

Shepherdstown Town Council Meeting Minutes

Tuesday, March 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, Cheryl Roberts, and Marty Amerikaner via phone call.

Absent: None

Staff: Town Clerk Amy Boyd, Director of Public Works Frank Welch, Bookkeeper Bev Bennett, and Chief of Police Mike King.

Visitors: John Meeker, Rachel Meads, Adam Thomas, Paul Marshall, Paul Butler, John Loeffler, and Steve Pearson.

**Agenda Items 1 and 2-Call to order/approval of Town Council Minutes
(vote required):**

Call to order by Mayor Auxer at 6:31 pm.

Approval of the Town Council Meeting Draft Minutes of February 14, 2023.

C. Roberts - move to approve Town Council Draft Minutes of February 14, 2023. Second by L. Rampy. No objections noted.

Agenda Item 3 – Public Comment Period:

- Persons who have registered to address Town Council.

- P. Marshall - Jefferson County Parks & Rec - are doing a fireworks display at the AMP and are looking for revenue to help out with this - other community are helping. AMP is a free concert series (7 to 9 concerts) with a wide variety of music Thursday's at 7 p.m. The rain date is the following day.

Mayor - he will put it on the Finance Committee agenda to address.

- Chief King showed the new police patch they would like to have on their uniforms.

C. Roberts - move to approve the patch. Second by J. Haynes.

Discussion -

P. Butler - address the police patch - the thin blue line on the patch is associated with hate groups.

L. Rampy - the question is what is the intent and what is the perception? Should have a look at both.

C. Stroeck - we should get the word out, assess, and address this at the next meeting.

All opposed the motion. So Moved.

C. Stroeck - move to table until we can solicit feedback. Second by C. Roberts. No objections noted.

Agenda Item 4 - Visitors:

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

- a. Shepherdstown Street Fest WV, Inc – John Meeker - June 24, 2023

J. Meeker - the time frame and the footprint is the same. Will have fewer performer with longer sets. Last year's charities received \$5K each. They were Shepherdstown Shares and Eastern Panhandle Empowerment Center. This year will be the Shepherdstown Fire Department with the second charity to be determined. There will be a beer garden behind the Market House.

L. Robertson - move to approve Shepherdstown Street Fest - June 24, 2023 waiving the noise and open container ordinances. Second by C. Robert. No objections noted.

- b. Shepherdstown Morris - May Day - Joanie Blanton - April 29, 2023

R. Meads - Saturday, April 29. No parade this year. Will be traditional music and dancing on McMurrin Lawn. No street closures, but we need 2 parking spaces on King St. marked off. Time for event is 12:00 - 1:30 p.m.

C. Roberts – move to approve Shepherdstown Morris - May Day June 29, 2023. Second by C. Stroech. No objections noted.

- c. Relay for Life - April 14, 2023

R. Meads - Time is 6 p.m. - 6 a.m. on the West Campus of Shepherd University. There will be musicians and an MC, so it may get a little loud.

No vote needed.

Agenda Item 5 – Public Hearings:

- a. Second 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 Second 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 J. Haynes. No objections noted.

B. First Reading Of An Ordinance Re-Enacting and Further Clarifying Section 9-207 of Chapter 2 Of Title 9 Of The Code of Shepherdstown, West Virginia, To Prohibit Driveways That Cross Public Sidewalks.

C. Stroeck - First Reading Of An Ordinance Re-Enacting and Further Clarifying 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 L. Rampy. No objections noted.

Agenda Item 6 – Unfinished Business:

- a. Market House – F. Welch - the 1st floor heat is now repaired (insurance paid out \$5K for it) and the floor and walls are all dried out. The 2nd floor needs to be torn out and replaced - the insurance quote is \$5900. Insurance will pay to have the floor cleaned & buffed and the carpet cleaned. We are getting a lot from the insurance company. We will still need heat on the 2nd floor via insurance. Still need a decision on the shelving and a few other items.

C. Stroeck - as inspectors/contractors look at the systems, we will need to get a handle on it before a tenant moves in. A comprehensive update will be needed.

- F. Welch - insurance won't cover some parts.

b. Town Administrator Update –

The resume will be sent to the council prior to the interview tomorrow. Interview is set for March 21st at 5:00 p.m. at Town Hall.

Agenda Item 7 – Old Business:

Agenda Item 8 – New Business:

A. 2023-2024 General Fund Budget Levy Estimate

Mayor - this is the town budget estimate that the department heads from the Corporation, Public Works, and Police Department formulated from individual department needs. It is broken down into individual categories for each department and must be presented to the State by March 27, 2023.

C. Stroeck - have the issues/worksheets from the session from Dana been resolved? It would also be helpful to get the financials a few weeks in advance to the council members.

A. Boyd - yes, and we can do that.

L. Rampy - does the finance committee look at these before they come to council? The year-to-date worksheet looks better. There are big differences from one year to another regarding city hall expenditures.

Mayor - we can go through the finance committee in the future.

A. Boyd - the town administrator costs are included, that's the reason why.

B. Bennett - explained the restricted funds for capital projects.
Unassigned heading - we had to show it in the budget, as required by the state, which is a rollover and not considered revenue.

L. Robertson - move to approve the 2023-2024 General Fund Budget Levy Estimate. Second by C. Roberts. No objections noted.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No meeting in March 2023
2. Recommendations: None
3. Review and approval of Corporation Financials

L. Rampy - a question regarding the salaries and fringe money for a future conversations

F. Welch - public works is down an employee.

L. Robertson - move to approve the Corporation Financials with corrections for July 2022-January 2023. Second by L. Rampy. No objections noted.

B. Parking Committee:

1. No meeting in March 2023
2. Recommendations: None

C. Police Committee:

1. Meeting minutes of February 2023 - not available
2. Recommendations: None
3. New police patches - see comments above

D. Parks and Recreation Committee:

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

E. Public Works Committee:

1. Meeting minutes of March 3, 2023 – not available
2. Recommendations: None
3. Stormwater Management Grant

Mayor - we have applied for this grant that is a study for stormwater management. We have concerns in different parts of town due to the increasing severity of storms. The grant is \$25K with a match of \$2500.00. A special thanks goes out to Andy Beall, Zoning Officer, for pursuing this opportunity.

L. Rampy - move to approve the grant and match up to \$2500 as recommended by the Public Works Committee. Second by C. Roberts. No objections noted.

F. Path Advisory Committee

1. No meeting March 2023
2. Recommendations: None

G. Grants Committee

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

H. Age Friendly Committee

1. No meeting minutes in February 2023

2. Recommendations: None

I. Personnel Committee

1. No meeting in February 2023

2. Recommendations: None

Agenda item 10 – Report of Commissions, Authority and Boards:

A. Historic Landmarks Commission:

1. Meeting minutes of January 2023 – not available

2. Recommendations: None

B. Planning Commission:

1. Meeting minutes of January 2023 – not available

2. Recommendations: None

C. Tree Commission

1. No Meeting in February 2023

2. Recommendations: None

D. Water and Sanitary Board:

1. Meeting minutes of February 23, 2023

2. Recommendations: None

E. Board of Appeals

1. None scheduled.

Agenda Item 11 - Mayor's Report:

- *. Railroad derailment issue - all mayors will address this as one entity. Thanks to Mayor Vaughn for authorizing a letter to CSX and Norfolk Southern and to Senators Capito and Manchin.
- * The bike path is moving forward. Another grant has been applied for in the amount of \$678,830.63 and we are trying to get the \$120K match covered by the state.
- * Shepherd University did a great job of cleaning up the alleys.
- * The Police Committee interviewed two candidates, neither of whom were chosen.

L. Robertson – move to adjourn at 7:43 p.m. Second by C. Stroeck. No objections noted.

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