

Town Council Meeting Minutes

Tuesday, January 9, 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, Cheryl Roberts, and Marty Amerikaner.

Absent: None

Staff: Director of Public Works Frank Welch, Chief of Police Mike King, and Zoning Officer Andy Beall.

Visitors: Annette Gavin-Bates, Carrie Blessing, Steve and Harriett Pearson, Shannon Purvis Thomas, Adam Thomas, and Jim Ford.

**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 December 12, 2023.

M. Amerikaner - stated that the minutes should reflect a summary of the discussion had and not so detailed.

L. Robertson - what I'm required to record are the motions. It is my discretion to add details, and I do, because those interested in what we do here like to know how we think and come to our decisions. We are fortunate that we have a very engaged constituency, and although they may not attend the meetings, they read the minutes.

C. Stroech - has an addition to Agenda Item 5-Visitors, C, Proposal for Bike Route, pg. 4, first paragraph - add at the end of the paragraph: The council has specific concerns about the locations and numbers of the proposed sharrows.

M. Amerikaner - has an addition to be added as a comment to Agenda Item 5 - Visitors, C, Proposal for Bike Route, pg. 4, add before the motion: The council agreed that C. Stroech will work with C. Roberts to develop a proposal regarding the sharrows, signage, and the paving issue.

L. Rampy - move to approve Town Council Draft Minutes of December 12, 2023 with changes/additions; C. Stroech - has an addition to Agenda Item 5-Visitors, C, Proposal for Bike Route, pg. 4, first paragraph - add at the end of the paragraph: The council has specific concerns about the locations and numbers of the proposed sharrows. M. Amerikaner - has an addition to be added as a comment to Agenda Item 5 - Visitors, C, Proposal for Bike Route, pg. 4, add before the motion: The council

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

Second by C. Stroech. No objections noted.

Agenda Item 3 – Public Comment Period:

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

Mayor - Frank Welch, Director of Public Works for the Corporation is retiring after 37 years!

Frank - he has seen a lot of councils over the years. The water plant is undergoing a \$2.5 million dollar renovation with \$421,000 coming from ARPA Funds. The water distribution system upgrade in Mecklenburg and Mill St. is being helped out with \$1.5 million dollars from the Corp of Engineers. The sewer plant upgrades that include a new sledge press and other replacements are happening with the help of \$429,000 ARPA Funds. He is proud of all of the things he has been part up and has enjoyed his years here. He will still be around if needed. Shepherdstown will still be here and running when he's gone.

Mayor - Frank has so many great qualities; how to deal with people here in all kinds of scenarios and capacities from leaks to trash pick-up.

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. Diana Suttentfield - requesting signage noting that Bones Wright Street was formally Rocky Street - Discussion/Action

D. Suttentfield is not in attendance.

b. Wayfinding - A. Gavin-Bates - Discussion/Action.

A. Gavin-Bates - thanked Andy and the Mayor for working with her. ARPA Funds have been received to help each town with Wayfinding signage.

The purpose is to increase visitor and resident experience:

- * The goal is to create a conceptual plan

- * CVB has spent \$27K for signage

Process:

- * Theme

- * Logo

- * Location plan for signage

- * Signage design for each town

- * Design and location approvals

- * Manufacturing of signs

- * Installation

She showed design concepts highlighting Gateway, Wayfinding w/ map and Directional.

This can be done in phases with a match from CVB. She would like to see some of it done before the busy season, and would like to see a council member on the committee.

A. Beall - the Directional portion includes the parks.

Mayor - we will put Wayfinder on the January 22 Public Works meeting and someone from that meeting can be chosen as a member.

C. Stroeck - can definitely get the discussion started. Questioned the symbol on the signs - where did that come from?

A. Gavin-Bates - it symbolizes a river flowing and mountains.

C. Stroeck - our current signs have our logo on them. Any discussion between ours and this one?

J. Ford - not in that respect.

L. Robertson - can we add the river/mountain logo to our current signs?

A. Gavin-Bates - that's a possibility

C. Roberts - and possibly add the Founded/Established date under the town name.

C. Stroeck - there might be some grant funding opportunities.

**FrostyFest is January 27 & 28 being the Market House. Marty will include it in the email blast.

c. Carrie Blessing - Earth Day/funding request - Discussion/Action

C. Blessing - the date is April 27 at Morgan's Grove Park. Is asking the Corporation to co-sponsor the event for \$2500.00. The total cost to put on the event is \$4500.00.

L. Robertson - that's a pretty small amount to put on a festival. You can reach out to a funding source called Fairs and Festivals and businesses

love to sponsor for marketing. The corporation doesn't sponsor private events. Chris Stroeck and I would be happy to sit down with you to help with logistics.

C. Stroeck - if we approve these kinds of requests it can become a steppingstone for others.

No motion made.

Agenda Item 6 – Unfinished Business:

a. Market House Update -

Mayor - we have one bid for the inside renovations for roughly \$250,000. We want to get it moving. The outside damage from where the car hit the building will be approximately \$15K. The vehicle has been impounded, fines have been paid but the driver has no insurance. We will pursue reimbursement.

b. Website Update -

Mayor - it's coming along with the drone footage looking really nice.

Agenda Item 7 – Old Business:

_____ a. None

Agenda Item 8 – New Business:

a. Creation of opioid lawsuit fund and opening of bank account -
Discussion/Action

Mayor - we are part of the opioid lawsuit with other municipalities in the state. We have received the first stipend of \$6,000. We will set up a special bank account for these funds. Funds can only be spent following opioid abuse rules.

M. Amerikaner - Should we bring in other people to help; judges and health professionals?

Mayor - yes, that is the plan and we will be doing that.

C. Stroech - move to approve the creation of opioid lawsuit fund and opening of bank account. Second by M. Amerikaner. No objections noted.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No Meeting December 2023
2. Recommendations: None
3. Review and approval of General Fund Financials -

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

Mayor - the 22-23 audit should be done in a few months.

B. Parking Committee:

1. No meeting December 2023
2. Recommendations: None

C. Police Committee:

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

D. Parks and Recreation Committee:

1. No meeting December 2003
2. Recommendations: None

C. Roberts - There is some playground equipment in Bane Harris Park that will be replaced/installed in the spring.

E. Public Works Committee:

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

F. Path Advisory Committee

1. No meeting December 2023
2. Recommendations: None

G. Grants Committee

1. No meeting December 2023
2. Recommendations: None

H. Age Friendly Committee

1. No meeting December 2023

2. Recommendations: None

I. Personnel Committee

1. No meeting December 2023
2. Recommendations: None

J. Recycling Committee

1. No meeting in December 2023

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

A. Historic Landmarks Commission:

1. No meeting December 2023
2. Recommendations: None

Mayor - we are a Certified Local Government - we will be bringing speakers in to talk about living in a historic town.

B. Planning Commission:

1. No meeting December 2023
2. Recommendations: None

C. Tree Commission

1. No meeting December 2023 - not available

2. Recommendations: None

L. Robertson - we partnered with First Energy and they provided us vouchers and money to purchase trees for within the corporation. We planted 14 trees and shrubs with Thirty Seasons doing the planting. The trees and shrubs had to be planted before the end of the year and we met that goal.

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.

* 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.

* Please be aware of the snow shoveling ordinance that is on the website and Facebook page. It will also be sent out on the email blast.

* The Mayor will be sending out a letter of support regarding methane emissions -he will get info to the council regarding the EPA rules.

- * Please help keep the town clean and pick up trash on the street and make sure your trashcans have securely fastened lids.
- * Also, please clean up after your dog, even in the snow.
- * The Mayor showed crushed glass samples from the tour at the glass recycling plant in Winchester. There was great interest in all that attended.
- * Thanks to our Public Works staff who cleared our streets.

L. Robertson – move to adjourn at 7:57 p.m. Second by L. Rampy. No objections noted.

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