

Shepherdstown Town Council Meeting Minutes

Tuesday, June 13, 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 via call-in on speaker, Cheryl Roberts, and Marty Amerikaner.

Absent: Chris Stroeck

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

Visitors: Courtney Bell (Chronicle), Rachael Meads, and John Meeker.

**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 May 9, 2023.

J. Haynes - move to approve Town Council Draft Minutes of May 9, 2023. Second by C. Roberts. No objections noted.

Agenda Item 3 – Public Comment Period:

- Persons who have registered to address Town Council.

Mayor Auxer took a moment to recognize the recent passing of Cindy Schott and her public service, who, in the past, served as Recorder for the Corporation of Shepherdstown.

Shepherdstown Street Fest - Update - J. Meeker - everything is going great. They have their insurance, permits from the Health Department, and ABC is good to go as well. They still need some more volunteers. They have 85 and would like 100 - please go to the website - www.shepherdstownstreetfest.org.

We have lots of community sponsors and will be donating to two super charities - Shepherdstown Fire Department and Stars That Shine.

L. Robertson asked that they remind visitors on the website and FB page to not park in residential parking. It will be strictly enforced that day.

Agenda Item 4 – Public Hearings:

a. Second 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.

L. Robertson - move to approve the Second 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 M. Amerikaner. No objections noted.

b. Second Reading To 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.

J. Haynes - move to approve the Second Reading To 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 I. Robertson. No objections noted.

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

M. Amerikaner - move to approve the Second Reading To 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.

d. Second Reading To 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. Roberts - move to approve the Second Reading To 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 M. Amerikaner. No objections noted.

e. Second Reading To 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.

L. Robertson - move to approve the Second Reading To 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 M. Amerikaner. No objections noted.

f. Second Reading To 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.

M. Amerikaner - move to approve the Second Reading To 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.

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

L. Robertson - move to approve the Second Reading To 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. J. Haynes. No objections noted.

h. First Reading To An Ordinance Re-Enacting Section 9-902 XIV., Entitled "Project Permit Fee Schedule" To Add A Fee For The Publication Of Legal Notices.

L. Robertson - move to approve the First Reading To An Ordinance Re-Enacting Section 9-902 XIV., Entitled "Project Permit Fee Schedule" To Add A Fee For The Publication Of Legal Notices. Second by C. Roberts. No objections noted.

Agenda Item 5 - Visitors:

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

Agenda Item 6 – Unfinished Business:

a. Market House Update – S. Grove - sent the ordinance to Annette to get her comments and she got them back. The fabric of the lease didn't change-handling of the renovations was removed. Once all of Annette's comments are incorporated, it will be ready to schedule for a public hearing, then a resolution. Annette wants the required square footage for the library space removed. Included will be a station for the library for a book drop - not a pick-up. Also, the ADA bathroom to be included unless the contractor states it is not feasible. She wants to meet as needed or at the request of the council, and will give her best effort to work with the local Shepherdstown groups.

Mayor - the bid package is done for the inside work and to be paid for by the town with hotel/motel tax. The costs will be a couple of hundred thousand dollars.

b. Comprehensive Plan Update –

Mayor - Andy Beall, Phil Baker-Schenk, and Karen Motivans - attended the presentation May 9th to the Jefferson County Planning Commission. They are on the agenda, tonight, May 13th. Discussed will be annexation, design standards, and the MOU request. Andy and Phil will address the us at the July council meeting..

Marty - this group is to make recommendations, not update the comprehensive plan.

Mayor - they are tasked with actually updating it.

c. Website Update -

A. Boyd - the website is moving along moving old content to the new site. In 4-weeks we should have a new URL.

Agenda Item 7 – Old Business:

_____ a. None

Agenda Item 8 – New Business:

_____ a. None

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No Meeting May 2023
2. Recommendations:

a. Review and approval of General Fund financials

Mayor - he thanked Stephanie Grove for all of her hard work. The financials look great and are so much easier to read now.

S. Grove - the next month will include even more detail.

**C. Roberts - move to approve the Corporation Financials.
Second by M. Amerikaner. No objections noted.**

B. Parking Committee:

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

C. Police Committee:

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

D. Parks and Recreation Committee:

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

C. Roberts gave an update on Bookmark The Park - held this past weekend at Cullision Park. There was a guest speaker that read poetry with a good turnout. The walking path there is being utilized. The next event is at Bane Harris Park July 22.

E. Public Works Committee:

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

F. Path Advisory Committee

1. No meeting May 2023
2. Recommendations: None

G. Grants Committee

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

H. Age Friendly Committee

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

I. Personnel Committee

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

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

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

C. Tree Commission

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

D. Water and Sanitary Board:

1. Meeting minutes of May 25, 2023 - not available
2. Recommendations: None

E. Board of Appeals

1. None scheduled.

Agenda Item 11 - Mayor's Report:

- * Encouraged the council and public to visit the Shepherdstown Museum and to become a docent. They need the help and can stay open longer if they have more docents. The museum is only open on the weekends now.
- * A. Boyd - requested that those writing minutes to please get them in sooner so she can prepare the agenda and packets. She needs any recommendations made in said meetings.
- *. The town council and water/sewer board members have to meet with the auditors. The date set is Wednesday, June 28th at 5 p.m.. The audit for 2019 & 2020 will be included.
- *. J. Haynes - we should recognize Woody Coe's recent achievement again. L. Robertson read the congratulations to Woody from the the previous month's minutes into the record.
- * Mike "Doc" Moats will be retiring from the Shepherdstown Police Department with his last day being July 12, 2023.
- * Please reach out to residents, especially the east and west ends of town, to inform people of any forthcoming projects.
- * New Library - there is no sign on the bypass letting people know where it is.
- * 4th of July Parade - slated to start at 11 a.m. with line-up starting on Church Street at 10 a.m.. After the parade everyone is welcome to attend the festivities at Morgan's Grove Park from 12-3 p.m.
- * M. Amerikaner - please take a look at the proposed bike route.

L. Robertson – move to adjourn at 7:17 p.m. Second by J. Haynes. No objections noted.

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