

# **PUBLIC WORKS COMMITTEE AGENDA**

**Tuesday, May 21, 2024**

**1:00 p.m.**

**Town Hall**

**104 North King Street**

1. Call to Order:
2. Approval of Minutes:
3. Visitors:
4. Public Comment:
5. Unfinished Business:
  - A. International Property and Maintenance Code Issues:
    - \*349 W. German St. – Correspondence in progress
  - B. Road Issues:
    - \*Paving of Princess St. from High St. to boat landing – Letter to DOH to be drafted
  - C. Trash and Grass Issues:
  - D. Recycling Issues:
    - \*Recycling Grant - Garbage truck (for glass) - Applied in 2024
    - \*Recycling Committee Update
    - \*Glass recycling
  - E. Market House: Update
  - F. Sidewalks: - Second phase of sidewalk repair
  - G. Miscellaneous Issues:
    - \*FEMA Study – Andy – report on conference April 17 3:00 – 4:30
6. Unfinished Business:
  - A. Wayfinding/Directional Signs – Jim Ford
  - B. International Building Code discussion
  - C. Painting of Station at Shepherdstown - to be done in the Spring
  - D. Stormwater Infrastructure Project – Fairfax Field & Mill Street - \$5,200
7. New Business
  - A. Diana Suttentfield – signs
8. Mayor's Report:
9. Adjournment:

**PUBLIC WORKS COMMITTEE – MINUTES - DRAFT**

**Tuesday, April 23, 2024**

**1:00pm**

**Town Hall**

**104 North King Street**

1. Call to Order: 1:00pm – Mayor Auxer (JA), Chris Stroeck (CS), Marty Amerikaner (MA): Staff – Andy Beall (AB), Woody Coe (WC) Stephanie Grove (SG).
2. Approval of Minutes: 03/18/24 – MA motion to approve, approved.
3. Visitors: Jim Ford (JF) for Wayfinding (Agenda Item 6A) and Dianna Suttentfield (DS) for signs (agenda item 7A).
4. Public Comment: None.
5. Unfinished Business:
  - A. International Property and Maintenance Code Issues:
    - \*349 W. German St. AB reported that Frank Hill is working on the issue, and the committee should have a report by the September meeting.
  - B. Road Issues:
    - \*Paving of Princess St. from High St. to boat landing – JA reported that he had met with Region 9 and requested that they apply for grant opportunities to complete the Work. Region 9 will have Thrasher provide a cost estimate for the grant.
  - 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—Dr. Peter Vila met with his Board, the Jefferson County Solid Waste Authority, to discuss applying for a grant for the glass crusher.
  - E. Market House: Update—Work to repair the outside damage from the car accident has been completed. MA discussed the idea of creating a green space around the Market House, closing King Street around the building, and using the space in the rear of the building for a potential park. Work inside the building related to the renovation project for CVB occupation is still ongoing.
  - F. Sidewalks: - Second phase of sidewalk repair--This project should move forward by early summer. Marcy Bartlett will provide training to volunteers and then the study can begin.
  - G. Miscellaneous Issues:
    - \*FEMA Study – AB attended a conference hosted by FEMA on April 17<sup>th</sup>. He reported that the

Town flood-zones will be redesignated to the AE zone. 15 homes were mapped out of the flood-zone, and 20 were mapped in under the new study. The Town has 30 days to provide comments back to FEMA, who will take those comments, make any adjustments, and then provide a 90-day appeal period. The 20 homeowners that will be mapped in, will need elevation certificates to be removed from the floodplain. The Town will provide notice to the 20 homeowners and provide information about the process.

## 6. New Business:

- A. Wayfinding: Jim Ford provided an update to the Committee, indicating that he had not received any new information from Annette Gavin-Bates at the JCCVB since the last update. The Committee placed a call to Annette during the meeting, and she informed them that it needed to review the site plan and provide recommendations on any issues. The Committee will schedule a special meeting to review wayfinding. MA stated that the Town needed to coordinate with Shepherd University once the Town approved a map.
- B. Annexation: SG will present a study on annexation.
- C. International Building Code: The Committee discussed the need for a document that outlines the pros and cons of adoption of the IBC before it could vote to make a recommendation to Town Council.
- D. Painting of Station at Shepherdstown: SG to prepare bid.
- E. Stormwater Infrastructure Project: The Town has applied for a second phase of funding for a portion of the projects identified in the first phase. AB indicated that there would be a second round of funding up to \$100,000 available in the Fall to possibly address projects that were not included in the current second phase request.

## 7. New Business

- A. Diana Suttentfield: Signs –DS presented a request for signage to direct residents and visitors to the Potomac River in Town. JF suggested that this could be accomplished through wayfinding. DS also requested signage to commemorate the historic Rocky St, where Bones Wright St is currently located. DS also spoke about the possibility of the Town constructing a pedestrian bridge to go from Mill to Princess. JA indicated that he would reach out to 911 to see if the Town could place a commemorative sign by the Bones Wright street sign. There is currently another Rocky St in Town with residences on it, and there needs to be some assurance that first responders will not confuse the two.
- B. Drainage Problem Duke St.: JA reported that it is a state road; WC indicated that we could install a berm along the road. MA motion to construct berm on Town-controlled property to alleviate drainage issue, motion passes unanimously.
- C. Plastic recycling article: JA explained that he placed article in the packet concerning percentage of plastic waste that is actually recycled. MA had raised the issue a few meetings back concerning whether materials are actually getting recycled. This article confirmed the validity of that question. The Committee discussed a potential study on the benefits of recycling.
- D. Spring Cleanup: May 6-10—No update

8. Mayor's Report:

A. MA and CS did review of the bike route. The Committee needs to make a decision concerning the sharrows. CS expressed concerns about the size and quantity of sharrows in the proposal. Item to be included on the next agenda.

9. Adjournment: MA move to adjourn, unanimous. The meeting was adjourned at 2:13 pm.