

Shepherdstown Town Council Meeting Minutes

Tuesday, May 9, 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 Stroech, Jenny Haynes, Leah Rampy, Cheryl Roberts, and Marty Amerikaner.

Absent: None

Staff: Town Clerk Amy Boyd, Town Administrator Stephanie Grove, Director of Public Works Frank Welch, and Chief of Police Mike King.

Visitors: Melissa Jackson, Richard Young, Jim Gatz, Rebecca Parmesano, Linda Spatig, Paul Butler, Adam Thomas, and Edwina Benites..

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

Call to order by Mayor Auxer at 6:29 pm.

Approval of the Town Council Meeting Draft Minutes of April 11 and April 18, 2023.

C. Stroeck - move to approve Town Council Draft Minutes of April 11, 2023. Second by C. Roberts. No objections noted.

C. Stroeck - move to approve Special Town Council Draft Minutes of April 18, 2023. Second by M. Amerikaner. No objections noted.

Agenda Item 3 – Public Comment Period:

- Persons who have registered to address Town Council.

Agenda Item 4 – Public Hearings:

a. Shepherdstown Grant Guidelines -

C. Stroeck - the proposed guidelines are from months of ideas to keep the process consistent. A data base is and will be maintained by the committee. On an annual basis the goal is to have the committees and commissions look at forthcoming projects, to vet them and get them pre-approved. This will help with long term strategic and budget planning. This process will help. A short term project could still be on the table.

M. Amerikaner - regarding criteria - what will the review process be? Public engagement - how much sway do they have? Can a few stop a project?

C. Stroeck - an Intent to Apply will be helpful. Council will handle all approvals. There will be some wrinkles but our goal is not to slow the process down. Depends on the project - the public will definitely have input. An additional survey can be done. We want the process to be efficient.

L. Robertson - the council is thoughtful and listens to public input. If there is push back from a few members of the public, and the

project is deemed good by the council, historically we have moved forward.

S. Grove - if there is a priority from a committee or commission, a capital budget can be created - so there could be exemptions.

C. Stroeck - on pg. 3 Exemptions where it mentions Below A Certain Dollar Amount - this can be linked to the state bidding requirements and we need to include this language in the document.

Mayor - the council meetings are open so a short term project can get approved rather quickly if need be.

b. First Reading To An Ordinance Re-Enacting Section 11-601 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Define Types Of Refuse.

C. Stroeck - move to approve the First Reading To An Ordinance Re-Enacting Section 11-601 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Define Types Of Refuse. Second by L. Robertson. No objections noted.

c. An Ordinance Re-Enacting Section 11-604 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Clarify County Landfill Entity.

C. Stroeck - An Ordinance Re-Enacting Section 11-604 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Clarify County Landfill Entity. Second by J. Haynes. No objections noted.

d. An Ordinance Re-Enacting Section 11-605 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Clarify Tenant Responsibilities.

C. Stroeck - An Ordinance Re-Enacting Section 11-605 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Clarify Tenant Responsibilities. Second by C. Roberts. No objections noted.

e. An Ordinance Re-Enacting Section 11-606 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Clarify Owner And Tenant Responsibilities.

C. Stroeck - An Ordinance Re-Enacting Section 11-606 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Clarify Owner And Tenant Responsibilities. Second by C. Roberts. No objections noted.

f. An Ordinance Re-Enacting Section 11-607a Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Revise Refuse Container Size And Material Requirements.

C. Stroeck - An Ordinance Re-Enacting Section 11-607a Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Revise Refuse Container Size And Material Requirements. Second by L. Robertson. No objections noted.

g. An Ordinance Re-Enacting Section 11-608 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Revise Refuse Storage Requirements.

C. Stroeck - An Ordinance Re-Enacting Section 11-608 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Revise Refuse Storage Requirements. Second by C. Roberts. No objections noted.

h. An Ordinance Re-Enacting Section 11-609 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Clarify Permitting Entity.

C. Stroeck - An Ordinance Re-Enacting Section 11-609 Of Chapter 6 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To Clarify Permitting Entity. Second by L. Rampy. No objections noted.

Agenda Item 5 - Visitors:

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

a. Jim Gatz - Jefferson County Development Authority

Thanked us for nominating him again for another 3-year term. One question brought up at the last council meeting was how can we bring back a hotel to town? The JCDA is interested in this idea and will brainstorm as well.

The JCDA has partnered with Parks & Rec around outdoor recreation.

Jump Start Jefferson - is small business training

He introduced Edwina Benitis - the new Executive Director - who spoke to the agriculture promotion programs.

b. Melissa Jackson - American Foundation for Suicide Prevention - AFSP Out of the Darkness - September 9, 2023

The walk will include SU and Rumsey Park and will last about 40-minutes. At Rumsey Park there will be an ice cream truck, a remembrance table, and people will be there for any dialog needed. They will need trash and recycling bins from public works. The event will end around 3-4 p.m. A DJ will set up facing the monument. Parking is available at SU as there is no game that weekend.

C. Roberts - move to approve the American Foundation for Suicide Prevention - Out of the Darkness - September 9, 2023. Second by L. Robertson. No objections noted.

c. Richard Young - Services for Jack Young - June 16, 2023

He has lived here since the late 80's. He wants to do a Celebration of Life at the Presbyterian Church then have a reception at the

Community Club. He's asking for a tent to be erected behind the Market House for the expected spillover - expecting 300 people. Closure from German to Back Alley. Needs Friday from 9a.m. to 5p.m. for set up and tear down.. No special parking arrangements are necessary and he will make up a flyer to let the neighbors know.

J. Haynes - move to approve the stree closure for the continuation of the Celebration of Life for Jack Young behind the Market House. Second by M. Amerikaner. No objections noted.

Agenda Item 6 – Unfinished Business:

a. Market House Update – S. Grove - is drafting the lease that will include a space for the library. She will go present to the CVB, the council will get the comments back, then call a special meeting. Following that will be a public hearing and a resolution to approve the lease.

C. Stroeck - has some additions for more defined language to include the library workspace, ADA bathroom, and to strongly encourage the CVB to work with community organizations. He read his suggestions. The CVB will need to commit to working with local groups, and if not, we sit down with them. There is a termination/default clause.

M. Amerikaner - yes, we want to make sure they are doing what we want them to do.

S. Grove - she can request a quarterly report starting October 1 where they come here to report to us. She will email the updated version of the lease to council.

b. Shepherd University Law Enforcement Mutual Assistance Agreement –

Chief - the changes have been made and has been run by Chazz.

J. Haynes - move to approve the Shepherd University Law Enforcement Assistance Agreement. Second by M. Amerikaner. No objections noted.

Agenda Item 7 – Old Business:

_____a. Update of website-

A. Boyd - there has a been a little delay but moving along. Finance recommended the drone footage expenditure.

Agenda Item 8 – New Business:

_____a. Planning Commission - appointment of Rebecca Parmesano to fill unexpired term.

Mayor - this will fill Hani's term to go until May 31, 2026

M. Amerikaner - feels like we need to regularly advertise these open positions on the email list/website.

L. Rampy - move to approve the appointment of Rebecca Parmesano to fill the unexpired term. Second by J. Haynes. No objections noted.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. Meeting minutes o April 2023
2. Recommendations:

a. Jefferson County Parks and Recreation Commission Treasurer, Paul Marshall - funding request for fireworks at Sam Michael's Park in July 2023

J. Haynes - move to approve \$2,000 to Jefferson County Parks & Rec for the fireworks. Second by L. Robertson. No objections noted.

b. Mills Group proposal for drone video footage capture for the new website

A. Boyd - it is \$4,000 for the video and still photos which we will own all of the footage.

L. Rampy - move to approve \$4,000 to the Mills Group for the drone footage. Second by M. Amerikaner. No objections noted.

3. Review and approval of General Fund financials

Mayor - we took in more than we spent.

L. Rampy - move to approve the Corporation Financials. Second by C. Stroeck.

L. Rampy - thank you for the categories, and there are variances can you say why?

S. Grove - with the next budget there should be more detailed information, and we can do that. She explained the line items on the Budget VS Actuals page. She expects the expenses to ultimately go down.

A. Boyd - the audit results should be ready in 2-weeks via a written report.

No objections noted.

B. Parking Committee:

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

C. Police Committee:

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

D. Parks and Recreation Committee:

1. Meeting minutes of April 2003 - not available
2. Recommendations: None

E. Public Works Committee:

1. No meeting April 2023
2. Recommendations: None

F. Path Advisory Committee

1. No meeting April 2023
2. Recommendations: None

G. Grants Committee

1. Meeting minutes of April 2023 - not available
2. Recommendations:
 - a. New member appointment - Emily Simade

L. Robertson - move to approve the appointment of Emily Simade to the Grants Committee. Second by J. Haynes. No objections noted.

H. Age Friendly Committee

1. Meeting minutes of May 2023 - not available
2. Recommendations: None

L. Spatig - Age Friendly Shepherdstown was accepted into an international organization. The goal is to endeavor to make the town accessible/livable, and is administered through AARP in the USA. The council approved the action plan. They are working on a bike path route, fall prevention, helping with transportation for those in need, and directional signage projects.

I. Personnel Committee

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

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

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

C. Tree Commission

1. No Meeting in April 2023 - not available
2. Recommendations: None

D. Water and Sanitary Board:

1. Meeting minutes of Special Water Board April 25, 2023 - not available
2. Recommendations: None

E. Board of Appeals

1. None scheduled.

Agenda Item 11 - Mayor's Report:

* Woody Coe, our Water Plant Operator - was nominated by the Health Department for a State award and won. He will be awarded it May 25th at 1 p.m.

Congratulations to Woody!

* Historic Shepherdstown Awards - a ceremony will be held at the Opera House, May 17 at 7p.m. They were awarded to Steve and Harriett Pearson, Jim Surkamp, Jerry Busey, and Nick Blanton.

* Signs/flyers in town announcing events - please remove them after the event.

* Have a great Memorial Day weekend and a very Happy Mother's Day to all mom's.

* The Back Alley Garden Tour is in 2 weeks.

* L. Robertson - thanked S. Grove and expressed how happy she is that Stephanie is with us.

L. Robertson – move to adjourn at 8:14 p.m. Second by J. Haynes. No objections noted.

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