

For “in-person” meetings, persons who are not on the agenda but wish to address the governing body must register to speak at least 15 minutes prior to the start of the meeting. For Zoom meetings, the Mayor will canvas attendees for those wishing to speak. Time limits will be imposed. Written comments and/or questions to be addressed at the meeting, must be submitted to jimauxer@yahoo.com 24 hours before the meeting. 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).

THE MEETING IS STREAMED ON THE TOWN’S FACEBOOK PAGE
“SHEPHERDSTOWN, WEST VIRGINIA”

TOWN COUNCIL MEETING AGENDA

Tuesday, December 14, 2021

6:30 p.m.

LOCATION: TOWN HALL

104 NORTH KING STREET

MASK WEARING IS REQUIRED

1. Call to order
2. Approval of Town Council Meeting Minutes of November 9, 2021
3. **Public Comment Period**
 - a. Persons who have registered to address Town Council.
4. **Visitors**
5. **Public Hearings**
 - a. Second Reading of An ordinance to amend section 9-905, subpart ii, of chapter 9, title 9 of the code of shepherdstown, by expanding and further describing the legal remedies available for violations of this title

6. Unfinished Business

7. Old Business

8. New Business

- a. Request from Shepherdstown Public Library Board of Trustees to appoint Sally Brasher to trustee position
- b. Naming of street

9. Mayor's Report

- a. Shepherdstown Public Library Update

10. Reports of Committees

A. Finance Committee

- 1. Meeting minutes of December 2021
- 2. Recommendations:
 - a. Allocation of \$200,000 to Bike Path Project

B. Parking Committee

- 1. No meeting in November 2021
- 2. Recommendations: NONE

C. Police Committee

- 1. Meeting minutes of November 2021
- 2. Recommendations: NONE

D. Public Works Committee

- 1. Meeting minutes of November 2021
- 2. Recommendations: NONE

E. Parks and Recreation Committee

- 1. Meeting minutes of November 2021
- 2. Recommendations: NONE

F. Grants Committee

1. Meeting minutes of November 2021- not available at time of packet preparation
2. Recommendations: NONE
3. AED Grants

11. Report of Commissions and Boards

A. Tree Commission

1. Meeting minutes of November 2021
2. Recommendations: NONE

B. Water and Sanitary Board

1. Meeting minutes of December 2021
2. Recommendations: NONE

C. Historic Landmarks Commission

1. Meeting minutes of November 2021
2. Recommendations: NONE

D. Planning Commission

1. Meeting minutes of November 2021
2. Recommendations: NONE

E. Board of Appeals

12. Work session update

Shepherdstown Town Council Meeting Minutes

Tuesday, November 9, 2021

Town Hall

104 North German Street

6:30 p.m.

Masks Required

**Also being streamed on the town's facebook page "Shepherdstown,
West Virginia"**

DRAFT

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

Absent: None

Staff: Town Clerk Amy Boyd and Public Works Director Frank Welch.

Visitors: Steve Pearson, Greg Welter, Andy Ridenour, and Mary Walters

**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.

Approval of the Town Council Meeting Minutes of October 12 and November 3, 2021

C. Stroeck- move to approve Town Council Draft Minutes of October 12, 2021 with the following changes/corrections: pg. 2 Agenda Item 4 – Visitors, b – add a period after ago, pg. 5 Agenda Item 8 – New Business – unbold a, pg. 5 Agenda Item 9 - Mayor's Report – 1st sentence change Flood Plane to Flood Plain, pg. 7 Agenda Item 11 – Reports of Commissions, etc. – B 2 a – unbold a, Agenda Item 11 – C – bold the C, and Agenda Item 11 C – add a period after noted. Second by J. Ford. No objections noted.

C. Stroeck – move to approve Town Council Minutes of November 3, 2021 with the following changes/corrections: pg. 3 Agenda Item 2 – second paragraph – add to He thinks the bike path is a good example (of

how the reserve funds may be used.), pg. 4 Agenda Item 2 – second paragraph, last sentence – make resident plural and add a period at the end, pg. 5 Agenda Item 2 – first paragraph add the sentence of – Mayor Auxer will bring up to the Finance Committee for appropriate reserve funds.

Second by M. Amerikaner. No objections noted.

Agenda Item 3 – Public Comment Period:

- a. Persons who have registered to address Town Council.
- b. The Mayor noted that no one emailed him regarding the meeting prior to the meeting with questions or comments.

Agenda Item 4 - Visitors:

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

A. Ridenour – expressed his concerns about the trains stopping on the tracks blocking traffic for EMS access.

Mayor – this very issue was addressed 8 months ago with letters being sent to the railroad. All three crossings were recently blocked. Every citizen can contact the legislators, representatives, and delegates about their concerns. The dispatch number for the railroad to call is 1-800-453-2530. He has asked the town attorney to deal with this issue by preparing a document to put pressure on the railroad via an ordinance.

We would need several readings of the ordinance to move it forward. He has also spoken with the county. He noted that there is no emergency HAZMAT team in Jefferson County.

Agenda Item 5 – Public Hearings:

- a. First reading of an ordinance to amend Section 9-905, subpart ii, of Chapter 9, Title 9 of the Code of Shepherdstown, by expanding and further describing the legal remedies available for violations of this title.

L. Robertson – moved to approve the First reading of an ordinance to amend Section 9-905, subpart ii, of Chapter 9, Title 9 of the Code of Shepherdstown, by expanding and further describing the legal remedies available for violations of this title. Second by C. Roberts. No objections noted.

Agenda Item 6 – Unfinished Business:

- a. Christmas in Shepherdstown – Friday after Thanksgiving
J. Haynes – Friday night will be the kickoff with Santa arriving and the tree lighting. Lights throughout town are being checked and updated; there are events and promotions going on. A rack card is almost complete. Ms. Claus will start her readings around 5:45 p.m. and Santa will arrive by 6-6:15 p.m. King St. should be closed by 3 p.m. for the fire department to start their bonfire. German St. should be closed from 5:15 – 7:15 p.m. Only one family at a time will be allowed in McMurran Hall to see Santa. Judy will contact McMurran.
The tree arrives the 19th and is decorated the 20th. We have a star.
Nov. 27th is a magic show at the Community Club from noon to 3 p.m.
The Christmas Parade is December 4th – 10 a.m.
Banners will be put up and will Christmas in Shepherdstown will encourage COVID protocols in their marketing.

Agenda Item 7 – Old Business:

- a. Initial discussion regarding the development of a public commons area – Chris Stroeck –
Chris – the grant committee has been looking at a grant for the design phase but the committee cannot apply this year. He wants to form a working group to move this along.

Agenda Item 8 – New Business:

- a. None

Agenda Item 9 – Mayor's Report:

- a. Shepherdstown Public Library Update –
Mayor – the repairs are moving along. There is now electric and the bathroom is being assembled. The furnace needs to be cleaned. The new library framing is up.

- We have hired a new public works employee.
- The bike path grant match will be on the Finance Committee agenda.
- Free parking in Shepherdstown for meters only is from Dec. 10 – Jan. 13.
- Will schedule a working session for after the holidays in early February.
- Nov. 20th – Rotary will cut the weeds & grass around the signs.
- Jennifer will be cleaning the rain gardens at the Train Station and around the Shepherdstown sign by the Bavarian Inn coming off of the bridge.
- Toys for Tots-like boxes are at Town Hall and Shepherdstown Shares. L. Robertson suggested gas cards could be donated to Shepherdstown Shares for giving out.

Agenda Item 10 – Reports of Committees:

A. Finance Committee:

1. No meeting in October 2021
2. Finance Reporting:
3. Recommendations
 - a. None

B. Parking Committee:

1. No October 2021 meeting
2. Recommendations: None

C. Police Committee:

1. No October 2021 meeting
2. Recommendations: None

D. Parks and Recreation Committee:

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

C. Roberts – noted that Nov. 30th is the next meeting. The committee is exploring ways to spruce up the parks to make

them more inviting. Bookmark the Park will happen again in the spring. They are also looking at addressing the mulch issues around the playgrounds.

E. Public Works Committee:

1. Meeting minutes of October 2021
2. Recommendations:
 - None
 - Mayor – hazardous sidewalks – Frank has an extensive list with photos.

F. Path Advisory Committee

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

G. Grants Committee

1. Meeting minutes of October 2021 – not available at time of packet preparation.
 - a. Recommendations:
 - None
- Chris Stroeck – regarding the Cares Act – Catholic Charities should be able to distribute the funds January 2022 using an application process.
- The committee is also working on a grant for AED devices for the Shepherdstown Police Department.

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

1. Meeting minutes of October 2021
2. Recommendations:

- a. None

C. Tree Commission

- 1. Next meeting November 11
- 2. Recommendations: None
- 3. L. Robertson – Jennifer will be cutting the liriope and mulching soon to ready the beds for the holidays. We changed our next meeting to November 18th where we will be discussing the tree inventory proposals in more detail.

D. Water and Sanitary Board:

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

E. Board of Appeals

- 1. No meeting scheduled

C. Roberts – move to adjourn at 7:33 p.m. Second by C. Stroeck. No objections noted.

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

**AN ORDINANCE TO AMEND SECTION 9-905, SUBPART II, OF
CHAPTER 9, TITLE 9 OF THE CODE OF SHEPHERDSTOWN, BY
EXPANDING AND FURTHER DESCRIBING THE LEGAL
REMEDIES AVAILABLE FOR VIOLATIONS OF THIS TITLE**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 9, Title 9, Section 9-905, Subpart II, is hereby amended by expanding and further describing the legal remedies available for violations of Title 9 as follows:

Section 9-905 Remedies and Penalties

II. In case any building or structure is erected, constructed, reconstructed, altered, repaired, converted, maintained or demolished or any building, structure or land is used in violation of this title, the appropriate authorities of The Corporation of Shepherdstown, in addition to other remedies, may institute injunction, mandamus, or other appropriate actions or proceedings, **including a stop work order, citation, or criminal prosecution**, to prevent such unlawful erection, construction, reconstruction, alteration, conversion, maintenance, demolition or use, or to correct or abate such violation, or to prevent the occupancy of said building or land.

First Reading: November 9, 2021

Second Reading: _____

Adopted: _____

Mayor

Recorder

Shepherdstown Public Library
German and King Streets
P.O. Box 278
Shepherdstown, WV 25443

Mayor Jim Auxer
Corporation of Shepherdstown
PO Box 248
Shepherdstown, WV 25443

November 19, 2021

Dear Mayor Auxer:

The Board of Trustees of the Shepherdstown Public Library wishes to recommend Sally Brasher, PhD, residing within the greater Shepherdstown area, to fill the trustee position that opened up with Dr. Lorena Chambers' resignation in June. Dr. Brasher's appointment will become effective upon approval by the town council.

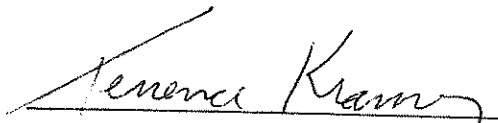
Dr. Brasher is a strong library user and supporter, and has shown a keen interest in supporting and being involved with the library. She has served on a number of boards and committees at Shepherd University where she has been a professor in the history department for 15 years. She also brings a strong desire to better integrate the University, the town, and the town's library.

We are very excited and fortunate to have her as our newest trustee.

We respectfully request that the Town Council approve this appointment at its next meeting.

Thank you for your attention to this matter.

Respectfully submitted,

A handwritten signature in cursive script, reading "Terrence Kramer", written over a horizontal line.

Terrence Kramer, President
Shepherdstown Public Library Board of Trustees

Road Name Request

From: Jessica Gormont (jgormont@jeffersoncountywv.org)
To: jimauxer@yahoo.com
Cc: patrickfuller1918@gmail.com; rgreenholtz@jeffersoncountywv.org; tfagan@jeffersoncountywv.org
Date: Monday, September 27, 2021, 11:16 AM EDT

Hi Mayor Auxer,

Per our phone conversation (9/27/2021), I am writing to provide you details about the road name request for Hurley MHP.

We have received a petition form (attached) to name the driving circle within the Hurley MHP, located on S Mill St (see photo). This "roadway" meets the county requirements of having at least 3 addressable structures on a right-of-way, so our office does not have an issue with naming it.

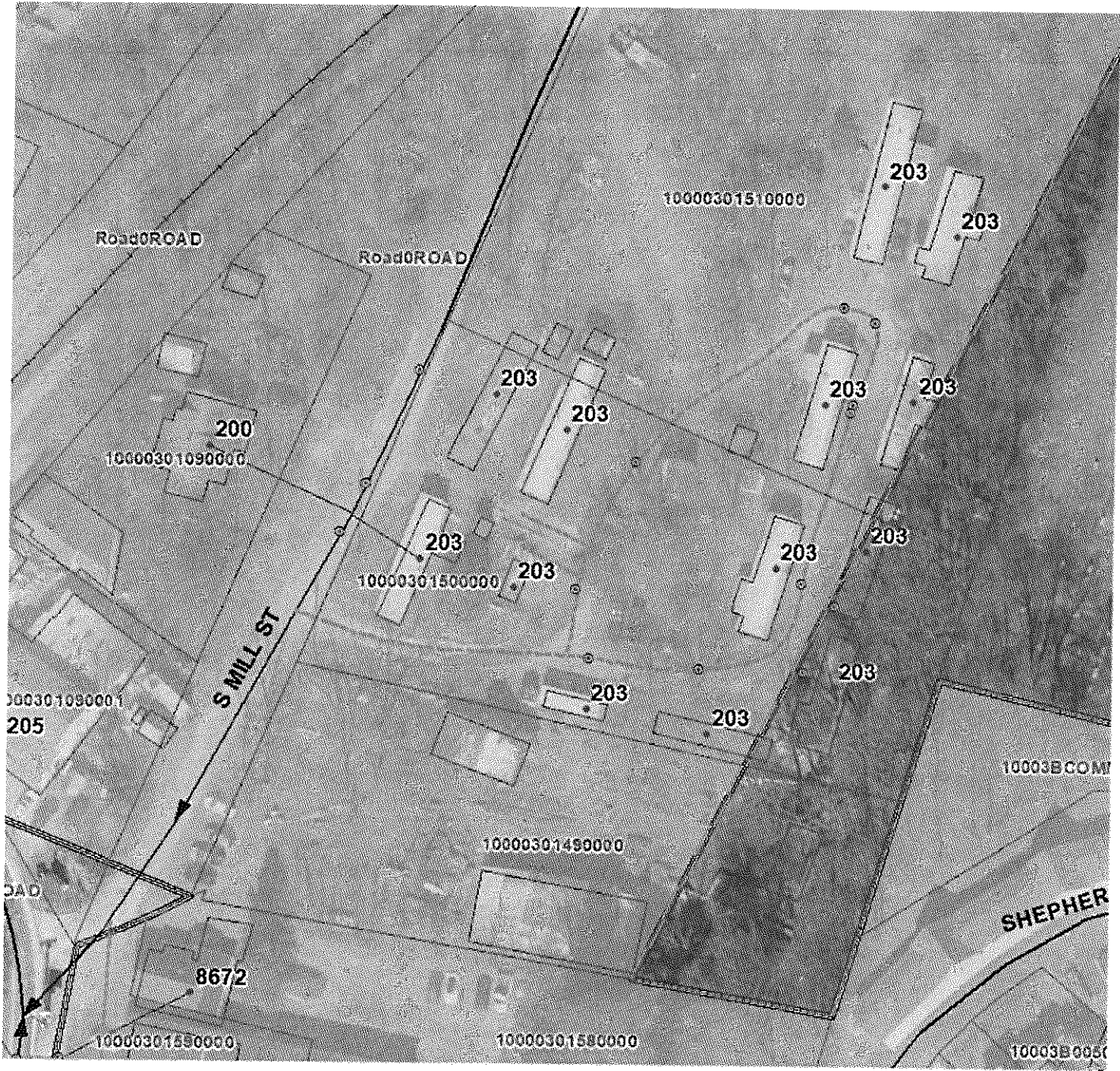
I have done the initial review of the proposed road names and approved "OHurley Dr", as it is not a duplicate or confusingly similar with any other names in the county. Since the roadway entrance and a portion of the road are located within town limits, however, our office also requires approval of the town on the final road name. Once a name is finalized, the road sign will need to be ordered and installed by Shepherdstown, as the entrance is located within the town.

Historic note: I have done a quick check in the county data and we have no record of this roadway being named in the past, so I do not believe this would be removing any historic names from the town, just adding a new road name.

Citizen contact: The main contact for this project is Patrick Fuller (patrickfuller1918@gmail.com).

Jessica Gormont, GISP
Jefferson County GIS/Addressing Office
Phone: 304-724-8986

Note: The pink overlay is the town limits. "OHurley Dr" would be replacing the gray driveway line. All mobiles in the park would be readdressed to the new road name.



OHurleyDr_form_20210927.pdf
50kB

FINANCE COMMITTEE AGENDA

Thursday, December 2, 2021

12:00 p.m.

Finance Committee Minutes

Thursday, December 2, 2021

12:00 Noon, Town Hall

1. Call to order - 12:01

Members present: J. Auxer, C. Roberts, J. Ford

Visitors: Matt Mullenax, Hagerstown/Eastern Panhandle Metropolitan
Planning Organization

2. Reading/approval of minutes - No minutes for approval.

3. Unfinished Business - None

4. New Business - Funding for bicycle/pedestrian path to Morgan's Grove.

M. Mullenax explained the status of the funding:

Total Required:	\$1.487M
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Grants Received:	\$1.234M
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Required Matching Funds (20%):	\$253K
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Matching Funds Acquired:	\$53K
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Matching Funds Shortfall:	\$200K
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The DOH had committed to provide the remaining matching funds by using Toll credits but that commitment has been cancelled. The time limit to on

the earliest-required grants is close to expiring and the project will be ready for bids in February, 2022 if we can provide the required matching funds.

J. Ford motioned that \$200K be allocated from the Video Lottery Reserve funds in order to fulfill the remaining matching funds requirement for this project. C. Roberts seconded. Motion passed unanimously without further debate.

5. Financial Reporting - None available.

6. Mayor's Report

Mayor Auxer explained that Dana Fogle had been contracted with on a consulting basis to fill in for our Accounting Clerk who has resigned.

C. Roberts asked about the procedures for funding a Parks-and-Recreation project for a walking path in Cullison Park. We discussed the necessity for issuing an RFP in order to obtain 3 vendor estimates.

Respectfully submitted,

J. Ford

Police Committee Minutes

Thursday, November 18, 2021

5:30 p.m.

Town Hall – 104 North King Street

Members Present: Mayor Jim Auxer, Lori Robertson and Chief King

Staff Present: Sergeant Jake Jeffries and Corporal Casey Yonkers

Absent: Cheryl Roberts

Visitors: None

1. Meeting was called to order by Mayor Auxer at 5:31 p.m.
2. Approval of minutes – not available
3. Staffing presentation – Sgt. Jeffries – presented an excellent power point citing the hardships the department is facing due to the lack of manpower. He noted unplanned events, prolonged sick time, family deaths, a resignation, stress of the excessive over-time hours, the unreliability of part-time officers, and no quality of life with family and friends.

The laws around the hiring of new officers have changed as of June 22, 2021. The testing and background checks are long and expensive. The polygraph and psychological tests are \$500 each. The background check format is 43 pages long.

Officer Doc Moats has been doing grant research to help out.

Chief King – we need to move forward now, as we will have 2-3 members of the police department retiring in the next 2 years.

Mayor – thanked them for the well thought out presentation.

L. Robertson – moved to adjourn at 6:15 p.m. No objections noted.

Respectfully Submitted by Lori Robertson.

PUBLIC WORKS COMMITTEE MINUTES

Monday, November 29, 2021

9:00 a.m.

Town Hall – In person

104 North King Street

1. Call to Order – 9:05am – Jim A., Chris S., Jim F.; Staff – Frank W., Chief King
 2. Reading and approval of minutes – Chris S. motion to approve Oct., 2021 Minutes, approved.
 3. Visitors – Jenny Haynes
 4. Public Comment – None.
 5. Unfinished Business:
 - a. International Property and Maintenance Code:
 1. 332 W. German Street – To be demolished – referred to HLC;
 2. 349 W. German Street – No update;
 3. 103 Race Street – No update.
 - b. Trash in alleys – On-going.
 - c. Recycling Grant – Will apply in April, 2022.
 - d. Rt. 45 project – Applied for alternate transportation grant – no update.
 - e. Ken Clohan projects: projects and updates – No update:
 - *Washington Street - partially paved and improved, handicap corners to be installed;
 - *German Street - pave Princess to Mill Street;
 - *Princess Street dip - bridge crew to assess;
 - *Duke Street - water problem – ponding;
 - *Re-do crosswalk decals - partially completed - few more to complete;
 - *New entry – check German St. at crossing of “Town Run”;
 - *New entry – Jay Hurley’s request – Rt. 230 – rumble strips considered, neighbors complained strips are too noisy;
 - *Drain to be cleaned at Washington / Princess.
- ***Town sent a second letter.

- f. Garbage and recycling rates – Special Meeting to be held in Feb. 2022, will add glass recycling issues to this agenda.
 - g. LED lights – No update.
 - h. Sidewalk survey – Shared cost program being implemented.
 - i. FEMA study – (re flood insurance) Mayor reported that progress is being made.
6. New Business: None.
7. Mayor's Report: High St. and Duke St. intersection – There have been 3 accidents due to running stop signs. The Town has ordered 2 LED stop signs to be installed (\$2,300 for both). Jim F. to draft notice for email.
8. Next Meeting: 1/24/22, 9am, at Town Hall.
9. Adjournment: Jim F. motion to adjourn, approved.

Minutes

Shepherdstown Parks & Recreation - November 30, 2021

6:00 p.m.

Zoom

1. Call to Order:

Meeting Called to Order at 6:23 PM.

Members Present: Cheryl Roberts (Chair), Marty Amerikaner, Nick Tully, Jenny Haynes, & Effie Kallas.

Members Absent: Lori Robertson.

Staff: Frank Welch.

2. Approval of Agenda:

MOTION to approve the agenda made by Nick, second by Marty. Motion carried without objections.

3. Approval of Minutes:

MOTION, made by Marty, to approve the Minutes from October 26, 2021. Second by Nick. Motion passed without objections.

4. Welcome Visitors: No visitors.

5. Unfinished Business:

a. Bane-Harris Park - C. Roberts

i. Revisit Status of Tree - Frank reports that he will keep an eye on the tree. He will also call Bartlett Tree Company to get a second opinion on the safety and stability of the tree.

ii. Fence - Assessment for maintenance - Frank reports that because the fence is plastic coated it will need to be replaced. However, in the springtime he will see if spray paint will take care of the situation.

b. Cullison Park - M. Amerikaner

i. Playground Equipment Replacement "Toy" Follow-up - Frank reports that the spring toy will arrive in January.

ii. Walking Path Update - Marty reports that Noble Adkins from Capitol Solutions Group sent job proposals and estimates of the project which were distributed to the Committee members via e-mail. Satellite maps of the park with proposals for placement of walking paths was also distributed. Suggestion to contact other companies to see if they wish to bid on the project. Concerns are perception of due diligence, Town requirement, and legal obligations. The Town's Finance Committee will be consulted.

iii. Park Boundary Maps - Frank reports that he has circulated tax maps of all Town parks to all Committee members. This item is now closed.

c. Bookmark The Park - E. Kallas & C. Roberts

i. Spring 2022 Plan - Effie reports that she has generate a program of calendared events for 2022 (*see attached below*). She has contacted both the Shepherdstown Public Library and 4 Seasons Books for input. Door prizes, snacks, and refreshments as well as librarian readings, local author readings, and bookstore readings were discussed. An enhanced plan will be submitted at January's meeting.

d. Facebook Page - L. Robertson

i. Link to Instagram Status - No report.

e. Community Survey Action Plan.

Cheryl sent the results of the survey to Amy for display and posting at Town Hall. Will follow-up to see if it is indeed on display.

f. Grant Application Status - C. Roberts

i. Ineligible for LWCF - Cheryl reports that this grant required proposed projects to be "shovel ready" to apply. Because this Committee does not have a complying project, it is ineligible to apply to this grant.

6. New Business:

- a. Explore Grant Opportunities - Cheryl reports that the Town's Grants Committee has suggested several ideas including hiring an architectural firm to advise on what property is available in town to help parks.

- b. Future Meeting Topics.

- i. Bane-Harris Rotting Rail - Cherry took photos of a rotting rail in the park and sent them to Frank.

- ii. Bane-Harris Sign Support - Frank reports that a support beam needs to be replaced on the wooden sign. Current beam is untreated wood, and it is rotting.

- iii. Bane-Harris Metal Sign - Cheryl reports that the metal sign on the fence is dirty. She will clean it.

- iv. Cullison Park Sign - Cheryl reports that the painted wooden sign is dirty and worn looking. Frank will inspect and report back with suggestions. All committee members are asked to inspect all signs at their respected parks and report back at next month's meeting.

- v. Bane-Harris Ground Material - Marty reports that the material under the swing set needs to be replaced.

- vi. Programming – Create new programs for 2022 headed up by Committee volunteers. Ideas include music in the parks, sporting games, group exercise/meditation, etc.

7. Next Meeting.

MOTION, made by Marty, to cancel the December meeting and meet next on January 25, 2022. Second by Nick. Motion passed without objections.

Next Meeting January 25, 2022 - 6:00 pm - via Zoom.

8. Adjournment

MOTION to adjourn meeting made by Marty and second by Nick.

Adjournment: 7:28 pm.

Respectfully Submitted by Secretary Effie Kallas.

Approved by Cheryl Roberts, Chairperson

Attachment:

Dates for Bookmark the Park 2022 -

Saturday, April 23 or 30,

Sunday, May 15 or 22,

Saturday, June 11 or 18,

Sunday, July 10 or 17,

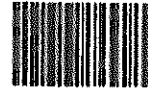
Saturday, August 21 or 28,

Sunday, September 18 or 25.



1800 US Hwy 51 N
Woodruff, WI 54568
Phone: 800-691-6459
Fax: 800-996-0972

QUOTE



CUST ID	DATE	QUOTE #
295580	10/19/2021	240743

PREPARED FOR:	304-876-6036
Mike King Shepherdstown Police Department PO Box 237 Shepherdstown WV 25443	

SHIP TO	304-876-6036
Mike King Shepherdstown Police Department 104 N King St Shepherdstown WV 25443-8015	

Shipped via: Standard	Fax Number:	Reference:
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Item	Description	Quantity	Current Price	Your Price	Total
99512-001434 w/Extra	CR2 Fully-Automatic, English, Bag. Includes: - Carry Handle - 1 Set of Adult/Child Electrodes - Lithium Battery - USB Cable - Rescue Kit - User Manual - 8 Year Warranty	6	\$1,895.00	\$1,595.00	\$9,570.00
11260-000047	LIFEPAK CR2 AED Semi-Rigid Carry Case by Physio-Control	6	\$87.00	\$78.30	\$469.80
Free Gift	AED Superstore Responder CPR Barrier Keychain	1	\$4.99	\$0.00	\$0.00

FREE Responder Keychain™ Included with this order, compliments of your AED Superstore®

Subtotal	\$10,039.80
Shipping	FREE
Sales Tax	\$602.39
Estimate Total	\$10,642.19

Rorie Schmitz
AED Sales Consultant
(800) 750-9186
rorie@aeds.com

Estimate valid for 30 days from above date.
All items listed above are covered under our 30 Day Money Back Guarantee!

AEDSuperstore®
an ALLIED 100® company

PROUD SUPPLIER TO THE US GOVERNMENT
GSA/VA Contract Number: V797D-50533
Contract Expiration Date: 10/31/2021
DUNS #: 121 306 984
CAGE Code: 3DHR2
FEIN/TIN: 27-0005083
Business Size Classification: Large

Organization/Department: Shepherdstown Police Department

Department Tax ID #: (xx-xxxxxxx)

Mailing Address: 104 N King St

City, State & Zip Code: Shepherdstown, WV 25443

Shipping Address: 104 N King St, Shepherdstown, WV 25443

Organization Phone Number: (304) 876-6036

Secondary Applicant[required] First and Last Name: (must be different from main applicant first & last name) Matthew Jividen, Shepherdstown Grants Committee member

Secondary Applicant* Phone Number: (304) 280-7006

Secondary Applicant* Email Address: matthew.jividen@gmail.com

Contact information for two separate individuals must be included in order for your application to be considered.

Communities Served: Primarily Shepherdstown, but SPD officers are deputized to respond to any emergency in Jefferson County, WV (pop. 57,658)

Population: 1,911 residents. Shepherdstown is also home to Shepherd University (enrollment 3,000+) and a destination for tens-of-thousands tourists and visitors each year.

Number of Runs/Calls for Service per Year : [will use most current number prior to submission]

What Equipment are you requesting? Please include the quantity of each item.

Six (6) LIFEPAK CR2 AED

Six (6) LIFEPAK CR2 AED Semi-Rigid Carry Case

Vendor company name: Allied 100, LLC

Sales representative first and last name: Rorie Schmitz

Sales representative email address: rorie@aeds.com

What is the TOTAL cost of the equipment? \$10,642.19

Has your department applied for this specific request in the past and been denied? No

Have you unsuccessfully reached out to the city for funds to purchase the equipment? No.

Was there a particular instance where a life would have been positively impacted if you would have had the equipment available? Several. SPD officers have responded to multiple cardiac events and performed CPR on several occasions. Application of an AED is associated

with nearly a doubling of survival after out-of-hospital cardiac arrest. Currently SPD has only one AED which is not compatible with those used by county EMS.

What positive effects will the equipment specifically have? Please describe how the requested equipment or funding would benefit your local community. We ask that you do not cite national statistics. This grant would ensure each SPD officer has access to an AED when in the field. Each AED will be compatible with the ones used by EMS allowing for expeditious transition when EMS arrives.

Address of Firehouse Subs location nearest you: 886 Foxcroft Ave #105, Martinsburg, WV 25401

How far is this location from your department? 14 miles

How did you hear about our organization? Shepherdstown Grants Committee

Has your department received funding from Firehouse Subs Public Safety Foundation in the past two years? No.

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.



**Firehouse Subs Public Safety Foundation
Grant Application**

SAMPLE

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.
Congratulations! Your organization has met Firehouse Subs Public Safety
Foundation's pre-qualification criteria to be considered for a grant.
STOP HERE & PRINT THIS PAGE.
You will not be able to return to this page.

Thank you for your interest in Firehouse Subs Public Safety Foundation, where we are committed to giving back to communities by supporting first responders and public safety organizations with lifesaving equipment and funding resources.

Grants are considered on a quarterly basis by the Foundation's Board of Directors, and ALL applicants will be notified of a decision regarding their application within two months of the close of the grant deadline.

PLEASE APPLY EARLY

IMPORTANT: A maximum of 600 grant applications will be accepted on a quarterly basis. Once the maximum number of applications is met, the site will close for the remainder of the quarter. Please apply early in order to secure your request.

- **DO NOT** send email inquiries to the Firehouse Subs Care Center or through the Firehouse Subs EMS survey.
- **DO NOT** phone the Firehouse Subs main office or Firehouse Subs restaurants with grant inquiries.

The grant process is a partnership. We greatly appreciate your cooperation and compliance.

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.
APPLICATION GUIDELINES AND REQUIRED ATTACHMENTS

STOP HERE & PRINT THIS PAGE.

You will not be able to return to this page.

Please prepare the following attachments before you continue. We cannot consider your application if any of the required information is missing.

- **Background/History**

- Brief history of your department or organization, and how this grant will benefit your community

- **Vendor Equipment Quote/Bid**

You must provide an official vendor quote with the following information for your grant request to be considered. Submitted quotes MUST meet the requirements below, please read carefully:

- Vendor sales representative first and last name must be included on quote
- Vendor email address must be included on quote
- The name & physical address of your organization must be included
- The first and last name of a contact person from your organization must be included
- Only one vendor quote can be submitted. Your application will be marked incomplete if more than one quote is submitted
- Quotes must be itemized
- Online quotes will not be accepted
- Must be dated within six months of the application deadline
- Must contain *only* the item(s) pertaining to your grant request
- The total dollar amount and equipment quantities in the vendor quote **MUST MATCH** the total that your department is requesting
- Include sales tax if applicable and freight charges if applicable
- The cost of maintenance plans and extended warranties are not permissible
- Firehouse Subs Public Safety Foundation will not be responsible for restocking fees or costs related to errors within your quote
- Firehouse Subs Public Safety Foundation will not be responsible for additional shipping costs or tax not included in the submitted quote

Note: When requesting a quote/bid from a vendor, we highly recommend sharing our quote requirements with the sales representative and making them aware the quote is for a Firehouse Subs Public Safety Foundation grant application.

- **Most Recent Financial Information**

Financials must show revenue and expenses and list the name of your organization, city or county. One of the following options must be submitted:

- A recent - within one month - Balance Sheet which consists of Assets and Liabilities
- A recent - within one month - Profit & Loss Statement also called an Income Statement
- A current year annual budget showing projected income and expenses
- A previous year audit or 990

- **Equipment Inventory**

Inventory documentation must list the name of your organization.

- Please include a list of apparatus, vehicles and other specialized equipment. The lists we receive vary in length depending on the size and type of organization. (For example, include items such as vehicles, extrication equipment, breathing devices, and personal protective equipment/PPE)

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

- **NOTE:** Equipment inventory is only required for first responder organizations. If your organization does not have apparatus, vehicles or specialized equipment, please attach a document noting that the organization does not have any applicable inventory.
- **Internal Revenue Service Form W-9**
 - *W-9 must be completed in full, signed and dated.*

FREQUENTLY ASKED QUESTIONS & TIPS

STOP HERE & PRINT THIS PAGE.

You will not be able to return to this page.

Please Apply Early.

Please **do not** contact area restaurants or Firehouse Subs Care center with grants questions.

What does the Firehouse Subs Public Safety Foundation support?

Our Mission is to impact the lifesaving capabilities, and the lives of local heroes and their communities. This is accomplished by providing lifesaving equipment and prevention education tools to first responders and public safety organizations. All requests must fall within our Foundation's funding guidelines which can be found on our website via firehousesubsfoundation.org/about-us/funding-areas. See below for information regarding items that are not supported by our grants program.

Are there items that your Foundation does not support?

All requests must fall within our Foundation's funding guidelines which can be found on our website via firehousesubsfoundation.org/about-us/funding-areas. Examples of items that are not supported by our board of directors at this time include body cameras, building exhaust removal systems, crash data boxes, dash cams, drones and drone accessories, exercise equipment, goodie bags, guns/firearms/use of force equipment, riot gear, laser pointers (designators), inflatable bounce houses, license plate readers, Narcan, Cardiac Science Powerheart G3 AEDs, Philips FR3 AEDs, Pluggie the fire plug robot, Polar Breeze thermal rehabilitation systems, portable message signs, power load stretchers, radar detectors, recording devices, refurbished equipment, security systems, surveillance equipment, Sparky the Fire Dog robots and costumes, stop sticks, tasers, throw bats, traffic road barriers, TruNar analyzers, t-shirts & polos, etc.

Is this grant only available for Fire Departments?

No. Law enforcement, EMS, public safety organizations, non-profits and schools are encouraged to apply for lifesaving equipment.

If my organization has received a grant award from Firehouse Subs Public Safety Foundation in the past, when can we reapply?

We ask that grant recipients wait a minimum of two years from the date of approval before reapplying.

Does the Foundation provide reimbursements for purchased equipment?

Our program DOES NOT provide reimbursements for purchased equipment. If your organization has already purchased the equipment and is requesting reimbursement, please DO NOT apply.

What are the most common reasons a grant application is marked incomplete?

- **Quote is missing the required contact information and/or is not itemized**
- **Financials are outdated and/or do not include both revenues and expenses**

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

- **Alternate contact information is the same contact information as the main contact information**
- **The name of the organization is missing on the inventory and/or financials**

Can my organization submit multiple grant applications?

No, the Foundation does not accept more than one grant request per organization. The Foundation is unable to make exceptions to this rule.

Is the Firehouse Subs Public Safety Foundation grant a matching grant?

There are no matching funds involved in our organization's grants program.

If my request is more or less than \$20,000 will it be denied?

\$15,000-\$25,000 is a guideline. Requests exceeding \$50,000 will not be accepted.

What financial information should we provide?

Financials must show revenue and expenses and list the name of your organization, city or county. One of the following options must be submitted:

- A recent - within one month - Balance Sheet which consists of Assets and Liabilities
- A recent - within one month - Profit & Loss Statement also called an Income Statement
- A current year annual budget showing projected income and expenses
- A previous year audit or 990

What is needed for the required vendor quote/bid attachment?

*You must provide an official vendor quote with the following information for your grant request to be considered. Submitted quotes **MUST** meet the requirements below, please read carefully:*

- Vendor sales representative first and last name must be included on quote
- Vendor email address must be included on quote
- The name & physical address of your organization must be included
- The first & last name of a contact person from your organization must be included
- Only one vendor quote can be submitted. Your application will be marked incomplete if more than one quote is submitted.
- Quote must be itemized
- Online quotes will not be accepted
- Must be dated within six months of the application deadline
- Must contain *only* the item(s) pertaining to your grant request
- The total dollar amount and equipment quantities in the vendor quote **MUST MATCH** the total that your department is requesting
- Include sales tax if applicable and freight charges if applicable
- The cost of maintenance plans and extended warranties are not permissible
- Firehouse Subs Public Safety Foundation will not be responsible for restocking fees or costs related to errors within your quote
- Firehouse Subs Public Safety Foundation will not be responsible for additional shipping costs or tax not included in the submitted quote

Note: When requesting a quote from a vendor, we highly recommend sharing our quote requirements with the sales representative and making them aware the quote is for a Firehouse Subs Public Safety Foundation grant application.

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

What inventory information should I provide?

The inventory documentation must list the name of your organization. Please include a list of apparatus, vehicles and other specialized equipment. The lists we receive vary in length depending on the size and type of organization. (For example, include items such as vehicles, extrication equipment, breathing devices, and personal protective equipment/PPE).

NOTE: Equipment inventory is only required for first responder organizations. If your organization does not have apparatus, vehicles or specialized equipment, please attach a document noting that the organization does not have any applicable inventory.

If my department is located more than 60 miles from a Firehouse Subs restaurant, should I still apply?

Our Foundation mainly focuses its resources in areas served by Firehouse Subs restaurants. We recognize the need of rural and volunteer departments throughout the country, and will consider applications outside of the 60-mile guideline.

When can we expect to find out if our grant has been approved or denied?

ALL applicants will be notified of a decision regarding their application within two months of the close of the grant deadline. Please do not contact restaurants or the Firehouse Subs Care Center with questions regarding your grant.

Does Firehouse Subs Public Safety Foundation fund requests for "use of force"?

As per our guidelines, Firehouse Subs Public Safety Foundation does not accept grant requests for "use of force" items such as guns, tasers, riot gear, firearm simulators, or other use of force items.

Does the Foundation only work with specific equipment vendors?

No, the Firehouse Subs Public Safety Foundation does not endorse any specific equipment vendor or brand. It is up to the grant applicant to submit a quote/bid for the requested equipment which will include the brand and manufacturer. As needed, the Foundation's procurement team will evaluate pricing and reach out to other distributors of the same manufacturer and brand.

Does the Foundation fund requests for refurbished equipment?

No, our organization does not accept grant requests for refurbished or pre-owned equipment.

Does the Foundation fund requests for patent-pending equipment?

No, our organization does not accept grant requests for patent-pending products.

Does the Foundation accept requests for partial funding?

The Foundation does consider request for partial funding, however, the balance of funds must already be secured and outlined within your grant request. We ask that you include a note about the project and the secured funding as part of your organization's background/history attachment if submitting a request for partial funding.

If approved, what is required by the recipient?

Documentation must be submitted to verify that the grant award was received. More details will be provided if approved.

We are unable to provide any additional assistance due to the volume of applications received daily. For technical questions, please email Foundation@FirehouseSubs.com.

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

Firehouse Subs Public Safety Foundation Scholarships Program FAQs

How can an individual apply for a Firehouse Subs Public Safety Foundation scholarship?

The scholarship program is open to community members as well as Firehouse Subs employees planning to enroll in a part-time or full-time firefighter, law enforcement or emergency medical (paramedic or EMT) program at an accredited two- or four-year college, university or vocational technical school for the upcoming academic year. Click [here](#) to learn more.

How can accredited schools apply for scholarship funding?

Accredited schools can apply for scholarship funding in support of firefighter, law enforcement or emergency medical (paramedic or EMT) programs by completing the online grant applications via grants.firehousesubs.com.

We are unable to provide any additional assistance due to the volume of applications received daily. For technical questions, please email Foundation@FirehouseSubs.com.

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

ACCOUNT REGISTRATION

Applicant First Name* _____

Applicant Last Name* _____

Applicant Title* _____

Email* _____ (we prefer an official email address for your organization/department)

Applicant Cell Phone Number * _____

*Please note, this information cannot be edited once submitted.

APPLICANT and DEPARTMENT INFORMATION

Firehouse Subs Public Safety Foundation

Grant Application

Organization/Department: (this must be your organization's official name) _____

Department Tax ID # (xx-xxxxxxx): _____

Mailing Address 1: _____

Mailing Address 2: _____

City, State & Zip Code: _____

Shipping Address: _____

Organization Phone Number: _____

Organization Phone Ext: _____

Secondary Applicant* First and Last Name: (must be different from main applicant first & last name)

Secondary Applicant* Phone Number: (must be different from main applicant phone number) _____

Secondary Applicant* Ext: _____

Secondary Applicant* Email Address: (must be different from main applicant email) _____

* Contact information for **two separate individuals** must be included in order for your application to be considered.

Communities Served: _____

Population: _____

Number of Runs/Calls for Service per Year (for fire, EMS and police only): _____

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

Local Approval Pre-Qualifications (Select the option that applies to your department/organization)

- As required by our community, this request has been presented and approved by our local government as part of our process when applying for external funding.
- Our jurisdiction requires approval from local officials once the award is granted.
- Our jurisdiction does not require pre-approval from local officials.

SAMPLE

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.
APPLICATION REQUEST INFORMATION

Please select the type of grant you are requesting:

☐ **Equipment Donation/Prevention Education Items**

☐ **Scholarships/Continuing Education**

- Please note, our Foundation only reviews scholarship/continuing education grants connected with accredited schools
- For all-terrain wheelchair grant applications, email foundation@firehousesubs.com to request a paper all-terrain wheelchair grant application, and please title the email All-Terrain Wheelchair Grant Request

EQUIPMENT DONATION/PREVENTION EDUCATION ITEMS

The Foundation will determine the procurement method if your grant is approved. The equipment purchase will be implemented in one of two ways:

1) The Foundation Team will purchase the requested equipment on your behalf, and the vendor will ship it directly to your organization. Upon delivery, you must email a signed & dated copy of the packing slip to the Foundation.

OR

2) You will receive a Memo of Understanding from the Foundation. Once it is signed by both parties, you will receive funding via ACH Transfer to make your purchase according to the approved vendor quote. After you receive your equipment, you must email signed and dated copies of all invoices to the Foundation within one week of delivery.

What Equipment are you requesting? Please include the quantity of each item. _____

Vendor company name: _____

Sales representative first and last name: _____

Sales representative email address: _____

What is the TOTAL cost of the equipment? _____

Include sales tax and shipping where applicable. Requests exceeding \$50,000 will not be accepted.

☐ I understand that in order to be considered for funding, the total dollar amount and equipment quantities listed on the submitted quote/bid must match the total above.

Has your department applied for this specific request in the past and been denied?

____ Yes ____ No

If yes, how many times, prior to this application, has this request been submitted? _____

Briefly explain how the equipment will benefit your community and your department.

This would have a direct impact on more than _____ children and _____ senior citizens in our community. (For prevention education items.)

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.
COMMUNITY IMPACT

Have you unsuccessfully reached out to the city for funds to purchase the equipment?

Was there a particular instance where a life would have been positively impacted if you would have had the equipment available?

What positive effects will the equipment specifically have? Please describe how the requested equipment or funding would benefit your local community. We ask that you do not cite national statistics.

SCHOLARSHIPS/CONTINUED EDUCATION REQUESTS

Please note:

Our Foundation only reviews scholarships/continuing education grants connected with accredited schools.

For all-terrain wheelchair grant applications, please email foundation@firehousesubs.com to request a paper All-Terrain Wheelchair Grant Request.

If you are requesting funds for scholarships or continued education:

How do you plan to use the funds requested?

What is the amount of funding you are requesting? _____

How many scholarships would the requested funding provide? _____

Please describe the selection and distribution process for the requested scholarship funding. _____

Has your department applied for this specific request in the past and been denied? Yes _____ No _____

If yes, how many times, prior to this application, has this request been submitted? _____

Please provide a detailed description of how the funding will assist your organization:

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.
COMMUNITY IMPACT

What positive effects will the funds specifically have? Please describe how the requested funding would benefit your local community. We ask that you do not cite national statistics.

FIREHOUSE SUBS RELATIONSHIP

Address of Firehouse Subs location nearest you:

How far is this location from your department? _____ Miles

How did you hear about our organization? _____

Has your department received funding from Firehouse Subs Public Safety Foundation in the past two years?
This information will be verified, if submitted incorrectly it will result in an automatic denial. ☒ Yes ☐ No

It is strongly recommended and greatly appreciated that your organization acknowledges the donation by displaying our Foundation logo on donated items/equipment whenever possible. Please note that the artwork will need to be approved by our Foundation team before being displayed.

If approved for funding we may facilitate a media presentation/press event at a local Firehouse Subs restaurant to demonstrate the equipment and acknowledge the donation. It may take up to a year depending on location and donation delivery timeframe. In the meantime, we ask that any immediate media announcements regarding the grant award be approved by the Foundation.

By applying, you grant Firehouse Subs Public Safety Foundation (the "Foundation") permission to use your organization's name and identifying trademarks in connection with this application and in connection with the Foundation's solicitations for support.

Initial Acceptance

PIO (Public Information Officer) Name: _____

(If you do not have a PIO, please list a contact for event planning and publicity. This individual will need to be readily available by email and phone.)

PIO e-mail: _____ PIO phone number: _____

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.
FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION
PRINT/VIDEO RELEASE

Applicant First and Last Name: _____

Applicant Organization: _____

Date: _____

The undersigned representing the organization listed above, and its members, hereby grants Firehouse Subs Public Safety Foundation, Inc., Firehouse Restaurant Group, Inc. (including its subsidiaries and affiliates) and its officers, directors, nominees, designees, successors, and assigns (hereinafter called "Producer"), permission to use, assign, convey, reproduce, copyright, and publish images or visual likenesses, names, and/or voices ("Personal Information") in any video, photograph, sound or other recording, and/or other media for commercial, informational, educational, advertising, or promotional purposes.

I hereby waive any right that I may have to inspect or approve the finished product or the advertising copy which may be used in connection therewith, or the use to which it may be applied.

I hereby release, discharge, and agree to hold harmless Producer from any liability of any nature or description by virtue of any use whatsoever of my Personal Information, whether intentional or otherwise, including but not limited to any change that may occur or be produced in the taking of said pictures or images or in the recording of any sound, or in any processing in connection with the completion of the finished product.

☐ I Accept the Terms of the Agreement

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

APPLICATION CHECKLIST

Before submitting, please check that your application has been submitted completely by reviewing the checklist below. Your application will not be considered if any of information requested throughout the application is missing.

Applicant & Alternate Contact Information

- Main applicant contact information differs from alternate contact information
 - First and last name, email address and phone number must differ

Background/History Attachment

- Has the following documentation been submitted?
- Background/History- Brief history of your department or organization, and how this grant will benefit your community

Vendor Equipment Quote/Bid

- Does the submitted vendor equipment quote/bid include the following information?
 - Vendor sales representative first and last name
 - Vendor email address
 - The name & *physical* address of your organization.
 - The first & last name of a contact person from your organization
 - Only one vendor quote has been submitted
 - The quote must be itemized
 - The quote is dated within six months of the application deadline
 - The quote *only* includes items pertaining to your grant request
 - The total dollar amount and equipment quantities in the vendor quote **MATCH** the total that your department is requesting
 - Sales tax and freight charges are included, if applicable

Please note: The cost of maintenance plans and extended warranties are not permissible and should not be included in submitted quotes.

Most Recent Financial Information

- Does the submitted financial information include the following information?
 - The organization, city or county name
 - Both revenue and expenses
 - One of the following:
 - A recent - within one month - Balance Sheet which consists of Assets and Liabilities
 - A recent - within one month - Profit & Loss Statement also called an Income Statement
 - A current year annual budget showing projected income and expenses
 - A previous year audit or 990

Equipment Inventory

- Does the submitted equipment inventory include the following information?
 - Organization name
 - A list of your organization's apparatus, vehicles and other specialized equipment

NOTE: Equipment inventory is only required for first responder organizations. If your organization does not have apparatus, vehicles or specialized equipment, please ensure a document is attached noting the organization does not have any applicable inventory.

Internal Revenue Service Form W-9

- Is your W-9 form completed in full, signed & dated?



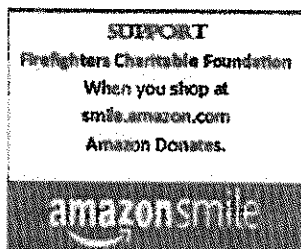
Firefighters Charitable Foundation

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Helping Victims of Fire & Disaster

The Firefighters Charitable Foundation provides funding that:

- * Assists fire and disaster victims, and supports Volunteer Fire Departments.
- * Funds fire safety programs, first aid education and helps children in need.
- * Delivers aid directly to victims through FFCF and other charitable organizations.



Why You Should Support FFCF

The destruction a fire or disaster brings to a family's hopes and dreams is devastating. The lucky ones escape a fire uninjured only to find all their possessions have been destroyed. They cannot replace their many years of sacrifice and struggle to regain all that was lost. A little comfort in their time of need is so crucial to their survival.

How Your Donation Will Help

Your financial gift will help us to aid the thousands of victims across the country needing some of life's basic necessities. Our support services are only made possible through the generosity of caring and concerned people like you!



FIREFIGHTERS CHARITABLE FOUNDATION INC.

Call us:

P. 516-249-0332

F. 516-249-0338

Find us:

One West St. Farmingdale, NY 11735

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Firefighters Charitable Foundation

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Firefighters Charitable Foundation
Frank R. Tepedino, President
One West St.
Farmingdale, NY 11735

ffcf@ffcf.org
Tel: 516-249-0332
Fax: 516-249-0338

FFCF APPLY FOR GRANT

Name:*

First

Last

Organization:*

Email:*

Daytime Phone:*

####

Fax:*

####

Address/P.O. Box:*

Street Address

Street Address Line 2

City

State

Postal / Zip Code

Country

Subject:*

Grant Amount: \$*

USD 0.00

What Grant Will Be
Used For:*



Call us:

P. 516-249-0332

F. 516-249-0338

Find us:

One West St, Farmingdale, NY 11735

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DRAFT MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS

December 02, 2021

ATTENDEES: **Water Board-** J. Auxer, J. Bresland, J. Ford, S. Kemnitzer (Chair), A. Slater, C. Stroeck
Sanitary Board- J. Auxer (Chair), H. Heyser, R. Keller
Town Staff- C. Painter, K. Shipley, F. Welch
Visitors- J. Ekstrom, Ghosh Engineering

1. **CALL TO ORDER.**

The Water and Sanitary Boards meeting was called to order by J. Auxer at 12:33 p.m.

2. **MINUTES FROM PRIOR MEETING.**

The proposed minutes of the October 21, 2021, regular meeting were reviewed. H. Heyser requested the word "plant" be deleted on line five of item 6.c. which was adopted. The minutes were then approved as corrected.

3. **VISITORS.**

J. Ekstrom attended the meeting to provide an update on two agenda items that follow.

4. **FINANCES.**

J. Auxer advised that there were no financial reports this month due to the resignation of the town bookkeeper D. Nickerson. He reported that a parttime CPA has been retained to fill this role until a replacement hire may be made.

5. **FLOW AND QUALITY REPORTS.**

5.a **WATER - NO VIOLATIONS.**

F. Welch reported that water produced adhered to all applicable regulations and requirements and that there were no violations during the month.

5.b. **SANITARY REPORTS – NO VIOLATIONS.**

K. Shipley reported that treated sewage water discharged adhered to all applicable regulations and requirements and that there were no violations during the month.

H. Heyser commented that he was pleased to see that land application of bio-solids has been resumed. A. Slater reported that he recently accompanied K. Shipley on a land application trip at the Willard farm to observe the process; he further reported that he was highly impressed with the professionalism of K. Shipley and his use of an onboard Geo Positioning System (GPS) to record and monitor the appropriate location and distribution of bio-solids.

6. **UNFINISHED BUSINESS.**

6.a **FIRE HYDRANTS- STATUS REPORT.**

K. Shipley reported that all repairs have been completed except for two hydrants (Duke Street and Stutzman-Slonaker Hall), the former of which was a later addition to the project; both are slated for work during the Shepherd University winter break.

J. Ekstrom reported on a meeting with Shepherdstown Volunteer Fire Department Chief Ross Morgan earlier this day regarding the planned water distribution projects at Mecklenburg Heights and in town as regards the location of new fire hydrants. In addition to J. Ekstrom, also attending were J. Auxer, K. Shipley, A. Slater, and F. Welch. J. Ekstrom reported the meeting went very well; some proposed new

fire hydrants were relocated, and three additional hydrants were added to the plans as a result of the collaborative session.

J. Bresland reported that C. Coe advised a new report on the status of all fire hydrants will be added to the monthly water board package.

C. Stroeht asked if we were at the point in this project where we could report to the residents that the fire hydrant repairs have been substantively completed? J. Auxer advised in the affirmative and requested that C. Stroeht prepare such an announcement for the weekly email blast to all residents.

A. Slater agreed to send C. Stroeht the updated project spreadsheet to facilitate this message.

J. Auxer took this opportunity to ask for feedback on the recent transition to the new billing platform. Several members reported they had received complaints mainly regarding the new fees associated with bill payment. C. Painter provided statistics showing a decline in debit/credit card payments because of the new fees, and a corresponding uptick in check payments. J. Auxer reminded the boards that the fees had previously been paid by the Town. C. Painter advised that an elderly customer reported they preferred the post card bills. She also reported a problem with registering for electronic billing, but that has been resolved. A. Slater commented that change inevitably invites some unhappiness, but the new system transition was completed extremely well by town staff and offers many new benefits to our customers.

6.b SEWER USE ORDINANCE – REVISION AND COMMENTS.

J. Auxer reported that no additional progress has been made on this effort. A meeting will be scheduled in the spring of 2022.

6.c WATER PLANT IMPROVEMENT PROJECT-UPDATE.

J. Ekstrom reported that he was reviewing and commenting on 45 submittals from manufacturers regarding components and equipment to be installed in the plant as part of the project. When this process is completed, the equipment may then be ordered. He advised that he expects work to begin at the plant in March 2022, with the new water filters in service by August, and with full completion in October. J. Bresland commented on a conversation he had with C. Coe advising that many currently automated processes in the plant would need to be executed manually during construction resulting in additional work and scheduling.

6.d POSSIBLE WATER/SEWER SERVICE TO NEW SCHOOL COMPLEX ON RT. 230.

J. Auxer reported that he and F. Welch had met recently with the Superintendent of the Jefferson County Schools to discuss the possibility of the town providing water and sewer service to the new school complex. They reported that the Superintendent would like the town to provide this service and is working to that end. J. Auxer and R. Keller discussed the many problems associated with package sewage plants which would be the school's only other option. F. Welch advised that he anticipated the schools would be making application soon.

6.e PURCHASE OF TRUCK AT WATER PLANT.

F. Welch reported that three bids were received for the replacement truck with the low bidder, Kent Parsons, being awarded the bid at \$35,680. This report was for information only as the water board had previously authorized the purchase from the lowest of at least three bidders.

7. NEW BUSINESS.

There was no new business to come before the boards.

8. MAYOR'S REPORT.

J. Auxer asked if the boards are happy with meeting at the Community Club or would they like to move back to Town Hall? After discussion, the boards decided to continue to meet at the Community Club in January and decide month-to-month thereafter.

9. NEXT MEETING DATE.

Tuesday, January 25 at 12:30PM, 2nd floor of the Community Club's War Memorial Building.

10. **CONSENT.**
No action.
11. **SUMMARIZE ACTION ITEMS FROM THIS MEETING.**
See above.
12. **DRAFT AGENDA FOR NEXT MEETING.**
No action.
13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 1:45PM.

Respectfully Submitted: A. Slater