

Shepherdstown Town Council Meeting Minutes
Tuesday, January 10, 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), Marty Amerikaner, Jenny Haynes, Leah Rampy, and Cheryl Roberts.

Absent: Chris Stroeck

Staff: Town Clerk Amy Boyd, Director of Public Works Frank Welch, Chief Mike King, Officer Bryce Dickens, and Officer Dave Kelvington.

Visitors: Harvey Heyser, Steve Pearson, David Decker, and Bob Keller.

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 December 13, 2022.

L. Rampy- move to approve Town Council Draft Minutes of December 13, 2022. Second by M. Amerikaner. 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. Steve Pearson – Experience Shepherdstown Budget
We have started talking about doing events again. He explained the budget. COVID kept events away longer than expected. The Jefferson Co. CVB opened on King Street and rent was paid out for that space. In early 2020 the calendar year was changed to a fiscal year, same as the corporation. Hotel/Motel tax is going to the CVB. What relationship does the town want to have with Experience Shepherdstown?
L. Rampy inquired about members of the board and Steve referred her to the events recap portion. Looks like there is \$14K going into events.
S. Pearson – Grants are always looked into and we get grants from the CVB. We are a 501c6. Dogfest restrooms were pricey. At one point the CVB was going to do the website, but that didn't happen. The Shepherdstown Visitor's Center wanted their own website.
L. Robertson – is there a membership for businesses?
S. Pearson – that kind of fell apart when it was done years ago.
L. Rampy – thanks for persisting.
Mayor - ask the board if L. Robertson can attend meetings as the Council rep.
- b. David Kelvington – new Police Officer – introduction
Chief King introduced Officer Kelvington. He has 38 years of experience and is a familiar face around town from the Shepherd Police Department. We are thrilled to have him.
- c. David Decker – Decker and Associates – sewer rate increase
D. Decker – is our water/sewer accountant. Rule 42 is required when requesting a rate increase. He referred to two main pages - 20 & 29 when presenting. Cash Flow Analysis – the Sewer Board requires that we put money in a fund; it's like a forced savings account to fund what we need, in our case a \$207,363 deficit. Revenue was down and expenses were up. The sewer membrane at the plant helped to create that deficit. Membrane costs have increased and he has spread those costs out. The state wants us to have a reserve that equals 1/8 of our operating costs, and it is an annual requirement. The reserve can be used for maintenance and non-recurring expenses. In order to generate the \$230K revenue, we will need a 19% rate increase. The forced savings will generate 9-10% of the 19% rate increase.

It's been 12 years since we have had a rate increase and we weren't aware of the unexpected maintenance costs. The membranes were supposed to last 7 years and they did that. There are 4 banks of membranes with 8 membranes in each bank. We didn't want to have to increase a bill if we didn't have to.

M. Amerikaner – how do we compare to other municipalities?

L. Robertson – they don't have our sophisticated system.

Mayor – ours is state of the art. Our population doesn't grow as quickly.

B. Keller – member of the Sewer Board – new construction might tap into our water but not necessarily our sewer system.

H. Heyser – Sewer Bd. Member – rate increases are always painful for customers but doing it during COVID would have been worse.

Agenda Item 5 – Public Hearings:

- a. Second Reading To An Ordinance Re-Enacting Section 9-207 Of Chapter 2 Of Title 9 Of The Code Of Shepherdstown, West Virginia, To Prohibit Driveways That Cross Public Sidewalks.

Mayor – those that are existing and currently approved are grandfathered in.

C. Roberts – move to approve the Second Reading To An Ordinance Re-Enacting Section 9-207 Of Chapter 2 Of Title 9 Of The Code Of Shepherdstown, West Virginia, To Prohibit Driveways That Cross Public Sidewalks.

Second by J. Haynes. No objections noted.

- b. Second Reading To An Ordinance Re-Enacting Section 11-405 Of Chapter 4 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To prohibit Driveways That Cross Public Sidewalks.

J. Haynes – move to approve the Second Reading To An Ordinance Re-Enacting Section 11-405 Of Chapter 4 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To prohibit Driveways That Cross Public Sidewalks. Second by L. Rampy.

No objections noted.

- c. Second Reading To An ordinance Section 9-902 Project Permits.

L. Robertson – move to approve the Second Reading To An ordinance Section 9-902 Project Permits. Second by L. Rampy. No objections noted.

Agenda Item 6 – Unfinished Business:

- a. Market House – update
 - F. Welch – a pipe burst on the 2nd floor with water running out the front door. We got the water turned off and placed dehumidifiers on the 1st floor to decrease the chance of mold forming. Water soaked the sheetrock in the walls. This Thursday, an adjustor from the insurance company is coming to assess to see what we need to do. We may have to gut it – we don't know yet. We will then get our own contractors. The roof is being repaired starting tomorrow.
- b. Short-term rental – update
 - Mayor – He met with the municipal league who will be meeting with the legislature, and will get back to us.

Agenda Item 7 – Old Business:

- a. a. Training for Elected and Appointed Town Officials –
January 19, 2023 at 5:30 p.m. Shepherd University Byrd Center.

Agenda Item 8 – New Business:

- a. Town Administrator Job Description –
 - Mayor – this is asking for approval of the job description. Leah and Amy will help create the ad.
 - L. Robertson – we are so appreciative of our current staff. Our (the Personnel Committee) goal has always been to marry the administrator's position with the current staff. We miss out on a number of opportunities because we don't have a dedicated person to do some of these things. Our current staff is very busy, as is the mayor, and all are being stretched thin.
 - M. Amerikaner – move to approve the job description and to move forward in listing the position. Second by L. Rampy. No objections noted.**

- b. Finance Committee – explanation of financials on January 27 at 10:45 a.m.

Agenda Item 9 – Mayor’s Report:

- The town is looking trashy as it does this time of year. Please pick up trash and after your dog.

Agenda Item 10 – Reports of Committees:

A. Finance Committee:

1. No meeting in December 2022
2. Recommendations: None
3. Review and approval of Corporation Financials
 - * No action taken

B. Parking Committee:

1. No December 2022 meeting
2. Recommendations: None

C. Police Committee:

1. No December 2022 meeting
2. Recommendations: None

D. Parks and Recreation Committee:

1. No Meeting in December 2022
2. Recommendations:
 - a. None

E. Public Works Committee:

1. No Meeting in December 2022
2. Recommendations: None

F. Path Advisory Committee

1. No meeting in November 2022
2. Recommendations:

- a. None

G. Grants Committee

- 1. No meeting December 2022
- 2. Recommendations:
 - a. None

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

1. Historic Landmarks Commission:

- 1. No Meeting in December 2022
- 2. Recommendations:
 - a. None

2. Planning Commission:

- 1. No Meeting in December 2022
- 2. Recommendations: None

3. Tree Commission

- 1. No Meeting in December 2022
- 2. Recommendations: None

4. Water and Sanitary Board:

- 1 –Meeting minutes of December 1, 2022 - not available
- 2 – Recommendations:
 - a. Sewer Rate Increase

5. Board of Appeals

- 1. None scheduled.

J. Haynes – move to adjourn at 8:02 p.m. Second by L. Rampy. No objections noted.

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