

Shepherdstown Town Council Meeting Minutes
Tuesday, October 13, 2020
Shepherdstown Community Club
(Changed to Zoom due to venue conflict)
6:30 p.m.
DRAFT

Present: Jim Auxer (Mayor), Lori Robertson (Recorder), Chris Stroeck, Marty Amerikaner, Jenny Haynes, Cheryl Roberts, and Jim Ford

Absent: None

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

Visitors: Tabitha Johnston (Chronicle), Elise Baach, Carrie Singer, James Gatz, Mark Lannon, Marianne Davis, Mary Fortuna, Cat McAteer, and David Godfrey.

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. He thanked everyone for understanding with the need for a Zoom meeting..

M. Amerikaner - If there are no objections, move to approve the Town Council Minutes of September 8, 2020. C. Stroeck made a correction to pg. 3 Agenda Item 7 – New Business C for the motion made by C. Roberts that should have been written into record as “made the motion Not to close German St for Santa” The rest of the motion stands as written. No objections made to the correction.

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. James Gatz – Jefferson County Development Authority – Update
As our representative, he attends the meetings. He would like to send a monthly written report going forward. He gave a rundown of the status of the county's role in regards to the JCDA. It is a county government agency with three employees and board of fifteen that are appointed by the Jefferson County commission. The function of the JCDA is to oversee and manage the Burr Industrial Park that includes 50 or so lots. They work with the Department of Commerce that provides various incentives. JCDA acts as a conduit for those incentives.
He encourages town to try to support the small businesses, to step up and help them survive. The town could partner with other municipalities to help them.
J. Ford – if the town can help with obtaining grants, would the JCDA have people to help us find those grants?
J. Gatz – he can ask

Agenda Item 5 – Public Hearings:

- a. None

Agenda Item 6 – Unfinished Business:

- a. None

Agenda Item 7 – Old Business:

- a. Shepherdstown Shares Bench Project – location
 - A. Beall – ten benches were approved. There is a bench in question placed in front of the Good Shop that encroaches on the set-back – the Council can leave the bench where it is by granting an exception.
J. Ford – why should it go there?
M. Davis – it was a mistake. There was another bench there before, however we would like to keep it there.

C. Stroeck – he looked at it on the curbside sidewalk and felt like it was more of an obstruction against the building. It works better now it has been moved back some from the curb.

M. Amerikaner – a nice bench. Some residents have approached him to express their extreme unhappiness with the new benches as they are not in a historic vein, and people didn't get a chance to express themselves as it didn't go through the Historic Landmarks Commission.

M. Davis – The Good Shop requested a painted bench.

M. Amerikaner – there should be a process and these people felt there should be a process to go through for anything placed on our historic streets.

Mayor – these benches have been on the town council agenda.

A. Beall – benches are mentioned on Public Works ordinances and it puts the authority on the council as to where the benches can and should go. Andy did receive an email from a person who expressed concerns about the benches.

Cheryl Roberts – can also attend the meetings.

J. Ford – giving a variance sets a bad precedent.

L. Robertson – agrees with J. Ford. Feels that all of the benches should be against a building, etc and not along the curb.

C. Roberts – disagrees. We approved 10 benches where people can sit and eat outside -to spread out throughout the town is a good thing. Council should consider an exception for this bench.

J. Ford – why is it so important for the public good to leave this bench against the curb?

M. Davis – there was no better place for it.

C. Stroeck – move to place the bench in the previous location as the shop owner has expressed a desire for a bench. The Mayor asked for a Second. There was none and the motion failed.

Mayor – Frank Welch, Andy Beall, and Chris Stroeck can help in the next step for placement of the bench.

Shepherdstown Shares agrees to move it by Friday, Saturday the latest and will a place for the older bench. Public Works will come and look at the locations.

Agenda Item 8 – New Business:

- a. Shepherdstown Public Library Board of Trustees appointment
 - B. Roberts – moved to approve the appointment of Dr. Chambers to the Shepherdstown Library Board of Trustees. C. Stroech seconded the motion. No objections noted.**

- b. Email list – draft policy
 - M. Amerikaner – would like to institute an email list to inform the public. The draft policy in the packet. A good example would be when this meeting was changed from in-person to Zoom.
 - C. Roberts – will they be BCC emails? Answer was yes.
 - Mayor – there are about 1800 water customers.
 - C. Stroech – has two concerns:
 - 1) He’s worried about the clerk’s ability to get this done.
 - 2) What is the content? What justifies an email? Maybe a monthly blast is better as there could be too much information going out. A. Boyd – the process would be the same that she would send out agendas, etc. She has a template for those filling it out.
 - L. Robertson – agrees with C. Stroech on a once a month blast.
 - C. Roberts – many of those water customers are not residents of the corporation.
 - M. Amerikaner – Shepherdstown Votes would like to get more people access to what’s going on. We could limit to those with in our boundaries – how do we decide?
 - M. Fortuna – Shep. Votes expressed her concerns of the inadequacy of the town website and FaceBook page. There are late notices and we need to include renters.
 - Mayor – people would still have to sign up. Take comments of tonight’s meeting and come back to craft an updated policy.
 - Marty will do that.

- c. Website Upgrade
 - Amy would like to gather info on what people would like to see as changes on the website. She could use the RFP as the 1st test of the email list.

Agenda Item 9 – Mayor’s Report:

- a. Census – he met with a census taker and accompanied her on a few visits around town. Shepherdstown is doing well.
- b. The Shepherdstown Police Department does a great job of community policing. The Jefferson County Chamber of Commerce awarded Corporal Casey Yonkers as Officer of the Year. Congratulations!
- c. J. Ford is the new Town Council Representative for the Visitor’s Center. He will be helping resolve issues with this local body and the county visitor’s center board.
- d. M. Davis noted that the Shepherdstown Shares Food Pantry will have a soft opening October 26 at Trinity.

Agenda Item 10 – Reports of Committees:

A. Finance Committee:

- 1. Meeting minutes of September 2020
- 2. Finance Reporting
- 3. Recommendations

a. Have an official survey done to officially determine the Rose Hill Cemetery boundaries, at a cost not to exceed \$2500.00.

L. Robertson – motion to approve having the official survey done to officially determine the Rose Hill Cemetery boundaries, at a cost not to exceed \$2500.00. No objections noted.

B. Parking Committee

- 1. No September meeting
- 2. Recommendations: None

C. Police Committee

- 1. No September meeting
- 2. Police Department Monthly Report
- 3. Recommendations: None

D. Parks and Recreation Committee:

1. No September meeting
2. Recommendations:
 - A. None

E. Public Works Committee:

1. Meeting Minutes of September 2020.
2. Recommendations:
 - None

F. Path Advisory Committee

Did not meet in September.

Agenda item 11 – Report of Commissions, Authority and Boards:

A. Historic Landmarks Commission:

1. Meeting minutes of September 2020
2. Recommendations:
 - a. None

B. Planning Commission:

1. Meeting minutes of September 2020
2. Recommendations:
 - a. None

C. Tree Commission

1. No meeting September 2020
2. Recommendations: None

D. Water and Sanitary Board:

- 1 – Meeting minutes of September 2020
- 2 – Recommendations:
 - a. None

E. Board of Appeals

L. Robertson - if there are no objections, the meeting is adjourned at 7:50 p.m. No objections noted.

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