

PUBLIC WORKS COMMITTEE – MINUTES - DRAFT

Wednesday, February 28, 2024

10:15am

Town Hall

104 North King Street

1. Call to Order: 10:15am – Mayor Auxer (JA), Chris Stroeck (CS), Marty Amerikaner (MA): Staff – Andy Beall (AB), Stephanie Grove (SG).
2. Approval of Minutes: 01/22/24 – CS motion to approve, approved.
3. Visitors: Billy & Simon from Public Works Dept, Gary Englebert, Mary Bell
Simon reported on concerns he has with the Public Works Department, including rates, pick up issues and public education, recycling processing, truck, and other issues. See emails in Packet. These issues to be conveyed to the new director.
4. Public Comment: None.
5. Unfinished Business:
 - A. International Property and Maintenance Code Issues:
 - *349 W. German St. – Letter sent with Feb. 9 deadline.
 - *332 W. German St. – Demolition to be completed by end of February .
 - B. Road Issues:
 - *Paving of Princess St. from High St. to boat landing – Letter to DOH to be drafted.
 - C. Trash and Grass Issues: No update.
 - D. Recycling Issues:
 - *Recycling Grant - Garbage truck (for glass) - Applied in 2024.
 - *Recycling Committee – no update.
 - *Glass recycling
 - *Composting
 - E. Market House: Status – Bids Received – Special meeting to be scheduled to review and accept.
 - F. Sidewalks: - Second phase of sidewalk repair in progress.
 - G. Miscellaneous Issues:
 - *FEMA Study – no update.
6. New Business:
 - A. Wayfinding – no update; Mary Bell asked for a “Keep right” sign for Sage Place. No issue and will be installed.

B. Annexation

C. International Building Code – Gary Englebert – Reported on process and enforcement requirements. If we adopt the building code, must adopt all related codes. “Building official” needed for enforcement. CS recommends that the committee receives further training on the codes before adopting them.

D. Painting of Station at Shepherdstown - to be done in spring, 2024.

E. Stormwater Infrastructure Project – Catholic Church will apply separately for grant funding for the work to be done on its property. AB reported on priority for town projects, compared to amount of funds available. Based upon his recommendations, MA motion to approve applying to fund the Fairfax Blvd Bioswale and N. Mill Street projects, second by CS, approved.

F. Storm drains cleaning – information forthcoming.

G. RFP Town Landscaping – Bids to accepted for town landscaper.

H. Public Works Utility Truck – truck has been ordered.

I. Annual Review of Garbage Rates – No action.

J. Leaning street signs –

K. Proposed HB 5351 or SB 603 – reviewed.

7. Mayor’s Report:

*MA questioned when the brick work on Princess St. and _____ Alley would performed.

*MA raised issue of snow removal – how can advise residents? Hangars on doors? Decided to include snow removal in landscaping contract.

*Discussion of staff directives and how to make sure follow up reviews are done.

8. Adjournment: CS motion to approve, second by MA, approved. Next meeting March 18, 1pm.