

Special Town Council Meeting Minutes

Monday, July 22, 2024

6:00 p.m.

Shepherdstown Town Hall

104 North King Street

1. Call to order: 6:10pm
Mayor Gatz (MG), Chris Stroeck (CS), Cheryl Robrerts (CR), Marty Amerikaner (MA), Shannon Thomas (ST), Marcy Bartlett (MB), Linus Bicker (LB)
Staff: Stephanie Grove (SG)

2. Visitors: See attached Sign-In Sheet.

3. Section 2-101 of the Shepherdstown Code Entitled “Time and Place of Regular Meetings”:
*Discussion was had regarding changing date / time of TC meeting.
*Primary reason was to not conflict with county meetings.
*LB motion to approve first reading of amended Section 2-101, second by MB, all in favor.

4. Review Town Administrator Position Description:
*Discussion was had regarding the revisions to the Town Administrator job description.
*ST motion to approve as written and modified, second by LB, all in favor.

5. Adjournment: 6:35pm
CS motion to adjourn, second by ST, all in favor.

Following the Special Town Council meeting, a workshop was held to discuss Committees, Commissions and Boards. A list of these entities was reviewed, with a general discussion as to what each entity did, along with qualifications to serve on each. MG requested that all TC members provide to him a preference list for Committees and Commissions. He will then make final assignments to be presented to and approved by TC. No action was taken at this workshop.