

SPECIAL TOWN COUNCIL MEETING MINUTES (DRAFT)
Wednesday, August 21, 2024
6:30pm
Shepherdstown Town Hall
104 North King Street

1. Call to order: 6:30pm

Mayor Gatz (MG), Chris Stroeck (CS), Marcy Bartlett (MB), Cheryl Roberts (CR); Marty Amerikaner (MA), Linus Bicker (LB), Shannon Thomas (ST)

Staff – Amy Boyd, Chief King

2. Visitors: None

3. New Business:

a. Proposed Contract for Virtual Finance Officer-

*MG reported that Stephanie Grove served primarily as financial officer so we need such assistance immediately, at least on a temporary basis.

*Consultant will handle Town finances, review Town processes, and recommend software and system needs.

*Funding set aside for Town Administrator position can be used for this consultant.

***LB motion to approve procurement of consultant for up to \$120,000.00, second by CR-

*Discussion ensued regarding spending limits and notice requirements.

*MB suggested that a consultant may cost more than employees depending on timeframe.

***LB motion to amend motion to include a 6-month timeframe for services, second by CR-

*MA suggested a \$24,500.00 limit due to notice requirements and urgency.

***LB motion to amend motion to include a \$24,500.00 limit, second by MA, all in favor on all pending motions.

b. Proposed Contract for Comprehensive Plan Support (Benchmark-

*The proposed contract was reviewed.

*Discussion ensued regarding scope of work, cost of services, and the need for all services as provided in the contract.

*MG reported that the Planning Commission is determining what exact services are needed to finish the Comp Plan.

*MG reported that we might have several options for assistance: Benchmark, Region 9, and/or WVU School of Law.

*ST advised that a market analysis would be good date to have, specifically for the Town businesses.

*MA advised that we need to be clear with consultant as to what services are needed.

*CR advised that we need to be aware of consultant education and experience in this area.

***MB motion to procure consultant as needed by the Planning Commission to complete the Comp Plan for up to \$24,500.00, second by LB, all in favor.

c. Law Enforcement Matter-

*CR motion to enter executive session pursuant to exception #7 of the OGPA to discuss a matter relating to law enforcement, second by MA, all in favor at 7:24pm.

*MA motion to exit executive session, second by CR, all in favor at 7:55pm.

*No action taken.

4. Adjournment:

CR motion to adjourn, second by LB, all in favor – 7:57pm.