

**Shepherdstown Town Council Meeting Minutes**

**Tuesday, August 8, 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), Jenny Haynes, Leah Rampy, Chris Stroeck, and Marty Amerikaner.

**Absent:** Cheryl Roberts

**Staff:** Town Clerk Amy Boyd, Director of Public Works Frank Welch, and Zoning Officer Andy Beall.

**Visitors:** Mark Cuccuzzella, Rachael Meads, Jim Ford, and Linda Spatig.

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

Call to order by Mayor Auxer at 6:30 p.m.

Approval of the Town Council Meeting Draft Minutes of July 11, 2023.

**C. Stroeck - move to approve Town Council Draft Minutes of July 11, 2023 with corrections under Agenda Item 6 - Unfinished Business, d, add Second By J. Haynes. Also, under Agenda Item 10 - Report of Commissions, Authority and Boards, Tree Commission, last paragraph, line 2 there are two periods at the end of the sentence - remove one. Second by L. Rampy with corrections. Motion carried with no objections noted.**

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

- Persons who have registered to address Town Council.

**Agenda Item 4 – Public Hearings:**

- a. None

**Agenda Item 5 - Visitors:**

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

- a. Event Request - Freedom's Run - Mark Cuccuzzella

M. Cuccuzzella - this is year 15 of the Run. The date is October 7. There are no changes from last year. The only race going down German St. is the 11:00 a.m. Kid's Run. Nothing happening on High St. They will need trash, recycling and police support. The port-a-potties will be located on SU campus. Post Covid, the race is coming back stronger each year with 1200 entrees this year. Would like the banners put up by public works in September. Many participants are staying at local AirBnB's and hotels.

**L. Robertson - move to approve Freedom's Run October 7, 2023. Second by J. Haynes. No objections noted.**

b. Event Request - Shepherd University Homecoming Parade - Rachael Meads

R. Meads - The date is October 21. Line-up will be on Church St. and end at S. Princess St. The floats will turn onto S. Princess St. to disperse. She would like to welcome local organizations but they also don't want the parade to be too long. They are looking for Town Council members to be judges for the parade. The prejudging happens at 9:00 a.m. and then again at 10:00 a.m. for the actual parade. If interested, please reach out to Rachael.

**L. Rampy - move to approve Shepherd University Homecoming Parade October 21, 2023. Second by M. Americana. No objections noted.**

c. Event Request - back to School Backpack Give Away - Brother's of Harmony Mason Lodge #42

No discussion or vote as the organizers have asked the event be removed from the agenda entirely.

**Agenda Item 6 – Unfinished Business:**

a. Market House Update – A. Boyd - the design and bid package is 90% complete.

b. Website Update –

A. Boyd - based on Wayfinding, there is a color scheme change. The content is being put on the site now. The drone footage will be done this week. The site will be maintained and updated by her, committee/commission chairs, council, and staff. Maybe a website committee should be considered or the Chairs have an inservice by Amy? Amy wants a structure set up. Some platforms are template driven but also allows some creativity to be entered.

c. Wayfinding - Jefferson County -Project Update -

J. Ford - gave a powerpoint presentation (the powerpoint is on the website in the portal under town council packet). The information presented was based on what was done in Lewisburg, WV, and in conjunction with Bolivar and Harpers Ferry.. The idea is to make the signs consistent in design and materials - some wording is different based on locality. Three different sizes of signs were presented. We can use one on Rt. 480 and Rt. 45. There was discussion regarding the current wording under Shepherdstown that says Forever Contemporary. Many didn't like the word Contemporary and C. Stroeck suggesting the word Unique instead.

**L. Robertson - move two suggest a word change from Contemporary to Unique for the sign as recommendation to the committee. Second by J. Haynes. No objections noted.**

d. Storm Water Grant Update -

A. Beall - we have received a grant via the Chesapeake Bay Trust. The first phase is the Catholic Church issue by capturing the run off from the parking lot to the current retention pond. The goal is to keep the storm water out of the Chesapeake Bay by diverting the water into rain gardens, swells, etc. to hold in place while keeping the water out of the Town Run and the Potomac River. The goal is to do this all over town. Homeowners can help out as well. Shepherd Village has done a good job. Jefferson Security Bank is on board with helping and has allowed barriers to be placed to help with the run.

Mayor - there has been storefront flooding over the years. German Street needs to be milled and repaved. Working with the highway dept. to get Washington and German Streets repaved. The contract is in the packet and has been vetted by town attorney Chazz Printz.

**L. Robertson - move to approve to authorize the Mayor to approve and sign the contract pending further understanding of items 3 and 5 of the contract with an extra provision of \$2500.00. Second by L. Rampy. No objections noted.**

**Agenda Item 7 – Old Business:**

\_\_\_\_\_ a. None

**Agenda Item 8 – New Business:**

\_\_\_\_\_ a. Request for Town to participate in the “Go Purple” initiative in support of addiction recovery.

**L. Robertson - move to move ahead with the request for the Town to participate in the “Go Purple” initiative in support of addiction recovery, and to have the Mayor sign a proclamation once it is ready. Second by C. Stroech. No objections noted.**

**Agenda Item 9 – Reports of Committees:**

**A. Finance Committee:**

1. No Meeting July 2023

2. Recommendations:

a. Review and approval of General Fund Financials

Mayor - we haven't gotten the wine and beer tax yet.

M. Amerikaner - what is the special fund?

A. Boyd - it's the ARPA money for the waste water plant upgrade.

F. Welch - the plant got a new press and we had some money left over.

**L. Rampy - move to approve the Corporation Financials as written. Second by J. Haynes. No objections noted.**

**B. Parking Committee:**

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

**C. Police Committee:**

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

**D. Parks and Recreation Committee:**

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

**E. Public Works Committee:**

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

**F. Path Advisory Committee**

1. No meeting July 2023
2. Recommendations: None

**G. Grants Committee**

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

**H. Age Friendly Committee**

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

**I. Personnel Committee**

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

**J. Recycling Committee**

1. Meeting minutes of July 2023 - not available
2. Recommendations: None
3. Glass recycling - no discussion

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

**A. Historic Landmarks Commission:**

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

**B. Planning Commission:**

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

**C. Tree Commission**

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

**D. Water and Sanitary Board:**

1. Meeting minutes of July 27, 2023 - not available
2. Recommendations: None

**E. Board of Appeals**

1. None scheduled.

**Agenda Item 11 - Mayor's Report:**

- \* Rt. 340 will be closing September 12 for 90 days/5 days a week.
- \* The JCDA is working with other avenues regarding the train traffic. There will be a mayor's meeting next Wednesday to talk about the train issues.
- \* Thanks to Shepherdstown Street Fest for a super festival and being able to donate to two charities.
- \* We are one of the friendliest towns in WV according to an online site - people can go on and vote.
  
- \* C. Stroeck wanted to mention that he is starting to work on an ordinance to fine for vacant businesses/buildings. He will run it through Finance and Public Works.

**L. Robertson – move to adjourn at 7:41 p.m. Second by J. Haynes. No objections noted.**



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