

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, October 8, 2019

Town Hall

104 North King Street

6:30 p.m.

- 1. Call to order**
2. Approval of Town Council Meeting Minutes of September 10, 2019
- 3. Public Comment Period**
 - a. Persons who have registered to address Town Council.
- 4. Visitors:**
 - a. Marianne Davis – Visitor's Center Report
- 5. Public Hearings**
- 6. Unfinished Business**
- 7. New Business**
 - a. Event Requests:
 1. Shepherdstown Visitor's Center - Boofest Street Event – Saturday, October 26 – Thursday, October 31
 - b. Ed Zanhiser- climate change
- 8. Mayor's Report**

9. Reports of Committees

A. Finance Committee

1. Meeting minutes of October 4, 2019
2. Financial Reporting
3. Recommendations:
 - a. Library repairs

B. Parking Committee

1. No meeting September 2019
2. Recommendations: NONE

C. Police Committee

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

D. Public Works Committee

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

E. Parks and Recreation Committee

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

10. Report of Commissions and Boards

A. Tree Commission

1. No meeting September 2019
2. Recommendations: NONE

B. Water and Sanitary Board

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

C. Historic Landmarks Commission

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

D. Planning Commission

1. Meeting minutes of September 2019 – not available
2. Recommendations:
 - a. member appointment

Shepherdstown Town Council Meeting Minutes
Tuesday, September 10, 2019
Town Hall
104 North King Street
6:30 p.m.
DRAFT

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

Absent: Dave Springer

Staff: Town Clerk Amy Boyd, Andy Beall Zoning Officer, and Public Works Director Frank Welch.

Visitors: Tabitha Johnston (Chronicle), Delegate John Doyle, Peter Smith, Jenny Haynes, Marianne Davis, Jan Hafer, Steve Pearson, Logan Wilhide, Bob Keller, Susan Menson, Giuliana Brogna, and Eric Lewis.

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

Call to order by Mayor Auxer at 6:32 pm.

M. Everhart - If there are no objections, move to approve the Town Council Minutes of August 13, 2019. None noted.

Agenda Item 3 – Public Comment Period:

- a. Persons who have registered to address Town Council.
 - J. Hafer – September 14 there will be a candlelight vigil at the wall for the Days of Hope and Action for our community, hosted by the Shepherdstown Community Club and Trinity Episcopal Church.
 - September 26 there will be free narcan training from 7-8 p.m. at the Shepherdstown Community Club.

Delegate Doyle – spoke to the construction on Rt. 45. Rocs and a medical center will be going in near the current Sheetz. He has expressed his concerns regarding potential traffic issues to the

Department of Highways (DOH). DOH engineers will let him and the corporation updated, and Roc's will help pay for it. Mayor mentioned that he has also been speaking with DOH.

Agenda Item 4 - Visitors:

Visitor's comments, if any, are logged in under the specific agenda items.

- a. Visitor's Center Report
M. Davis –
Boo Fest – needs volunteers
National Guard is coming in November
30+ Rolls Royce's are coming to town
Lion's Club and the Shepherdstown Police Department are hosting a Shepherdstown Night Out September 21 in front of town hall. The Shepherdstown Fire Department and EMT's will also be present for the public to meet.
- b. Giuliana A. Brogna, Rural Agriculture Defenders
This group represents pro-smart and not anti-growth. Located at the Clarion Hotel September 28th in Harper's Ferry. There will be water education, water sampling and community action. The council is invited.

Agenda Item 5 – Public Hearings:

- a. First Reading of An Ordinance Amending Section 9-902 of Chapter 9 of the Code of Shepherdstown Section XIV Project Permit Fee Schedule.
Andy Beall – we are not charging two application fees – the process has changed over the last year. This amendment reflects some fees that go up and some going down.
Signs were \$35, now \$50.
Gutters were \$35, now \$50.
Category 3 is now only new construction.
He looked at other municipality fees and the corporation was overall lower. Trying to bring our fees up to par per the rest of the area.
Mayor – we have not raised fees in a very long time. Legal fees have increased the need for increased fees. Maintaining a home is not charged a fee.

D. Rosen – this feels severe. This will deter people from buying a house and investing in it to fix it up. Certain fee increases are too high. The increased percentage is astronomical in some cases. To be clear-he has no issue in raising fees but not like this-it's too fast and to extreme. Going from .1 to 2% is a 1900% increase.

S. Pearson – is shocked at the increase of \$1 per \$1,000 – that's 1900% increase and equates to a \$20,000 fee increase. We want people to invest here.

D. Rosen – move to send Ordinance Amending Section 9-902 of Chapter 9 of the Code of Shepherdstown Section XIV Project Permit Fee Schedule back to the Planning Commission to reassess and see what other cities are charging (there #'s per \$1,000). Seconded by D. Tucker. No objections noted.

Agenda Item 6 – Unfinished Business:

None

Agenda Item 7 – New Business:

a. Marc Train support –

Delegate Doyle – he attended a recent public hearing regarding the Marc train's possible reduction in service to WV. Three hundred people attended with 71 speaking. Some in Charleston have expressed there might be more persuasion if the local municipalities are willing to give some money. He is here today to ask for money for the Marc train. If a special meeting were mandated, he would come back. The timeline is officially October 7. A short-term solution is needed to keep the trains running.

M. Everhart – also spoke to the Jefferson County Commission. Long term funding is needed and local money won't matter. He is against the corporation giving money. The JCC should take over the care and maintenance of Duffield's station.

Mayor – the corporation has already donated upwards of \$28,000 for the bridge lights.

D. Rosen – has ridden the train a lot. Feels the money is better spent to pay River Riders to run a bus to Brunswick. Is the train sustainable? More and more workers are teleworking with less people riding. It is expensive to run. Should survey residents in the area, who and how often.

D. Tucker – the train is also used for leisure.

M. Everhart – move to have the Mayor author letters to Governor Jim Justice requesting funding for the Marc train, and to the MDOT (Maryland Department of Transportation) requesting support for the Marc train. No objections noted.

b. Event Requests:

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

J. Haynes – no changes –

M. Everhart – move to approve Christmas in Shepherdstown – November 29-December 24, 2019. No objections noted.

2. Christmas Parade – December 7, 2019

P. Smith – the parade starts at 10 a.m.

C. Roberts – move to approve the Christmas Parade – December 7, 2019. No objections noted.

Agenda Item 8 – Mayor’s Report:

Mayor –

- Ethics training – slated for the last Thursday and Friday of September at 9 a.m. and 2 p.m. It should last 1 hr. 15 minutes.
- D. Rosen sent out a walkability plan that highlights signs that say 10 minute walk to the monument and 5 minute bike ride to Foodlion. The mayor asked him to bring it to the Planning Commission.
- This Friday Habitat for Humanity will meet at town hall’s council room from 11:30-1 p.m.
- Elmwood Cemetery caretaker’s house will have an Open House at 9 a.m. It needs \$250,000 in contributions for repairs.

- Day of Caring – was the cleaning off of the bridge by Rotary. The mayor mentioned that town hall needs to know when Rotary is here working on projects.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No meeting August 30, 2019
2. Finance Reporting
 2. Recommendations
 - a. Litter Control Grant funding match (\$1,500)

Mayor – there is a correction to the match – it should be \$1,005 and not \$1,500. This money will be used within the corporation as well as the urban growth boundary.

Cheryl Roberts – move to approve the Litter Control Grant funding match of \$1,005. No objections noted.

- b. Library repairs (\$23,000)

B. Keller – the roof flashing is failing and water is softening the bricks. To maintain the integrity of the building, the bricks need to be done 1st and then the roof. The flowerbeds location on either side of the front door are also an issue as they are always wet and up against the building.

M. Everhart – move to approve the \$23,000 for the brick repairs. No objections noted.

B. Parking Committee

1. No meeting in 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. Parks and Recreation Committee:

1. Meeting minutes of August 2019 – not available

2. Recommendations:
 - A. None

E. Public Works Committee:

1. Meeting Minutes of August 26, 2019
2. Recommendations:
None

F. Path Advisory Committee

Did not meet in August

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

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

C. Tree Commission

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

D. Water and Sanitary Board:

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

L. Robertson - if there are no objections, the meeting is adjourned at 7:53 p.m. No objections made.

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

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.



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:	Shepherdstown Visitors Center
Contact Name:	Nicole Smith
Mailing Address:	PO BOX 158
City, State, Zip:	Shepherdstown WV 25443
E-mail Address:	Nsmith@catf.org
Daytime Phone:	304-820-3239
Evening Phone:	SAME
Cell Phone:	SAME

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i>	Bookfest Street Event			
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:	From:	To:		
10/26/19	10	am	8:30	am
4a.) Set Up Time	8 AM			
4b.) Tear Down Time	9 PM			
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 type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Close North King Street (in front of Town Hall) <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>			

10/27/19 8A Set up
9P Tear Down

10/31/19 Music & Dancing on German St w/ Trick or Treat

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

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>	University Lots Available	
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 checked="" type="checkbox"/> Live Band	<input type="checkbox"/> DJ <input checked="" type="checkbox"/> Radio/CD Player <input type="checkbox"/> Other: Explain
	Single musicians	
10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Inflatable Decorations
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	Cost
15.) Number of people expected to attend:	<input type="checkbox"/> less than 50 <input type="checkbox"/> 51-100 <input checked="" type="checkbox"/> 101-150 <input type="checkbox"/> more than 150	
16.) Name & contact info. for two (2) people with authority that will be present at event:	Name: Nicole Smith	Phone: 304 820 3239
	Name: Jim Harkin	Phone: 540-604-6703
17.) Check any Town assistance needed:	<input type="checkbox"/> Electric <input checked="" type="checkbox"/> Police <input checked="" 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?	Drive tourism to town Market town Experience Increase Community Involvement	

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).
- All required information must be submitted at least two weeks prior to the Town Council meeting.

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

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: 9-18-19



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: _____	

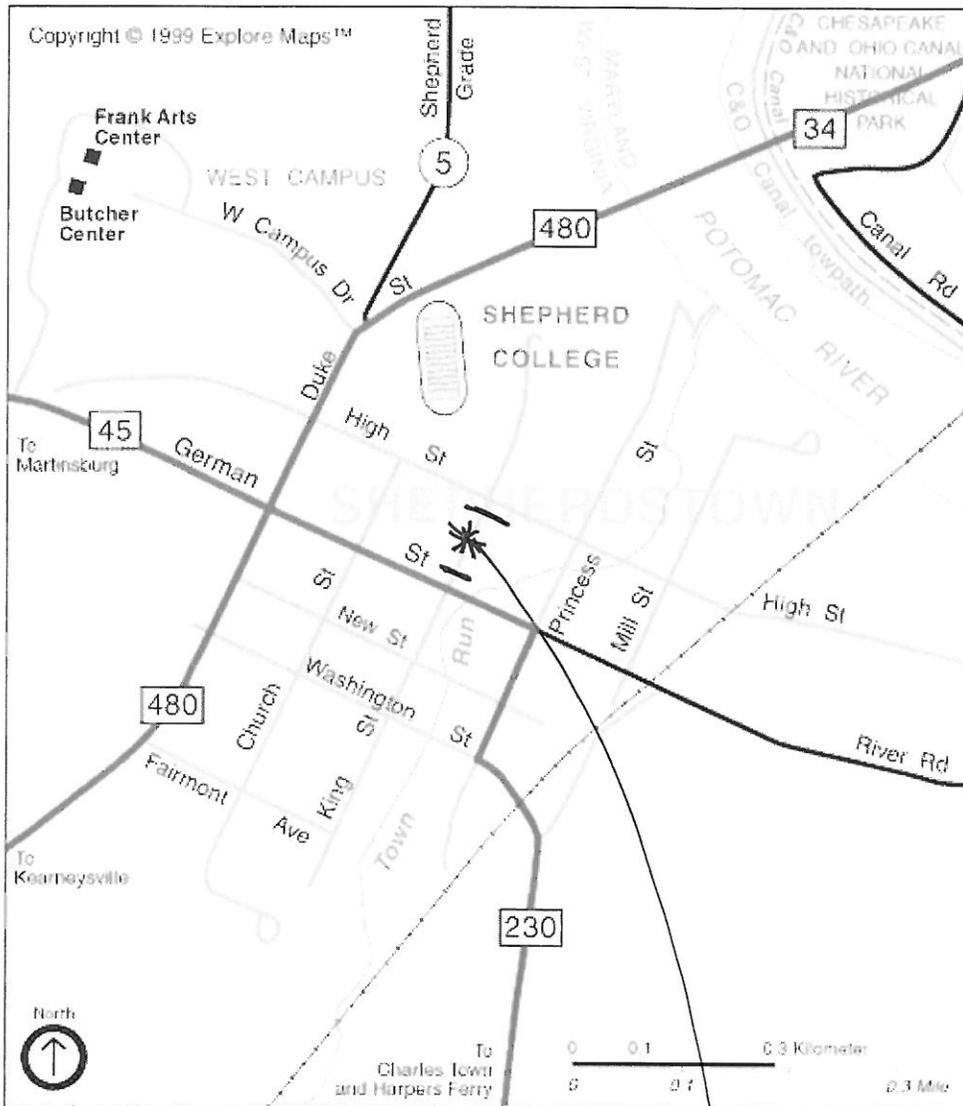
NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

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 _____

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.



SAT & SUN 10/26
10/27
closure from German St
to Queen St Area on King St
10/31
German St for
trick or treating

FINANCE COMMITTEE MINUTES
Friday, October 4, 2019
10:00 a.m.
Town Hall

1. Call to order
2. Members present: Mayor Auxer, Mark Everhart Members absent: Cheryl Roberts
3. Staff present: Amy Boyd
4. Reading/approval of Finance Committee Minutes - M. Everhart moved to approved, no objection. Unanimous.
5. **Visitors:**
 - a. Bob Keller – Shepherdstown Public Library
6. **Unfinished Business**
7. **New Business**
 - a. Shepherdstown Public Library – building repairs – M. Everhart moved to approve entering in a contract for roofing repairs not to exceed \$27,000. No objection. Unanimous.
8. **Financial Reporting**
 - a. Financial Statements
9. **Mayor's Report**

Moved by M. Everhart to adjourn at 10:12 a.m.

Respectfully submitted by Amy L. Boyd, Town Clerk

Finance Com.

Proposal

RUSSELL'S ROOFING CO

2244 Papermill Road
Winchester, VA 22601
(540)667-4965 Office
(540)722-2166 Fax

Proposal No. _____

Sheet No. 1

Date: 06-20-2019

Proposal Submitted To: _____

Work To Be Performed At: _____

Name Bob Keller

Street Shepherdstown Library

Street 100 E German Street

City _____

City Shepherdstown

Date of Plans _____

State WV 25443

Architect _____

Telephone Number 304-839-5915

Email rockymarsh@gmail.com

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of We will remove the existing metal from the library roof. We will install a 26 gauge 21" wide metal panel standing seam roof system over 30 lb felt. We will install new drip edge and rake trim. We will counter flash the chimney and parapet wall at the roof line. We will install (3) new vents, comb the hip/ridge, and (66) snow guards. We will install new 5" white half round aluminum gutter and new downspouts.

NOTE: There will be an additional charge of \$300 to install a vented cap instead of combing the ridge.

Need metal color _____ **Material and Labor Dollars (\$21,446.00)**

REPAIRS: We will install a white cap on the tops of the parapet walls (the estimate does not include the side vertical sections of the wall as requested). The Library will have another contractor remove the concrete and make a flat surface to install metal on prior to us doing the work.

Material and Labor Dollars (\$3,177.00)

NOTE: The Library will need to have one side of the street closed off at a time in order to complete the work.

Any bad woodwork will be an extra.

Customer will pick up building permit.

We will clean up all debris from property when job is completed.

There is a two- year warranty on workmanship.

Virginia Class A License #141339.

WV Contractors License #WV04-8809.

All material is guaranteed to be specified, and the above work to be performed in accordance with the drawings and specification submitted for above work and completed in a substantial workmanlike manner for the sum of:

Material and Labor Dollars (\$0.00)

WITH PAYMENTS TO BE MADE AS FOLLOWS:

PAYMENT DUE UPON COMPLETION. WARRANTY WILL NOT BE ISSUED UNTIL ACCOUNT IS PAID IN FULL.

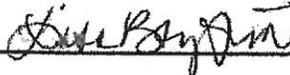
A 30% DOWN PAYMENT WILL BE REQUIRED WHEN WE ARE READY TO START THE PROJECT.

PROGRESSIVE PAYMENTS WILL BE SUBMITTED WITH BALANCE DUE UPON COMPLETION.

CREDIT CARD PAYMENTS WILL BE CHARGED AN ADDITIONAL 3.40% PROCESSING FEE

Any alteration or deviation from above specification involving extra costs, will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Worker's Compensation and Public Liability Insurance on above work to be taken out by Russell's Roofing Company

Respectfully submitted Lisa Bridgeforth, President



ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

I/We do hereby agree jointly and individually, to pay for all materials supplied. In the event an account is placed for a third- party collection, I/We hereby agree to pay all costs, including reasonable attorney fees, court costs, and finance charge.

Accepted _____

Signature _____

Date _____

Signature _____

DRAFT MINUTES

SHEPHERDSTOWN, WEST VIRGINIA WATER & SANITARY BOARDS September 26, 2019

Attendees: Water Board – J. Auxer, J. Bock, J. Bresland, M. Godfrey
Sanitary Board – J. Auxer, H. Heyser, R. Keller
Town Staff – F. Welch, R. Coe

Visitors: J. Ekstrom & K. Chambers, Ghosh Engineers

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:05pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM PRIOR MEETING.** The draft minutes of the August 29, 2019 regular meeting were reviewed and approved as submitted.
3. **VISITORS.** See Item 7.b below.
4. **FINANCIAL STATEMENTS FOR JULY 1, 2019 – AUGUST 31, 2019.** Not all bank statements were available. There was concern expressed about how certain items, such as sewer plant depreciation, were not shown correctly. Board members were encouraged to work directly with D. Nickerson, even between meetings.
5. **FLOW AND QUALITY REPORTS.** Noted that the sewer volume was consistent – perhaps due to virtually no rain, and the repairs made on New Street.

Town staff also provided laboratory results for sludge. There was a discussion on needing to know what the standards are, as it is hard to determine which results may be problematic. F. Welch said that it would be very hard to change any of the results on the sludge, and he doesn't believe there are really any problems. There may be some problems with these lab results.
6. **UNFINISHED BUSINESS.**
 - 6.a **APPLICATION #011-18 – ROCS – APPLICATION TO EXTEND WATER AND SEWER MAINS – STEP II – NEED ALTERNATE MAINLINE EXTENSION.** Agreements sent to PSC for their approval, and the PCS has received certificates from the Health Dept. – all has been approved, for both 011-18 and 003-19 below. F. Welch said the agreements are very specific, and includes the agreement on cost sharing on the new pump station.
 - 6.b **APPLICATION #003-19 – SENECA CROSSING (WVU MEDICAL BUILDING) – STEP II - NEED ALTERNATE MAINLINE EXTENSION.** See 6.a above. Work is proceeding on the projects.
 - 6.c **WATER PLANT IMPROVEMENT PROJECT.** Still waiting to get some additional information from our engineers. Improvement plans include blending from two water sources (Potomac River and Town Run), UV treatment, and additional improvements.
 - 6.d **CONSENT ORDER (WV DEPARTMENT OF ENVIRONMENTAL PROTECTION).** [Referencing handout: Letter from the West Virginia Department of Environmental Protection dated May 28, 2019, with Draft Consent Order] Town staff met with DEP, including our attorney, regarding the proposed fine of \$36,000. Much of the discussion focused on copper removal; the copper may be coming from old copper pipes. It is possible that if Shepherdstown spends money for a copper removal system, DEP will compensate by reducing our fine. See also 7.d.

6.e **REVISED APPLICATION FORM.** F. Welch would like to delay action on this until the revision of the Sewer Use Ordinance is completed.

6.f **SEWER USE ORDINANCE – REVISION AND COMMENTS.** The Sanitary Board has been reviewing the ordinance at special meetings. This is considered a high priority. Staff are trying to get some input from the Municipal League on recommended wording. There will be a public forum once a draft revision is ready. The next special meeting of the Sanitary Board to work on the latest revision is tentatively set for October 10.

7. **NEW BUSINESS.**

7.a **SAFE WATER CONSERVATION COLLABORATIVE STEERING COMMITTEE.** J. Bresland reported to the Boards on the Steering Committee's September 18 meeting in Charles Town. It was primarily a general discussion on conservation to protect water supply. J. Ekstrom mentioned a new national program, the Sourcewater Protection Farm Bill, administered through the NRCS to provide dollars to farmers and land owners for sourcewater protection.

John also had the opportunity to tour the Rockwool plant, including a review of what they are going to be doing with their effluent. Rockwool management anticipate the facility to be in operation Oct. 2020.

7.b **GHOSH ENGINEERING – 5G PROCESS.** Jeff Ekstrom and Kennon Chambers of Ghosh Engineering spoke to the Boards about applying to work for the Boards. Jeff has served as a lead engineering consultant for Shepherdstown water and sewer with two prior employers. The Boards discussed disengaging from our current consultants, Thrasher Engineering, and advertising and interviewing for a new engineering consulting firm.

ACTION ITEM: J. BOCK MOVED, AND M. GODFREY SECONDED, FOR THE WATER BOARD TO APPROVE DISENGAGING THRASHER ENGINEERING AS ENGINEERING CONSULTING FIRM FOR SHEPHERDSTOWN WATER AND SEWER. THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: R. KELLER MOVED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO APPROVE DISENGAGING THRASHER ENGINEERING AS ENGINEERING CONSULTING FIRM FOR SHEPHERDSTOWN WATER AND SEWER. THE MOTION WAS APPROVED WITHOUT OBJECTION.

7.c **OPERATOR IN TRAINING (WATER PLANT).** Advertising for a new position.

7.d **TASK ORDER FOR COPPER REMOVAL SYSTEM.** See also 6.d. J. Ekstrom explained the proposed system, and said it has worked well at other WWTPs. Is extremely effective at copper removal. Will be installed near the end of the treatment process, right before final testing of the effluent.

ACTION ITEM: R. KELLER MOVED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO APPROVE PURCHASE AND INSTALLATION OF THE BIO CLEAN WATER POLISHER WP-8-12 WITH UP-FLOW MEDIA FILTER, FOR THE PRIMARY PURPOSE OF COPPER REMOVAL FROM THE WWTP EFFLUENT. THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: H. HEYSER MOVED, AND R. KELLER SECONDED, TO APPROVE TASK ORDER #1 WITH GHOSH ENGINEERING FOR INSTALLATION OF THE BIO CLEAN WATER POLISHER SYSTEM WP-8-12 WITH UP-FLOW MEDIA FILTER FOR A TOTAL COST OF \$99,000, PER THEIR CONSTRUCTION COST ESTIMATE DATED SEPTEMBER 16, 2019. THE MOTION WAS APPROVED WITHOUT OBJECTION.

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:25pm. The next regular meeting is scheduled for Thursday, October 31 at 1:00pm at Town Hall.

Respectfully submitted, J. Bock



BOARDS AND COMMISSIONS APPLICATION

Please write at least a paragraph for the sections that ask for a description
(attach additional sheets if necessary).

You are also welcome to submit a résumé.

Name: Mr. Ms. Lynn (Abby) Streu Address: 48 Shepherd Village Circle

Phone numbers – Home: _____ Work: _____ Cell: 571-442-6128

Email address: lynn.ebee@yahoo.com Employer: Mitch Scott LLC

Occupation: Quality Assurance Engineer for DRT (Boeing Aeronautics)

Which board/commission would you like to serve on? _____

Please describe your background and education.

I am a new resident at Shepherd Village (West Virginia's first co-housing community) for people over 55, which is ADA compliant to help us all age in place.

I spent over 25 years in the Financial Housing Industry working for Freddie Mac and Fannie Mae, and then transferred to Aeronautics working for over 10 years at Fairchild Controls performing Quality Assurance for Software and Hardware components.

I have owned 21 houses during my life, some were rental houses which I renovated and then rented for extra income, which I needed as a single mother for 12 years. I have two wonderful children that live in Maryland and West Virginia, as well as five grandchildren that all live within about a 45 minute drive from me.

Please describe your experience and any special training you may have that apply to this board/commission.

I have been both an officer and Architecture Review Committee chair for two previous Home Owners Associations (in Virginia, Maryland, and West Virginia where I lived). I am on the HOA at Shepherd Village currently, as well as on the ARC, finance, garden, and social team committees.

I work part-time with a target of full retirement sometime early next year. I have had training in and have always used mediation techniques along with other quality processes in order to solve problems and conflicts, not only in my professional careers but in my dealing with people and conflicts in my volunteer and committee work. I enjoy figuring out how to help folks complete projects on their properties that stay within guidelines of the areas that they reside in. Where there is a will, there is usually a way to make something work.

Please describe your motivation for serving on this board/commission.

I believe that Shepherd Village folks need to be able to integrate and work with Shepherdstown for the benefit of us all, and the best way for that to happen is to have a representative from SV be part of the Planning Committee.

Please describe what you know about this board/commission.

The Planning Committee reviews applications of Shepherdstown residents who would like to modify the outside of their house and/or yard in order to ensure that those modifications meet the standards and guidelines the town has put into place.

How did you hear about this board/commission?

By way of meeting with Andy Beall and putting in an application for my fence.

Please provide two personal or professional references (include name and phone number).

Charlotte Baker-Shenk - (301) 801-2793

Leah Rampy - (703) 403-1939

Signature: Lynn M Strou Date submitted: 08/27/19

Please type in your answers and submit the completed form by hand, mail, fax or email to:

*Town Clerk's Office
104 North King Street
P.O. Box 248
Shepherdstown, West Virginia 25443-0248
304-876-1473 (fax)
clerk@shepherdstown.us*

For additional information, or to request a hard copy of the application, please call 304-876-2398.

contemporaryamericantheaterfestival

AT SHEPHERD UNIVERSITY

September 18, 2019

Mayor Jim Auxer & Town Council Members
Corporation of Shepherdstown
PO Box 248
Shepherdstown, WV 25443-0248

Dear Mayor and Town Council Members,

Thank you.

We wish to extend a special thank you to you for approving a special grant of **\$10,000.00** to the Contemporary American Theater Festival. This letter is to acknowledge the second **\$5,000.00** of the grant which CATF received by check 21951 dated 06/30/2019.

On behalf of festival founder and Producing Director, Ed Herendeen, Associate Producing Director, Peggy McKowen, and our Board of Trustees, we are grateful for your investment to partially support the expenses involved in an Economic Impact Study for the Theater Festival which was conducted by Shugoll Research during our 2018 Season; July 6-29, 2018.

To acknowledge this generous grant, we proudly recognized the **Corporation of Shepherdstown** as a CATF contributor in our July 2019 Festival program.

Again, thank you for your support of this important study for the Theater Festival.

With warmest regards,



Vicki L. Willman
Director of Development

Thank you for all the ways
you help to make each
season of CATF a success
for our community!



The Contemporary American Theater Festival is a 501(c)3 charitable nonprofit as designated by the Internal Revenue Service.

CONTRIBUTE DATE: 06/30/2019
CONTRIBUTION AMOUNT: \$ 5,000.00 (check 21951)

thinktheater

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📞 800.999.CATF

🌐 CATF.ORG
✉ INFO@CATF.ORG