

**Minutes**  
**Shepherdstown Grant Committee**  
**10.28.21**  
**6pm**  
**By Zoom**

Called to order 6:02 pm

Minutes from 9.16.21 Meeting

- C. Stroeck moved to approve with minor changes (specify which CDBG grant was awarded, add information about adjournment, adjust posting of applications/results on web site) D.W. Gregory seconded.

Old Business

- Posting Minutes:
  - It was agreed that going forward, draft minutes would be attached to the next month's meeting agenda (for committee members only) and voted on at the next meeting for posting the next day.
  - Discussion of timing requirements for posting notes, referred to this section of WV state Open Meetings Act guidelines:

**When must meeting minutes be made available to the public?**

Meeting minutes should usually be made available to the public one business day after the public body's next regular meeting. If, at that meeting, the public body makes material changes to the draft minutes, then, in the absence of compelling circumstances, the approved minutes should be made available no later than three business days following the meeting.

- CDBG Grant:
  - **It was restated that the full text of applications would be removed from the Website and replaced by a log of committee applications, descriptions, and results. Chris will speak to Amy.**
  - S. Bertone from Catholic Charities is working with A. Boyd, Town Clerk and meetings have taken place with the state; currently the town has 30 days to provide the state with agreements paperwork.
  - C. Stroeck will advise on creation of a simple MOU with Catholic Charities and that will complete the involvement of the Grant Committee
  - The anticipated rollout of the program is within 60 days and several residents have expressed interest in receiving benefits. Many residents may also qualify for

Mountaineer(MRAP) assistance, so this aid would be supplemental in those cases for unmet need.

- Discussion took place about how the program is being communicated to potential beneficiaries. Mary stated that she has notified personnel at Magistrate Court, but not in a formal way and **a flyer might be helpful. Mary will follow up with Catholic Charities to ask about outreach activities and report back. Chris will ask about posting something at Town Hall.**

### New Members

- Amy Jividen is interested in applying to participate and partner with Matt on committee duties. **C. Stroeck will check to make sure that participation of married couples is not prohibited on the same committee.**

### Community Input

- It was agreed to adjourn community listening sessions for the time being. Discussion was held about the possibility of holding a more general Information Session in the next year, including a presentation of the committee, it's goals and procedures, a brief overview of grant seeking, and a question session. **Mary will draft a power point presentation for future review.**

### New Grant Activity

- Tree Inventory Grant Application
  - Vendor will be picked by Tree Commission with guidance from F. Welch within two weeks
  - Application will be presented to Town Council at December Meeting or before by special meeting.
  - Committee will meet prior to Town Council meeting to discuss and approve application, after review period prior to Committee Meeting.
- Portable AED Grant Applications
  - Firehouse Subs and Firefighter's Charitable Association are two grants for portable AED devices.
  - The Firehouse subs grant window opens and closes quickly when enough submissions have been received.
  - **Matt will create a brief for the town council about these opportunities so that the Town Council can vote** to approve a standing submission, whenever the opportunities open up and until the funds are awarded.
  - **Mary will provide Matt with language about Firefighter's Charitable Association for inclusion in the brief**
  - **12/6/21 this brief will be due for inclusion in Town Council Packet for review at the 12/14/21 Town Council Meeting.**
- Common Space Project Idea
  - Chris is forming an informal study group of town stakeholders who are interested in exploring the idea of a common space in our community.
  - Those who are interested should contact Chris Stroeck.

- Grant Research Database
  - Current subscription is privately paid for by Mary; town will take over the fee in August.
- Amendment to mission of committee
  - Discussion was held regarding whether to change the mission statement of the committee; in particular whether there needs to be more specificity
  - Group agreed to consider this and revisit at a future meeting

Next Meeting/Upcoming Dates

- **DW will provide committee with Tree Inventory Application draft by 11/14**
- **Committee will meet 11/17 at 6pm and vote will take place on Tree Inventory Application**

Mary motioned to adjourn

DW seconded

Meeting adjourned at 7:10pm