

Shepherdstown Town Council Meeting Minutes
Tuesday, November 10, 2020
Shepherdstown Community Club
Zoom Meeting
6:30 p.m.
DRAFT

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

Absent: None

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

Visitors: Tabitha Johnston (Chronicle), Elise Baach, Mary Fortuna, Steve Pearson, and Jeff Ekstrom.

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.

C. Stroeck- If there are no objections, move to approve the Town Council Minutes of October 13, 2020 with the correction to pg. 3 Agenda Item 7 – Old Business a. for the motion made by C. Stroeck that should have been written into record as adding “The public interest would benefit” to the portion of the motion including “ a bench was previously located there” and “the shop owner has expressed a desire for a bench.” The rest of the motion stands as written.
Also, page 4 Agenda Item 8 – New Business a.– correct B. Roberts to C. Roberts. No objections made to the corrections.

Agenda Item 3 – Public Comment Period:

- a. Persons who have registered to address Town Council.
- a. None

Agenda Item 4 - Visitors:

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

Agenda Item 5 – Public Hearings:

- a. None

Agenda Item 6 – Unfinished Business:

- a. None

Agenda Item 7 – Old Business:

- a. Christmas in Shepherdstown –
J. Haynes – the Christmas lights are being tested now. There are no in-person events planned. They are looking at a decorating contest to include residents and businesses.
- b. Email list policy –
M. Amerikaner – addressed concerns and questions by rewriting certain areas of the policy. Possibly two types of emails:
1 – predictable could include annual items like meeting notices, agendas, etc.
2 – unpredictable could include water leaks, street blockages, tree trimming, etc.
A. Boyd – the frequency and content is still undecided.
**M. Amerikaner – moves to adopt the email list policy.
Second by C. Stroeck. No objections noted.**
- c. Website redesign –
A. Boyd – there are some amazing features that will coincide with the website and the email list.
B. J. Ford – it is rather impressive. It will have loads of features and it's reasonably priced. By the December council meeting, we should have a document to tweak, get public input and speak to vendors.

Agenda Item 8 – New Business: None

Agenda Item 9 – Mayor’s Report:

- a. Tobacco Warehouse –
Mayor – we have had two serious offers on the tobacco warehouse. A survey has already been done but we need to have an appraisal. Not sure of the cost but should be less than \$2500.00. The building will have to be sold at public auction.
J. Ford – move to allow the Mayor to move forward to solicit an appraisal. No objections noted.
- b. LED lights for the town’s streetlights. First Energy is doing an audit now – the audit is free. We want to make the lights as Dark Sky as possible. The cost will come from the arm of the light, as it will have to be changed. Hoping to install one light first so all can see how it looks.
- c. Rose Hill Cemetery – a survey is in progress.
- d. Fall Pick-up – F. Welch – this was one of the biggest/busiest weeks in many years. Filled 5 medium duty trucks that went to the landfill.
- e. Grant Committee – C. Stroech is putting together information and is asking the council for input. Please let Chris know if you’re interested in serving on the committee.
- f. Care/Covid Act will be available in early 2021. He will be asking newly elected officials for help.
- g. Recycling Committee – C. Stroech – would like to revisit this in January.

- h. Roundtable Discussion – C. Stroeck – it’s difficult to do over Zoom. He would like to schedule it when it’s safe and productive to do so. His thoughts are for the first discussion to encompass the businesses and residents.
- i. Please maintain cleanliness in town. Christmas is coming with visitors. Please rake up your leaves and place in bags. Do not rake into the gutters. Please pick up trash. We have Dogi-Pots all around town, please use them. If there is a location that needs a Dogi-Pot, please contact the Mayor and we will place one. We are the town. Lets keep it clean. C. Stroeck – how about a beautification day? C. Roberts – suggested the spring when there is more daylight.
- j. COVID – the Mayor sends out information regularly to council. The numbers are rising and encourages everyone to wear a mask. Please kind to one another during these stressful times.

Agenda Item 10 – Reports of Committees:

A. Finance Committee:

- 1. No October meeting
- 2. Finance Reporting:
- 3. Recommendations
 - a. None

B. Parking Committee:

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

C. Police Committee:

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

D. Parks and Recreation Committee:

1. Meeting minutes of October 2020 – not available
2. Recommendations:
 - A. None

E. Public Works Committee:

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

F. Path Advisory Committee

Did not meet in October.

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

1. Meeting minutes of October 2020 – not available
2. Recommendations:
 - a. None

C. Tree Commission

1. Meeting minutes of October 2020 – not available
2. Recommendations: None

D. Water and Sanitary Board:

- 1 – Meeting minutes of October 2020
- 2 – Recommendations:
 - a. 5% water rate increase
J. Ekstrom – engineer – looking at the next two years for upgrades to the water plant. The town run is Shepherdstown’s

secondary water source and this increase will help with the pump station from the run to the plant. Woody Coe – Chief Water Operator has identified the control system needs to be replaced, the mixed media filtration needs replaced, and the need for an emergency generator for power failures. These recommendations will improve the operation of the plants. The financing is \$939,000 over a 15-year period. A 5% rate increase will finance this project.

Mayor – we have to put up money to cover the bond and emergency situations. The last increase was 4 ½ years ago. This increase will take effect in May of 2021. The rate increase would go from \$15.64 to \$16.42.

C. Stroech – move to increase the water rate 5% and to recommend for a first reading at the December 2020 Town Council meeting. No objections noted.

E. Board of Appeals

L. Robertson - if there are no objections, the meeting is adjourned at 7:33 p.m. No objections noted.

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