

FINANCE COMMITTEE AGENDA

Friday, September 23, 2022

11:00 a.m.

Town Hall

1. Call to order
2. Reading/approval of minutes
3. Unfinished Business
 - a. Shepherdstown Public Library Funding Request
4. New Business
 - a. Inventory List
5. Mayor's Report

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. Stroech, 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

Equipment Inventory 2022

Dept.	Year	Make	Model	Type	Vin Number	Life Expectancy	Price		Department Split
Corp	2006	Ford	F250	Pick Up	1FTNF21546EA02193	Replace	\$ 60,000.00		100% Corp
Corp	1993	Ford	F700	Dump	1FDWK74C4PVA37708	Surplus			100% Corp
Corp	2017	Freightliner		Garbage	1FVACYFE6JHX9231	10 Years	\$ 200,000.00		100% Corp
Corp	2001	Sterling		Garbage	2F2AATAK71AJ17733	Replace	\$ 200,000.00		100% Corp
Corp	2017	Isuzu	NNR	Garbage	JALE5W160J7301291	10 Years	\$ 120,000.00		100% Corp
Corp	2005	Alley Cat		Trailer	1D9RP18135B388002		\$ 12,000.00		100% Corp
Corp		Morbark	2090D	Chipper	90199	5 Years	\$ 75,000.00		100% Corp
Corp	2013	Niffisk	RS-1300	Sweeper	103906895	Replace	\$ 125,000.00		100% Corp
Corp	2019	Bobcat	48 Hyd Fork	Hydraulic Forks	230802616	9 Years	\$ 2,500.00		100% Corp
Corp	2019	Bobcat	SS90	Skid Steer	AR9R21161	1000 Hrs Trade	\$ 35,000.00		100% Corp
Corp	2019	Kubota		Sweeper	1063487K	4 Years	\$ 6,000.00		100% Corp
Corp		John Deere	265	Mower	M00265A151326	Replace	\$ 7,000.00		100% Corp
Corp	2016	John Deere	930M	Mower		9 Years	\$ 15,000.00		100% Corp
Corp				Trash Cans	28 Cans	Replace as Needed	\$ 700.00	Per Can	100% Corp
Corp		Dempster	Blue	Recycling Bins	22 Bins	Replace as Needed	\$ 580.00	Per Bin	100% Corp
Corp				Recycling Cans	19 Cans	Replace as Needed	\$ 400.00	Per Can	100% Corp
Corp				Trash / Recycling / Glass Cans	12 Cans	Replace as Needed	\$ 1,600.00	Per Can	100% Corp
Corp				Streets		Replace as Needed	\$ 17.00	Sq. Yard	100% Corp
Corp/S		John Deere	757	Mower	TC0757B035985	Replace	\$ 16,000.00		50% Corp 50% Sewer
Corp/S	2016	Cat	906M	Wheel Loader	CAT0906MPH6600864	14 Years	\$ 95,000.00		75% Sewer 25% Corp
Corp/S/W	2003	Ford	F350	Service	3FTSF31L33MB33564	Replace	\$ 95,000.00		33% Each Department
Corp/S/W	2003	Ford	F350	Dump	1FDWF37583ED58841	Replace	\$ 60,000.00		40% Corp 40% Water 20% Sewer
Corp/S/W	2012	Ford	F350	Dump	1FDRF3HT8CEB42895	5 Years	\$ 60,000.00		40% Corp 40% Water 20% Sewer
Corp/S/W	2009	GMC	C500	Dump	1GDE5C1979F411424	7 Years	\$ 80,000.00		90% Corp 5% Water 5% Sewer
Corp/S/W	2007	Ford	Ranger	Pick Up	1FTYR11U17PA243235	Replace	\$ 40,000.00		33% Each Department
Corp/S/W	2009	GMC	3500	Pick Up	1GTHK74679F152002	4 Years	\$ 60,000.00		50% Corp 25% Water 25% Sewer
Corp/S/W		Ingersoll-Rand	P-185	Air Compressor	1947G2LL328	Replace	\$ 45,000.00		33% Each Department
Corp/S/W	2004	Cat	420D	Backhoe	CAT420DTFDP08329	1 Years	\$ 125,000.00		33% Each Department
Corp/S/W		Coastal		Office Trailer	Storage	Replace	\$ 29,000.00		33% Each Department

Equipment Inventory 2022

Dept.	Year	Make	Model	Type	Vin Number	Life Expectancy	Price	Department Split
Corp/S/W		Towmaster		Trailer	4KNUT162971163608	6 Years	\$ 8,000.00	70% Water 20% Sewer 10% Corp
Corp/S/W		Case	CK-31B	Mini	PW12-40617	4 Years	\$ 60,000.00	70% Water 20% Sewer 10% Corp
Corp/S/W				Gas/Diesel Tank		Replace	\$ 4,500.00	33% Each Department
Corp/S/W		Wilmont		Office Trailer		1 Years	\$ 29,000.00	33% Each Department
Corp/S/W	2019	Kubota	SSV75	Skid Steer	JKUS0751C00124438	1000 Hrs Trade	\$ 50,000.00	33% Each Department
Corp/S/W	2001	Ford	Ranger	Pick Up	1FTYR10C31TA34197	Replace	\$ 40,000.00	100% Water
Sewer	2008	O Brien	3518-SC	Jetter	OBM-1224	4 Years	\$ 45,000.00	100% Sewer
Sewer	2014	Ford	F350	Dump	1FDRF3H21EEA34766	7 Years	\$ 60,000.00	100% Sewer
Sewer	2016	International		Spreader	1HTMMMMN8GH232217	14 Years	\$ 110,000.00	100% Sewer
Sewer	2015	Ford	F150	Pick Up	1FTEW1EP2FKE46953	8 Years	\$ 50,000.00	100% Sewer
Sewer	2003	Ford	F150	Pick Up	2FTRF18233CA31757	Replace	\$ 50,000.00	100% Sewer
W/S		Godwin	6"	Pump		8 Years	\$ 85,000.00	50% Water 50% Sewer
Water	2007	Ford	Ranger	Pick Up	1FTYR11V37PA16503	Replace	\$ 40,000.00	100% Water
Water	2021	John Deere	X570	Mower	1M0X570BKMM160972	14 Years	\$ 7,000.00	100% Water
Water		John Deere	GT235	Mower	M0G235F094771	2 Years	\$ 7,000.00	100% Water
Water	2017	Ford	Transit	Van	NM0LSTE73H1323855	13 Years	\$ 35,000.00	100% Water