

Town Council Meeting Minutes

Tuesday, December 12, 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, and Sgt. Jake Jeffries,

Visitors: Linda Layne, Linda Spatig, Chris Borkman, Rosy Borkman, John Meeker, Rachael Meads, Kelly Campbell, and Bob Smiles.

**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 November 14, 2023.

M. Amerikaner - move to approve Town Council Draft Minutes of November 14, 2023. Second by L. Rampy No objections noted.

Agenda Item 3 – Public Comment Period:

- a. 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. John Meeker - Street Fest WV, Inc. - Discussion/Action

The date is June 29, 2024. Everything is the same except they are thinking about putting the Library Stage at the end of King St. at the intersection of King and New streets, instead of at the back of the Market House.

L. Robertson - will it be too much noise for the residents there as it's closer to private homes? Can rescue personnel still get in? Jefferson Distributors can still be under the trees in the shade?

J. Meeker - doesn't foresee any issues with the above.

**C. Roberts - move to approve Street Fest, June 29, 2024.
Second by J. Haynes. No objections noted.**

b. Linda Layne - Bee City USA - Discussion/Action.

Linda is the Vice President of the West Virginia Eastern Panhandle Bee Association. She went through a powerpoint presentation outlining why it would be a good idea for Shepherdstown to become a Bee City USA. The goal is to preserve native pollinators by increasing native plants, providing nest sites, and working to reduce the use of pesticides. There would need to be a committee, create pollinator habitats with native plants, reduce pesticides, have events to inform the public, incorporate best practices in the corporation, signage, have an online presence, and reapply each year. The fee, based on our population, is \$100, and will be paid by the Bee Club. The Mayor read the resolution. The website for further information is beecityusa.org. L. Robertson stated she would be happy to be the contact for the town.

L. Robertson - move to become a Bee City, USA. Second by C. Roberts. No objections noted.

c. Linda Spatig - Proposal for Bike Route - Discussion/Action

Spoke to the proposed bike route that would connect bike riders to the 5 parks within the corporation and Morgan's Grove park, utilizing non-state roads. She showed pics of the Sharrows that are 5' tall that would be placed on the roads, as well as using directional signs on the poles (no photos). (Sharrows have an arrow at the top end with a bike at the lower end.). The Sharrows could be stenciled or painted on the roads that would need to be painted each year due to wear and tear. Painted by public works staff. The proposed amount of the Sharrows would be 65 at a cost of \$5,000. It was suggested that heat-sensitive material could be used instead of paint or stencils for a longer-lasting material, but at what cost? Linda spoke to the route that leads to University Drive from High St. There is currently a grassy path that would need to be paved. The cost associated with that is \$3200.00.

C. Stroeck - the route is a good idea but has concerns. This issue should have come back, and was expected to come back, to public works to be discussed. The Wayfinding group has presented plans for signage and we should see what they are going to do in regards to any gaps. Does HLC need to look at this? We also should have some public input. The council has specific concerns about the locations and numbers of the proposed sharrows.

S. Grove - looked up the specs for Sharrows and they are 112" x 40" or just over 9 feet long by just over 3 feet wide.

L. Robertson - almost the length of a car. That's long and side streets.

C. Roberts - Why does the size matter?

L. Spatig - it's possible to put one at each end of the streets.

M. Amerikaner - the size is standard and we should follow the best practices.

L. Robertson - or not use the Sharrows at all on these small, narrow side streets, just use signage on existing poles, and see what Wayfinding comes up with. There is also the question as to who owns the stretch leading to University Drive from High St. that is wanting to be paved. We should find out who owns this before putting asphalt down on land that may not belong to us. Can look at a survey to see who actually owns this "orphaned" piece of property. I agree with Chris that it should go back to public works. People know to share the road with bicyclists and 9' Sharrows are really long.

L. Spatig - doesn't think that Wayfinding is ready to move forward.

S. Grove - Annette Gavin-Bates is ready to present Wayfinding at the January town council meeting.

The council agreed that C. Stroeck will work with C. Roberts to develop a proposal regarding the sharrows, signage, and the paving issue.

C. Roberts - move to approve the Bike Route that has been presented to us tonight in conjunction with Canal Towns and Wayfinding. Second by M. Amerikaner. No objections noted.

L. Spatig - does that mean that the greasy stretch won't be paved and the Sharrows and signs are not approved.

L. Robertson - yes. We can't vote on paving something if we don't know if it belongs to us.

Agenda Item 6 – Unfinished Business:

a. Market House Update -

S. Grove - an inspection has been done and we are looking at bids.

b. Website Update -

A. Boyd - we are moving forward with good content for the individual sites.

c. Rt. 340 Traffic Detour -

Mayor - the project was completed earlier and the road has reopened.

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 November 2023
2. Recommendations: None
3. Review and approval of General Fund Financials -

S. Grove - the credit card bill was quite high and we need to reconcile it before we send out the financials.

B. Parking Committee:

1. No meeting November 2023
2. Recommendations: None

C. Police Committee:

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

D. Parks and Recreation Committee:

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

E. Public Works Committee:

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

F. Path Advisory Committee

1. No meeting November 2023
2. Recommendations: None

G. Grants Committee

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

C. Stroeck - has started to reach out to the individual committees and commissions for their needs.

H. Age Friendly Committee

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

I. Personnel Committee

1. Meeting minutes in November 2023
2. Recommendations: None

J. Recycling Committee

1. No meeting in November 2023
2. Recommendations: Winchester Glass Crusher Field Trip
December

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

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

C. Tree Commission

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

D. Water and Sanitary Board:

1. No meeting November 2023
2. Recommendations: None

E. Board of Appeals

1. None

Agenda Item 11 - Mayor's Report:

* Go to the Visitor's Center and the Shepherdstown Historic Museum
- docents are needed, they need a commitment of 3-hours minimum.

- * Historic Shepherdstown - Speaking Series -was packed and we are collaborating with them for the Shepherdstown segment.
- * Please check on and visit with your neighbors during the holidays.
- * Thanked Shepherdstown Shares, Rotary, and the Opera House.
- * For Christmas in Shepherdstown, the meters will be free from December 1st to January 1st.
- * We are moving forward for the MARC Train to keep coming out this way.
- * 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.
- * Think about possibly changing the Town Council meetings to 6:00 p.m.
- * It was mentioned to have some signs at the entrances to town lumped together like Tree City, Bee City, etc.
- * Wished everyone a very Merry Christmas and Happy New Year!

L. Robertson – move to adjourn at 7:59 p.m. Second by L. Rampy. No objections noted.

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