

PUBLIC WORKS COMMITTEE AGENDA

Monday, Jan. 30, 2023

9:00 AM

Town Hall - In Person

104 North King Street

1. Call to Order
2. Reading and approval minutes – Nov. 28, 2022
3. Visitors -
4. Public Comment
5. Unfinished Business
 - a. International Property and Maintenance Code-property maintenance report – Andy to report
 1. 349 W. German St. - Violation notice – Work on house partly finished – Violation sent – Establishing ownership
 2. Violations – 205 E, German St.
 - b. Trash in alleys-cleaning and contacting property owners and occupants about trash and grass Issues – Report on ordinance - Enclosure
 - c. Recycling Grant-Garbage truck (for glass) – Apply in **2023** – Recycling Committee
 - d. Glass Recycling - Discussion
 - Washington Street-partly paved and improved – Handicap Corners to be installed before paving – Spring – Corners are completed – on schedule to pave, 2023
 - German Street - pave Princess to Mill Street – going East – work planned for 2023
 - Re-do Crosswalk decals – Partly completed
 - Inspect German St. at crossing of “Town Run” – Bridge Crew to assess – no report
 - e. Sidewalk Survey – Most severe hazardous sidewalks have been repaired – Corner of High St. and Mill St. needs work – Second Phase of sidewalk repair will be coming soon
 - f. FEMA Study – 1st Quarter 2023
 - g. Market House – report on condition
 - h. Sidewalk Training – Dr. Van Eck – Marti to discuss
 - i. Stormwater – St. Agnes Catholic Church + Shepherd Village – Stormwater Proposal - Enclosure
 - j. Green Stormwater Grant – Andy
 - k. Deer Problem
 - l. Sidewalk reimbursement – Deborah Wenner
 - m. Greg Welter – Comprehensive Plan
 - n. Annexation
6. Mayor’s Report
7. Adjournment

PUBLIC WORKS COMMITTEE MINUTES

Monday, Nov. 28, 2022

9:00 AM

Town Hall - In Person

104 North King Street

1. Call to Order – 9:02am – Marty A., Chris S., Jim A. / Staff – Frank W., Andy B.
2. Reading and approval minutes – Oct. 24, 2022 – Chris motion to approve, Second by Jim, approved.
3. Visitors – None.
4. Public Comment – None.
5. Unfinished Business
 - a. International Property and Maintenance Code-property maintenance report – Andy to report:
 1. 349 W. German St. - Violation notice – Work on house partly finished – Violation sent – Establishing ownership – Ongoing.
 - b. Trash in alleys-cleaning and contacting property owners and occupants about trash and grass
Issues – Ongoing and improving. Report on ordinance – CPS to provide draft revisions asap.
 - c. Recycling Grant-Garbage truck (for glass) – Apply in 2023 – Recycling Committee – All current grant obligations to terminate end of Jan., 2023.
 - d. Travis Ray (WVDOH)–
 - Washington Street-partly paved and improved – Handicap Corners installed before paving – Spring – Corners are completed – on schedule to pave, 2023.
 - German Street - pave Princess to Mill Street – going East – work planned for 2023.
 - Princess Street-dip – Work completed. DOH advised that dip will not be filled in, Frank to contest. Paving not good, Frank to advise.
 - Duke Street – Water problem – Ponding – Both west and east corners to be improved by DOH.
 - Re-do Crosswalk decals – Partly completed – more areas to complete.
 - Inspect German St. at crossing of “Town Run” – will likely need the same support over Town Run as was installed on New Street.
 - e. Sidewalk Survey – Most severe hazardous sidewalks have been repaired – Corner of High St. and Mill St. needs work – Second Phase of sidewalk repair will be coming soon.

- f. FEMA Study – ongoing.
 - g. Market House – Full inspection has been performed, **written report to be released as attachment to Minutes**. Roof needs to be replaced. Electric needs to be updated. Estimates to be obtained for both large projects.
 - h. Sidewalk Training – Dr. Van Eck – December, 2022.
 - i. Stormwater issues – No response from St. Agnes. Will invite church and Jeff E. to upcoming PW meeting to discuss solutions.
 - j. Cable, Phone, etc. – Lines hanging from poles – Andy B. and Thomas Butcher to canvass the town and report on any issues. CPS to draft letter if needed.
 - k. Public Restrooms – sandwich board to be ordered for TH bathrooms.
6. Mayor’s Report – 4-way stop at Duke & High Streets – traffic study results expected in March, 2023, will wait to review these results.
7. Adjournment – Marty motion to adjourn, Second by Chris.

Frank Welch

From: Andy Beall
Sent: Tuesday, January 17, 2023 12:03 PM
To: Frank Welch
Subject: FW: CBT Grant Program

John A. Beall

Planning & Zoning Administrator

Corporation of Shepherdstown

104 North King Street

P.O. Box 248

Shepherdstown, WV 25443

(304) 876-6858

abeall@shepherdstown.us

"Don't stumble over something behind you."

- Seneca the Younger

From: Megan Diehl <mdiehl@region9wv.com>
Sent: Tuesday, January 17, 2023 8:37 AM
To: Andy Beall <abeall@shepherdstown.us>
Subject: CBT Grant Program

Good morning,

I hope all is well! I spoke with the representative from the Chesapeake Bay Trust about the concept design plan. She says it is a great fit to the program and gave her approval to apply. We will need the following additional items with the application:

- Cost estimates from at least three consultants or contractors considered
- Images of problem areas (St. Agnes Catholic Church and other areas within Corporation limits) that will be addressed in the final product
- Will you be providing a match?

Feel free to give me a call if you have any questions or concerns. I will get starting on drafting the application/proposal this week.

Sincerely,
Megan



Megan Diehl (formerly McNamee)
Environmental Program Coordinator
Eastern Panhandle Regional Planning & Development Council
☎ 304-263-1743
🌐 region9wv.com
📍 226 Pilot Way, Ste. E, Martinsburg, WV 25405



Application Number _____

Application for Sidewalk Repair Cost-Sharing Program

Corporation of Shepherdstown, West Virginia

Should you have any questions regarding this application, please contact:

Frank Welch (Phone 304-876-3322, E-Mail fwelch@shepherdstown.us)

Andy Beall (Phone 304-876-6858, E-Mail abeall@shepherdstown.us)

PLEASE PRINT OR TYPE CLEARLY

Property Owner's Name: Debra Wenner

Mailing Address: P.O. Box 261

Day Time Telephone Number: 304-820-7419

E-Mail Address: dawenner23@yahoo.com

Street Address of Proposed Work: 101 South Duke Street, Shepherdstown, WV 25443

Description of Work: Remove and dispose of existing sidewalk, reprep area, form to allow proper slope, install clean stone base, 6 x 6 welded wire mesh to assure stability, place and finish 4: 3500 PSI concrete

Material Composition of Sidewalk to be Repaired: Brick _____ Concrete

Cost Estimate #1: \$3768.00

Contractor performing work: Kirby's Custom Concrete

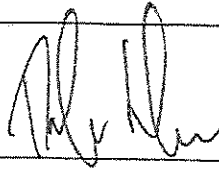
Contractor's Business License #: 038253

Cost Estimate #2: _____

Contractor performing work: _____

Contractor's Business License #: _____

Date: 06/28/2022

Owner's Signature: 

Print Name: Debra Wenner

Hello Mayor Auxer,

I am writing as a representative of two subgroups of the Shepherdstown Comprehensive Plan review steering committee. These particular subgroup is focused on the Public Services/Infrastructure and Transportation elements of the 2014 plan. Other members of the subgroups are Mike Athey, Jonathan Moss, Marty Amerikaner and Leah Rampy. My intention is to attend the next meeting of the Public Works Committee to identify contacts to characterize current status for certain higher priority subgoals in the plan.

Questions that we'd like to pursue are:

(T-1.8, T-1.9, T-1.10, T-1.5, T-1.3, T-1.7 and T-1.2) – Pedestrian and bicycle transportation enhancements were identified as particularly high priorities in the transportation chapter of the plan. Improvements were recommended for sidewalks within the Town, and for enhanced bicycle routes within the Town and to nearby points of interest (in particular, well marked bike routes to the C&O canal, to other parks, and to schools, “shared” bicycle pavement markings). Have specific plans been developed for implementation in this regard?

(T-3.4 and T-7.1) – One concern touched on in several places of the comprehensive plan is relieving congestion at the intersection of Duke St. and West German St. (Rtes 480 and 45). The plan in fact suggested a rerouting of traffic from the Potomac River crossing north of Rte 45 for mitigation. We are aware of the Rte 45 corridor enhancement plan that was developed in cooperation with HEPMPO. What is the status of implementation of either the rerouting concept, or of the corridor enhancement project?

(PSI-2.1 and PSI-2.3) – Asset management. The Comprehensive Plan recommended development of asset management planning for Town owned buildings and capital equipment, and for maintenance of street pavement.

(T-6.3) – Expanded offstreet parking.

(NER-2.1) – Installation of energy efficient street lighting. (We are aware of PSC direction to First Energy for implementation of favorable rates for efficient LED-based lighting; however, such implementation would need to be accomplished with sensitivity to lamp configuration for prevention of stray lighting trespass, glare, and other environmental considerations. Preliminary efforts were considered by the town, but then deferred.) What are current plans?

(PSI-4.1, PSI-4.3, PSI-4.4, PSI-4.5) – A variety of plan subgoals related to coordination of public services with non-Town agencies. These included enhanced coordination with Shepherd University, maintaining mutual aid agreements for policing, and support to fire department for funding and involvement in development plan review.

(NER-1.9) – Subgoal related to stormwater management, particularly in terms of the Town Run watershed.

On a related matter, what is the status of stormwater management within the town generally? We are aware of the proposal submitted by Downstream Strategies. Is this contract being implemented, or are other alternatives being considered?

Best regards, Greg Welter

Greg Welter, PE BCEE
Board Certified Environmental Engineer
301-275-3084