

Shepherdstown Town Council Meeting Minutes
Tuesday, March 9, 2021
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: Town Clerk Amy Boyd, Public Works Director Frank Welch, and Chief Mike King.

Visitors: Elise Baach, Mary Fortuna, Steve Pearson, Jan Hafer, Bryan Gray, Tabitha Johnston, Ron Gavin, and Natalie Friend.

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.

C. Stroeck- move to approve the Town Council Minutes of February 11, 2021. Second by C. Roberts. No objections noted.

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.

E. Baach – thanked Public Works for the great job done clearing our streets over the winter.

Agenda Item 5 – Public Hearings:

- a. None

Agenda Item 6 – Unfinished Business:

- a. None

Agenda Item 7 – Old Business:

- a. Email list policy –
 - M. Amerikaner – the first emails were sent out today to 446 recipients. Some kinks are still being worked out, and in a few months a survey will be sent out. He thanked Amy Boyd for her help.
 - C. Roberts – had concerns about council private emails being sent out.
 - A. Boyd – the mass emails are set to BCC so everyone cannot see everyone else’s emails.
- b. Website redesign update – Draft REP
 - J. Ford – the website quote is between \$5-10K. He’s not sure that is in the budget right now.
 - C. Stroeck – suggested the grant committee look into it.
- c. Shepherdstown Visitor’s Center – special meeting has not been set yet.
- d. CARES ACT – Community Development Block Grant
Coronavirus Response – Application due March 31, 2021
 - C. Stroeck – is moving forward. There is definite need as some people have said they are 2-3 months behind on their rent. The deadline has been extended to the end of March. The Finance committee approved \$1k a month for the Food Pantry portion, and \$5K a month for the Utility portion. We will need to have another special meeting by the end of March.
 - Mayor - First Energy works with people as well. He congratulated C. Stroeck for his good work.

Agenda Item 8 – New Business:

- a. Farmers Market – event request –

C. Stroech – moved to approve the Farmers Market from 3/28/21 to 12/19/21 using the same COVID protocols as last spring regarding masks, limiting number of people entering at once, and the flow of foot traffic. Second by L. Robertson. No objections noted.

Agenda Item 9 – Mayor’s Report:

COVID-19 Information- 4.4% of our Jefferson County population has received two doses-this is low. The state is working hard to improve that. Our officers have been helping with traffic control at the sites. The Mayor has shared the CDC protocols. The Casino is testing 10-6, M-F, and the Shepherd U. Wellness Center is testing in the parking lot from 10-6, M-F.

Congratulations to Chief Leon Catrow with the Shepherdstown Fire Department. He has served for 60 years. The corporation is proud to donate regularly to the SFD.

LED Lights – the trial run started last week with dark-sky lights being used.

Check out the Shepherdstown website where you can find information regarding help with tax preparation through the Eastern Panhandle Coalition and the Share the Wealth Fundraiser via Shepherdstown Shares.

The WV Legislature has declined funding for the MARC train extending past March 3/31/2021.

C. Roberts – there will be food boxes available to those in need the next two Saturdays at Shepherdstown Shares. People can drive up with no questions asked.

Agenda Item 10 – Reports of Committees:

A. Finance Committee:

1. Meeting minutes of March 2021
2. Finance Reporting:
3. Recommendations

a. Contribution to Jefferson County Historic District Landmarks Commission Endowment Fund
J. Ford – moved to approve the \$1500.00 contribution to Jefferson County Historic District Landmarks Commission Endowment Fund. Second by C. Roberts. No objections noted.

- a. 2021-2022 Budget Levy Estimate for WV State Auditor’s Office Budget detail –(working document)
- b. **C. Stroech – moved to approve the 2021-2022 Budget Levy Estimate for WV State Auditor’s Office Budget detail – (working document). Second by J. Ford.**
Discussion – C. Stroech – looks similar to last years budget-any significant changes?
Mayor – parking and track revenue are diminished, as are most sources of revenue. He has submitted reimbursements to the state and has received several hundred thousand dollars.
J. Ford – there was also an increase in salaries to the police force. The town can tweak the budget as needed if the CARES ACT goes away.
No objections noted to the motion.

B. Parking Committee:

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

C. Police Committee:

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

D. Parks and Recreation Committee:

- 1. Meeting minutes of February 2021
- 2. Recommendations:
 - A. None

E. Public Works Committee:

- 1. Meeting minutes of February 2021

2. Recommendations:
None

F. Path Advisory Committee
Did not meet in February.

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

A. Historic Landmarks Commission:

1. No February meeting
2. Recommendations:
 - a. None

B. Planning Commission:

1. Meeting minutes of February 2021
2. Recommendations:
 - a. None

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C. Tree Commission

1. March meeting the 11th
2. Recommendations: None

D. Water and Sanitary Board:

- 1 –Meeting minutes of February 2021
- 2 – Recommendations:
 - a. NONE

E. Board of Appeals

1. No meeting scheduled

L. Robertson - if there are no objections, the meeting is adjourned at 7:10 p.m. Second by J. Ford. No objections noted.

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

