

**Shepherdstown Town Council Meeting Minutes**  
**Tuesday, February 14, 2023**  
**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), Chris Stroeck, Jenny Haynes, Leah Rampy, and Cheryl Roberts.

**Absent:** Marty Amerikaner

**Staff:** Town Clerk Amy Boyd, Director of Public Works Frank Welch, Sgt. Jake Jeffries.

**Visitors:** John Loeffler, Jim King, Natalie Friend, Jim Gatz, Jennifer and Steve Wabnitz, Phil Baker-Shenk, Charlie Smith, Toni Milbourne, David Muchow, and Marianne Alexander.

**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 Draft Minutes of January 3 and January 10, 2023.

**C. Stroeck - move to approve Town Council Draft Minutes of January 3, 2023. Second by J. Haynes. No objections noted.**

**L. Rampy – move to approve Town Council Minutes of January 10, 2023. Second by C. Roberts. Motion carried with a majority with C. Stroeck abstaining.**

### **Agenda Item 3 – Public Comment Period:**

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

J. Gatz – JCDA Update –

Gave a brief description of what JCDA does. It is managed by a board of 15 and represents towns, schools, labor interests, and others. JCDA manages the Burr Industrial Park that houses retail, a pool, light industry, and a brewery. The state government also supports it.

JCDA priorities –

- Tourism, agriculture, industry, warehouses
- To expand Burr park at a different location
- Small businesses – Jump Start Jefferson
- Gig ready - money given to states for internet access with Comcast as the provider
- Agriculture at home – marketing produce
- Building a strong staff with the tools they need

How can JCDA assist Shepherdstown?

- Encourage a hotel (if we have suggestions, please reach out to Jim) Mayor – how can we make it more attractive for the Clarion and the Comfort Inn to reopen as hotels?

M. Alexander – represents SAIL – ideas for the Market House use-

- \* To promote events, community calendar to highlight the Robert Byrd Center, CATF, Conservation Film Festival, Speak Series, Rotary, Shepherd programs, etc. Wants to see the visitor’s center to focus on events for this town and expand its functions. Would like to see non-profits come together in this space.

### **Agenda Item 4 - Visitors:**

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

- a. Phil Baker – Shenk – Comprehensive Plan Update –

This committee is a robust group. People are meeting in sub-group as well, researching the status of accomplishments and what still needs to be done, as well as things that are no longer an issue. Everyone is trying to do their due diligence.

- b. Natalie Friend – Shepherdstown Farmers Market  
 Dates are from 3/19 – 12/24. Street closure is the same – German to New. Most vendors are coming back and, we are looking for a kombuchia vendor.  
 Mayor – please contact the neighbors.  
**L. Robertson – move to approve the Shepherdstown Farmers Market with street closure. Second by L. Rampy. No objections noted.**
  
- c. Jennifer Wabnitz – Back Alley Tour and Tea  
 Dates are May 21, 22, & 23. Showed a map of the route – concentrating on German and Duke Streets this year. Will rotate each year regarding the streets/alleys participating. The Boy Scouts will offer free water. No street closures.  
**C. Roberts – move to approve the Back Alley Tour and Tea. Second by L. Robertson. No objections noted.**
  
- d. David Muchow – “The 7 Secret Keys to Startup Success” –  
 Spoke to his book on keys to business success with a brief mention of Shepherdstown in it. Handed out copies for anyone to have.
  
- e. John Loeffler – Shepherdstown Vanity License Plates  
 He presented the design. It will be available in a couple of weeks – thinking \$15 each. Each member of council will receive one.

**Agenda Item 5 – Public Hearings:**

- a. First Reading Of An Ordinance Authorizing Amendments to And Re-adoption Of The Tariff For All Users Of The Sewer System Of The Corporation Of Shepherdstown.  
**L. Robertson – move to approve the First Reading Of An Ordinance Authorizing Amendments to And Re-adoption Of The Tariff For All Users Of The Sewer System Of The Corporation Of Shepherdstown. Second by C. Roberts. No objections noted.**

**Agenda Item 6 – Unfinished Business:**

- a. Market House – update - review and approval of criteria for occupants and draft application (vote needed)

Mayor – roof is complete – no more leaking. Service Masters are in there to begin remediation, and then it will go to bid for construction. Would like to move forward with the selection of a renter so any custom construction can be considered. We can go ahead and vote on the criteria for the occupants and the draft. It was agreed that a 30-day window was good for the application process. The criteria and application will be on the website and an application can be picked up at town hall. It will also be available via links on the email list, papers, and social media. A. Boyd and L. Rampy will create the application along with an introduction including dimensions of the building.

**C. Stroech – move to approve the criteria for occupants and draft application with a 30-da application window from finalization and posting of application. Second by L. Robertson. No objections noted.**

- b. Town Administrator Update –  
One candidate has been interviewed to date with another being interviewed this week.

**Agenda Item 7 – Old Business:**

**Agenda Item 8 – New Business:**

**Agenda Item 9 – Mayor’s Report:**

- Pets – please clean up after your dogs – bags are available all around town.
- Town is trashy – please help to pick up trash.  
L. Robertson – remind the restaurants to please keep their can area picked up.

\* Shepherd University and Shepherdstown have both received a lot of good publicity recently.

L. Robertson – can SU change their message on their answering machine to highlight some accomplishments? The town’s machine could say “Welcome to the oldest town in the state” or Welcome to Shepherdstown, Founded in 1731”

\* Please look out for the older population.

**Agenda Item 10 – Reports of Committees:**

**A. Finance Committee:**

1. Meeting minutes of January 27, 2023
2. Recommendations: None
3. Review and approval of Corporation Financials
  - C. Stroeck – have the adjustments been made?
  - A. Boyd – The financials are now up to date and can be approved at the next meeting.
  - \* No action taken

**B. Parking Committee:**

1. No January 2023 meeting
2. Recommendations: None

**C. Police Committee:**

1. No January 2023 meeting
2. Recommendations: None

**D. Parks and Recreation Committee:**

1. No Meeting in January 2023
2. Recommendations:
  - a. None

**E. Public Works Committee:**

1. Meeting minutes of January 31, 2023 – not available
2. Recommendations: None

**F. Path Advisory Committee**

1. No meeting January 2023
2. Recommendations:
  - a. None

**G. Grants Committee**

1. Meeting minutes of January 203 – not available
2. Recommendations:
  - a. None

**H. Age Friendly Committee**

1. Meeting minutes of January 2023
2. Recommendations: None

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

**1. Historic Landmarks Commission:**

1. Meeting minutes of January 2023 – not available
2. Recommendations:
  - a. None

**2. Planning Commission:**

1. Meeting minutes of January 2023 – not available
2. Recommendations: None

**3. Tree Commission**

1. No Meeting in January 2023
2. Recommendations: None

**4. Water and Sanitary Board:**

- 1 –Meeting minutes of January 26, 2023 - not available
- 2 – Recommendations:
  - a. None

**5. Board of Appeals**

1. None scheduled.

**L. Robertson – move to adjourn at 7:40 p.m. Second by C. Roberts. No objections noted.**

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