

For “in-person” meetings, persons who are not on the agenda but wish to address the governing body must register to speak at least 15 minutes prior to the start of the meeting. For Zoom meetings, the Mayor will canvas attendees for those wishing to speak. Time limits will be imposed. Written comments and/or questions to be addressed at the meeting, must be submitted to jimauxer@yahoo.com 24 hours before the meeting. Requests for copies of documents related to agenda items must be made in writing at least 24 hours in advance of the meeting, not during the meeting. NOTE: Council members are elected to represent citizens of the Corporation of Shepherdstown, please contact them regarding any questions or comments you may have about the agenda items. This Council follows Robert’s Rules of Order (Revised).

THE MEETING IS STREAMED ON THE TOWN’S FACEBOOK PAGE
“SHEPHERDSTOWN, WEST VIRGINIA”

TOWN COUNCIL MEETING AGENDA

Tuesday, December 12, 2023

6:30 p.m.

TOWN HALL

104 NORTH KING STREET

MASK WEARING IS OPTIONAL

1. Call to order
2. Approval of Town Council Meeting Minutes of November 14, 2023
3. **Public Comment Period**
 - a. Persons who have registered to address Town Council.
4. **Public Hearings**
 - a. NONE
5. **Visitors**
 - a. John Meeker - Street Fest WV, Inc. - Discussion/Action
 - b. Linda Layne – Bee City USA – Discussion/Action
 - c. Linda Spatig – Proposal for Bike Route - Discussion/Action

6. Unfinished Business

- a. Market House Update
- b. Website Update
- c. Rt. 340 Traffic Detour

7. Old Business

8. New Business

9. Reports of Committees

A. Finance Committee

- 1. No meeting in November 2023
- 2. Recommendations: NONE
- 3. Review and approval of General Fund Financials

B. Parking Committee

- 1. No meeting in November 2023
- 2. Recommendations: NONE

C. Police Committee

- 1. No meeting in November 2023
- 2. Recommendations: NONE

D. Public Works Committee

- 1. Meeting minutes of September 2023
- 2. Recommendations: NONE

E. Parks and Recreation Committee

- 1. Meeting minutes of November 2023
- 2. Recommendations: NONE

F. Grants Committee

- 1. Meeting minutes of November 2023 – not available
- 2. Recommendations: NONE

G. Age Friendly Committee

1. No meeting in November 2023
2. Recommendations: NONE

H. Personnel Committee

1. No meeting in November 2023
2. Recommendations: NONE

I. Recycling Committee

1. No meeting in November 2023
2. Recommendations: NONE

10. Report of Commissions and Boards

A. Tree Commission

1. Meeting minutes of October 2023 – not available
2. Recommendations: NONE

B. Water and Sanitary Board

1. No meeting November 2023
2. Recommendations: NONE

C. Historic Landmarks Commission

1. Meeting minutes of November 2023
2. Recommendations: NONE

D. Planning Commission

1. Meeting minutes of November 2023
2. Recommendations: NONE

E. Board of Appeals

1. None

11. Mayor's Report

Shepherdstown Town Council Meeting Minutes

Tuesday, November 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), Jenny Haynes, Leah Rampy, Chris Stroeck, Cheryl Roberts, and Marty Amerikaner.

Absent: None

Staff: Town Clerk Amy Boyd, Town Administrator Stephanie Grove, Director of Public Works Frank Welch, Chief of Police Mike King, Sgt. Jake Jeffries, Officer Dave Kelvington, Officer Bryce Dickens, Officer Allen Thomas, and Officer Austin Simms.

Visitors: Marc Peitpierre, Peggy McKowan, Bryan Byrd, Elizabeth Ricketts, Danielle Corsetto, Steve Pearson, Bowen Davis, Mr/Ms.? Lillard, Crystal Kittle, Jennifer Kittle, and Larissa Mendy.

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

Call to order by Mayor Auxer at 6:32 p.m.

Approval of the Town Council Meeting Draft Minutes of October 10, 2023.

C. Stroeck - move to approve Town Council Draft Minutes of October 10, 2023 with the following changes - pg. 4 Agenda Item 5 - Visitors, top paragraph under “Mayor”- please add “ there was a special consensus to have a special meeting.” Also, pg. 4 Agenda Item 6 - Unfinished Business - d. Remove the motion altogether. Second by C. Roberts with changes. No objections noted.

Approval of the Special Town Council Draft Minutes of October 18, 2023.

L. Rampy - move to approve the Special Town Council Draft Minutes of October 18, 2023 with the following changes - pg. 1 under Present - remove Jim Ford and add Leah Rampy. Second by C. Stroeck with changes. No objections noted.

Agenda Item 3 – Public Comment Period:

- a. Persons who have registered to address Town Council.

Chief King - wants to recognize Officer Simms with a Lifesaving Award. He gave the details of the Rt. 480 bridge possible suicide incident where Officer Simms grabbed the male from jumping and pulled him back onto the road. Congratulations Officer Simms and well done.

M. Petitpierre - spoke to the Market House - every time it is damaged by being hit, it is expensive to repair. He likes the idea of a green

space for a pedestrian area, more parking, and still accommodate the Farmers Market.

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. Peggy McKowen, CATF Artistic Director - Request for Funding in the amount of \$5,000 to support adaptation of *Our Town* entitled *Our Shepherdstown*. Discussion/Action

P. McKowen - this money request is for a production of *Our Town* that is specifically about Shepherdstown. This will be an annual event with local people in the community being interviewed. The requested \$5K is for a production to air next year.

C. Roberts - move to approve the request for funding of \$5,000 to support adaptation of *Our Town* entitled *Our Shepherdstown*. Second by M. Amerikaner. No objections noted.

- b. Elizabeth Ricketts, Jefferson County Municipal HEPMPO Representative - Presentation on HEPMPO -

E. Ricketts. -is a Council member in Charles Town - explained that the MPO is a federally designated and funded regional transportation planning agency based on urban area boundaries. Jefferson County is included in this area. There is a board of representatives comprising of State, public and local officials. They look at providing the 3 C's; Comprehensive, Coordinated, Continuous to meet the needs of economic, social and environmental goals.

They are looking at a Congestion Management Plan and a Transportation Improvement Program for the areas under their umbrella. They have and are looking at a Transit Center for bus facilities, the Marc Train, the Shepherdstown Bike Path, Maddex Square Pedestrian Crossing, and more. They focus on a lot of studies /surveys that look at vulnerable roads and sidewalk assistance safety issues.

C. Stroeck - will there be a corridor study for Rt. 45?

E. Ricketts - can certainly look into it.

L. Robertson - move to approve the request increase in Shepherdstown annual contribution from \$128.74 to \$336.82 per year for HEPMPO to continue their studies. Second by L. Rampy. No objections noted

c. Linda Layne - Request and Information concerning Bee City USA designation for Shepherdstown. Discussion/Action

Mayor - there will be no action tonight and will be put on the December Council Agenda.

Agenda Item 6 – Unfinished Business:

a. Website Update –

A. Boyd - not a lot to report due to her absence. She is part of a meeting this week however and will have more info soon.

b. Rt. 340 Traffic Detour -

Mayor - they are 65% complete.

d. Franchise agreement between the Corporation of Shepherdstown and Shenandoah Cable Television, LLC. - Discussion/Action

B. Byrd - Rep from Shentel - He has provided maps and contacts for the pole owners to Frank Welch for coordination purposes. There

is some overlap, so sections of E. German and S. Princess will not see additional lines. There is a Make Ready provision where Shentel has to submit a permit and the pole owners then have to do an engineering analysis. If there is any undue load, the pole owners have to deal with that. Included in the franchise agreement is new language that if lines are abandoned, they can be cut down. The new lines create more competition for customers, better service, better speed, better uploading speed.

C. Stroeck - Bryan has been very responsive to his requests.

M. Amerikaner - Can the poles be addressed that are blocking the sidewalks for ADA access?

B. Brad - he has seen good luck regarding this in other places.

L. Rampy - move to remove it from the table so we can act on it. Second by C. Roberts. No objections noted.

Discussion-

C. Stroeck - remains a no vote due to pole crowding. There is not enough communication from the pole owners and they need to be cleaned up.

M. Amerikaner - Shentel can move forward anyway regarding fiber?

B. Byrd - yes.

L. Rampy - we can vote no and Shentel can still have wires put up.

Mayor - and we would not get the franchise fee.

L. Robertson - likes the idea that the engineering has to be done.

F. Welch - has concerns regarding underground cables and potential water leaks. We will have to fix those. We get reimbursed but it's still a hassle.

L. Robertson - move to approve the Franchise Agreement between the Corporation of Shepherdstown and Shenandoah Cable television, LLC. Second by J. Haynes and opposed by C. Stroeck and C. Roberts. Motion passed by majority.

Agenda Item 7 – Old Business:

_____a. Market House Update - the Market House was hit again between the hours between Friday p.m. and Saturday a.m. Our insurance carrier has been notified and a contractor contacted. The RFP is going out soon for the inside work. The structural evaluation is being done tomorrow.

b. Christmas in Shepherdstown - we have someone contracted out to hang all new LED lights. Most of German St. should be done by Friday the 24th. The tree is arriving this week. The Grinch and the Who characters are ready to go. The tree lighting is Friday and his speech is ready. The lights are being paid for out of Hotel/Motel tax funds.

Agenda Item 8 – New Business:

_____a. HEPMO - request increase in Shepherdstown annual contribution from \$128.74 to \$336.82 per year. Discussion/Action

See 4. Visitors a.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No Meeting October 2023
2. Recommendations: None

3. Review and approval of General Fund Financials - forthcoming discussion of timing of statements -

S. Grove - the 2021 audit was successfully completed and approved. The 2022 audit is going out to bid. The sales tax and liquor tax brought us into the black. She added a new line as to where we were last year. Video lottery/gaming money is going down - part of which is from the construction on Rt. 340. We are doing very well. We get the other half of the property tax in March. There is a \$70,000 surplus.

M. Amerikaner - how much is appropriate to hold back?

S. Grove - this is really savings for the capital fund.

L. Rampy - looking for a plan for capital projects and a reserve for unanticipated expenses.

Mayor - our responsibility is to look forward to funding things we need and Stephanie's plan will help lay this out; what we need to save for etc.

S. Grove - the state requires us to plug our funds into specific categories.

Mayor - be careful about just spending our funds and not pursuing grants

C. Roberts - move to approve the General Fund Financials as written. Second by L. Rampy No objections noted.

B. Parking Committee:

1. No meeting October 2023
2. Recommendations: None

C. Police Committee:

1. Meeting minutes of October 2023

2. Recommendations: None

D. Parks and Recreation Committee:

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

E. Public Works Committee:

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

F. Path Advisory Committee

1. No meeting October 2023
2. Recommendations: None

G. Grants Committee

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

C. Stroeck - is going to do some outreach to the committees and commissions by attending their meetings to help with grant opportunities. He would like the Chairs to reach out to him to attend.

H. Age Friendly Committee

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

I. Personnel Committee

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

J. Recycling Committee

1. No meeting of October 2023
2. Recommendations: Winchester Glass Crusher Field Trip
December

C. Stroeck - met with the Director of Waste Management with hopes of moving the county wide project forward. A visit is planned to the facility.

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

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

C. Tree Commission

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

D. Water and Sanitary Board:

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

E. Board of Appeals

1. Meeting minutes - None
2. Recommendations: None

Agenda Item 11 - Mayor's Report:

- * FY 21 Audit Report Enclosed
- * Go to the Visitor's Center and the Shepherdstown Historic Museum
- docents are needed.
- * Crosswalks will be thermally marked tomorrow night.
- * Please check on your neighbors during the holidays.
- * Check with Shepherdstown Shares to donate items, and help
provide for SU students.
- * For Christmas in Shepherdstown, the meters will be free from
December 1st to January 1st.
- * There is a Toys for Tots box in Town Hall lobby.
- * Breakfast with Santa - Blue Moon December 9, 8a.m. - 11a.m.
- * The Tree Commission, working with First Energy, will be planting
upwards of 15 trees soon.
- * If you'd like to be included on the email list, you can go to the
website to sign up or contact the Town Clerk, Amy Boyd.

L. Robertson – move to adjourn at 8:10 p.m. Second by L. Rappy. No objections noted.

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

Corporation of Shepherdstown



Event/Park Request Form

Applications and fees are due at least ninety (90) days prior to the event unless otherwise noted.

Any form of advertising of this event, prior to approval by Town Council, is done at applicant's own risk.

Please read and complete entire application. An incomplete application may result in denial or delay of request. The Corporation of Shepherdstown reserves the right to approve or deny any event request.

Organization:	Shepherdstown Street Fest WV, Inc.
Contact Name:	John Meeker
Mailing Address:	PO Box 322
City, State, Zip:	Shepherdstown, WV 25443
E-mail Address:	johndmeeker@protonmail.com
Daytime Phone:	(304)350-2682
Evening Phone:	same

Cell Phone: same

German/King Streets

1.) Name and Complete Description of Event including location if other than one of our Parks: *attach on separate sheet if necessary*

X Yes No

If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the current requested event

2.) Has this event been held in Shepherdstown in the past?

3.) Is this a "one-time" event? Yes XNo

4.) Date and Time of Event:
06/29/2024

____ 11pm ____

From: To:

____ 10:00 ____ am ____ 8:30 ____ pm

4a.) Set Up Time 5pm 6/28/2024

4b.) TearDown Time 12pm 6/30/2024

if applicable:

Bane-Harris \$100

Cullison \$100

Rumsey \$500

Viola-Devonshire \$100

5.) Park Requested,

6.) Are street closures requested?

X Yes No *If yes, please provide, on the attached map, streets that need to be closed. If having a parade, provide parade route. Alleys must be kept open. (No Exceptions)*

7.) Is event open to the public? X Yes	No
--	----

8.) What are the parking arrangements? Shuttle Service from SU Lots provided by EPTA
<i>Please explain.</i>

9.) Will entertainment be involved? *Any entertainment must be approved by the Town Council.*

Yes No *performance(s) etc. See Noise Ordinance* DJ

If yes, give details w/# groups, type of music, time of Live Band X

Radio/CD Player	Other: Explain
-----------------	----------------

10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	X Yes No Generators, vendor tents, stages, food trucks, etc.
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	X Yes No
12.) Will vendors be at the event? <i>If yes, give details including complete list of vendors and contact information.</i>	X Yes No Vendors are pending approval
13.) Will event participants be charged a fee? <i>If yes, what is the cost?</i>	X Yes No See attached
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i>	Yes X No Cost _____
15.) Number of people expected to attend: less than 50 ⁵¹⁻¹⁰⁰	101-150 more than 150
16.) Name & contact info. for two (2) people with authority that will be present at event:	<div>Phone: 304-350-2682</div> <div>Phone: 304</div>

17.)Check any Town assistance needed: X Electric X	X Police	X Public Works
Recycling	Other	
18.)Will alcoholic beverages be served? X Yes No		
<i>If yes, the Shepherdstown Open Container Ordinance must be suspended by action of the Town Council for this day's event.</i>		
<i>If yes, you must contact the WV Alcohol Beverage Control Commission to obtain a "one day" license.</i>		
19.)How will this event benefit <i>Shepherdstown?</i>		
<i>Event highlights town and brings tourists: Proceeds donated to local and regional charities</i>		

Requirements:

- All event requests must be applied for at least 90 days prior to the event date.
- For park events, notification of the event must be provided, in writing, to all neighbors within two blocks of the event location (a copy of this notification must be provided to the Town)
- If this is a parade, walk or run, give details including map of route to be taken.
- General liability insurance coverage of no less than one million dollars (\$1,000,000) reflecting the Corporation of Shepherdstown as additionally insured.
- If assistance from the Police or Public Works Department is needed for the event, you will be responsible for contacting the respective departments.
- Payment of costs incurred during the event must be paid within one week following the event (i.e. Assistance from the Police Department or Public Works Department).
- Representation at meeting where this application will be reviewed and a decision made. • All required information must be submitted at least two weeks prior to the Town Council meeting.

Corporation of Shepherdstown

It is hereby agreed and understood that _____ is reserved, as specified, for the use of the above named organization and/or individual. The Facility reserved is subject to inspection by any authorized representative of the Corporation of Shepherdstown in order to assure proper use of Town property. This permit must be in the possession of the organization and/or individual to whom it is issued and shown upon request to any authorized Town Official.

The organization and/or individual assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of Town property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The organization and/or individual shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the facility, and shall indemnify and hold harmless the Corporation of Shepherdstown and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The organization and/or individual further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

I have read and agree to these responsibilities.

Signature of Organization and/or Individual: _____

Date: _____

Any individual under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____ Date: _____

Printed Name: _____ Phone: _____

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THE PARK FACILITIES. Once approved, this permit will be issued.

FOR OFFICE USE ONLY

<p>Rental Fee: \$_____ Cash Date</p>	
--------------------------------------	--

Denied

Paid: _____ Check Approved

Comments:

Approved by:

_____ Title:

_____ Date: _____

Checklist

(To be completed by the Corporation of Shepherdstown)

Complies with 90 day notice

Insurance certificate provided

Police or Public Works Department fees paid (if applicable)

P Park fee paid (if applicable)

Open Container Ordinance Suspended (if

applicable) Amplified Sound Use (if applicable)

Copyright © 1999 Explore Maps™



Amy Boyd

From: Arthur Auxer III <jimauxer@yahoo.com>
Sent: Thursday, October 5, 2023 1:03 PM
To: Stephanie Grove; Amy Boyd
Subject: Fw: BeeCity USA

Amy November TC meeting

----- Forwarded Message -----

From: Arthur Auxer III <jimauxer@yahoo.com>
To: Lori Robertson <lahraven@comcast.net>
Sent: Monday, September 25, 2023 at 06:13:26 PM EDT
Subject: Fw: BeeCity USA

Can we discuss tomorrow night?

----- Forwarded Message -----

From: Linda Layne <llayne53@gmail.com>
To: "jimauxer@yahoo.com" <jimauxer@yahoo.com>
Sent: Sunday, September 24, 2023 at 09:42:08 PM EDT
Subject: BeeCity USA

Hello Mayor Auxer,

As per our phone conversation, I wondered if you had an opportunity to view the Bee City link I sent you. beecityusa.com

I am wondering when would be a good time for us to meet to discuss the possibility of Shepherdstown obtaining a BeeCityUSA status.

I have discussed this with the WV Eastern Panhandlers Bee Association and the Berkley Jefferson County Master Gardeners Association and both groups are interested.

I think this would be an excellent opportunity for the folks of Shepherdstown and I hope the Town Council are as excited as I am to see this happen.

Again, I thank you in advance for your interest.

Linda Layne
201-819-7497

Why Can't We Become an Affiliate of Bee City USA?

Cities and towns that are incorporated municipalities can work to protect pollinators in their communities by becoming affiliates of Bee City USA. Counties can also become Bee City USA affiliates if most activities are taking place in unincorporated areas within the county.

Bee City USA's sister initiative, Bee Campus USA, works with institutions of higher education, including colleges and universities.

Groups and individuals that do not fit into one of these categories but would like to commit to conserve native pollinators can become involved in the Xerces Society's Bring Back the Pollinators campaign and take the Pollinator Protection Pledge. Learn more at bringbackthepollinators.org.



By joining Bee City USA, taking Xerces' Pollinator Protection Pledge, or simply taking small steps in your daily life to increase habitat, reduce pesticide use, or spread awareness, you are joining a global movement to protect pollinators.

Learn more about the Bee City USA program, read answers to frequently asked questions, and find out how to apply at:

beecityusa.org

Bee City USA is an initiative of the Xerces Society.



Established in 1971, the Xerces Society is at the forefront of invertebrate protection, harnessing the knowledge of scientists and enthusiasm of communities to implement conservation programs worldwide. Xerces uses hands-on conservation, advocacy, education, and applied research to protect the life that sustains us.

Xerces Society for Invertebrate Conservation
628 NE Broadway, Suite 200, Portland, OR 97232
(855) 232-6639 xerces.org

Credits: Cover photo by Emily May. Habitat photo by Matthew Shepherd.
Pollinator observation photo by Amanda Lucier.

About Native Pollinators

Bees transfer pollen between flowers, enabling the incredible diversity of plants on our planet to fruit and reproduce. Pollinators are keystone species in essentially every ecosystem on earth, facilitating the reproduction of over 85 percent of all flowering plants and over two-thirds of agricultural crops.

In addition to the domestic honey bee (*Apis mellifera*), a species brought to North America from Europe, there are more than 3,600 species of bees native to the United States. These wild bees are generally quite different than the domesticated honey bee—most of them live solitary lives, with a single female doing all of the work to build a nest, collect pollen and nectar, and lay eggs.

Unlike the honey bee, which nests aboveground and can be managed in wooden hives, more than two out of three wild bees live underground in nests that can be hard to spot from the surface! Some dig down and lay their eggs several feet below ground, while others make nests near the soil surface or in hollowed out plant stems above ground.

Research has shown significant declines in native pollinator population sizes and ranges globally with up to 40 percent of pollinator species on Earth at risk of extinction in the coming years as a result a variety of environmental stressors including habitat loss and degradation, exposure to pesticides, diseases and pathogens, and climate change.

What is Bee City USA?

Thinking globally and acting locally, Bee City USA brings communities together to sustain pollinators by increasing the abundance of native plants, providing nest sites, and reducing the use of pesticides. Affiliates of Bee City USA also work to inspire others to take steps to conserve pollinators through education and outreach.

Bee City USA affiliates make commitments to conserve native pollinators, laid out in a resolution adopted by the local city council. Join the cities across the country rallying to protect pollinators and create positive change!

Commitments

So what does becoming an affiliate of Bee City USA entail?

Bee City USA affiliates carry out a set of commitments, defined in a resolution, for creating sustainable habitats for native pollinators. City staff and community members work together to fulfill these commitments and make their city a better place for pollinators.

Establish a standing Bee City USA committee.

Create and enhance pollinator habitat on public and private land by increasing the abundance of native plants and providing nest sites.

Reduce the use of pesticides.

Host pollinator awareness events.

Incorporate pollinator-conscious practices into city policies and plans.

Publicly acknowledge Bee City USA affiliation with signs.

Maintain an online presence for Bee City USA activities.

Annually apply for renewal and report on the previous year's activities.

Benefits to Your Community

Ensure survival of vital animal species including bees and other pollinators crucial to the health of our environment.

Build community locally and nationally through bringing your city together around a positive, shared cause and connect with communities across the country that have made the same commitment.

Improve local food production and raise community awareness of how our food grows.

Support small, local businesses including native plant nurseries and pollinator-friendly landscaping.

Address pest problems with fewer pesticides using integrated pest management.

Heighten awareness of biological diversity.



Bee City USA

Benefits

Bee City USA provides communities with a focal point for their efforts to conserve pollinators. Whether these are activities your city is already engaged in or a new direction, becoming an affiliate of Bee City USA is a great way to join a national network of communities committed to creating positive change.

Bee City USA Community Benefits

Ensure survival of vital animal species

Help to ensure the survival of vital animal species crucial to our planet's functioning ecosystems.

Build community locally and nationally

Bring your community together around a positive, shared cause and connect with communities across the country that have made the same commitment.

Improve local food production

Raise community awareness of how our food grows and improve local food production through expanded pollination.

Support small businesses

Support the growth of local businesses including native plant nurseries and pollinator friendly landscaping.

Address pest problems with fewer pesticides

Raise community awareness of the least toxic ways to tackle home and garden pest problems. Mobilize your community to remove non-native invasive plants to make way for locally native plants.

Heighten awareness of biological diversity

Raise community awareness of the local environment's diversity of plant and pollinator species.



Bee City USA

Commitments

Thinking globally and acting locally, Bee City USA provides a framework for communities to work together to conserve native pollinators by providing them with healthy habitat, rich in a variety of native plants, and free to nearly free of pesticides.

Bee City USA affiliates make commitments to conserve native pollinators, laid out in a resolution adopted by the local city council. City staff and community members work together to carry out these commitments and make their city a better place for pollinators. Incorporated cities, towns, counties, and communities across the United States are invited to make these commitments and become Bee City USA affiliates.

Bee City USA Commitments

Establish a standing Bee City USA committee to advocate for pollinators.

Every committee will be different, but should include individuals with experience and interests that will help the committee complete the commitments. Committees generally include a mix of volunteers and city staff. The committee should have a chair or multiple co-chairs. This committee should be managed either by the certified affiliate (i.e. City or County) or a non-profit organization and should have a regular meeting schedule that is open to the public. See the resolution for full requirements associated with the committee.

Create and enhance pollinator habitat on public and private land by increasing the abundance of native plants and providing nest sites.

Affiliates commit to creating or enhancing pollinator habitat on public and private land each year. To assist with habitat creation and provide guidance for the community, affiliates create a native plant list and native plant supplier list. There's no need to create these materials before applying, but they should be complete by your first renewal. Guidance and examples will be provided to assist in developing each of these resources.

Reduce the use of pesticides.

Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods. Like the native plant list and native plant supplier list, the IPM plan should be developed over the first few years of affiliation.



Bee City USA

Application Preview

This is a preview of questions on the Bee City USA application. You can use this to gather your responses before copying and pasting them into the official application.

About

Affiliate Name (this should be your city name or county name followed by 'county')

Affiliate Type (select one: City, Town, Village, or County | College or University)

Email address (this email address will be visible to the public, you are welcome to leave this blank if you would prefer not to list an email address)

Profile

Mailing address

City

State

Zipcode

Sponsoring Department

Population



Email Addresses for the Members of the Elected Body who Adopted the Resolution

Media Contact Name

Media Contact Email Address

Is your Application Complete and Ready for Review? (select one: I'm still working on it |
The application and draft resolution are complete and ready for review)

Visit www.beecityusa.org to learn more and apply.



Shepherdstown Bike Route Proposal

Submitted by: Age-Friendly Shepherdstown (AFS) Committee (Linda Spatig, Marcy Bartlett, Steve Bartlett, Stacey Kendig, Steve Pearson, Bob Smiles, Susan Kern, and Marty Amerikaner)

Background

Age-Friendly Shepherdstown (AFS) focus group and survey data from 2019 revealed several areas of concern among our residents. Based on those findings, the AFS Action Plan, approved nationally (by AARP) and locally (by the Shepherdstown Town Council) in 2022, outlines specific goals and actions related to communication, non-vehicular mobility and safety, public transportation, improved green spaces, accessible housing, health, and community supports. This past year the committee focused primarily on non-vehicular mobility and safety. In addition to a new and accessible walking path in Cullison Park, our work has been related to the prevention of local falls and injuries and on the development of a Shepherdstown bike route.

Bike Route

The proposed bike route connects all five town parks. It also has connections to the C&O Canal path, historic downtown Shepherdstown, the future Morgan's Grove Park bike path, the already-existing bike path along Route 45 to Maddox Square, the new Shepherdstown Public Library, and the Shepherd University Wellness Center. The route was modified twice this year, in response to concerns raised by committee members, as well as by Shepherd University administrators. Thanks to Steve Ayraud, the route can be viewed as a google map using this link:

https://www.google.com/maps/d/edit?mid=1N2ubGCGYQY-7U9KTRMKU7OF_gJb0ONI&ll=39.43360382371107%2C-77.8054504156875&z=14

Other than a two-block East German Street spur to Viola Devonshire Park, the proposed bike route involves no state roads other than the sections that overlap with already-approved bike paths. The non-state streets that are a part of the route will not have separate paths/lanes for bikes. Rather, using sharrows painted on the streets, they will be designated as *shared* by drivers and bikers. Sharrows are viewed as helpful in improving safety when they are used on streets with speed limits at or below 35 miles per hour. Further, by guiding bikers away from busy roads such as German Street, we hope to increase safety for bikers, drivers and pedestrians.

The committee has discussed the route with the Shepherdstown Parks and Rec Committee, the Shepherdstown Public Works Committee, and the local police chief, who voiced his support for the proposal. We also have received letters of support from the town attorney, from Shepherd University, and from Potomac Peddlers.

In addition to the sharrows, the route will be indicated by street signs as needed. Shepherd University has offered to assist with signage indicating the turn onto Shepherd campus at the entrance to the walkway by the football stadium. Also, the Canal Towns group has agreed to

include our route on their signage at the entrance to town just past the bridge over the Potomac; and the Jefferson County Wayfinding project plans include signage related to the route as well.

Costs

In addition to the cost of two or three reusable sharrow stencils, the project will require paint and labor for painting approximately 65 sharrows on the streets. Further, we propose that the town provide funding for the creation of a small (approximately 75' long, 4' wide) multi-modal path connecting the west end of High Street to University Drive.

Estimated Budget

Sharrow stencils (3 @ \$300)	\$ 900.00
Paint	
Multi-modal path at West High St	3200.00 (one quote)
Street signage (10 @ \$25)	250.00
Total	\$

6/5/2023

Dear Mayor Jim Auxer,

The Panhandle Pedalers Cycling Club is a group of approximately sixty bicycle riders and families who enjoy riding the Jefferson County and local Shepherdstown roads and bicycle paths. The C and O canal is also a popular regional bicycle path nearby. We support the bike route plan proposed by Age Friendly Shepherdstown, which goes through the streets of Shepherdstown and the connections they make to local roads and paths that we use. Well signed bicycle routes promote access and safety. A safe and direct connection between Shepherdstown and the C and O canal will go a long way to promote local tourism and recreation. The Panhandle Pedalers Cycling Club would also be interested in assisting Shepherdstown in completing the connection between West High Street and the Route 45 bicycle path to the Maddox Square Shopping Center.

Sincerely,

Jonathan Moss

President of the Panhandle Pedalers Cycling Club

June 29, 2023

Corporation of Shepherdstown
Attn: Mayor Jim Auxer
PO Box 248
Shepherdstown, WV 25443

Re: Letter of Support, Age Friendly Shepherdstown Proposed Bike Route

Dear Mayor Auxer;

Please accept this letter of support for the bike route proposed by the Advisory Group of Age Friendly Shepherdstown. Shepherd has reviewed the concept route in the online map directing bicyclists to cross the river via N. Duke Street. As revised at the University's request on June 14, once bicyclists reach the Shepherd University campus they will follow the sidewalk around Ram Stadium, past the Underpass and Boone Field House, beside the Student Center, turning right onto North King Street, and continuing their travel towards High Street.

President Hendrix reviewed and verbally approved the proposed bike route during our East Loop Gateway conceptual planning process. While the University is delighted to offer its support for the enhancement of biking in the community, the University is not agreeing to, and cannot commit that the pathways on the Shepherd campus will be uninterrupted. From time-to-time, including for instance all home football events, portions of the bike route on Shepherd's campus will be closed to bicycle traffic for extended periods of time.

With appreciation for your consideration,



Sonya M. Sholley
Associate Vice President for
Strategic Initiatives and Presidential Operations

cc: Marty Amerikaner, Advisory Council of Age Friendly Shepherdstown

From: [Marty Amerikaner](#)
To: [Linda Spatig](#)
Subject: Fwd: Bike route in Town question
Date: Thursday, November 30, 2023 11:10:54 AM
Attachments: [image965276.jpg](#)

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Begin forwarded message:

From: "Chazz Printz" <cprintz@bowlesrice.com>
Subject: RE: Bike route in Town question
Date: June 7, 2023 at 2:25:01 PM EDT
To: "Marty Amerikaner" <marty.amerikaner@gmail.com>

Marty-

It is always good to hear from you and I hope all things are well with you.

Let me start with this principle: the Town is potentially liable for any incident that occurs on its roads, streets, sidewalks, common areas, and public places, which causes injury. Setting that principle aside, providing marked guidance to bikers is a positive step. It should help directing bikers away from higher traffic areas and expose them to parts of the Town they may not see or experience otherwise. Adding "arrowheads" should not increase nor decrease the Town's potential liability for any incident causing injury.

I suggest that your committee rely on the advice of a few experienced bikers (who may be Town residents) regarding the placement of these markers and tourist/biker expectations.

Chazz

Charles F. Printz, Jr.
Bowles Rice LLP
cprintz@bowlesrice.com
101 S. Queen Street | Martinsburg, WV 25401
Tel: (304) 264-4222 | Fax: (304) 267-3822
Bio | vCard



CONFIDENTIAL AND PRIVILEGED: This e-mail is confidential and privileged, and intended only for the review and use of the addressee(s). If you have received this e-mail in error, please notify the sender at (304) 264-4222 or by e-mail at cprintz@bowlesrice.com. Thank you.

PUBLIC WORKS COMMITTEE - MINUTES
Monday, September 25, 2023, 10:00 AM
Town Hall - In Person - 104 North King Street

1. Call to Order: 10:00am – Mayor Auxer, Chris Stroeck, Marty Amerikaner; Staff – Frank Welch, Andy Beall, Stephanie Grove
2. Approval of Minutes: July 24, 2023 – MA motion, second by CS, approved; August 30, 2023 – MA motion, second by CS, approved.
3. Visitors: Lori Robertson, Greg Welter (10:45am)
4. Public Comment: None.
5. Unfinished Business:

A. International Property and Maintenance Code Issues:

*349 W. German St. - Violation sent - Work on house partly finished - Establishing ownership.

*205 E. German St. - Progress report:

Complaints have been made about the wooded area(s) on this lot and resulting deer issues.

Rubbish and brush issues have been resolved. This lot has always been a wooded lot.

AB has researched and believes that wooded area(s) do NOT violate the IPMC.

Lori Robertson has inspected lot and is opposed to “cleaning” the wooded area(s). Owners should use self-help methods to control the deer.

Following discussion, CS motion to conclude that wooded area(s) do NOT violate the IPMC, and that deer issue is to be referred to the Deer Task Force for solutions. Second by MA, approved.

Deer Task Force to be invited to next PW meeting.

*332 W. German St. - Demolition by October 2023 – Demo to occur in Nov, 2023.

*308 High St. - Violation sent – CS motion to repair by Oct 1, 2023, or citation to issue, second by MA, approved.

B. Road Issues:

*Washington St. - Partly paved and improved – work in progress.

*Handicap corners are completed - On schedule to pave, 2023 – work in progress.

*German St. - Pave Princess to Mill Street going east - Work planned for 2023 – work in progress.

*Redo crosswalk decals - partly completed.

*Inspect German St. at crossing of “Town Run” – DOH will not inspect.

C. Trash and Grass Issues: No update.

D. Recycling Issues:

*Recycling Grant - Garbage truck (for glass) - Applied in 2024 – Application denied as more current audit report required.

*Recycling Committee Update – CS to organize field trip to Winchester by year end.

E. Market House: Status - Asbestos removal planned for Oct 9, 2023; Special Meeting to held to review renovation plans.

F. Sidewalks: Special meetings - Second phase of sidewalk repair – MA is organizing and prioritizing issues. MA raised other ADA issues – TH drop box, TH automatic door, bushes on sidewalks.

*Corner of High St. and Mill St. – no update.

G. Miscellaneous Issues:

*FEMA Study - To be done by Sept. 1, 2023 – no update.

*Directional Signs – Wayfinding

*Cost of grant writing – AB reported and plans to apply for grant funding to fund phase 2 of the green stormwater project, will complete grants form and present to TC at Oct meeting.

*Benches – need to advise Shares when benches are removed and possibility to repair.

*Annexation

6. New Business:

A. Fall clean up week - November 6 - 10

B. Electric service to 105 S. King Street/Back Alley

7. Mayor's Report:

A. Construction adjacent to Town Run – see attached.

Mr. Kanehl inspected 105 South King Street and is satisfied that issues have been resolved.

Need to monitor this issue as Town Run is our secondary water source.

8. Adjournment: MA motion, second by CS, approved.

NEXT MEETING: Monday, 10/23, 9:00am

Shepherdstown Parks and Recreation Minutes
November 28, 2023

1. Call to Order: 6:00 p.m.
2. Attendees: Cheryl Roberts (Chair), Jenny Haynes, Lori Robertson, Marty Amerikaner
Staff: Frank Welch, Stephanie Grove
3. Approval of Agenda: Moved by Lori, Seconded by Jenny
4. Approval of Minutes – October 24, 2023: Moved by Jenny, Seconded by Lori
5. Welcome Visitors: Chris Stroeck, Mayor Auxer
 - a. Chris Stroeck, Chair of the Grants Committee, led a review/discussion of the Grant Guidelines and Intent to Apply form.
6. Unfinished Business:
 - a. Bane-Harris Park- C. Roberts
 - i. Pickleball Update: Cheryl reported that there has been some use of the court; the net is assembled and held to the fence near the box with bungy cords. Lori is working to get the needed magnetic sign designed and produced.
 - ii. Playground Equipment Replacement:
 1. RFP: Stephanie circulated a draft of the needed RFP; committee reviewed it, and a few minor modifications in wording were made.
 - a. Motion to approve the modified RFP: Marty moved; Lori seconded (RFP to be attached).
 - b. Cullison Park- Marty
 - i. Flexi-Pave:
 1. Marty reported that Sam (from Capitol Flexi Pave) has not replied to 2 texts; he will contact him and/or their office again regarding possible re-treatment of some areas of the path.
 2. Extension to Rumsey: Marty mentioned a request from a resident to consider extending the flexi pave path to Rumsey along the short connecting path starting near the Cullison playground. We briefly discussed this and agreed that it is worth exploring more, including getting an estimate from the company.
 3. Border Nails: Frank confirmed that most of the nails have been pounded down; a couple are still protruding because they hit rock when hammered; he noted that they'd have to be shortened to allow being hammered down to a level even with the rest of the border.

- c. Riverfront Park – Jenny reported that the park area remains actively utilized, particularly the waterfront/boating area.
- d. Rumsey Park – no report
- e. Viola Devonshire Park:
 - i. Pickleball Update: Chery noted that she will check with players using that court to see if they prefer that the net remain set up or put back in box. She noted that a concern was expressed about basketball player(s?) being treated rudely by pickleball players not wanting to stop playing. More information may be needed about the time of day, and the nature of the “rude” comments.
- f. Bookmark the Park 2024: Since Effie has resigned from the committee there is no report currently. Cheryl will work with committee members to restart.
- g. Fall Prevention- Age Friendly Shepherdstown Update - concerns raised about the parks within the Fall Prevention Report continue to need discussion and recommendations forwarded to the Public Works committee.
 - i. Marty noted that the stairway/handrails in Cullison need work.

7. New Business:

- a. Member Vacancies: 2 (Nicholas Tully and Effie Kallas): announcement of need for replacements will be advertised.
- b. Future Topics: resurfacing in Bane Harris and other parks

8. Next Meeting: January 23, 2024. 6:00pm TBD

9. Adjournment: 7:20 Moved: Lori; Second: Jenny

Respectfully submitted by Marty Amerikaner, Interim Secretary

Approved by Cheryl Robert, Chair

Age-Friendly Shepherdstown Advisory Board
M I N U T E S – (draft)

Date: Wednesday, October 11, 2023

Attending: Marty Amerikaner, Marcy Bartlett, Susan Kern, Steve Pearson, Jonathan Moss, Linda Spatig

Linda re-introduced new volunteer, Jonathan Moss of the Panhandle Peddlers Cycling Club.

We approved minutes of our September meeting.

Old Business

1. Bike Path Working Group.

- a. Signage: Linda reported that she had been in communication with Lois Turco from the Canal Towns group. Following a suggestion from Jim Ford, Linda proposed that the Jefferson County Wayfinding project and Canal Towns consider working together to design and fund new signage on the Shepherdstown side of the bridge over the Potomac. After consultation with Canal Towns, Lois reported that they preferred to do their own signage, sticking with the same design/style as all their other Canal Towns signs. They did offer, however, to include info about our Age-Friendly bike path on their new sign which is still in process. We decided it was a good idea to accept that offer.
- b. Extension of High St.: Marty reported that he and Stacey Kendig had met with Shepherd University Building and Grounds administrators who explained that their property did not include the portion of the area that would be used for a path connecting High St. with the existing bike path on Rt. 45. After discussing several possibilities for completing that part of the bike route, it was agreed that Marty would discuss the situation with Andy Beall before we decided how to proceed.
- c. Next steps: Linda offered to put together our bike route proposal to take to Town Council for either the November or December Town Council meeting. Before submitting it to council members, she will send to Age-Friendly Advisory Board members for review and editing.

2. Fall Prevention Working Group

- a. Response to first report. Marcy said her report related to hazards at local parks and railroad crossings was consistent with the ADA-related report submitted by Dr. Ron Eck. She has discussed the reports with two town committees - Public Works and Parks & Rec.

- b. Next steps: Marcy and the Fall-Prevention group will work in conjunction with the town's responses to Dr. Eck's report. The plan for the town's response is still being developed. Marty offered to share with Marcy what is currently being considered.
- 3. Next Meeting: Our next meeting was set for Wednesday, Nov 15, 2023 at 12:30 via zoom.
- 4. Meeting was adjourned at 1:30pm



Draft Minutes

Members Present: Carmen Slater; Keith Alexander; Tom Mayes; Edith Thompson; Nicole Saunders-Meske

Members Not Present:

Staff: Andy Beall

Visitors: Jim King; Jim Auxer; Stephanie Grove; Marianne Alexander; James & Sylvia Turner; Jillian Emmerich; Byron Reed

Call to Order: 5:00 p.m.

Approval of Minutes: 10/9/2023 Approved

Conflicts of Interest: K. Alexander recuses himself from application #23-26

Application Review:

New Applications:		Project Description
23-24	Jillian Emmerich	Addition of 36" high wood railing along the front and sides of existing front porch.
	304 S. Duke Street	
The applicant is present and describes the proposed project. The commission feels the proposed ornate spindles do not reflect the simplicity of a traditional Four-square house. T. Mayes recommends simple rectangular spindles instead.		
Notes:		
Motion:	T. Mayes motions to approve application 23-24 pursuant to page 40(b) of the historic district design guidelines provided the porch spindles be simple and rectangular opposed to ornate and turned in style. C. Slater seconds the motion, no objections and motion passed unanimously.	

New Applications:		Project Description
23-26	Marianne Alexander	Demolition request for old storage shed in rear yard.
	206 N. Mill Street	
<i>The applicant is present and describes the proposed demo. She wishes to remove a small shed built in 1958 by a previous owner and constructed of salvaged / recycled materials. The shed does not sit on a foundation and poses a detriment to potential purchasers desiring to restore the historic mill located on the same parcel. T. Mayes refers to the historic district design guidelines, page 31(c) which states, “Outbuildings, such as garages, that date fifty (50) or more years before the proposed date for demolition should be repaired or reconstructed whenever possible, rather than demolished.” The shed is over 50 years old but the commission believes repair / reconstruction is not possible.</i>		
Notes:		



Draft Minutes

Motion:	<i>T. Mayes motions to approve application 23-26 pursuant to page 31(c) of the historic district design Guidelines in that repair is not possible. C. Slater seconds the motion, no objections and motion passed unanimously.</i>

New Applications:		Project Description
23-22	Sylvia A. Turner	Construction of a 23' x 22' one story addition off the rear of the existing structure. Materials include wood siding and shingle roof.
	312 W. High Street	
<i>The applicants are present and describe the proposed addition. Mr. Turner states that following the previous months' workshop, the proposed addition has been reduced in width so as to be demarcated from the original structure. The dimensions are now 22' W x 27' D and is smaller in scale to the original structure. Ms. Turner is adamant she would like to side the addition in stone but the commissioners all agree the business of stone would detract from the simple wood siding of the original structure. They agree the addition should be sided in wood and that a stone foundation would be appropriate. As for roofing, the applicants wish to replace the original structure's shingle roof with metal and to extend that to the addition.</i>		
Notes:		
Motion:	<i>T. Mayes motions to approve application 23-22 with wood lap siding, metal roof and stone foundation. E. Thompson seconds the motion, no objections and motion passed unanimously.</i>	

New Applications:		Project Description
23-25	Byron Reed	Home restoration includes new windows, roof and exterior doors. Retroactive application.
	336 W. German Street	
<i>The applicant is present and describes the roof and window replacements. Mr. Reed states that no exterior doors were replaced and apologizes for not knowing about the permitting process. The commissioners are fine with the replacement of the previous tar roof with standing seam metal but agree the window replacements are not appropriate. The new windows are smaller than the originals, requiring infill around the frames. After much discussion, the commissioners agree the front (5) windows should be replaced with original sized 2/2 windows with true divided lights and constructed of all wood, aluminum clad, or vinyl clad. The side and rear elevation replacement windows can remain.</i>		
Notes:		



Draft Minutes

Motion:	<i>T. Mayes motions to approve, retroactively, the roof replacement pursuant to page 49 of the historic district design guidelines. C. Slater seconds the motion, no objections and motion passed unanimously.</i> <i>T. Mayes motions to require the front (5) windows be removed and replaced with all wood, aluminum clad, or vinyl clad 2/2 windows of original size pursuant to page 45 of the historic district design guidelines. E. Thompson seconds the motion, no objections and motion passed unanimously.</i>

Workshop:	310 W. German Street...rescheduled for a special workshop meeting on 12/4/23 at 5:00 p.m.
Continuing Business:	Jerry Bock from the Historic Shepherdstown Commission share details on the upcoming Speaker Series event to be held in the Byrd Center at SU on 11/29/23 at 7:00 p.m. The featured speaker will be John Allen, author of Uncommon Vernacular, to present a lecture on Shepherdstown historic features up to 1850.
New Business:	N/A
Administrative Matters:	N/A
Adjournment:	Motion to adjourn at 6:55 p.m.; no objections and passed unanimously.



Draft Minutes

Present:

Commission Members Present: Leah Rampy; Terry Fulton; Jim Auxer, Mayor; Roger Munro; Ebonee Helmick

Commission Members Absent: Rebecca Parmesano

Planning & Zoning Staff: Andy Beall

Visitors: James Turner; Kay Schultz

Call to Order: 5:36 P.M.

Approval of Minutes: None **Motion:**

Discussion:

Conflicts of Interest: N/A

Applications:

Previous Applications:		Project Description
23-22	Sylvia A. Turner	Construction of a 23' x 22' one story addition off the rear of the existing structure. Materials include wood siding and shingle roof.
	312 W. High Street	
The applicant is present and describes the proposed addition. Staff presents the HLC findings and confirms all lot requirements of §9-508 of the Planning and Zoning Ordinance have been satisfied.		
HLC Motion:	Approved with wood siding, metal roof and stone foundation.	
Motion:	L. Rampy motions to approve application 23-22 as submitted. R. Munro seconds the motion; no objections and motion passed unanimously.	

Previous Applications:		Project Description
23-28	Kay Schultz	Addition of (6) roof-mounted solar panels to existing system
	78 Shepherd Village Circle	
The applicant is present and describes the proposed solar panel addition. Ms. Schultz confirms this addition will increase the overall array to (12) roof mounted solar panels.		
HLC Motion:	N/A	



Draft Minutes

Motion:	<i>R. Munro motions to approve application 23-28 as submitted. T. Fulton seconds the motion, no objections and motion passed unanimously.</i>

Continuing Business: N/A

New Business: Discussion of potential adoption of the International Building Code...No motions made.

Discussion of a revision to the Stream Protection Ordinance...No motions made.

Administrative Matters: N/A

Adjournment: MOTION TO ADJOURN: 6:14 P.M.