

# **PUBLIC WORKS COMMITTEE AGENDA**

**Monday, July 25, 2022**

**9:00 a.m.**

**Town Hall - In Person**

**104 North King Street**

1. Call to Order
2. Reading and approval minutes – June 8, 2022, June 27, 2022 and July 15, 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. 103 W. New St. – Brookes Estate – Andy to explain
  - b. Trash in alleys-cleaning and contacting property owners and occupants about trash and grass issues
  - c. Recycling Grant-Garbage truck (for glass) – Apply in **2023** – Recycling Committee
  - d. Travis Ray
    - Washington Street-partly paved and improved – Handicap Corners to be installed before paving – Spring – Corners are done – on schedule to pave
    - German Street - pave Princess to Mill Street – going East – to be done in 2023
    - Princess Street-dip – Bridge crew to assess – Drainage pipe rusting out under road
    - Duke Street – Water problem – Ponding – dig out dirt along curb
    - Re-do Crosswalk decals – Partly completed – a few more areas to complete
    - Inspect German St. at crossing of “Town Run” – Bridge Crew to assess – no report
    - Jay Hurley’s request – RT. 230 – Rumble Strips – no progress on this request
  - e. Garbage and recycling rates – meeting held – July 15, 2022
  - f. Sidewalk Survey – Letters to be sent to property owners who have hazardous sidewalks – In progress
  - g. FEMA Study - ongoing
  - h. Market House - renovations
  - i. Request for sidewalk fund – Deborah Wenner - enclosure
  - j. Sidewalk Training – No notification yet
  - k. Benches – Request for new benches – Mark Kohut - enclosure
  - l. Trains – blocking crossings
  - m. Stormwater – St. Agnes Catholic Church + Shepherd Village – Town Engineer to investigate
  - n. Cable, Phone, etc. – Lines hanging all over town – Enclosure
6. Mayor’s Report
7. Adjournment

## **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. Stroeck made motion to adjourn at 9:50am, approved without objection.

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

# **PUBLIC WORKS COMMITTEE MINUTES**

**Mon, June 27, 2022**

**9:00 a.m.**

**Town Hall – In person**

**104 North King Street**

1. Call to Order – 9:00am – Jim A., Chris S., Jim F; Staff – Frank W.

2. Visitors – Leah Rampy, Lori Robertson (late).

3. Public Comment – None.

4. Garage Rates –

\*See income / expense sheet prepared by Frank; Attached;

\*Jim F. to prepare models for inputting varying rates and timeframes;

\*There have been no increase in rates for some time;

\*Glass recycling to be considered but also a separate issue (whether to continue or not?);

\*Will reducing residential pick-up to once per week save costs? Frank to report back;

\*Rate increase likely – how to justify and provide notice to customers?;

\*Apple Valley rates are significantly higher;

\*Frank W. – Apple Valley is much larger operation;

\*Lori R. – can any rate increase(s) be imposed incrementally?

\*Are landlords actually paying for each of their individual units?

Frank to report back;

\*Leah R. – rate increases should consider both catching up and improving gap between income and expenses and account for inflation going forward;

\*Glass recycling could include a main drop-off point;

\*Ensorga is now closed.

5. Adjournment: 9:50am.

# **PUBLIC WORKS COMMITTEE MINUTES**

## **Special Meeting**

**Fri, July 15, 2022**

**11:00 a.m.**

**Town Hall – In person**

**104 North King Street**

1. Call to Order – 11:01am – Jim A., Chris S., Jim F., Marty A.; Staff – Frank W.
2. Visitors – Lori Robertson.
3. Public Comment – None.
4. Garage Rates –

\*Jim F. prepared and provided spreadsheet for rate analysis;

\*Marty – How does the deficit affect us? Is it really a bad thing that the garbage / recycling department is not making a profit or even at this point. Jim A. – yes, this an issue as expense money comes from the General Fund;

\*We are operating on a \$100K deficit per year – need to close this gap;

\*Lori – When do we break even? Jim F. – it depends on how much of an increase is made per year – higher the increase, less time it will take to break even;

\*Frank – There is likely no significant expense reduction if residential goes to one pick-up per week. The high expenses are landfill costs, and those costs will not change as handling same amount of garbage;

\*Chris is concerned with a 20% immediate increase – this could impact some people immediately;

\*Lori – Can we keep “rate analysis” as an old business item to ensure that annual reviews are made? Jim A. & Frank - yes;

\*Rates have not been raised since 2016;

\*Marty – Can we set aside some reserves in case certain customers are adversely impacted by the rate increases? Does this alleviate Chris’s concerns?;

\*Lori – When rates were raised last time, there were not complaints;

\*Marty – If rates were raised 10% per year, how long until we break even? Jim F. – 7 years;

\*Marty – Any other ways to save on expenses? Do we save money with a new garbage truck? Frank – Not really, trucks are expensive, grant reimbursement is typically less than half;

\*Jim A. – We need to prepare the future with some gradual increase;

\*Marty – There has been no increase in 6 years, Apple Valley rates are much higher, inflation impact on expenses;



\*Frank – Should we consider locking in for the first year, with ability to re-evaluate any future increases? All agreed this was a good idea;

\*Need to make sure any rate increase are justified;

\*Chris to prepare justification statement – will be on September Town Council agenda;

\*\*Chris made a motion to increase all garbage and recycling rates 10% effective upon passage (estimated Jan, 2023) for a one-year period, with estimated 10% increases for the next 6 years, said increases to be reviewed annually. Seconded by Marty. Approved without objection.

5. Adjournment: Chris motion to adjourn at 9:50am. Seconded by Marty. Approved without objection.

DRAFT



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](mailto:fwelch@shepherdstown.us))

**Andy Beall** (Phone 304-876-6858, E-Mail [abeall@shepherdstown.us](mailto: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 X

**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

 Mark Kohut

Add keywords

 Home

10 things you dic

Today's quote fr

RE: Oregon incre

Mark Kohut

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- Inbox
- Unread
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- Archive
- Spam
- Trash
- Less
- Views
- Hide
- Photos
- Documents
- Subscriptions
- Shopping
- Receipts
- Travel
- Folders
- Show

Shepherdstown Shares needs your approval.

Yahoo/Inbox



Mark Kohut <mark.kohut@g

Tue, Jun 14 at 10:31 AM

To: Arthur Auxer III,  
Marty Amerikaner,  
Christopher Stroeck,  
Jenny Haynes,  
Cheryl Roberts

Cc: Jan Hafer,  
MaryBeth Kilmer,  
James Gatz, Judy Jenner,  
Cari Simon

Dear Mayor Auxer and Town Council,

Our President Jan Hafer and I have gone through all of the email correspondence and decisions related to the Shares Bench project of 2020.

We learned two major relevant things. Shep Shares needs to get approval from the town to place any benches beyond ten, the original number discussed back when. We have a request, originating with a call to the mayor, to do one in memory of John King. (Our benches are liked). We think we might have another request, not recent, which we have to get to the bottom of.

So, Shepherdstown Shares is asking for that approval.

Thing Two, said the Cat in the Hat: There was supposed to be a follow-up meeting about a year later than that meeting about maintenance and other questions/decisions which expired (evidently). Neither Shep Shares nor the town asked for that follow-up meeting

We are now asking for that meeting when it is convenient for the town. And us.



Mark Kohut

mark.kohut@gmail.com

+ Add to contacts



Stormwater Runoff Problem Areas		
Chris Caffero	310 W. German Street	St. Agnus Stormwater Retention...Should be piped to baseball field.
Rebecca Parmesano	100 Shoe Lane	and Duke St. to Shoe Lane.
Debbie Wenner	101 S. Duke Street	Inadequate ditch along alley next to house to stop stormwater from entering basement. Requested a stormwater drain pipe.
Roger Monroe	204 Bones Wright	Runoff from street damaging old mill wheel pillars.
Marian Condon	420 E. German Street	Runoff from Shepherd Village / Sage Place.
Steve Secrist	?	?

## Frank Welch

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**From:** Arthur Auxer III <jimauxer@yahoo.com>  
**Sent:** Sunday, July 03, 2022 2:49 PM  
**To:** Andy Beall; Frank Welch  
**Subject:** Fw: Utility Blight, we can fix this.  
**Attachments:** image\_67178497.JPG; image\_67514881.JPG; image\_67205633.JPG; image\_67189761.JPG; image\_67222017.JPG

[Sent from Yahoo Mail for iPad](#)

Begin forwarded message:

On Sunday, July 3, 2022, 12:45 PM, David Rosen <rosend@gmail.com> wrote:

Happy Independence Day Council,  
I want to thank you all for your service to our community. I truly appreciate the work you do. I am requesting that the town council look into a way to reduce utility blight in town. Currently the 3 or 4 companies that serve our community have no respect for our town or how much blight they cause due to lazy technicians. I have included a couple photos I took on my morning dog walk. For such a beautiful historic community to have wire messes everywhere it is a shame. Currently the companies leave unused wires hanging from poles, they leave old parts on poles, they leave old poles where they lie, and in some cases they build crutches for poles rather than replace. We need strong town ordinances to protect our community from this negligence. Other municipalities have ordinances in place and I hope you will do the same. I will happily work with a council member(s) to do an inventory of our issues. I will be happy to work with a subcommittee to develop an ordinance.

Side note: Just so you know it took me 3 months of phone calls and tweets to get the extra phone pole removed from the corner of duke and high. Even after that they left their pole trash at the corner for the town to clean up. It shouldn't require that much effort.

Thanks,  
David Rosen