

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

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

Absent: None

Staff: Chief of Police Mike King, Public Works Director Frank Welch, and Zoning Officer Andy Beall.

Visitors: Tabitha Johnston (Chronicle), Marianne Davis, and Rob Sisk.

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

Call to order by Mayor Auxer at 6:31 pm.

D. Springer - If there are no objections, move to approve the Town Council Minutes of November 12, 2019. None noted.

Agenda Item 3 – Public Comment Period:

- a. Persons who have registered to address Town Council.
 - a.

Agenda Item 4 - Visitors:

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

- a. Visitor's Center Report
 - M. Davis –
 - * The Christmas brochure is wrong – please use the online master calendar as a guide.
 - * The 14th & 15th is Tuba Christmas
 - * The 14th is the Nutcracker

* The 2nd Annual Church Tour is the 26th 2-6 p.m.

Agenda Item 5 – Public Hearings:

a. None

Agenda Item 6 – Unfinished Business:

None

Agenda Item 7 – New Business:

- a. Jefferson County Emergency Operations Plan – Resolution
F. Welch – this has been done on a yearly basis since 2008 that includes the county and all municipalities with each city being separate. Shepherdstown’s two additions are a needed generator at the water plant and an emergency intake to draw water from town run.
Mayor – we had a power outage and almost ran out of water.
D. Springer – are there any exercises planned?
F. Welch – yes, yearly.
M. Everhart – move to approve the resolution for the Jefferson County Emergency Operations plan. No objections noted.
- b. Event Request – Friends of Shepherdstown Library – Community Library Party – Saturday, February 15 – 6-9 p.m.
R. Sisk – is the new president of the Friends of the Shepherdstown Library. There will be a community gathering in February at the Community Club. People will be able to see what is coming up- designs and activities. Need the mayor to write a letter to ABC citing no objection to the event as they are seeking a permit for wine.
Mayor – the town has to sign off on it for every event.
D. Springer – move to approve the Friends of Shepherdstown Library – Community Library Party – Saturday, February 15, 2019. No objections noted.

Agenda Item 8 – Mayor’s Report:

- Mayor – Mark Everhart is resigning as the town representative to the Shepherdstown Visitor’s Center. Deb Tucker, who is resigning from Planning Commission, will be filling that slot.
- D. Springer joined the Mayor in wishing all committee/commission members and volunteers in Shepherdstown a Merry Christmas and Happy Holidays from the Mayor and Council.
- D. Springer – recognized L. Robertson, Recorder, to thank and commend her for the years of taking minutes and her general service as Recorder.
- Mayor – the town attorney is looking into the Home Rule changes regarding time limits on rentals.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. Meeting minutes of November 2019
2. Finance Reporting
3. Recommendations
 - a. None

B. Parking Committee

1. No meeting November 2019.
2. Recommendations: None

C. Police Committee

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

D. Parks and Recreation Committee:

1. No meeting November 2019.
2. Recommendations:
 - A. None

E. Public Works Committee:

1. Meeting Minutes of November 2019 – not available
2. Recommendations:
None

F. Path Advisory Committee

Did not meet in November

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

1. Meeting minutes of November 2019
2. Recommendations:

a. Project Classification and Fee Schedule Revision

Mayor – The Planning Commission recommended fee changes after spending a lot of time on this. There is no fee for maintenance or interior work, no fee for yard waste collection, the town helps with sidewalk maintenance and removal of abandoned homes/cars to improve their lots. Under the International Maintenance Code 20 cars have been dealt with – the cost entails legal attention, generating letters, follow-up, municipal court fees, and more. The guidelines ensure that repairs are made on the exterior of homes.

He read a statement regarding the fee changes that touched on the salary for the Zoning Officer, there has been no increase for a long time, the International Maintenance Code requires someone to monitor the code, the East & West ends need to be protected too – we are here to help all of our neighbors with their properties, and there is cost-sharing.

David Rosen – how does increasing fees help the East & West ends?

Mayor – by cost sharing, principles cost money.

Rosen – financials show that we are not losing money even with a 1% increase.

Mayor – we do not want to lose money.

Springer – was involved with permitting in Ranson and Jefferson County-here it is more reasonable. The fees can help with low-income assistance, as well as sidewalks on the East & West ends.

M. Everhart – the 1st quarter is up – we are not losing money, we need to make it easier for our citizens – he does not support these increases.

D. Tucker – we have not increased fees in a long time-she endorses budgets for the Planning Commission and HLC. The 1% was to offset the losses from the track. We should look at a 12-18 month period going forward.

C. Roberts – not in favor of the rate increase, but the mayor outlined the cost sharing. We need to educate the public for the justification. It's good to help those who can't help themselves.

L. Robertson – likes the public education aspect, the cost sharing, the budgets for Planning and HLC, and the 12-18 month looking ahead approach.

Mayor – we've had many meetings but need to get the word out more. This is making a commitment to make sure the money is there when we are gone. We take really good care of the town and people need to understand how that happens. It helps the town to look good and to keep people coming here to visit and to live.

Rosen- people don't understand how the water rates work or the necessity for the dedicated water line to the tanks. It is good to help those in need.

Deb Tucker – people need to understand the dollars and cents behind what we do and why.

Rosen – we have millions in the bank, do we need more?

Mayor –the money adds to and prepares for future needs of the town.

M. Everhart – likes the Maintenance Code but we shouldn't be charging people for the code.

Mayor – enforcing the code ensures people do what they are supposed to do. Enforcement costs money.

Springer – our fees are much less than other areas, our enforcement is reasonable, and the increases are also reasonable.

Rosen – we are doing this on the backs of someone.

C. Roberts – how are fees assessed with cost-sharing-based on income?
Mayor – it’s done on a case-by-case basis. It has been used for sidewalks, a tree, trash, and to clear out an old mobile home off of a lot. The Planning Commission can waive any fee; we are doing well and want to continue.

David Rosen – move to table the fee increases until supporting financial data is provided from the Planning Commission and the HLC (Historic Landmarks Commission), budgets are created, and we publicize how the money is being used out of the Financial Committee. D. Springer seconded. The motion passed unanimously.

Mayor – budgets will be prepared for Planning and HLC and we will look at it to cover the past, present, and future. He requested assistance from the Town Council members to chime in on the Finance Committee regarding the whole motion.

Thank you and Merry Christmas.

D. Tree Commission

1. No meeting November 2019
2. Recommendations: None

E. Water and Sanitary Board:

- 1 –Meeting minutes of December 5, 2019 - not available
- 2 – Recommendations: None

L. Robertson - if there are no objections, the meeting is adjourned at 7:48 p.m. No objections made.

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