

PUBLIC WORKS COMMITTEE - MINUTES

Monday, July 25, 2022

9:00 a.m.

Town Hall - In Person

104 North King Street

1. Call to Order – 9:01am; Jim A., Chris S., Marty A.; Staff – Frank W., Andy B.
2. Reading and approval of minutes – June 8, 2022 – Marty A. motion to approve, second by Chris S., approved; June 27, 2022 – Marty A. motion to approve, second by Chris S., approved; July 15, 2022 – Chris S. motion to approve, second by Marty A., approved.
3. Visitors – Travis Ray, Mark Kohut, Mary Beth Kilmer, Jan Hafer, Jenny Haynes
4. Public Comment – See specific items listed herein.
5. Unfinished Business
 - a. International Property and Maintenance Code-property maintenance report – Andy to report
 1. 349 W. German St. - Violation notice – Work on house partly finished – Violation sent – Establishing ownership - ongoing
 2. 103 W. New St. – Brookes Estate – abandoned for years, violation notice sent, son is working to resolve
 - b. Trash in alleys-cleaning and contacting property owners and occupants about trash and grass Issues – Marty A. will include in email notice that residents need to trim bushes along sidewalks. Progress is being made with trash issues.
 - c. Recycling Grant-Garbage truck (for glass) – Apply in **2023** – Recycling Committee
 - d. Travis Ray
 - Washington Street-partly paved and improved – as federal funds were used, handicap accessible corners had to be installed – to be paved in Spring, 2023
 - German Street - pave Princess to Mill Street – going East – to be paved in Spring, 2023
 - Princess Street-dip – road has sunk several inches, area to be inspected again mid-Aug
 - Duke Street – Water problem – Frank W. and Travis will assess
 - Re-do Crosswalk decals – Partly completed – a few more areas to be completed after paving is complete
 - Stump removal on Washington St. to be performed later this summer
 - Grate at Back Alley & Duke St. needed at dip in road – to be assessed
 - Grate / drainage area at Mill St. & German St. (across from Tommy's) needs to be assessed
 - Orange plates on High St. are buckling up – to be assessed
 - e. Garbage and recycling rates – TC to address in Sept, 2022
 - f. Sidewalk Survey – Residents are responding and fixing sidewalks
 - g. FEMA Study - ongoing
 - h. Market House – renovations planned – see Asbestos Report (attached)
 - i. Request for sidewalk fund – Deborah Wenner – enclosure, upon staff recommendations, Chris S. motion to approve 10% reimbursement for work performed, second by Marty A., approved.
 - j. Sidewalk Training – No notification yet, Marty A. to follow up.

k. Benches – Request for new benches – Mark Kohut – enclosure

Shepherdstown Shares requested that two (2) more benches be approved in Town. Chris S. believes that there are enough benches in Town but might be room in the parks? Marty A. believes there will be room along the new trail in Cullison but that the Parks & Rec Committee should be involved in any approvals. Jan Hafer stated that SS does not advertise and believes benches continue to help artists. Mary Beth believes there is room in Town for more benches and they beautify the Town. Both stated that each bench is unique and SS does not plan to sponsor general designs. Jim A. reminded that there is a broken bench at the Community Club and needs to be replaced. Jim A. stated that the benches now belong to the Town. Jan Hafer suggested that a meeting to scheduled to review bench ownership, insurance and maintenance issues. Chris S. agreed and will reach out to schedule this meeting. Marty A. motion to replace the damaged bench with bench dedicated to John King, second by Chris S., approved. Marty A. suggested that all other bench requests be referred to Parks & Rec.

l. Trains – blocking crossings

m. Stormwater – St. Agnes Catholic Church + Shepherd Village – Town Engineer to investigate

n. Cable, Phone, etc. – Lines hanging all over town – Enclosure – Marty A. is working with David Rosen – they performed inspection last week. High St. is a mess with wires down, pieces of poles, etc. Poles are angled, double poles, etc. Not sure what lines are owned by what companies? Marty A. to author letter to WVPSC regarding these issues. These issues are a blight on the Town and need to be resolved. Thomas Butcher is the Town rep to the power company – maybe he can help?

6. Mayor's Report - none

7. Adjournment – Marty A. motion to adjourn, second by Chris S., approved.