parks Salaries & Fringe	697.36	1,121.00	(423.64)	62.2%
Parks Vehicle Expenses	42.40	83.00	(40.60)	51.1%
Parks Maintenance	880.64	1,700.00	(819.36)	51.8%
Parks Equipment & Supplies	99.73	1,957.00	(1,857.27)	5.1%
Parks Utilities	10.70	16.00	(5.30)	66.9%
Visitors Center Expenses	9,617.19	11,691.00	(2,073.81)	82.3%
General Gov-Capital Projects-GF	0.00	3,557.00	(3,557.00)	0.0%
Public Safety-Cap Projects-VL	0.00	49,000.00	(49,000.00)	0.0%
Streets Cap Projects-GF	4,951.47			
Streets Cap Projects-VL	1,099.99	0.00	1,099.99	100.0%
Total Expense	338,562.33	419,608.00	(81,045.67)	80.7%
Net Income	(171,766.06)	(172,710.00)	943.94	99.5%

C3

General Fund
Budget vs. Actual Operating Income and Expenses
Summarized by Department

	Jul - Aug 19	Jul - Aug 18	\$ Change	% Change
Income				
Property Tax Revenue	16,815.88	70,348.12	(53,532.24)	(76.1)%
Other Tax Revenues	33,178.34	9,654.51	23,523.83	243.7%
License & Permit Revenue	8,202.50	12,243.00	(4,040.50)	(33.0)%
Planning Commission Revenue (Planning & Zoning)	100.00	0.00	100.00	100.0%
Hotel Occupancy Tax Revenue	12,505.27	20,813.40	(8,308.13)	(39.9)%
Parking Fee Revenue	32,237.22	27,249.44	4,987.78	18.3%
Court Fee Revenues	11,740.00	14,070.00	(2,330.00)	(16.6)%
Rents Revenue	3,600.00	7,201.00	(3,601.00)	(50.0)%
Refuse Collections Revenue	31,090.33	29,543.38	1,546.95	5.2%
Other Revenues	9,872.10	12,577.16	(2,705.06)	(21.5)%
Total Income	159,341.64	203,700.01	(44,358.37)	(21.8)%
Gross Profit	159,341.64	203,700.01	(44,358.37)	(21.8)%
Expense				
Regional Council Dues	641.58	641.58	0.00	0.0%
Town Government Salaries/Fringe	(0.05)	232.51	(232.56)	(100.0)%
Town Elections	0.00	17.51	(17.51)	(100.0)%
City Hall-Employee Salary/Fring	12,851.69	(5,490.77)	18,342.46	334.1%
City Hall Accounting/Audit	13,200.00	0.00	13,200.00	100.0%
City Hall Legal Fees	0.00	3,903.22	(3,903.22)	(100.0)%
City Hall Utilities	2,147.57	1,040.53	1,107.04	106.4%
City Hall Insurance	19,160.86	18,538.00	622.86	3.4%
City Hall Bldg/Equip Expenses	6,194.36	289.00	5,905.36	2,043.4%
General Fund Donations	1,800.00	1,800.00	0.00	0.0%
City Hall Other Expenses	2,893.52	3,943.99	(1,050.47)	(26.6)%
Planning Commission Expenses (Planning & Zoni...	11,816.32	11,043.53	772.79	7.0%
Tobacco Warehouse Expense (Include with Town ...	26.95	24.73	2.22	9.0%
Police Salaries & Fringe	69,550.76	12,350.75	57,200.01	463.1%
Police Contractual Svc	555.00	3,096.87	(2,541.87)	(82.1)%
Police Vehicle Expenses	914.71	2,448.66	(1,533.95)	(62.6)%
Police Utilities & Rent	76,719.19	2,168.06	74,551.13	3,438.6%
Police Equip. Purchase & Repair	2,927.38	4,578.49	(1,651.11)	(36.1)%
Police Remittance Fees	495.00	1,280.00	(785.00)	(61.3)%
Police Other Expenses	39,102.76	44,846.47	(5,743.71)	(12.8)%
Police Dept. Grant Expenses	0.00	0.00	0.00	0.0%
Streets Salaries & Fringe	12,153.61	9,624.74	2,528.87	26.3%
Streets Vehicle Expenses	544.79	618.30	(73.51)	(11.9)%
Streets Utilities	1,470.88	3,239.98	(1,769.10)	(54.6)%
Streets Maintenance & Equipment	437.61	52.44	385.17	734.5%
Streets Other Expenses	9,122.46	9,647.50	(525.04)	(5.4)%
Streets Tree Maintenance	1,220.59	2,430.00	(1,209.41)	(49.8)%
Sanitation Salaries & Fringe	12,951.49	10,199.05	2,752.44	27.0%

C4

General Fund
Budget vs. Actual Operating Income and Expenses
Summarized by Department

	Jul - Aug 19	Jul - Aug 18	\$ Change	% Change
Sanitation Equip Repair & Maint	29.99	0.00	29.99	100.0%
Sanitation Dumping Fees	5,787.94	6,847.29	(1,059.35)	(15.5)%
Sanitation Vehicle Expenses	1,141.15	1,641.10	(499.95)	(30.5)%
Sanitation Other Expenses	7,222.66	14,659.87	(7,437.21)	(50.7)%
Sanitation Dept. Grant Expenses	1,261.13	0.00	1,261.13	100.0%
Parks Salaries & Fringe	697.36	1,144.07	(446.71)	(39.1)%
Parks Vehicle Expenses	42.40	46.24	(3.84)	(8.3)%
Parks Maintenance	880.64	1,888.00	(1,007.36)	(53.4)%
Parks Equipment & Supplies	99.73	(35,085.44)	35,185.17	100.3%
Parks Utilities	10.70	10.60	0.10	0.9%
Visitors Center Expenses	9,617.19	21,012.96	(11,395.77)	(54.2)%
Total Expense	325,689.92	154,729.83	170,960.09	110.5%
Net Income	(166,348.28)	48,970.18	(215,318.46)	(439.7)%

C5

General Fund
Account QuickReport
As of August 31, 2019

Type	Date	Num	Name	Memo	Split	Amount	Balance
RESERVED FUNDS BANKING							3,081,906.60
101.020 · Video Lottery NT (JSB)							2,670,430.51
VL NT-Operating Cash							1,706,180.02
Deposit	07/05/2019			Deposit	109.01 · Acc...	7,277.31	1,713,457.33
Deposit	07/06/2019			Deposit	109.01 · Acc...	1,519.41	1,714,976.74
Total VL NT-Operating Cash						8,796.72	1,714,976.74
VL-NT-Cap.-Tobacco Whs Impr.							86,132.12
Total VL-NT-Cap.-Tobacco Whs Impr.							86,132.12
VL NT-Cap. Public Works Equip							6,568.00
Total VL NT-Cap. Public Works Equip							6,568.00
VL NT-Capital-Police Equip.							35,582.47
Total VL NT-Capital-Police Equip.							35,582.47
VL NT Cap-Infrastructure-ALL (Budgeted Table Games Revenue)							835,967.90
Total 101.020 · Video Lottery NT (JSB)						8,796.72	2,679,227.23
101.021 · Video Lottery LVL- Operating							16,752.96
VL LVL-Operating Cash							16,752.96
Deposit	07/26/2019			Deposit	109.01 · Acc...	426.75	17,179.71
Total VL LVL-Operating Cash						426.75	17,179.71
Total 101.021 · Video Lottery LVL- Operating						426.75	17,179.71
101.022 · Video Lottery-Table Games (Restricted-Infrastr./Cap Impr.)							279,723.13
VL-Table Games-All (Restricted Funds)							279,723.13
Deposit	07/15/2019			Deposit	109.01 · Acc...	7,631.34	287,354.47
Deposit	08/30/2019			Deposit	109.01 · Acc...	6,626.86	293,981.33
Total VL-Table Games-All (Restricted Funds)						14,258.20	293,981.33
Total 101.022 · Video Lottery-Table Games (Restricted-Infrastr./Cap Impr.)						14,258.20	293,981.33
101.07 · Contingency Fund							115,000.00
Contingency Fund (Can be 10% of total budget)							115,000.00
Total Contingency Fund (Can be 10% of total budget)							115,000.00
Total 101.07 · Contingency Fund							115,000.00
Total RESERVED FUNDS BANKING						23,481.67	3,105,388.27
TOTAL						23,481.67	3,105,388.27

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Corporation of Shepherdstown-Coal Severance Fund

09/03/19

Balance Sheet

As of August 31, 2019

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Coal Severance Checking	8,018.62
Total Checking/Savings	<u>8,018.62</u>
Total Current Assets	<u>8,018.62</u>
TOTAL ASSETS	<u>8,018.62</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
270 · A/P, Vendor	441.69
Total Accounts Payable	<u>441.69</u>
Total Current Liabilities	<u>441.69</u>
Total Liabilities	441.69
Equity	
390 · Retained Earnings	8,002.18
Net Income	<u>-425.25</u>
Total Equity	<u>7,576.93</u>
TOTAL LIABILITIES & EQUITY	<u>8,018.62</u>

07

Corporation of Shepherdstown-Coal Severance Fund
Budget vs. Actual
July through August 2019

	<u>Jul - Aug 19</u>	<u>Budget</u>	<u>\$ Over Budg...</u>	<u>% of Budget</u>
Income				
310 - Coal Severance Tax	0.00	833.00	-833.00	0.0%
380 - Restricted Fund Interest	16.44	16.00	0.44	102.8%
Total Income	<u>16.44</u>	<u>849.00</u>	<u>-832.56</u>	<u>1.9%</u>
Expense				
700 - Police Dept. Equipment Expen...	441.69	1,150.00	-708.31	38.4%
Total Expense	<u>441.69</u>	<u>1,150.00</u>	<u>-708.31</u>	<u>38.4%</u>
Net Income	<u>-425.25</u>	<u>-301.00</u>	<u>-124.25</u>	<u>141.3%</u>



Housing Authority Fund
Balance Sheet
As of August 31, 2019

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
100.00 · Housing Authority Check...	2,129.70
Total Checking/Savings	<u>2,129.70</u>
Total Current Assets	<u>2,129.70</u>
TOTAL ASSETS	<u><u>2,129.70</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	2,124.73
Net Income	4.97
Total Equity	<u>2,129.70</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,129.70</u></u>

ca

Housing Authority Fund
Income & Loss
July through August 2019

	<u>Jul - Aug 19</u>
Income	
410.00 · Interest Income on Check...	<u>4.97</u>
Total Income	4.97
Expense	<u>0.00</u>
Net Income	<u><u>4.97</u></u>

C10

Corporation of Shepherdstown
Housing Authority

As of 8/31/2019

Footnotes to Financial Statements

*Over \$2,000 exists to assist low-income residents
per the Housing Authority Ordinance.*

eli

Shepherdstown Waterworks
Balance Sheet-Summarized
As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	1,053,354.55
RESERVED FUNDS BANKING	1,059,013.26
RESTRICTED FUNDS BANKING	3,252,531.46
Total Checking/Savings	5,364,899.27
Accounts Receivable	
141 · A/R, Water Customer Billing	173,740.17
143 · Allow. for Doubtful Accounts	(1,300.00)
Total Accounts Receivable	172,440.17
Other Current Assets	
253.20 · Deferred Inflows	(18,641.00)
Total Other Current Assets	(18,641.00)
Total Current Assets	5,518,698.44
Fixed Assets	
105 · Fixed Asset-Constr. In Progress	3,298,863.25
Fixed Assets (All Funds)	10014566.22
Fixed Asset Adjustments (Accum. Depr. & Amort.)	(3,917,083.26)
Total Fixed Assets	9,396,346.21
TOTAL ASSETS	14915044.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
231 · Accounts Payable-General	35,199.28
Total Accounts Payable	35,199.28
Other Current Liabilities	
235 · Customer Dep/Int Pay.-Cash Acct	55,834.02
236 · Cust Dep/Int Pay-DR/CR Acct	21,334.11
238 · Accrued Interest Payable	44,565.83
241 · Misc. Current/Accrued Liab.	272,986.16
221 · Bond Payable-Current	193,543.15
Total Other Current Liabilities	588,263.27
Total Current Liabilities	623,462.55
Long Term Liabilities	
186.20 · Deferred Outflows	(16,958.37)
221. · Bond Payable-Long term	6,625,105.85
Total Long Term Liabilities	6,608,147.48

C 12

Shepherdstown Waterworks
Balance Sheet-Summarized
As of August 31, 2019

	<u>Aug 31, 19</u>
Total Liabilities	7,231,610.03
Equity	
215 · Retained Earnings	6,509,225.69
271 · Contrib. in aid of Construction (Capacity Fees thru 6/3...	1,069,125.91
Net Income	<u>105,083.02</u>
Total Equity	<u>7,683,434.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>14915044.65</u></u>

C13

Shepherdstown Waterworks
Budget vs Actual-Summarized
 July through August 2019

	<u>Jul - Aug 19</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
419 · Water Interest Income	5,485.10	8,332.00	(2,846.90)	65.8%
461 · Water Metered Revenue (including penalties &...	285,170.77	286,666.00	(1,495.23)	99.5%
474 · Other Water Revenues	425.00	499.00	(74.00)	85.2%
Total Income	291,080.87	295,497.00	(4,416.13)	98.5%
Expense				
601 · Water Salaries & Wages	56,694.75	66,333.00	(9,638.25)	85.5%
604 · Employee Pensions & Benefits	17,024.40	18,498.00	(1,473.60)	92.0%
401.1 · Water Billing Expenses	1,987.79	3,166.00	(1,178.21)	62.8%
401.2 · Water Administration	10,595.99	9,514.00	1,081.99	111.4%
401.3 · Water Utility Billing (Sewer Usage)	12,688.33	18,666.00	(5,977.67)	68.0%
401.4 · Water Plant Expenses	17,649.79	33,664.00	(16,014.21)	52.4%
403 · Water Depreciation Expense	0.00	31,666.00	(31,666.00)	0.0%
408 · Taxes-Other than Income	6,081.69	7,166.00	(1,084.31)	84.9%
427 · Interest Expense	0.00	18,333.00	(18,333.00)	0.0%
615 · Purchased Power	7,548.83	8,333.00	(784.17)	90.6%
618 · Chemicals	6,464.99	11,666.00	(5,201.01)	55.4%
631 · Contractual Svc-Engineering	0.00	41,666.00	(41,666.00)	0.0%
632 · Contractual Svc-Accounting	0.00	1,916.00	(1,916.00)	0.0%
633 · Contractual Svc-Legal	195.00	1,666.00	(1,471.00)	11.7%
635 · Contractual Svc-Testing	4,170.50	9,999.00	(5,828.50)	41.7%
636 · Contractual Svc-Other	671.04	5,833.00	(5,161.96)	11.5%
650 · Transportation Expenses	1,093.62	4,282.00	(3,188.38)	25.5%
657 · Insurance-General Liability	26,145.42	5,833.00	20,312.42	448.2%
659 · Insurance-Other	0.00	3,499.00	(3,499.00)	0.0%
660 · Advertising Expense	0.00	116.00	(116.00)	0.0%
675 · Administrative Lending Fees	0.00	1,999.00	(1,999.00)	0.0%
Total Expense	169,012.14	303,814.00	(134,801.86)	55.6%
Net Ordinary Income	122,068.73	(8,317.00)	130,385.73	(1,467.7)%
Other Income/Expense				
Other Income				
419.5 · Capacity Accounts Interest	4,114.29	3,333.00	781.29	123.4%
474. · Other Water Revenue	2,400.00	5,000.00	(2,600.00)	48.0%
Total Other Income	6,514.29	8,333.00	(1,818.71)	78.2%

C14

Shepherdstown Waterworks
Budget vs Actual-Summarized
July through August 2019

	<u>Jul - Aug 19</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Other Expense				
700 - Water Grant	23,500.00			
Total Other Expense	23,500.00			
Net Other Income	(16,985.71)	8,333.00	(25,318.71)	(203.8)%
Net Income	<u>105,083.02</u>	<u>16.00</u>	<u>105,067.02</u>	<u>656,768.9%</u>

C15

Shepherdstown Sewer
Balance Sheet-Summarized
As of August 31, 2019

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	708,423.16
RESERVED FUNDS BANKING	685,326.45
RESTRICTED FUNDS BANKING	<u>1,698,575.74</u>
Total Checking/Savings	3,092,325.35
Accounts Receivable	
General Funds A/R	<u>125,056.99</u>
Total Accounts Receivable	125,056.99
Other Current Assets	
253.20 · Deferred Inflows	<u>(13,194.00)</u>
Total Other Current Assets	<u>(13,194.00)</u>
Total Current Assets	3,204,188.34
Fixed Assets	
Fixed Assets	15801075.57
105 · Construction in Progress	92,341.14
Fixed Asset Adjustment (Accumulated Depreciation)	<u>(5,300,850.35)</u>
Total Fixed Assets	<u>10592566.36</u>
TOTAL ASSETS	<u>13796754.70</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
231 · Accounts Payable	<u>48,339.81</u>
Total Accounts Payable	48,339.81
Other Current Liabilities	
186.20 · Deferred Outflows	(11,000.55)
Current Liabilities	186,532.36
235 · Cust. Dep/Int. Pay-Cash Acct	37,811.50
236 · Cust Dep/Int Payable-DR/CR	17,460.58
221 · Bonds Payable-Current	<u>207,139.52</u>
Total Other Current Liabilities	<u>437,943.41</u>
Total Current Liabilities	486,283.22
Long Term Liabilities	
221 · Bonds Payable-Long Term	<u>4,764,208.97</u>
Total Long Term Liabilities	<u>4,764,208.97</u>
Total Liabilities	5,250,492.19
Equity	

CIC

Shepherdstown Sewer
Balance Sheet-Summarized
As of August 31, 2019

	<u>Aug 31, 19</u>
214 - Retained Earnings	5,979,978.25
271 - Contrib. in Aid of Construction (Capacity Fees thru 6/3...	2,495,029.86
Net Income	71,254.40
Total Equity	<u>8,546,262.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>13796754.70</u></u>

C17

**Shepherdstown Sewer
 Budget vs Actual -Summarized
 July through August 2019**

	Jul - Aug 19	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
419 · Sewer Interest Income	4,597.09	6,376.00	(1,778.91)	72.1%
522 · Metered Sewer Revenue (including penalties & ...	214,713.53	216,666.00	(1,952.47)	99.1%
536 · Other Wastewater Revenues	250.00	826.00	(576.00)	30.3%
Total Income	219,560.62	223,868.00	(4,307.38)	98.1%
Gross Profit	219,560.62	223,868.00	(4,307.38)	98.1%
Expense				
408 · Taxes Other than Income	4,214.71	5,166.00	(951.29)	81.6%
701 · Salaries & Wages	39,008.95	46,819.00	(7,810.05)	83.3%
704 · Employee Pensions & Benefits	12,242.94	11,999.00	243.94	102.0%
401.1 · Sewer Billing Expenses	1,969.77	3,666.00	(1,696.23)	53.7%
401.2 · Sewer Administration	9,860.31	8,466.00	1,394.31	116.5%
401.3 · Sewer Utility Billing (Water Usage)	1,562.25	6,016.00	(4,453.75)	26.0%
401.4 · Sewer Plant Maintenance	11,161.97	71,715.00	(60,553.03)	15.6%
403 · Depreciation Expense (Book entry only)	0.00	31,666.00	(31,666.00)	0.0%
715 · Purchased Power	18,844.71	23,450.00	(4,605.29)	80.4%
718 · Chemicals	14,583.66	11,666.00	2,917.66	125.0%
731 · Contractual Svc-Engineering	0.00	833.00	(833.00)	0.0%
732 · Contractual Svc-Accounting	0.00	783.00	(783.00)	0.0%
733 · Contractual Svc-legal	180.00	334.00	(154.00)	53.9%
735 · Contractual Svc-testing	2,705.23	1,666.00	1,039.23	162.4%
736 · Contracted Services-Other	583.38	2,084.00	(1,500.62)	28.0%
750 · Transportation Expenses	1,304.98	1,334.00	(29.02)	97.8%
757 · Insurance-General Liability	33,990.25	5,834.00	28,156.25	582.6%
759 · Insurance-Other	0.00	33.00	(33.00)	0.0%
Total Expense	152,213.11	233,530.00	(81,316.89)	65.2%
Net Ordinary Income	67,347.51	(9,662.00)	77,009.51	(697.0)%
Other Income/Expense				
Other Income				
419.5 · Capacity Accounts Interest	1,098.89	1,333.00	(234.11)	82.4%
536 · Other Wastewater Revenue	2,808.00	8,333.00	(5,525.00)	33.7%
Total Other Income	3,906.89	9,666.00	(5,759.11)	40.4%
Net Other Income	3,906.89	9,666.00	(5,759.11)	40.4%
Net Income	71,254.40	4.00	71,250.40	1,781,360.0%

C18

CORP OF SHEPHERDSTOWN-PAYROLL ACCT
Balance Sheet
As of August 31, 2019

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Payroll Acct (Payroll & Tax Checking Acct)	10,898.03
Total Checking/Savings	<u>10,898.03</u>
Other Current Assets	
1401 · Cash due-PEIA/RHBT/Sick Pool (Should be A/R-QB will no...	
Cash Transfer PEIA Health/Life (Should be A/R-QB will not allow)	452,161.64
Cash Transfer-PEIA RHBT-current (Should be A/R-QB will not a...	145,191.68
Total 1401 · Cash due-PEIA/RHBT/Sick Pool (Should be A/R-QB ...	<u>597,353.32</u>
1500 · Adjustment Account (Use as offset for P/R corr.)	(999.80)
Total Other Current Assets	<u>596,353.52</u>
Total Current Assets	<u>607,251.55</u>
TOTAL ASSETS	<u><u>607,251.55</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	37,013.00
Total Accounts Payable	<u>37,013.00</u>
Other Current Liabilities	
2100 · Payroll Liabilities-FED & WV	2,448.53
2101 · Payroll Liabilities-Maryland	1,521.08
2102 · Payroll Liabilitiy-Pennsylvania	23.49
2103 · Payroll Liab-PEIA HEALTH/RHBT	(16,346.56)
2106 · FBMC Benefits Management	(2,041.10)
Total Other Current Liabilities	<u>(14,394.56)</u>
Total Current Liabilities	<u>22,618.44</u>
Total Liabilities	22,618.44
Equity	
1110 · Fund Equity (Retained Earnings)	569,869.87
Net Income	14,763.24
Total Equity	<u>584,633.11</u>
TOTAL LIABILITIES & EQUITY	<u><u>607,251.55</u></u>

C19

CORP OF SHEPHERDSTOWN-PAYROLL ACCT
Profit & Loss (Internal Service Fund)
 July through August 2019

	TOTAL
Income	
Checking Account Interest	28.61
General for Payroll	268133.53
Total Income	268162.14
Gross Profit	268162.14
Expense	
6584 · Reimbursement	149.79
409 · Mayors Office	500.00
410 · City Council	1,500.00
411 · Records Office	375.00
440 · City Hall	20,125.08
6560 · Other Gross Payroll	84.96
700 · Police Department	52,075.86
750 · Streets and Highways	6,807.37
800 · Sanitation Department	5,737.60
900 · Parks	437.80
S-100 · Sewer	34,156.80
W-100 · Water	62,906.99
6500 · Employer Taxes/Expen...	31,528.65
Total Expense	216385.90
Net Income	51,776.24

C20



PROPOSAL

Date: July 22, 2019

Presented To: Bob Keller

Project: Brick Wall Repair

Location: Shepherdstown Library, 100 East German Street, Shepherdstown, WV 25443

Proposal Number: 1940

As requested, Gruber-Latimer Restoration is pleased to submit the following proposal for the above-referenced project.

Section 1 – Scope of Work

- 1.01 Stage materials and equipment on site.
- 1.02 Cut out and re-point 100% of brick mortar on the inside and end faces of both parapets (front and rear) using Type N gray mortar.
- 1.03 Cut out and re-point 100% of brick mortar on the outside faces of both parapets (front and rear) using Type N gray mortar.
- 1.04 Remove and replace up to 250 deteriorated (spalled) brick. Given the fact that there is a considerable amount of concealed damage (behind the painted surface of the brick), any additional quantity of replacement brick will be at an additional cost. See Special Note 2.08 below.
- 1.05 Clean work area. Remove all debris and excess materials that result directly from our work.

Section 2 – Special Notes

- 2.01 Owner to provide potable water and electrical service to the site of our work, at no charge.
- 2.02 This project is not a prevailing wage (scale) project.
- 2.03 No retainage is required on this project.
- 2.04 In addition to ladders and frame scaffolding, a boom lift may be used to access the work. A diligent effort will be made to limit the amount of disturbance to adjacent soils, landscaping and sidewalks, however no guarantee can be offered in this regard. In those areas where scaffolding is required to be erected directly on top of the roof or other structures, plywood decking and tarps/plastic will be used to avoid damage to these structures.
- 2.05 Layout, demolition, structural steel, carpentry, framing, painting/caulking, plaster/GWB work, roof work, window/door work, insulation, gutters/down spouts, concrete work, finished grading and landscaping, electrical/mechanical/HVAC work are excluded from this proposal.
- 2.06 Mortar removal will be done by mechanical means, but only by masons with substantial experience in restoration work.
- 2.07 Any additional reconstruction which exceeds the above scope of work, the need for which is discovered in the course of our work, is excluded from this proposal and, if so directed by the owner, would be pursued on a 'time and material' basis.

- 2.08 Additional historic handmade brick, if needed, would be supplied by the contractor on a 'time and material' basis. For example, 250 replacement brick is simply an allowance. Anything over and above 250 would be billed (by an agreed upon change order) at an additional cost based on labor and materials. Accordingly, the number of additional replacement brick could be limited by the owner.
- 2.09 The greater durability and lower cost of modern mortars should be weighed against the historical authenticity, lower durability and higher cost of lime-based mortars. Modern mortars with appropriate strength and color characteristics can be made to resemble historic mortars, thereby providing better value, both initially and over the extended life of the building. From our experience, a practical balance...using modern materials that resemble older materials...is a sound investment.

Section 3 -- Price

All labor, materials and equipment to complete the above Scope of Work:

\$ 22,100 (Twenty-Two Thousand One Hundred Dollars), plus any applicable state or local taxes.

Section 4 -- Terms

- 4.01 Payment in full upon completion of the work performed. Due upon receipt.
- 4.02 Gruber-Latimer guarantees all material to be as specified and that all work will be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the price estimate.
- 4.03 This proposal, and any contract that results from this proposal, is made with the expressed condition that Gruber-Latimer Restoration cannot be held responsible for strikes, accidents, delays or other circumstances beyond our control.
- 4.04 Owner to be responsible for all necessary permits. Owner will be responsible for fire, tornado and other necessary and applicable insurance. Gruber-Latimer Restoration employees are fully covered by workers' compensation insurance.
- 4.05 Gruber-Latimer Restoration reserves the right to withdraw this proposal if not accepted within 30 days.

Thank you for considering Gruber-Latimer Restoration to be your partner in completing this project. We are confident that our construction experience will enable us to meet -- and, in fact, exceed -- your expectations.

Please call with questions that may arise or if further information would be helpful. We look forward to working with you.

Gruber-Latimer Restoration

By: _____
Brien Poffenberger
President

Project: Brick Wall Repair
Proposal Number: 1940

Gruber-Latimer Restoration
(301) 223-8848

Acceptance of Proposal

The above specifications, price estimates and terms and conditions are satisfactory and are hereby accepted. Gruber-Latimer Restoration is authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____

To complete this agreement, please sign two originals, retain one copy for your records and return the other signed copy to Gruber-Latimer Restoration:

Mail/Delivery
Gruber-Latimer Restoration
PO Box 276
Williamsport, MD 21795

FAX
(301) 223-8971

Scan/Email
brien@gl-restore.com

Draft Public Works Committee Minutes
Monday, August 26, 2019
10:00 a.m.
Town Hall

Members Present: J. Auxer, M. Everhart, D. Springer

Staff Present: F. Welch, A. Beall

Visitors:

1. Call to order - 10:08 a.m.
2. Approval of Minutes of July meeting - Motion by M. Everhart to approve minutes as written. Approved.
3. Visitors:
4. Unfinished Business
 - a) International Property and Maintenance Code - Ongoing. Focus is East & West ends of town.
 - b) Trash in Alleys - Ongoing
 - c) Sidewalk Repair - Ongoing. A Beall to investigate reported issue at 108 N. Church St.
 - d) Train Station - Ongoing.
 - e) Library - Sign repaired and replaced. Finance committee to discuss authorization of payment for further work on brick and roof.
 - f) Replacement/purchase of equipment (Bobcat, Service Truck) - ongoing
 - g) Sidewalk: Shepherd East To Town - Town will schedule a progress meeting with Shepherd Village.
 - h) Paving of Alleys on West end of town - Queen/Shoe Lane, etc... - F. Welch to get quote
 - i) Recycling Grant - Electronics recycling grant submitted by M. Everhart

5. New Business

a) Garbage Rates - special Public Works meeting will be scheduled within two weeks to discuss

b) Chesapeake Bay Report/stormwater management - Meeting will be scheduled with Matt Pennington.

6. Mayor's Report - Mayor Auxer is concerned about train traffic through town and will contact CSX to discuss. Mayor Auxer will also contact Lee Thorne at the WVDOH to discuss repairs to Princess Street and potential annexation of some roadways currently outside of town.

D. Springer suggested that the town look into an automated system to deliver important information to residents. Public Works committee will discuss at a future meeting.

7. Adjourn - 11:07 a.m.

Respectfully submitted,
M. Everhart

Shepherdstown Tree Commission Minutes

August 8, 2019

6:30 p.m. Town Hall

1. Members Present: Lori Robertson – Chair, James Dillon, and Carrie Blessing.
2. Absent: Frank Welch
3. Call to Order: Call to order by L. Robertson at 6:34 p.m.
4. Approval of July 18, 2019 Minutes:

C. Blessing – if there are no objections, move to approve the July 18, 2019 minutes. None noted.

5. Visitors: None

4. Unfinished Business-

- a. WWI Plaque for Rumsey Park by lilacs and forsythia. The plaque will say “Garden Planted in Memory of WWI Veterans”. Lori has ordered.
- b. Ann Magnolia – Princess St replacement – pending until the curbing is fixed. Magnolia damage.
- c. Verbiage for Comprehensive Plan –input from Commission. Pending.
- d. Tree wells –Jennifer cannot do it. We need to find someone else. Lori contacted TOPS @ 540-272-3991.
- e. 103 W. High St –replace with a dogwood in the fall
- f. SU hill – James suggested we reassess this site for planting as it drains too fast and the soil is bad.
- g. 113 N. Church St – Carlos Tree – update – Carlos took the tree down.
- h. Monarch way station – Frank to rent the sod cutting equipment after August 18th per James Dillon’s schedule. FB page has been created.

- i. Ash trees – keep on agenda for 2020 treatment.
 - j. Zenia Kuzma - James has ordered 2 Redbuds and 1 Serviceberry to plant in the fall.
 - k. New Street Jap. Lilacs – James – they have NOT been removed and J.D. will reassess.
 - l. Corsetto’s trees- Dogwood to limb up and feed. Also plant a Black Gym-“Wildfire”. Is on Bartlett’s list to trim.
 - m. Devonshire Tree – was damaged – limb up Jap. Lilac and feed. Can be sawed at damaged area. We went and saw this tree – James suggested to prune out the center liter in late fall.
 - n. Entler – roofline – trim – done
 - o. Waste Water Plant – trimming – done
- Fulton’s Tree – trucks hitting – done
- p. Shepherd Cemetery – possible removal of tree VS fixing the historic wall – Bartlett quote – conversation
 - q. Brant Lowe - corner of Church and Washington Streets – possible trim or removal – Bartlett to remove.
 - r. Ann Magnolias/Crepe Myrtles on Princess – update
 - s. John Shaw – trim – 102 W. Washington – scheduled.
 - t. Shepherdstown Library – possible bag worms – we looked at it but they were all gone.

**** J. Dillon – move to approve all of the quotes, and have Bartlett separate the Magnolia Tree on New St. quote from the others. No objections noted.**

5. New Business:

- a. Corner of Duke and New – place a watering bag for the Elm? Starting to get rain.

b. Pedal and Paddle – Armstrong Maple – is it being treated for bark beetle – ask Bartlett. If replaced, replace with A. Crabapple (ask James). Is it worth saving?

6. Maintenance/Misc. - Bartlett Fall 2019

7. Adjournment:

L. Robertson – if there are no objections, the meeting is adjourned at 7:15 p.m. None noted.

Historic Landmark's Commission August 12, 2019 – Regular Meeting



Draft Minutes

Members Present: Dan Anderson; Bruce Massey – Chairman; Jim Broomall; Hannah Stine; T. Nicole Saunders-Meske

Members Not Present:

Staff: Andy Beall

Visitors: Tom Sanders; Linda Sanders; Caroline Sanders; Steve Pearson; Ebonee Helmick; John Sedlins; Vince Parmesano

Call to Order: 6:00 p.m.

Approval of Minutes: 7/8/19 Approved

Conflicts of Interest: None

Application Review:

Previous Applications		
19-18	Vince Parmesano, IV for John Sedlins 209 W. New St.	Amendment to enclose and screen rear porch to include custom screen door.
<i>The applicants are present to discuss the proposed amendment to their previously approved application. The commissioners agree that the proposed enclosure is appropriate and within the scope of historic design guidelines.</i>		
Notes:		
Motion:	<i>N. Saunders-Meske motions to approve the amendment; no objections and passed unanimously.</i>	

New Applications:		
19-23	Caroline Sanders Tax Map 2-136 (W. High St.)	New construction of single-family home on vacant lot.
<i>The applicant is present and describes the proposed project. Ms. Sanders states she has reluctantly chosen wood siding though her preference is vinyl. The commission inquire as to the proposed material for the front door and state that wood is also preferred. After some discussion, the applicant agrees to go with a wooden front door. The rear door may be constructed of fiberglass as was what was originally proposed for the front door. The commission feels that all other proposed building materials are appropriate.</i>		
Notes:		
Motion:	<i>D. Anderson motions to approve the application as submitted with the amended front door wooden</i>	

Historic Landmark's Commission August 12, 2019 – Regular Meeting



Draft Minutes

	<i>construction; no objections and passed unanimously.</i>

New Applications:		
19-25	Christopher & Ebonee Helmick	Demo of existing shed rood addition and replacement with a full 2-story (gable-roof) addition stepping down to a linear single-story addition and construction of a detached garage.
	314 W. German St.	
<p><i>The applicant is present and discusses the proposed addition. B. Massey thanks the applicant for their continued willingness to work through the process with the HLC and states that they've provided everything asked of them at the July workshop session. Several questions arise as to the material of the east side porch posts and the doors. The applicant assures the commission that, despite the samples included in the application, the doors and posts will be constructed of wood. Regarding the condition of the original historic structure, Ms. Helmick states the desire is to remove the vinyl siding and repair and paint the brick underneath. If once exposed, it's determined the brick is unsalvageable, then the plan is to remove the brick thus exposing the original logs. N. Saunders-Meske requests that the applicant come back with an amendment to the application if the latter proves to be the case. Concerning the second structural report provided by the applicant, the commission feels that, in this particular case, the removal of the current shed-roof addition is warranted.</i></p>		
Notes:		
Motion:		<i>H. Stine motions to approve contingent upon: 1) the use of wood material for the door and posts and 2) The applicants' return to the HLC if it's determined the brick must be removed; no objections and passed unanimously.</i>

Workshop: N/A

Continuing Business: N/A

New Business: **Commissioner Training**

A brief discussion regarding a date, time and topics for the Certified Local Governments annual training session. Jennifer Brennan from the State Historic Preservation Office will be conducting a one-day training slated for the fall. The commission agrees on Wednesday, September 25, 2019 from 10 a.m. to approximately 3 p.m. At the suggestion of D. Anderson, staff will propose the training include a workshop tour of the historic Shepherdstown Opera House owned by Steve Pearson.

Administrative Matters: N/A

Adjournment: Motion to adjourn at 7:07 p.m.; No objections and passed unanimously.



Draft Minutes

Present:

Commission Members Present: Jim Auxer, Mayor; Mark Everhart; Chris Cafiero; Terry Fulton

Commission Members Absent: Lori Robertson; Deborah Tucker

Planning & Zoning Staff: Andy Beall

Visitors: Thomas Miller; Laura Carter; Ebonee Helmick; Tom Sanders; Linda Sanders; Caroline Sanders; James Carter;

Call to Order: 6:00 p.m.

Approval of Minutes: Minutes for Regular Meeting- 7/15/19

Motion: Motion to approve; No objections; unanimously approved

Discussion: None

Conflicts of Interest: None

New Applications		
19-22	James A. Butcher	Replace old wooden fence along west property line with 4' high white aluminum fence.
	216 W. German St.	
<p><i>The applicant called prior to the meeting to state he would not be present as his wife is ill. J. Auxer states he can speak to the application and answer any questions there may be. Staff confirms that the proposed fence meets the guidelines.</i></p>		
HLC Decision:	<i>N/A</i>	
Motion:	<i>Motion by T. Fulton to approve; no objections and passed unanimously.</i>	
19-23	Caroline Sanders	New construction of single-family home on vacant lot.
	Tax Map 2-136 (W. High St.)	
<p><i>The applicants are present and describe the proposed project. Staff provides summary of HLC proceedings stating the application was deemed appropriate and subsequently approved. Staff also reminds the commission that they are to review the lot and off-street parking requirements and that the latter comply. J. Auxer states that the minimum lot requirement in the R-1 zoning district is eleven thousand (11,000) square feet and that the applicants' lot is < seventy-five hundred (7,500) square feet and does therefore not meet the minimum lot size requirement as provided for in §9-508.</i></p>		



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HLC Decision:	<i>Certificate of Appropriateness Granted</i>
Motion:	<i>Motion by M. Everhart to deny the application based on the failure of the applicants' lot to comply with the minimum lot requirements in the R-1 zoning district as provided for in §9-508 of the Title 9 Planning and Zoning Ordinance; no objections and motion to deny passes.</i>

New Applications:		
19-24	Laura Picard Carter	Installation of a combination 4' high aluminum and wood fence around side and rear yard.
	121 Sage Place	
<p><i>The applicants are present and describe the proposed fence. They state that they wish to erect a 4' high black aluminum fence along the front and front side yard boundaries and that the rear portion will be either wood picket or black aluminum. The commission states they need the applicants to apply for one or the either for them to make a motion. M. Everhart asks if they have examples of the wood picket they are considering, and they state they do not. M. Everhart states he would not be comfortable approving a fence style without seeing an example. The applicants agree to apply for the black aluminum fence on all sides.</i></p>		
Notes:	N/A	
Motion:	<i>M. Everhart motions to approve contingent on the use of four (4) foot high "Hancock" style black aluminum only with the applicant's agreement to return to the Planning Commission if they decide to use wood picket instead; no objections and passed unanimously.</i>	

New Applications:		
19-25	Christopher & Ebonee Helmick	Demo of existing shed roof addition and replacement with a full 2-story (gable-roof) addition stepping down to a linear single-story addition and construction of a detached garage.
	314 W. German St.	
<p><i>The applicants are present and describe the proposed additions. Staff reports that the HLC deemed the project historically appropriate and subsequently approved the application. Regarding zoning, staff states that the proposed project is in compliance with lot, off-street parking and setback requirements.</i></p>		
Notes:	<i>Certificate of Appropriateness Granted</i>	
Motion:	<i>C. Cafiero motions to approve; no objections and passed unanimously.</i>	



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New Applications:		
19-26	Thomas Miller	Retro application for the construction of a 10' x 14' storage building in rear of lot.
	24 Shepherd Village Circle	
<p><i>The applicant is present and describes the storage building which has been constructed. He states that he was unaware of the need to acquire a permit from the Corporation and that it had been his understanding that he need only the permission of the HOA. The commission makes it clear they understand and have no doubt it was an honest mistake. Included in the agenda packet is page 11 of the Shepherd Village PUD Outline Plan which establishes side and rear yard setbacks as ten (10) feet and twenty (20) feet respectively. The applicant shows the setbacks of the storage building as: one side yard of three (3) feet; another side yard of eight (8) feet; and a rear yard of four (4) feet.</i></p>		
Notes:	N/A	
Motion:	<i>M. Everhart motions to deny based on a failure to comply with the established setbacks of the Shepherd Village PUD Outline Plan; no objections and motion to deny passes.</i>	

- Continuing Business:** C. Cafiero provides update on recent County Planning Commission activities as they relate to the town's growth management boundary. Staff is asked to draft a letter to the County reminding them of the screening requirements along Route 45 at the Food Lion shopping center, specifically the areas adjacent to McDonalds and Dairy Queen.
- New Business:** N/A
- Administrative Matters:** N/A
- Adjournment:** Motion to adjourn at 6:53 p.m.; No objections and passed unanimously.



CORPORATION OF SHEPHERDSTOWN

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SHEPHERDSTOWN, WEST VIRGINIA 25443-0248
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August 30, 2019

Senator Joe Manchin

261 Aikens Center, Ste. 305

Martinsburg, WV 25404

Dear Senator Manchin,

As the oldest municipality in the Mountain State, Shepherdstown has a lot going for it. We are home to a well-respected university and we have a solid tourism base. We are located within driving distance of Washington, D.C. and other large metropolitan locations in the Eastern Seaboard.

Although Shepherdstown enjoys these benefits, we still need to address the lack of adequate broadband internet service in this area as well as the state as a whole. Without an expansion of broadband service in West Virginia, it will be nigh impossible to attract new, high paying, high-tech jobs to the Mountain State. High speed, broadband internet is essential when it comes to attracting these types of businesses. And, these are the types of businesses West Virginia must have in order to diversify our economy and attract people to the state.

That is why I am asking you to support efforts to find a bi-partisan solution to broadband internet regulation that will finally provide long-term certainty and encourage greater broadband deployment. It is time for the U.S. Congress to pass lasting net neutrality regulations in order to eliminate the constant changes that have come from leaving the issue to unstable policies from the Federal Communications Commission that change with every new administration.

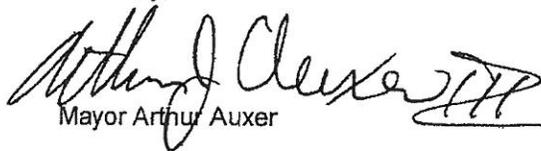
The FCC's failure to find a sustainable approach to protecting net neutrality has created an environment where broadband providers considering whether to expand networks in our area don't know what type of regulations, they will be required to follow from one year to the next. We need these broadband providers

to invest more not less, and the way to do that is for Congress to address the issue with lasting legislation that creates clear rules.

The only way a net neutrality bill will get passed in this Congress is with bipartisan support. We need compromise in order to make this happen, I appreciate and share your support for net neutrality, but at this point it's clear the bill that passed the House earlier this year on a party-line vote has no chance of becoming law. I encourage you to work with colleagues on both sides of the aisle to find another path forward, even if that means compromising on more controversial questions unrelated to net neutrality.

West Virginia desperately needs more access to high-speed broadband internet service. Having it will encourage economic development and an improvement in our quality of life. Not having it, is not an option. I ask you to do what you have done so many times in the past and that is to work with both parties to pass meaningful, bi-partisan legislation that will benefit the great Mountain State.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur Auxer". The signature is fluid and cursive, with a prominent initial "A" and a long, sweeping underline.

Mayor Arthur Auxer