

Town Council Meeting Minutes

Tuesday, February 13, 2024

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, with Marty Amerikaner calling in from 6:30 p.m. - 7:00 p.m.

Absent: Cheryl Roberts

Staff: Town Administrator Stephanie Grove and Chief of Police Mike King.

Visitors: Dick Myers, Frank Hill Esq., Amanda Farone, Ross Morgan, Mary Buffington, Genevieve Laughen, Natalie Grantham, and Steve and Harriett Pearson

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

Call to order by Mayor Auxer at 6:31 p.m.

Approval of the Town Council Meeting Draft Minutes of January 9 and January 24, 2024.

C. Stroech - move to approve Town Council Draft Minutes of January 9, 2024. Second by L. Rampy. No objections noted.

C. Stroech - move to approve Town Council Draft Minutes of January 24, 2024. 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. Dick Myers - Jefferson County Hazard Mitigation Plan Update - Discussion/Action

- D. Myers - explained the Hazard Mitigation Plan to the Council with the changes. Municipalities now have to participate. A grant was

received. He touched on the basics that have changed as the document is 750 pages.

The top 3 are:

Public Health Crisis

Cyber Terrorism

Utility Interruption

More specifically for Shepherdstown pertains to structures, design for the new water plant, and planting vegetation.

L. Robertson - move to adopt the Jefferson County Hazard Mitigation Plan. Second by J. Haynes. No objections noted.

b. Ross Morgan - Shepherdstown Volunteer Fire Department - Letter of request to bill citizens and residents within the corporate limits - Discussion/Action.

R. Morgan - explained the desire to bill the citizens of the Corporation of Shepherdstown for fire department services. The bill would go directly to the insurance company. If no insurance, the bill will not be pursued. It is standard for the fire dept. to collect insurance information on a call.

L. Robertson - this is different from the Ambulance Fee currently collected?

R. Morgan - yes

C. Stroech - have you reached out to the Jefferson County Commission? And, will this impact their insurance rates?

R. Morgan - have been trying to get on their agenda, and am not sure about the insurance rate impact.

S. Grove - you would think that the county would cover each municipality.

L. Robertson - would like to wait to see what the County Commission has to say first.

C. Stroeck - has read it and it clearly states the County should wait in first. He'd be more comfortable seeing what comes from the Commission.

Everyone was in agreement with C. Stroeck.

c. Frank Hill - Jay Hurley Last Will and Devise to the Town - Discussion/Action

F. Hill - represents Jay Hurley's Estate. The Will reads that Jay would like the town to receive the 2 1/2 acres on the eastern side of Mill Street with provisions. The express purpose is to be used as a public park to be called the "M.G. Hurley Memorial Park".

To formalize this the town has 6-months from his death to act upon it.

The current tenants have 2-years on site before having to vacate. There are 7 trailers there now.

If the town doesn't want it, the property will go to four other people.

If the town accepts, the property will be designated as a park for 30-years. After that, it can be sold with the income designated to help maintain our parks and possibly others.

There are two separate parcels. The parcel with all of the wooden buildings, stacks of lumber, and various metal does not convey. 95% of the land is already within the corporate limits. Jay put a lot of thought into this for the town. Council is welcome to go and walk around the property.

Mayor - we will need to have a special meeting to discuss our options.

Agenda Item 6 – Unfinished Business:

a. Market House Update - Contract - forthcoming - Discussion/Action

S. Grove - we just received the contract and the price breakdown late this afternoon and she forwarded it to Council.

C. Stroech - moved to recommend putting the contract on for the March agenda. Second by L. Rampy. No objections noted.

b. Website Update -

Mayor - it's coming along. There is another meeting about it Thursday.

Agenda Item 7 – Old Business:

_____ a. None

Agenda Item 8 – New Business:

_____ a. Event Requests -

* Natalie Friend Grantham - 2024 - Farmers Market - Discussion/Action

N. Grantham - requesting the market behind the Market House every Sunday from 3/24 -12/22. The market hours are from 9a.m. - 1 p.m. with music weather permitting.

L. Robertson - inquired if they would be better suited on N. King St in front of town hall between German and Old Queen's Alley? There is better visibility for those looking for the market. Although there is

an incline on the street, vendors have no issues with setting up for other events. And, it does not impact any residents every Sunday. Just a thought.

N. Grantham - has concerns that there isn't enough room and items will roll off the tables with the incline. She will check the dimensions.

J. Haynes - move to approve the Farmers Market. Second by C. Stroeck. No objections noted.

* Amanda Farone - Experience Shepherdstown - March 30 -Easter Egg Hunt with street closure

A. Farone - would like to close N. King St from German to Old Queen's Alley. The Easter Egg hunt will be on McMurrans Lawn.

L. Robertson - move to approve the road closure for the Easter Egg Hunt March 30, 2024. Second by C. Stroeck. No objections noted.

b. Proposal of "An Ordinance to Enact Chapter 8, Title 8 Of The Code Of Shepherdstown As The Special Events Ordinance" - Discussion/Action

Chief - we've had some late notices on some events and it can be a hardship on the officers. We are looking for more advance notice. Sometimes we are notified by someone seeing a call for a gathering on social media.

M. Amerikaner via phone - there are some questions regarding political gatherings and what does a "spontaneous event" really mean?

L. Robertson - we have a quite a few vigils on very short notice. They need an application when it might be thrown together that day or the day before?

C. Stroeck - this stills needs some work.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No Meeting January 2024
2. Recommendations: None
3. Review and approval of General Fund Financials -

S. Grove - November and December are in the report. She explained the budget and noted that video lottery was way down due to the Rt. 340 road closure.

L. Rampy - move to approve the General Fund Financials. Second by J. Haynes. No objections noted.

B. Parking Committee:

1. No meeting January 2024
2. Recommendations: None

C. Police Committee:

1. No meeting January 2024
2. Recommendations: None

D. Parks and Recreation Committee:

1. No meeting January 2024
2. Recommendations: None

E. Public Works Committee:

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

F. Path Advisory Committee

1. No meeting January 2024
2. Recommendations: None

G. Grants Committee

1. No meeting January 2024
2. Recommendations: None

H. Age Friendly Committee

1. Meeting minutes of February 2024
2. Recommendations: None

I. Personnel Committee

1. Meeting minutes of January 2024
2. Recommendations:

Endorse the proposal of the Town Administrator regarding the creation of the position for Interim Director of Public Works - Discussion/Action

L. Robertson - I'd like to talk about this in Executive Session as Frank is still working part-time.

All audience members in the meeting vacated with the exception of S. Grove, Town Administrator.

C. Stroech - move to enter into Executive Session at 7:30 p.m. citing WV Code 6-9A-4(b)-(2)(A). Second by L. Robertson. No objections noted.

L. Robertson - move to come out of Executive Session at 7:37 p.m. citing WV Code 6-9A-4(b)-(2)(A). Second by L. Rampy. No objection noted.

J. Recycling Committee

1. No meeting in January 2024

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

A. Historic Landmarks Commission:

1. Meeting minutes of January 2024
2. Recommendations: None

B. Planning Commission:

1. Meeting minutes of January 2024
2. Recommendations: None

C. Tree Commission

1. No meeting January 2024
2. Recommendations: None

D. Water and Sanitary Board:

1. Meeting minutes of December 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 - keep on report

* 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 - keep on report

L. Ramey – move to adjourn at 7:38 p.m. Second by C. Stroeck. No objections noted.

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