

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, June 14, 2022
6:30 p.m.
LOCATION: TOWN HALL
104 NORTH KING STREET
MASK WEARING IS OPTIONAL

1. Call to order
2. Approval of Town Council Meeting Minutes of May 10, 2022
3. **Public Comment Period**
 - a. Persons who have registered to address Town Council.
4. **Visitors**
 - a. Jefferson County Development Authority – new website
 - b. Donna Bertazzoni, President – Historic Shepherdstown Commission – Historian Laureate nominee
5. **Public Hearings**

6. Unfinished Business

- a. Firehouse Subs AED Grant update

7. Old Business

8. New Business

- a. Grants discussion

9. Mayor's Report

10. Reports of Committees

A. Finance Committee

- 1. No meeting May 2022
- 2. Recommendations: NONE

B. Parking Committee

- 1. No meeting in May 2022
- 2. Recommendations: NONE

C. Police Committee

- 1. Meeting minutes of May 2022
- 2. Recommendations: NONE

D. Public Works Committee

- 1. Meeting minutes of June 8, 2022
- 2. Recommendations: NONE

E. Parks and Recreation Committee

- 1. Meeting minutes of May 2022- not available
- 2. Recommendations: NONE

F. Grants Committee

- 1. No meeting in May 2022
- 2. Recommendations: NONE

11. Report of Commissions and Boards

A. Tree Commission

1. Meeting minutes of June 2022 - not available
2. Recommendations: NONE

B. Water and Sanitary Board

1. Meeting minutes of June 2, 2022 – not available
2. Recommendations: NONE

C. Historic Landmarks Commission

1. Meeting minutes of May 2022 – not available
2. Recommendations: NONE

D. Planning Commission

1. Meeting minutes of May 2022 – not available
2. Recommendations: NONE

E. Board of Appeals

Shepherdstown Town Council Meeting Minutes
Tuesday, May 10, 2022
Town Hall
104 North German Street
6:30 p.m.
Mask Wearing is Optional
Also being streamed on the town's Facebook page "Shepherdstown,
West Virginia"
DRAFT

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

Absent: Jim Ford

Staff: Town Clerk Amy Boyd

Visitors: Stacey Tabb, James Vigil, Steve Pearson, and Leah Rampy.

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 April 12, 2022 and the Special Town Council Minutes of April 19, 2022.

C. Stroeck- move to approve Town Council Draft Minutes of April 12, 2022 with the following corrections/clarifications per M. Amerikaner: pg. 2 Agenda Item 4-Visitors –a, line 8 to clarify a statement from M. Amerikaner – to read that the concern came to him from a resident regarding some confusion about the 90% response time – The response time is currently around 9 minutes – the Fitch report focuses on a 90th percentile response time of 15 minutes.

Pg. 3 Agenda Item 4 – Visitors – a, line 10 to clarify a statement from M. Amerikaner that he asked S. Stolipher to reassure us that no matter what model was chosen, Shepherdstown would not lose any service-S. Stolipher agreed. Second by C. Roberts. No objections noted.

M. Amerikaner – move to approve the Special Town Council Draft Minutes of April 19, 2022. Second by C. Stroeck. No objections noted.

Agenda Item 3 – Public Comment Period:

a. Persons who have registered to address Town Council.

b. **Agenda Item 4 - Visitors:**

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

Mayor – the Write-In candidates are present and can introduce themselves:

J. Vigil – has lived in Shepherdstown/area for 30 years and worked at Shepherd University for 27 years as Vice-President of Administration. He is now a management consultant.

L. Rampy – has lived here for 4 years. She was a teacher and has worked at a public university. She now has a consulting business. She resides in Shepherd Village.

Agenda Item 5 – Public Hearings:

Agenda Item 6 – Unfinished Business:

a. Dog Fest – update

S. Pearson – The date is June 11th. They have talked to ABC and they have fencing for the beer garden. The street is all mapped out. They have been in contact with the health department. There are 6 rescue organizations and 8-10 vendors. There are 4 bands – 60 minutes each. Port-a-potties are procured. There will be demos on the Midway on SU campus. They are expecting 500-800 visitors and will be giving out prizes.

Agenda Item 7 – Old Business:

a. Reminder – Tuesday, June 7, 2022 is the Municipal Election for Mayor, Recorder, and Council held at Shepherdstown Town Hall.

b. DNR Proposal – be sure to visit the site at the Tobacco Warehouse/boat ramp prior to the meeting.

DNR feels that parking is an issue and wants to add parking on the other side of the walking bridge where River Front Park is located, and possibly do fishing tournaments.

Mayor – the lot would take away from our River Front Park, S. Tabb – concerned about blacktopping the park. Has there been any kind of study done?

Mayor – no

C. Roberts – move to have the Mayor author a letter to Mr. Keplinger stating that the Town Council considers this project to be not viable for the Corporation of Shepherdstown with the current and possible future use of the area and recommends no change to the current lease. Second by M. Amerikaner. No objections noted.

Agenda Item 8 – New Business:

a. Endo Settlement

Mayor – this lawsuit that Shepherdstown may or may not be eligible to be part of regarding the opioid litigation. The town attorney recommends the Town Council to consider authorizing the Mayor to execute and return both the Local Government Election and Release Form and the MOU by June 1, 2022.

L. Robertson – move to recommend the Town Council to consider authorizing the Mayor to execute and return both the Local Government Election and Release Form and the MOU by June 1, 2022. Second by J. Haynes. No objections noted.

b. Relay for Life Proclamation

C. Roberts – move to approve the Mayor to sign the Relay for Life Proclamation. Second by C. Stroeck. No objections noted.

Agenda Item 9 – Mayor’s Report:

- Byrd Center 7 pm – Steve Pearson will speak about the history and renovation of the Opera House
- Historic Shepherdstown will honor Betty Lowe as Poet Laureate taking over from the late James Price.
- Book Sale at the Community Club is May 14 & 15th
- Stronger with each Step – a 5K walk is May 14th.
- May 14th – Shredding event- behind the library – 11am-1pm
- May 15th – Shepherdstown Museum – Black History Exhibit – 2-4pm at the Entler
- May Day – it was a wet day but special thanks to Laura First, Wendy Maddox, and Joanie Blanton. We are now a Tree City for 16 years.
- May 21-22 – Back Alley Garden Tour – tickets are still available
- No new updates regarding the EMS controversy
- Barge – there is a unmanned barge floating down the river – fuel could have contaminated part of the river
- Spring rains and sun have caused the grass to grow – please cut your grass and put the clippings in paper, not plastic, bags and the town will pick them up. Remind your neighbors of this as well
- Spring Clean Up went very well with lots of items picked up.

- Ascend – no updates

Agenda Item 10 – Reports of Committees:

A. Finance Committee:

1. No meeting April 2022
2. Finance Reporting:
 3. Recommendations
 - a. None

B. Parking Committee:

1. No April 2022 meeting
2. Recommendations: None

C. Police Committee:

1. Meeting minutes of April 2022
2. Recommendations: None

D. Parks and Recreation Committee:

1. Meeting minutes of April 2022 - not available
2. Recommendations:
 - a. None

E. Public Works Committee:

1. Meeting minutes of April 2022
2. Recommendations:
None

F. Path Advisory Committee

1. No meeting in April 2022
2. Recommendations:
 - a. None

G. Grants Committee

1. No meeting in April 2022
2. Recommendations:
 - a. None

C. Stroeck – the SDBG has had 8 applicants with 1 qualifying and a check has been issued.

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

1. Historic Landmarks Commission:

1. Meeting minutes of April 2022 – not available
2. Recommendations:
 - a. None

2. Planning Commission:

1. Meeting minutes of April 2022 – not available
2. Recommendations:
 - a. None

3. Tree Commission

1. No meeting in April 2022 - not available
2. Recommendations: None

4. Water and Sanitary Board:

- 1 –Meeting minutes of April 2022
- 2 – Recommendations:
 - a. New member appointment-
L. Robertson – move to approve the appointment of Sylke Knuppel to the Water and Sanitary Board. Second by M. Amerikaner. No objections noted.

4. Board of Appeals

1. No meeting scheduled

L. Robertson – move to adjourn at 7:26 p.m. Second by J. Haynes. No objections noted.

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

May Agenda Request

From: Anna Padilla (anna@jcda.net)

To: jimauxer@yahoo.com

Cc: djarvis@jcda.net

Date: Tuesday, March 29, 2022, 02:13 PM EDT

Mayor Auxer,

The JCDA would like to be on the town council's meeting agenda for May 10th at 6:30 to present our new website. We will also need a screen for the presentation.

Thank you,

Anna Padilla

Administrative Assistant

Jefferson County Development Authority

1948 Wiltshire Road

Suite #4

Kearneysville, WV 24530

304-728-3255

anna@jcda.net

www.jcda.net



**JEFFERSON COUNTY
DEVELOPMENT
AUTHORITY**
WHERE BUSINESS FEELS AT HOME

Fw: Historian Laureate for Shepherdstown

From: Arthur Auxer III (jimauxer@yahoo.com)
To: clerk@shepherdstown.us; abeall@shepherdstown.us
Date: Wednesday, May 25, 2022, 12:07 PM EDT

----- Forwarded Message -----

From: Donna Bertazzoni <dmbertazzoni@comcast.net>
To: jimauxer@yahoo.com <jimauxer@yahoo.com>
Sent: Wednesday, May 25, 2022, 08:12:57 AM EDT
Subject: Historian Laureate for Shepherdstown

Good morning, Jim,

I am happy to report that Historic Shepherdstown Commission has identified a candidate for Historian Laureate of Shepherdstown. I have been meaning to call you, but life has been crazy and I didn't want to wait any longer so I thought I would email.

A bit of background: After you and I discussed HSC's role in the process, HSC developed a position description (attached) and developed a list of several potential candidates. We then voted among ourselves and two candidates were tied for the top slot. We first offered the position to Jerry Thomas partly because we felt he had seniority and also because we thought he might have more time. He declined for health reasons. Our other top candidate was Doug Perks. However, we were concerned that he might be too busy. He and my husband Wayne are both on the Elmwood Cemetery Board, and they met last Thursday night. I asked Wayne to approach Doug about whether he would be agreeable to us asking him to consider being nominated for the position. When Doug enthusiastically said yes, I followed up with a formal invitation. Here is Doug's response:

Good morning Donna,

As I told Wayne on Thursday evening, I am honored to accept your invitation to serve as the third Historian Laureate of Shepherdstown. Dr. Price and Betty Lowe have set a high bar, and I pledge to work hard to uphold the standard which they have established.

Please express my gratitude to your Board for selecting me as your candidate. I look forward to continuing work with all of you to tell the story of the special place that we call home.

Kindest Regards,

Doug

HSC believes Doug will be an excellent Historian Laureate. He knows Shepherdstown and Jefferson County history. He has served on the Museum Committee and has been a docent for Historic Shepherdstown. He has given lectures about Shepherdstown and Jefferson County history and writes a regular column in the Spirit of Jefferson. He also is a natural to follow both Dr. Price and Betty Lowe because he has worked with both of them in the past. Personally, I am glad that we were able to identify such a well-qualified candidate. Doug's was the first name the Board came up with, and then we second-guessed ourselves because we thought he'd decline because he's so busy. It just goes to show that busy people are often busy because they are willing to say yes when it involves their passion.

I believe we agreed that HSC would introduce the candidate at the June 14 Town Council meeting, where he would be ratified by the Council. I have asked Doug for a brief biography that I can use in the introduction. Should we attend in person, if possible?

Today is another full day for me. I read to the 3rd graders at Shepherdstown Elementary School as part of Read Aloud WV and today is the last day for that for the school year. We also have an HSC meeting and I have a few other HSC-related things to do. Is there a good time tomorrow or Friday when I can call and chat with you about the June 14 meeting? Let me know.

Best,

Donna

Sent from [Mail](#) for Windows



Historian Laureate position description.docx
14.4kB

PUBLIC WORKS COMMITTEE MINUTES

Wednesday, June 8, 2022

9:00 a.m.

Town Hall – In person

104 North King Street

1. Call to order 9:00 a.m. - J. Auxer, J. Ford, C. Stroeck (phone); Staff - F. Welch, A. Beall, M. Amerikaner; Visitors - K. Clohan (WV DOH)
2. Reading and approval of minutes – April 27, 2022 - Minutes were approved as submitted with no discussion.
3. Visitors – Ken Clohan – WV DOH - see 5.4 below.
4. Public Comment - None
5. Unfinished Business
 1. International Property and Maintenance Code-property maintenance report – Andy to report
 1. 103 Ray St. - Violation - A. Beall reported that this issue has been resolved.
 2. 349 W. German St. - Violation notice – Work on house partly finished – Violation sent – Establishing ownership. A. Beall reported that Frank Hill is still working on the ownership issue, which could take up to a year.
 2. Trash in alleys - cleaning and contacting property owners and occupants about trash and grass issues. J. Auxer reported normal ongoing progress on this issue.
 3. Recycling Grant - Garbage truck (for glass) – Apply in **2022** – Recycling Committee. J. Auxer reported that this issue is pending being addressed by the Recycling Committee.
 4. Ken Clohan - to attend meeting - projects and updates – Ken explained that some of the outstanding issues were traffic issues and some were maintenance issues.

He would be able to address the traffic issues but that he would have to pass on the maintenance issues to Travis Ray, the district's maintenance engineer.

1. Washington Street-partly paved and improved – Handicap Corners to be installed before paving – Spring – Corners are done. K. Clohan stated that he would check with T. Ray as to when the street paving would be scheduled.
2. German Street - pave Princess to Mill Street – going East – Nothing done. F. Welch stated that T. Ray had told him that milling and paving of this section of German St. would be scheduled to be done in 2023.
3. Princess Street-dip – Bridge crew to assess – Drainage pipe rusting out under road. F. Welch stated that the problem is a deteriorated drainage pipe and that T. Ray had told him the local DOH would be responsible to fix it. K. Clohan said he would check on that.
4. Duke Street – Water problem – Ponding – dig out dirt along curb. F. Welch stated that T. Ray told him the local DOH would dig a channel along the curb of Duke St. to facilitate drainage. K. Clohan said he would check on that.
5. Re-do Crosswalk decals – Partly completed – a few more areas to complete. K. Clohan stated that some of the crosswalk decals (e.g. those at German and Princess Sts.) were scheduled to be done this summer.
6. Inspect German St. at crossing of “Town Run” – Bridge Crew to assess – no report. K. Clohan stated that he would follow up on the status of this report.
7. Jay Hurley's request – RT. 230 – Rumble Strips. J. Auxer stated that some neighbors were in favor of rumble strips and had signed a petition to that effect. K. Clohan reported what had already been done to address this issue and explained that the DOH was not in favor of using rumble strips. No real progress was made on this issue.

8. Response letter from Frank Welch to Lee Thorne (need letter). F. Welch stated that the letter has been sent but there has been no response.
9. There was some general discussion of issues:
 1. C. Stroeck stated that some of these issues have been outstanding for several years and the we need to get a committed schedule. J. Ford stated that it would help to have T. Ray attend a meeting since most of the outstanding items involve maintenance. J. Auxer agreed that he would try to schedule T. Ray's attendance.
 2. M. Amerikaner brought up traffic issues that exist on West German St. - excessive speed and no crosswalk west of Duke St. and suggested that using speed bumps would help to slow traffic. J. Ford agreed that these were issues in need of being addressed. K. Clohan stated that DOH does not promote the use of speed bumps and that they consider it a safety issue to put a crosswalk in a location that has neither a stop sign or traffic light. A. Beall asked about the status of the 45 Corridor Vision Plan. K. Clohan agreed that the features of that plan would address this issue but stated that he thought the estimated cost (on the order of \$10M) was a problem. No progress was made on this issue.
5. Garbage and recycling rates. J. Auxer stated that there will be a special PW meeting this month to address this issue.
6. Sidewalk Survey - Letters to be sent to property owners who have hazardous sidewalks – In progress. The letters were sent to the 8 owners with the most serious sidewalk issues. F. Welch reported that 3 of the projects have been completed and the remaining 5 were in various stages of being addressed.

M. Amerikaner – asked question regarding sidewalk condition on the corner King & Washington (Glenn house) – tree has been removed, stump will be removed, sidewalk to be repaired thereafter.
7. FEMA Study - ongoing

8. Request for sidewalk fund - Jamie Dettmer assistance request – total estimated cost to repair sidewalk is \$1900.00. Upon inspection and consideration, F. Welch recommends that the town agree to reimburse 20% of these costs. **Chris S. motion to approve reimbursement, approved without objection.**
9. Sidewalk training - M. Amerikaner to follow up.
10. Gate quotes - Need a new gate at the sewer plant, where access is provided to plant, gas pumps and other public works needs.

We asked for several and obtained 2 written quotes:

Long Fence = \$19,880.00

Frederick Fence = \$16,897.00

Frank W. believes these costs can be divided among the town departments that use this gate. We can use unallocated video lottery funds but must be approved by Council. To be determined at July meeting.

6. Mayor's report
 1. M. Amerikaner asked question regarding our ability to use devices to detect speed and sound in town. Mayor will check with Chief and report back.
 2. Special meeting re rates and recycling to be scheduled for 6/27, at 9am.
7. Adjournment - C. Stroech made motion to adjourn at 9:50am, approved without objection.

Respectfully submitted by J. Ford with the sterling support of C. Stroech.