

Town Council Meeting Draft Minutes

Tuesday, May 14, 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, and Chris Stroeck.

Absent: Cheryl Roberts and Marty Amerikaner

Staff: Town Administrator Stephanie Grove, Town Clerk Amy Boyd, and Sgt. Jake Jeffries.

Visitors: Sue Kimmnitzer, Woody Coe, Linus Bicker, Kenny Shipley, Erik Anderson, Steve and Harriet Person, Ralph Doty, Marc Petitpierre, and Charlotte Baker-Shenk.

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 April 9 and 16, 2024.

C. Stroeck - move to approve Town Council Draft Minutes of April 6, 2024 with correction under Agenda Item 8 New Business, correct the Second to the motion from C. Rampy to C. Roberts. Second by L. Rampy. No objections noted.

L. Rampy - move to approve Town Council Draft Minutes of April 16, 2024 with correction on the first page under Present, correct the word vua to via Second by J. Haynes. No objections noted.

Agenda Item 3 – Public Comment Period:

a. Persons who have registered to address Town Council.

M. Petitpierre - asked for a resolution for a cease fire in Gaza. There are too many men, women, and children getting killed. It is not acceptable. This isn't about blame, so please adopt the resolution.

Agenda Item 4 – Public Hearings:

a. Second Reading To An Ordinance To Enact Section 9-1602 Of Chapter 16, Title 9 of the Code Of Shepherdstown Accepting The Donation

Of Real Property From The Estate Of Garland Jay Hurley, Deceased - Discussion/Action.

L. Robertson - move to approve the Second Reading To An Ordinance To Enact Section 9-1602 Of Chapter 16, Title 9 of the Code Of Shepherdstown Accepting The Donation Of Real Property From The Estate Of Garland Jay Hurley, Deceased - Second by J. Haynes. No objections noted.

b. First Reading Garbage Ordinance Section 11-612, Of Chapter 6 Of Title 11, entitled “Rate Schedule” - Discussion/Action

C. Stroech - this comes from Public Works. He drafted a memo addressing the rate increase. He looks forward to getting a new public works director as he wants to look at the rates again in the near future.

C. Stroech - move to approve the First Reading Garbage Ordinance Section 11-612, Of Chapter Of Title 11, entitled “Rate Schedule”. Second by J. Haynes. No objections noted.

Agenda Item 5 - Visitors:

Visitor’s comments, if any, are logged in under the specific agenda items.

a.

Agenda Item 6 – Unfinished Business:

a. Market House Update - Project Manager Contract

Mayor - The abatement was finished on Friday. The \$250 million dollar project starts tomorrow. The contract stipulates the work to be monitored by Jim King. He will be paid \$500/month.

C. Stroech - was this budgeted?

S. Grove - yes, in the 24-25 budget using Hotel/Motel funds. Three months to be paid in 2024 and will do a budget revision and add a line item for it.

C. Stroech - move to approve the Project Manager Contract agreement. Second by J. Haynes. No objections noted.

Mayor - an update for the car hitting the Market House; the cost is \$15K to fix. We have a \$25K deductible and are pursuing the driver of the vehicle.

b. Website Update -

A. Boyd - Shepherdstown 311 is on the website for the public to report potholes, lights out, sidewalks, etc. You can sign up for what you want to see on the site. A visitor's calendar of events will be on there.

L. Robertson - noticed that there are no members of the commissions or committees listed , or are not obvious.

A. Boyd - will work on that.

Agenda Item 7 – Old Business:

_____a. None

Agenda Item 8 – New Business:

_____a. Adoption of 2024 ASK (Asking Saves Kids) Day Proclamation - Discussion/Action

R. Doty - the focus is gun safety with guns in the home with an emphasis on gun locks. Ask Day is June 21 and the corporation has adopted it in the past - we are asking again. The “Ask” is do you have guns in the house, and if so, are they locked up?

L. Robertson - move to Adopt the 2024 ASK Day Proclamation. Second by L. Rampy. No objections noted.

b. Recommendation to hire Charles Coe as new Public Works Director - Discussion /Action

S. Kimnitzer gave Woody her ringing endorsement for the new Public Works Director, as did L. Robertson and S. Grove.

S. Grove - his position takes effect immediacy, starting tomorrow, May 15, 2024.

J. Haynes- move to approve the recommendation to hire Charles Coe”Woody” Coe as the new Public Works Director effective May 15, 2024. Second by L. Rampy. No objections noted.

c. Kalathas Property - Engineering Contract - Discussion/Action

S. Grove - the new owners of the Kalathas property are ready to present their ideas. There are 3 parcels in town and 2 outside of town. We need a good engineer for storm water regulations. She has a good recommendation for one that has lots of experience in WV. She allowed for this in the 24-25 budget.

C. Stroeck - this doesn't need to go to finance at the point as it's already budgeted. This might prove to be a challenge so can you please keep the Council updated regarding a possible annexation of the two county parcels?

S. Grove - yes

L. Rampy - move to approve the Kalathas Property - Engineering Contract - and to be modified for Stephanie Grove and

Melanie Allson to be primary contacts. Second by C. Stroeck. No objections noted.

d. Resolution and Supplemental Agreement 2 for the Shepherdstown Path Transportation Alternatives and Recreational Trails Program Project - Discussion/Action

Mayor - we are moving ahead. The matching monies were met with the check going directly to the Department of Highways. We also received \$30K from ARPA funds. The \$136K comes to us then we forward it to the Department of Highways.

L. Robertson - move to approve the Resolution and Supplemental Agreement 2 for the Shepherdstown Path Transportation Alternatives and Recreational Trails Program Project. Second by J. Haynes. No objections noted.

e. Comprehensive Plan Timeline -

S. Grove - the Comprehensive Plan is updated every ten years with our timeline being December 2024. We have to have a report with a plan. We have to write up an update. There has to be two public hearings: one with a 30-day notice, and one with a 15-day notice. Part of the process of putting pen to paper is that we have reached out to a consultant that we have used before to facilitate public input. The committees, commissions, and departments need to look at what pertains to them and submit what their input is. Between the committees, commissions, and departments holding public meetings, and the public hearings, that will lead us to December 2024.

L. Rampy - we want to be clear with the public regarding the timeline as we have had public interest. Should advise the public of these meetings if they have a particular interest to attend them. The consultant can streamline the goals that aren't outside of the town, etc. and prioritize the goals to streamline them even more, both inside and outside of town.

C. Stroeck - the timeline might be able to be fluid, keep it on the agenda, and allow the public to submit written responses.

S. Grove - will make sure the consultant is clear with our goals to prioritize.

C. Stroeck - the public hearing at the Community Club was great. There were a lot of comments in the plan about what wasn't done but not many comments about what has been accomplished. The Comp. Plan is a guide for us and we look at it. The website is published and for sidewalk repairs we have a process in place for a sidewalk sharing program to help people out for repairing the sidewalks in front of their buildings. We are committed to using this process. Wants to keep this on the agenda.

L. Robertson - the Tree Commission regularly plants trees but we don't plant trees on Shepherd University property as the new Comp Plan suggests.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No Meeting April 2024
2. Recommendations: None
3. Review and approval of General Fund Financials - Discussion/Action

S. Grove - went over the financials. The budget and expenses - we still have a surplus. We will be doing some budget revisions.

C. Stroeck - has questions regarding city hall accounting and audit, video lottery expenses, police remit fees and the tobacco warehouse. He will discuss these issues at the finance meeting.

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

B. Parking Committee:

1. No meeting April 2024
2. Recommendations: None

C. Police Committee:

1. No meeting April 2024
2. Recommendations: None

Sgt. Jeffries noted that we are losing an officer at the end of July and will be interviewing for a new officer.

D. Parks and Recreation Committee:

1. Meeting Minutes of March 2024
2. Recommendations:
 - a. None

E. Public Works Committee:

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

F. Path Advisory Committee

1. No meeting April 2024
2. Recommendations: None

G. Grants Committee

1. No meeting April 2024
2. Recommendations: None

H. Age Friendly Committee

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

I. Personnel Committee

1. No meeting April 2024
2. Recommendations: None

J. Recycling Committee

1. No meeting in April 2024
Recommendations: None

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

1. Meeting minutes of April 2024 - not available
2. Recommendations:
 - a. None

C. Tree Commission

1. Meeting minutes of April 2024
2. Recommendations:
 - a. None

D. Water and Sanitary Board:

1. Meeting minutes of April 2024
2. Recommendations:
 - a. Reappointment of member - Water Board - John Bresland - Discussion/Action

J. Haynes - move to approve John Bresland to the Water Board. Second by L.Rampy. No objections noted.

- b. Reappointment of member - Sanitary Board - Robert Keller - Discussion/Action

L. Robertson - move to approve Robert Keller to the Sanitary Board. Second by L. Rampy. No objections noted.

E. Board of Appeals

1. None

Agenda Item 11 - Mayor's Report:

* Have put 1.5 million dollars into the sewer plant. We should put that on the website as an accomplishment.

Kenny Shipley mentioned that there is an open house once a year for the sewer plant.

* Have completed the water plant improvement project. W. Coe - new water pumps, secondary intake for the town run has a new filter, there is a new sludge process, and new UV filters.

L. Robertson - we should have Woody come back to council to share his ideas about the changes and improvements he wants to institute. Can include these on the website.

* Funding has been procured for the water service improvements to Mecklenburg.

* Monday is a finance meeting. Tuesday at 12:30 there will be a special council meeting for Parks & Rec for the equipment replacement at Bane Harris Park- this will be to approve the design and the \$63K needed.

* Region 9 - looking at N. Princess St to be paved along with a sidewalk to the boat ramp. Applied for a grant for the paving/sidewalk. Thrasher Engineering to look at the cost, then we can assess if we want to move forward.

* C. Stroeck - the election is June 4.

* L. Robertson - I have excellent election workers lined up to work the election.

* S. Grove - please participate in the lead service water line survey.

L. Rampy – move to adjourn at 7:44 p.m. Second by C. Stroeck. No objections noted.

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