

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, July 12, 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 June 13, 14 and 15, 2022
3. **Public Comment Period**
 - a. Persons who have registered to address Town Council.
4. **Visitors**
 - a. Mark Cucuzzella - Event Request for Freedom’s Run – October 22, 2022
5. **Public Hearings**
6. **Unfinished Business**

7. **Old Business**

8. **New Business**

9. **Mayor's Report**

10. **Reports of Committees**

A. Finance Committee

1. Meeting minutes of June 23, 2022
2. Recommendations: NONE

B. Parking Committee

1. No meeting in June 2022
2. Recommendations: NONE

C. Police Committee

1. No meeting June 2022
2. Recommendations: NONE

D. Public Works Committee

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

E. Parks and Recreation Committee

1. Meeting minutes of June 2022- not available
2. Recommendations:
 - a. Send bids out for path at Cullison Park
 - b. Hank Walter proposal is included in packet

F. Grants Committee

1. No meeting in June 2022
2. Recommendations: NONE

11. Report of Commissions and Boards

A. Tree Commission

1. Meeting minutes of June 2022
2. Recommendations: NONE

B. Water and Sanitary Board

1. Meeting minutes of June 2022
2. Recommendations: NONE

C. Historic Landmarks Commission

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

D. Planning Commission

1. Meeting minutes of June 2022 – not available
2. Recommendations:

a. The Shepherdstown Planning Commission requests Town Council to approve the formation of an ADHOC committee to review and assess the 2014 Comprehensive Plan goals and to make recommendations to the Planning Commission for any amendments to the 2024 Plan. In doing so, the Planning Commission is granted authority to appoint members and set parameters for committee meetings.

E. Board of Appeals

1. Porter hearing held July 7, 2022

Special Town Council Meeting Minutes

Monday, June 13, 2022

10:00 a.m.^[L]_{SEP}

Town Hall

104 North King Street

Also being streamed on the town's Facebook page "Shepherdstown,
West Virginia"
DRAFT

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

Absent: Cheryl Roberts

Staff: Amy Boyd – Town Clerk

Visitors: – None in person

Agenda:

1. Call meeting to order^[L]_{SEP}
Call the meeting to order by Mayor Auxer at 10:00 a.m.
2. (Mayor read Agenda Item 1 first, then set the bond, and then the Recorder canvassed)
Canvassing and declaring the results of the June 7, 2022
Municipal Election (Shepherdstown, WV.)
Recorder L. Robertson -
 - * Unlocked and opened the ballot box.
 - * Retrieved the Statement of Ballots Used and read the results from June 7, 2022 for Precinct 33 = 169.
 - * Retrieved the four (4) Provisional Ballots and cited the reasons given on each envelope. Amy Boyd, Town Clerk, excused herself to call the County to verify, or not, the validity of the Provisional

Ballots.

* Reported that there were no Absentee or Spoiled Ballots.

* Per the rules of WV Canvassing from the Secretary of State, the ballots from Early Voting and Election Day, with the exception of the provisional ballots, (169 minus 4 = 165 - A. Boyd was in the process of verifying the 4 provisional ballots) were counted by the Canvassing Board – Mayor and Council members present. The count of 165 was accurate and verified by the Canvassing Board.

* A. Boyd returned and verified the four (4) Provisional Ballots were valid and to be counted – bringing the ballots to 169 to be counted.

* M. Amerikaner counted the Provisional Ballots and read the additional votes cast into the record changing the received number of votes from and to:

Mayor Auxer – $144 + 4 = 148$

Recorder Robertson – $146 + 4 = 150$

TC – Haynes - $106 + 1 = 107$

TC - Amerikaner - $120 + 0 = 120$

TC – Stroeck - $108 + 1 = 109$

TC – Roberts - $124 + 2 = 126$

TC – Rampy - $123 + 1 = 124$

TC – Vigil - $57 + 4 = 61$

M. Amerikaner – move to declare the results of June 7, 2022 Municipal Election. Second by C. Stroeck. No objections noted.

3. Mayor – called for a motion to Set bond amount for recount request of \$100.00.

C. Stroeck – move to set the bond amount for recount request at \$100.00. Second by J. Ford. No objections noted.

4. Adjourn until Wednesday, June 15 at 10:00 a.m. at which time the Town Council will reconvene to certify the results.

J. Ford – move to adjourn at 10:23 a.m. Second by C. Stroeck. No objections noted.

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

Shepherdstown Town Council Meeting Minutes
Tuesday, June 14, 2022
Town Hall
104 North King 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, Jim Ford, and Cheryl Roberts.

Absent: None

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

Visitors: Donna Bertazzini, Doug Perks, Cheri Perks, John Meeker, Mary Fortuna, Leah Rappy, and Steve Pearson.

Agenda Items 1 and 2-Call to order/approval of Town Council Minutes (vote required):

Call to order by Mayor Auxer at 6:29 pm.

Approval of the Town Council Meeting Draft Minutes of May 10, 2022.

C. Stroeck- move to approve Town Council Draft Minutes of May 10, 2022. M. Amerikaner – Second by C. Roberts. No objections noted.

Agenda Item 3 – Public Comment Period:

- a. Persons who have registered to address Town Council.

Agenda Item 4 - Visitors:

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

- a. Jefferson County Development Authority – new website

Mayor – the individual that was coming had a conflict.

- b. Donna Bertazzoni, President – Historic Shepherdstown Commission – Historic Laureate nominee –
D. Bertazzoni – appreciates all of our support and would like us to become members of the HSC. She is delighted to nominate Doug Perks as the new Historic Laureate and read a short bio on Mr. Perks.
L. Robertson – move to approve the nomination of Doug Perks as the new Historic Laureate. Second by C. Roberts. No objections noted.
- c. SSF update – J. Meeker – everything is great. Almost all of the town businesses are participating. They have 25K in sponsorships. Go to Shepherdstownstreetfest.org
- d. S. Pearson – Dogfest went great and thanked the Council. Everyone had a super time. There were 10 potential adoptions. We engaged with SU a little more and it worked out great.

Agenda Item 5 – Public Hearings:

None

Agenda Item 6 – Unfinished Business:

- a. Firehouse Subs AED Grant update
Chief King – the Shepherdstown Police Dept. requested AED's from the Grants Committee. As of the resulting grant, they were able to obtain 6 AED's, one for each police car. He thanked C. Stroeck and M. Fortuna specifically, and the Grants Committee in general, for their help. The original AED is now in the Police Station lobby. CPR training can be set up through the Shepherdstown Fire Department.

Agenda Item 7 – Old Business:

None

Agenda Item 8 – New Business:

- a. Grants discussion

Mayor – we received emails from DW Gregory and Mary Fortuna expressing their questions/concerns/ideas/guidelines regarding the process of procuring grants. C. Stroeck has offered his help with this.

C. Stroeck – the information from DW and Mary was good. There were also some concerns regarding the Parks & Rec bathroom application. He will work with Mary and come back with suggestions so the public can feel like they are informed and able to have input.

M. Fortuna – its really more about the process. Will look at a grants management policy.

C. Stroeck – yes, we will look at all of the ideas.

J. Haynes – do all grants go through the grants committee?

Mayor – no. We want to see what C. Stroeck comes up with regarding a process for future grants.

M. Amerikaner – would like to encourage the committee to include flexibility for short-term deadlines. This grant was done in good faith.

C. Roberts – C. Stroeck was under the weather and we didn't want to bother him with the deadline of the short turn around of the P&R's bathroom grant. And we were under the impression that Mary was stepping back. It was 1.5-week turn around.

Thanks for bringing these concerns to our attention.

C. Stroeck – just to be clear, although I was home, I was very much available via text, email, and cell. The concern was that the bathrooms were not vetted: no public hearing.

M. Fortuna – you can always call me. It's a big decision and should be more open. How did this land in P&R's lap?

C. Roberts – P&R did a survey and the public who responded expressed an interest in a bathroom in Cullison Park for the kids to use.

C. Stroeck – will P&R consider putting this on their agenda?

C. Roberts – yes, absolutely.

M. Fortuna – would like to see the survey on the website.

Mayor – P&R has been trying to see that the parks are more utilized. To date there has been no response on the grant application.

Agenda Item 9 – Mayor’s Report:

- June 15 at 10 am is the Certification of the Election. Immediately following the newly elected council members will be sworn in.
- Congratulations to all and to Leah Rampy, our newest member.
- Congratulations to Lori and Amy for a well-run election.
- This is Jim Ford’s last council meeting. He has been a very important member of council over the years and will stay on as a member of the Water Board and our representative for the CVB. He has been a hard worker, thoughtful and honest councilman and we will miss him.
- Summer rains and sun have caused the grass to grow like crazy – 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. Please check your bushes and trees to make sure they aren’t impeding the sidewalk.

Agenda Item 10 – Reports of Committees:

A. Finance Committee:

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

B. Parking Committee:

1. No May 2022 meeting
2. Recommendations: None

C. Police Committee:

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

D. Parks and Recreation Committee:

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

C. Roberts – meetings are the 4th Tuesday. A local man has ideas to help with the parks.

E. Public Works Committee:

1. Meeting minutes of June 8, 2022 – not available
2. Recommendations:

None

F. Path Advisory Committee

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

G. Grants Committee

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

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

1. Historic Landmarks Commission:

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

2. Planning Commission:

1. Meeting minutes of May 2022 – not available

2. Recommendations:
 - a. None

3. Tree Commission

1. Meeting minutes of May 2022 - not available
2. Recommendations: None
L. Robertson – update – the tree inventory has been completed by Bartlett –they did a great job. Jennifer has stepped back from taking care of the beds on German/King and the Train Station. Her brother Mike has expressed interest in taking over.

4. Water and Sanitary Board:

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

4. Path Advisory Committee

- 1- No meeting held in May 2022
- 2- Recommendations – None
L. Robertson gave an update – there was a conference call June 9, 2022. The call included myself, Mayor Auxer, Kenny Shipley (Project Manager), Matt Mullenax (Region 9), and various members of the Department of Highways and engineers. Chapman Engineering is about to complete their engineering. Once complete they will send the plans to DOH and to the Corporation. Kenny and I will then be able to take the plans to the landowners along Rt. 480 to discuss and procure the Temporary Construction Easement we need to move forward.

5. Board of Appeals

1. No meeting scheduled

J. Haynes – move to adjourn at 7:23 p.m. Second by J. Ford. No objections noted.

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

Special Town Council Meeting Minutes

Wednesday, June 15, 2022

10:00 a.m. ^[1]_{SEP}

Town Hall

104 North King Street

Also being streamed on the town's Facebook page "Shepherdstown,
West Virginia"
DRAFT

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

Absent: Jenny Haynes

Staff: Amy Boyd – Town Clerk, Public Works Director – Frank Welch, and Officer Moats.

Visitors: – Frank Hill, Esq.

Agenda:

1. Call meeting to order ^[1]_{SEP}
Call the meeting to order by Mayor Auxer at 10:01 a.m.
2. Reconvene to certify the June 7, 2022 Municipal Election Results.
J. Ford – move to certify the June 7, 2022 Municipal Election Results. Second by C. Roberts. No objections noted.
3. Adjournment
C. Roberts – move to adjourn at 10:02 a.m. Second by L. Robertson. No objections noted.

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

NOTICE: Representation is required at meeting where this application will be reviewed.

Corporation of Shepherdstown



Event/Park Request Form

Applications and fees are due at least ninety (90) days prior to the event unless otherwise noted.

Any form of advertising of this event, prior to approval by Town Council, is done at applicant's own risk.

Please read and complete entire application. An incomplete application may result in denial or delay of request. The Corporation of Shepherdstown reserves the right to approve or deny any event request.

Organization:	Freedom's Run
Contact Name:	MARK CUCOZZELLA
Mailing Address:	138 N TAMARAC DR
City, State, Zip:	Shepherdstown WV 25443
E-mail Address:	afundoc@gmail.com
Daytime Phone:	304 268 8813
Evening Phone:	SAME
Cell Phone:	SAME

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i>	Freedom's Run			
2.) Has this event been held in Shepherdstown in the past?	running event			
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
	<i>If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the current requested event</i>			
3.) Is this a "one-time" event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
4.) Date and Time of Event:	From: 5 am/pm To: 1 am/pm			
4a.) Set Up Time	0500			
4b.) Tear Down Time	1300			
5.) Park Requested, if applicable:	<input type="checkbox"/> Bane-Harris \$100	<input type="checkbox"/> Cullison \$100	<input type="checkbox"/> Rumsey \$500	<input type="checkbox"/> Viola-Devonshire \$100
6.) Are street closures requested?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please provide, on the attached map, streets that need to be closed. If having a parade, provide parade route. Alleys must be kept open. (No Exceptions)</i>			
7.) Is event open to the public?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	

NOTICE: Representation is required at meeting where this application will be reviewed.

8.) What are the parking arrangements? <i>Please explain.</i>	Shepherd Univ lots		
9.) Will entertainment be involved? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, give details w/# groups, type of music, time of performance(s) etc. See Noise Ordinance</i>	Any entertainment must be approved by the Town Council. <input type="checkbox"/> Live Band <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD Player <input type="checkbox"/> Other: Explain		
10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Tents on Shepherd Univ Midway Field		
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
12.) Will vendors be at the event? <i>If yes, give details including complete list of vendors and contact information.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
13.) Will event participants be charged a fee? <i>If yes, what is the cost?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Cost \$25-80 entry event dependent		
15.) Number of people expected to attend:	<input type="checkbox"/> less than 50	<input type="checkbox"/> 51-100	<input type="checkbox"/> 101-150 <input checked="" type="checkbox"/> more than 150
16.) Name & contact info. for two (2) people with authority that will be present at event:	Name: MARK CUCULELLA Phone: 304 268 8813 Name: SARAH HODDER Phone: 304 582 0748		
17.) Check any Town assistance needed:	<input type="checkbox"/> Electric <input checked="" type="checkbox"/> Police <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Recycling <input type="checkbox"/> Other		
18.) Will alcoholic beverages be served? <i>If yes, the Shepherdstown Open Container Ordinance must be suspended by action of the Town Council for this day's event.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, you must contact the WV Alcohol Beverage Control Commission to obtain a "one day" license.</i>		
19.) How will this event benefit Shepherdstown?	Runners from 70 STATES Health and Wellness		

Requirements:

- All event requests must be applied for at least 90 days prior to the event date.
- For park events, notification of the event must be provided, in writing, to all neighbors within two blocks of the event location (a copy of this notification must be provided to the Town)
- If this is a parade, walk or run, give details including map of route to be taken.
- General liability insurance coverage of no less than one million dollars (\$1,000,000) reflecting the Corporation of Shepherdstown as additionally insured.
- If assistance from the Police or Public Works Department is needed for the event, you will be responsible for contacting the respective departments.
- Payment of costs incurred during the event must be paid within one week following the event (i.e. Assistance from the Police Department or Public Works Department).
- All required information must be submitted at least two weeks prior to the Town Council meeting.

Corporation of Shepherdstown

It is hereby agreed and understood that _____ is reserved, as specified, for the use of the above named organization and/or individual. The Facility reserved is subject to inspection by any authorized representative of the Corporation of Shepherdstown in order to assure proper use of Town

NOTICE: Representation is required at meeting where this application will be reviewed.

property. This permit must be in the possession of the organization and/or individual to whom it is issued and shown upon request to any authorized Town Official.

The organization and/or individual assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of Town property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The organization and/or individual shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the facility, and shall indemnify and hold harmless the Corporation of Shepherdstown and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The organization and/or individual further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

☒ I have read and agree to these responsibilities.

Signature of Organization and/or Individual: _____

Date: 6/10/22

CUCUZZECA

Any individual under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____

Date: _____

Printed Name: _____

Phone: _____

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THE PARK FACILITIES. Once approved, this permit will be issued.

FOR OFFICE USE ONLY	
Rental Fee: \$ _____	<input type="checkbox"/> Cash
Date Paid: _____	<input type="checkbox"/> Check
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Approved by: _____	Comments: _____
Title: _____ Date: _____	_____

NOTICE: Representation is required at meeting where this application will be reviewed.

Checklist

(To be completed by the Corporation of Shepherdstown)

- ☐ Complies with 90 day notice
- ☐ Insurance certificate provided
- ☐ Police or Public Works Department fees paid (if applicable)
- ☐ Park fee paid (if applicable)
- ☐ Open Container Ordinance Suspended (if applicable)
- ☐ Amplified Sound Use (if applicable)
- ☐ Vendor's list (if applicable)
- ☐ Date approved by Town Council _____

10k Course

Assemble in front of the Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn right** (upstream) onto the C&O Canal Towpath. **Continue** on towpath to the marked turn around. **Turn around** on towpath and continue downstream. Under the Rumsey Bridge, exit the towpath on the left, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to **cross** the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.

Legend

— Freedom's Run 10k route



Medical station



Portable toilets



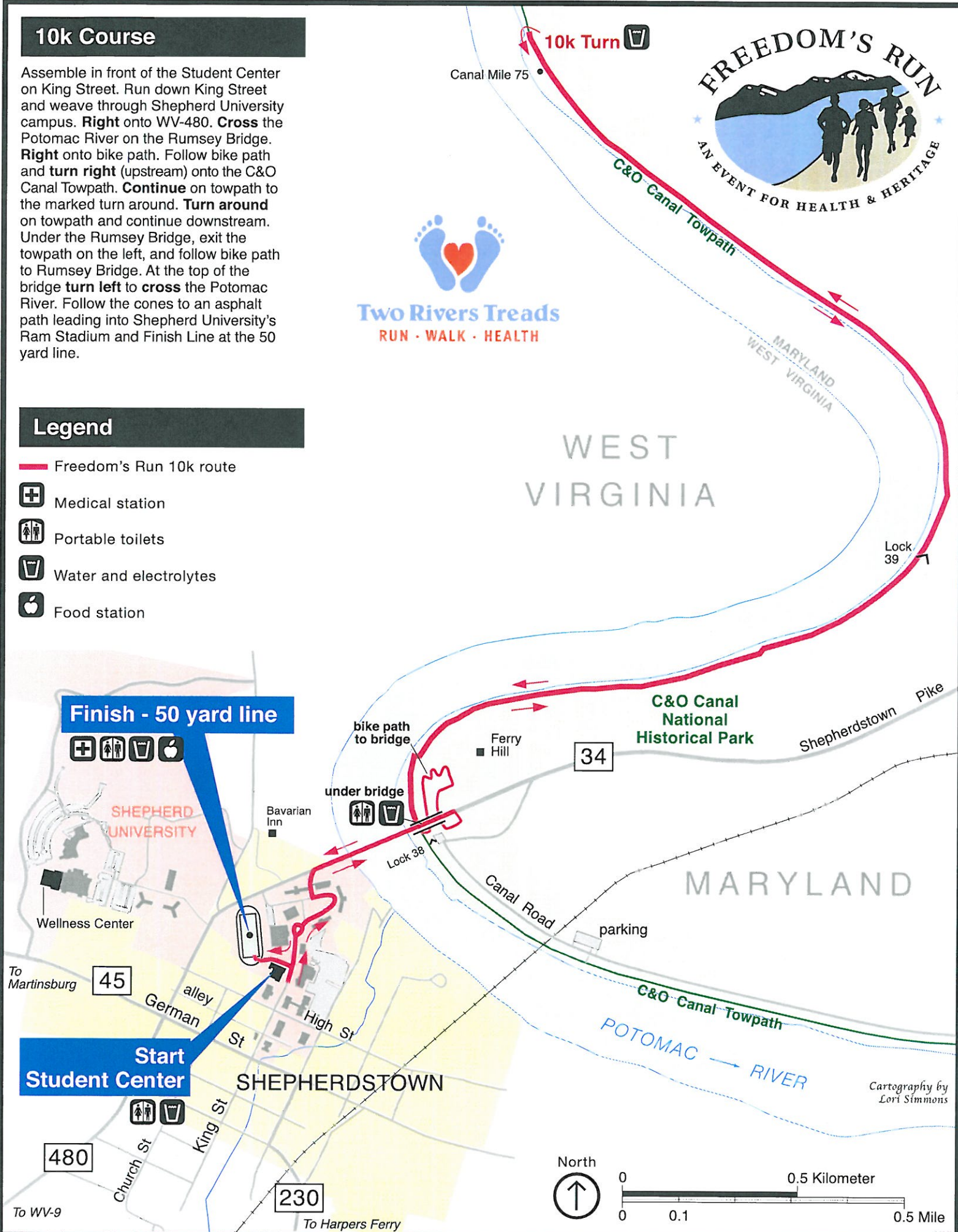
Water and electrolytes



Food station



Two Rivers Treads
RUN • WALK • HEALTH



Cartography by
Lori Simmons

Freedom's Run 5k Course

Assemble in front of the Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn left** onto the C&O Canal Towpath. **Continue** on towpath to the marked turn around. **Turn around** on towpath and continue upstream. Exit the towpath on the right, under the bridge, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to cross the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.

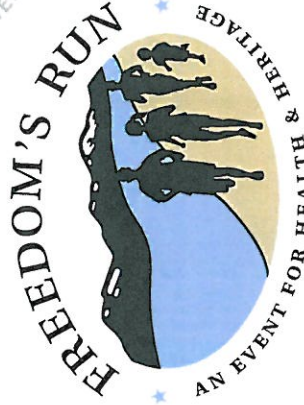
Legend

- Freedom's Run 5k route
- Medical station
- Portable toilets
- Water and electrolytes
- Food station

Finish - 50 yard line

Start Student Center

Cartography by Lori Simmons



Look 39

WEST VIRGINIA

C&O Canal National Historical Park

34

Ferry Hill

bike path to bridge

under bridge

Bavarian Inn

Wellness Center

45

To Martinsburg

480

To WV-9

MARYLAND

480

To WV-9

German St

High St

King St

Church St

230

To Harpers Ferry

5k Turn

Canal

Road

C&O Canal Towpath

POTOMAC RIVER

River Road

Look 38

parking

Shepherdstown Pike

Look 39

North

0 0.1 0.5 Kilometer

0 0.1 0.5 Mile

Two Rivers Treads

RUN · WALK · HEALTH

Half Marathon Course

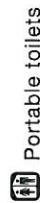
Assemble in front of the Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn left** onto the C&O Canal Towpath. **Left** on Millers Sawmill Road. **Left** on Harpers Ferry Road. **Right** on Branch Avenue. **Right** on trail then follow directions on trail. Enter road near Burnside Bridge. Continue and turn **left** on Branch Avenue. **Left** on Harpers Ferry Road. **Right** on Millers Sawmill Road. **Right** (upstream) on the C&O Canal Towpath. Exit the towpath on the right, under the bridge, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to cross the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.

Legend

Half marathon route



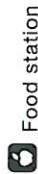
Medical station



Portable toilets



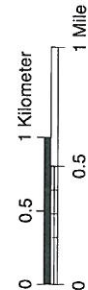
Water and electrolytes



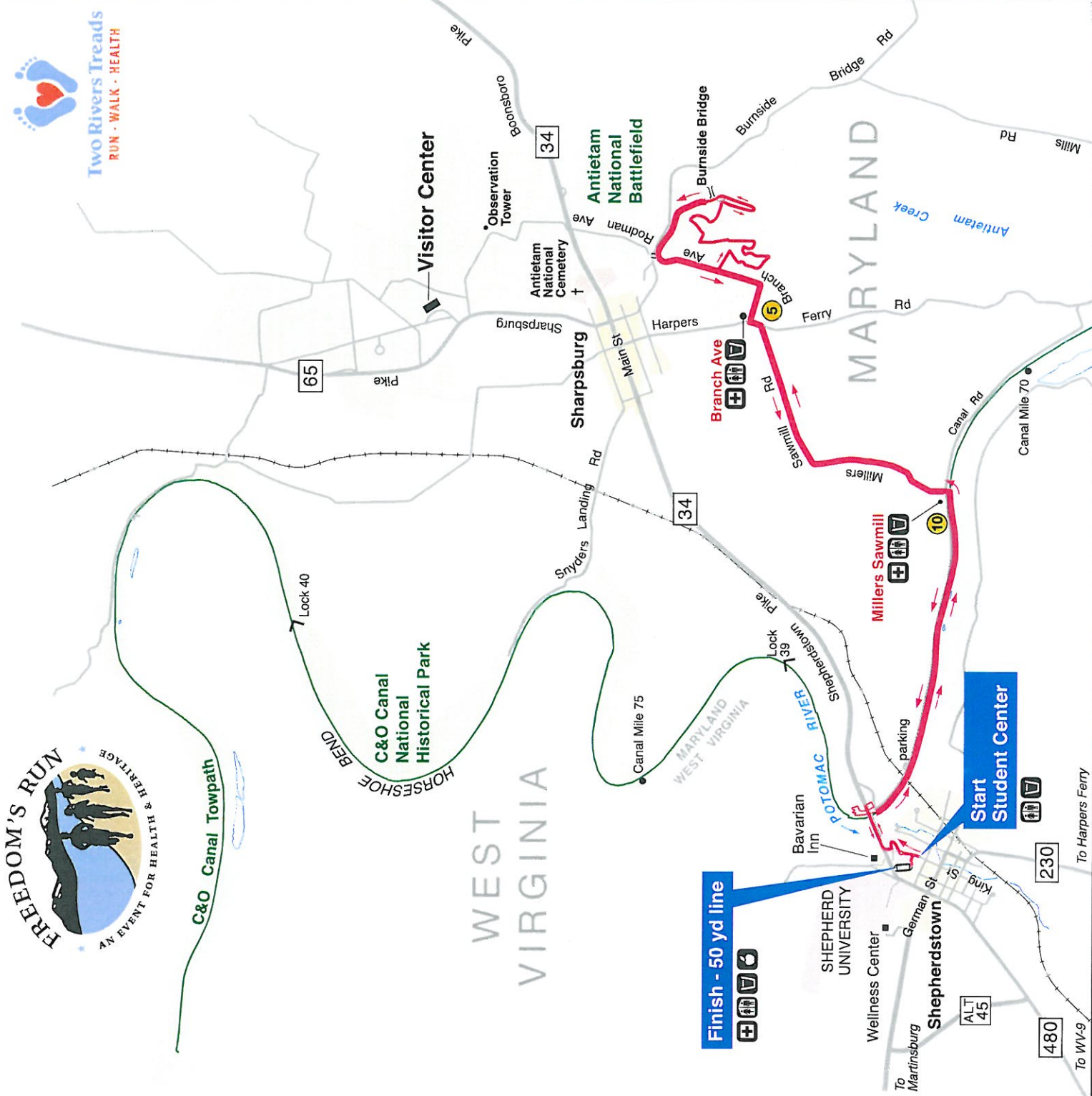
Food station



Half marathon mile marker



Cartography by
Lori Simmons



Finance Committee Minutes

Thursday June 23, 2022

2:30 PM, Town Hall

1. Call to Order

1. Mayor call meeting to order at 2:32.
2. Committee members present: J. Auxer, C. Roberts, J. Ford
3. Staff present: F. Welch, C. Stroeck, L. Robertson, J. Haynes, L. Rampy
4. Visitors: H. Taylor, L. Warner (both representing Shepherdstown Library)

2. Reading/Approval of Minutes

1. Minutes of the March 2022 meeting were approved without comment.

3. Unfinished Business - None

4. New Business

1. Shepherdstown Library Funding Request

1. H. Taylor summarized the Library's funding request:
 1. Double monthly funding from \$900 to \$1800.
 2. In-kind funding to provide mowing and snow removal services.
2. J. Auxer summarized the historical relationship of the Town and the Library and asked H. Taylor to present some of the Library's financial information. H. Taylor detailed the Library's income sources and amounts.
3. C. Roberts inquired as to what would happen to the Market Building after the Library moves to their new site. J. Auxer said that the Town intended to get a structural and status assessment of the building before deciding on next steps. C. Roberts stated that she wanted to know if the Library would still have a presence in the Market Building. H. Taylor said that they would be open to that if a compatible situation could be worked out. H. Taylor stated the the current plan is for the Library to vacate the building by Aug 31.
4. Regarding mowing and plowing, F. Welch stated that the Town does not currently have the equipment to provide those services. J. Ford suggested that we get commercial bids on doing the jobs. J. Auxer agreed that the Town could do that once it received data from the Library mapping the areas that will require service.

5. J. Auxer asked if there were any other types of in-kind services that might be needed. H. Taylor replied that IT services are occasionally required. J. Auxer stated that the Town might be able to provide that type of service.
6. L. Robertson asked if the Library was regularly involved in applying for grants. L. Warner replied that they currently have 2 pending and that they are generally involved in several grants every year.
7. C. Stroeck asked the Library representative if they were aware of any formal agreements between the Town and the Library prior to 1994. None are known.
8. C. Stroeck asked if the Library would be interested in having a written agreement defining the relationship between the Town and the Library going forward and they responded affirmatively.
9. C. Stroeck suggested that the Town should distribute information to the public as soon as possible describing the status of the Market Building - i.e. the Library will be vacating the building and the Town intends to assess the state of the building before any decisions are made about its future. L. Rampy agreed to create a first draft of the document.

5. Mayor's Report

1. There was a brief discussion of the source and distribution of the Hotel Tax.

The meeting was adjourned at 3:32.

Respectfully submitted,

J. Ford

Hack Walter's proposal

2x4 posts

2x4 rails

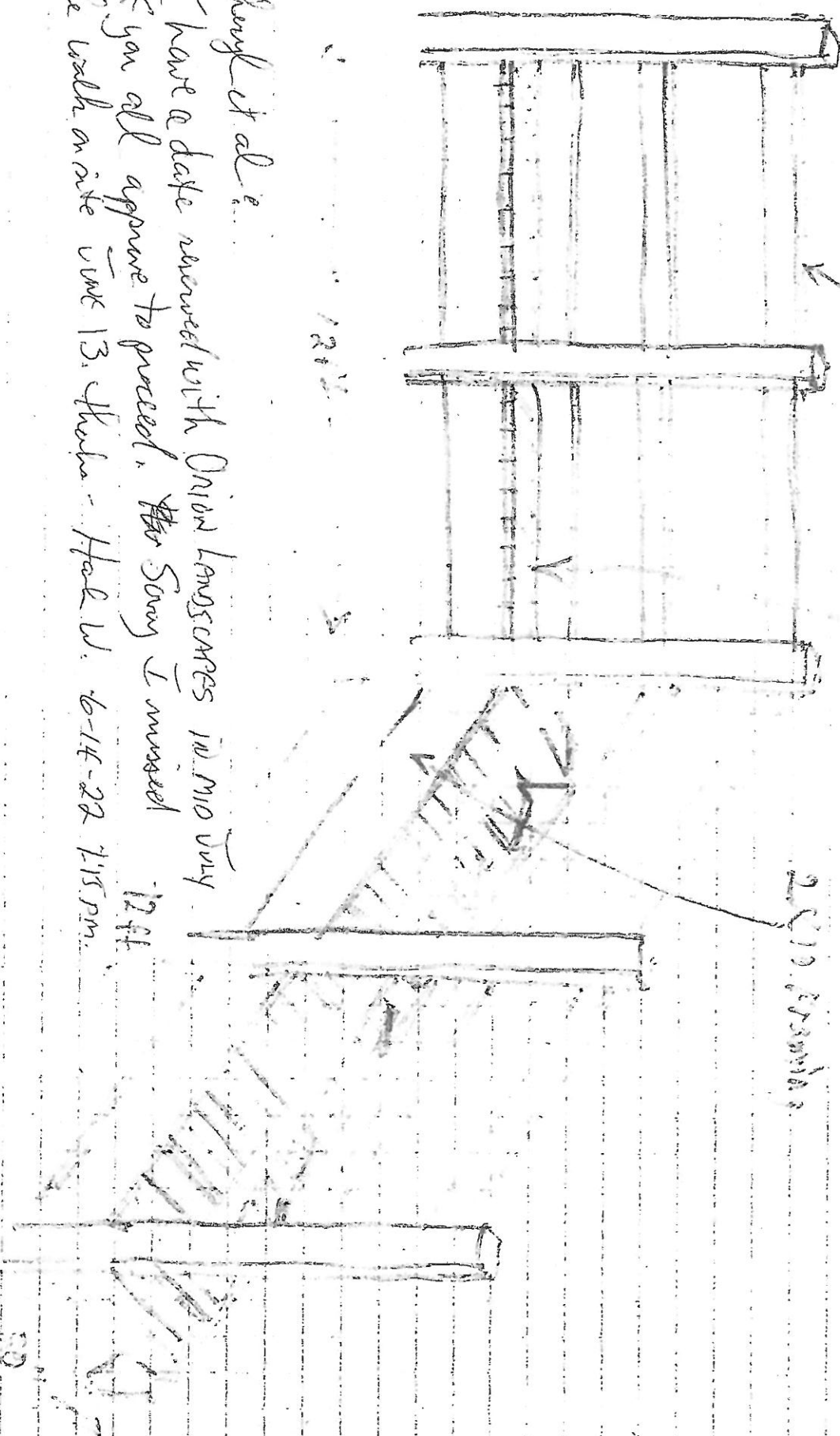
2x6 decking

2x10 bracing

12 ft

12 ft

Change it all!
I have a date reserved with Orion Landscapes in mid July
If you all approve to proceed, the Sany I missed
the walk on site was 13. Thursday - Hall W. 6-14-22 7:15 pm.



Shepherdstown Tree Commission Draft Minutes

Thursday, June 9, 2022
6:00 p.m. ^[SEP] Town Hall^[SEP]

1. **Members Present:** Lori Robertson – Chair, Frank Welch, James Dillon, and Jenny Haynes.

Absent: Carrie Blessing

2. **Call to Order:** L. Robertson called the meeting to order at 6:06 p.m.

3. **Approval of November 18, 2021 minutes.**

- a. **F. Welch – move to approve November 18, 2021 Tree Commission minutes. Second by J. Dillon. No objections noted.**
- b. **J. Dillon – move to approve February 18, 2022 Special Tree Commission minutes. Second by F. Welch. No objections noted.**

4. **Visitors:** None

5. **Public Comment:** None

6. **Unfinished Business-**

- a. Verbiage for Comprehensive Plan –input from Commission. Pending.
- b. Tree wells – Public Works – Flexipave update for Devonshire. Lori finally spoke to Noble Friday, June 3, 2022. The quote for the Dev's tree wells and to fix the deteriorating curbing is \$1849.40. This will allow a smooth surface for pedestrians and wheelchairs, as the Flexi-pave will roll over the roots.

- m. Library tree – suckers trimmed – DONE
- n. There is a Gingko that needs to be replaced with a different gender as it stinks. James – it is leaning into the street. James will order a Red Rage Black Gum.
- o. Rumsey Circle – plant the Red Rage Black Gum – DONE

7. New Business:

- a. Parks & Rec – request to remove dead limbs at Bane Harris Park.
- b. Bartlett to trim New Street a.s.a.p. due to the overgrowth. Next, they will trim the alleys for the same reason.
- c. Bartlett maintenance – they have been treating the tree on German St with Derek updating the tree inventory.
- d. Derek with Bartlett will join us for the July 14th meeting.
- e. The commission has expressed a concern for the tree located at the corner of New and King by the Baach's home. Need to reach out to the Baach's to discuss. Tree #273 on page 18 of the tree inventory.

8. Maintenance/Misc. - Fall 2022 -

9. Adjournment:

L. Robertson – if there are no objections, the meeting is adjourned at 7:00 p.m. None noted.

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

June 30, 2022

ATTENDEES: **Water Board** – J. Auxer (Mayor), J. Bresland (phone), J. Ford, S. Kemnitzer (Chair)
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff –C. Coe, F. Welch, J. Ekstrom (Ghosh Engineers)
Visitors: L. Rampy, Steve Pearson

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.

H. Heyser suggested that in the future when an item arises during the discussion of an agenda item which is not directly related to the agenda item, that should be clearly delineated in the minutes. There was no objection.

The proposed minutes of the June 2, 2022, regular meeting were reviewed and approved as submitted.

3. VISITORS. - No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS.

S. Kemnitzer expressed concern about not receiving monthly reports.

J. Auxer stated that the accounting department is working on improving the reports to the point that we receive more recent data.

R. Keller stated that the current financials have shown much improvement and that he is very pleased with that.

S. Kemnitzer agreed with that. S. Kemnitzer also stated that she would like to see a budget for next fiscal year.

J. Auxer stated that we would have to schedule a budgetary meeting and that we would need input from D. Decker, who is currently unavailable. He said that he would address that when D. Decker is available.

J. Bresland stated that he would like to have a knowledgeable financial person address the boards in order to more fully explain the financial data. There was general agreement and J. Auxer offered to arrange for D. Decker to do so when he is available.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

C. Coe reported that everything is in good order.

5.b. SANITARY REPORTS.

F. Welch reported that everything is in good order.

H. Heyser asked for an explanation of why no sludge has been spread on fields lately. F. Welch explained that we are not able to spread sludge when hay is on the fields, which is currently the case.

J. Auxer noted that the sewage flow level is quite low. F. Welch stated that we need more customers. There was a general discussion of some pending building projects which might bring us new customers in the next few years.

6. UNFINISHED BUSINESS.

6.a SEWER USE ORDINANCE – REVISION AND COMMENTS - SUMMER 2022.

H. Heyser stated that there was a quick discussion after our last meeting, although no substantive progress was reported.

6.b WATER PLANT IMPROVEMENT PROJECT - JEFF EKSTROM TO REPORT.

J. Ekstrom reported that construction was progressing smoothly. The contractors are waiting for electrical equipment to be delivered, which is not expected to happen for 3 to 4 weeks. The generator is due to be installed in September and the alternate-source pump station in October. We are still on schedule for a November 15 completion.

S. Kemnitzer asked when the parking at the river access would be cleared of construction equipment. J. Ekstrom and C. Coe stated that it would improve somewhat over the next couple of months but would probably not be entirely clear until November 15.

6.c UPDATE ON WATER DISTRIBUTION PROJECT - (REGION 9 - CORPS OF ENGINEERS).

F. Welch reported that we are still waiting for the Army Corps of Engineers to release the funding and that the responsibility for administering the funds dispersal has been moved from the Huntingdon ACE office to the Baltimore ACE office.

6.d UPDATE ON 120 WATER.

C. Coe explained that his organization is in the process of submitting our inventory of service lines to 120 Water, who is building the database that will be used on the project. He further stated that things are progressing as expected.

7. NEW BUSINESS.

7.a SHEETZ STORE - APPROVAL OF STEP II - ALTERNATE MAINLINE EXTENSION AGREEMENT - TO BE SENT TO PSC.

F. Welch reported that the Alternate Mainline Extension Agreement has been approved by the PSC and is waiting for signature by a Sheetz representative. J. Auxer said that he would attempt to contact the Sheetz regional manager in Winchester to get the signature.

7.b HYDRANT REPORT.

C. Coe stated that the status had not changed in the last month - we are still waiting on contractors to do repair/replacement of a number of hydrants.

R. Keller inquired as to whether any attempts have been made to track down and prosecute drivers who damage hydrants. J. Auxer replied that it is handled like any other destruction of property situation.

7.c TOLLHOUSE WOODS - HORTON BUILDERS HAS PURCHASED LAND.

F. Welch reported that the application renewal request has been updated to reflect the new ownership. He also stated that they expect to build 67 houses and that they will have to hook up a temporary pumping system while building is in progress.

H. Heyser remarked that working with the builder in this way to facilitate the building progress is an important thing for us to do since it should result in new customers.

7.d COMMERCIAL CENTER - LOWE BYPASS - APPROVAL STEP II - ALTERNATE MAINLINE EXTENSION AGREEMENT - SENT TO PSC.

F. Welch reported that the agreement has been submitted to the PSC and we are waiting on approval.

8. **MAYOR'S REPORT.**
J. Auxer stated when D. Decker is available he will ask him to begin work on the information package required for the Sanitary Board to consider a sewer rate increase.
9. **NEXT MEETING DATE.**
Thursday, July 28, 2022, at 12:30PM at Town Hall.
10. **SUMMARIZE ACTION ITEMS FROM THIS MEETING.**
11. **DRAFT AGENDA FOR NEXT MEETING.**
12. **ADJOURNMENT.** J. Auxer adjourned the meeting at 1:11 p.m.

Respectfully Submitted: J. Ford