

Draft Public Works Committee Minutes  
Monday, January 22, 2018  
9:45 a.m. Town Hall

Members Present: J. Auxer, M. Everhart, J. Ford

Staff Present: F. Welch, A. Boyd, A. Beall

Visitors: G. Kalathas, P. Chakmakian, F. Hill

1. Call to order – 9:48 a.m.
2. Approval of Minutes of December 6 meeting – Motion by M. Everhart to approve minutes as written. Approved with no objections.
3. Visitors – See 5.a below
4. Unfinished Business
  - a) International Property and Maintenance Code Inspections. - M. Everhart stated that S. Wallace has inspected 4 properties and provided reports on each.

M. Everhart reported on abandoned cars that several have been removed and, for several others, violation summonses have been issued.
  - b) Comprehensive Plan Goals – see below.
  - c) Tobacco Warehouse – A. Beall stated that he determined that a SHPO grant could be applied to the doors but the money for the grant cannot be spent before the grant is received so that would delay the work. It was agreed that it made sense to still apply for the grant but apply it to future work.

A. Bell stated that he determined that insurance will not cover the woodpecker damage to the windows. It was agreed that he should solicit bids to repair the windows.
  - d) Garbage truck delivery – F. Welch reported that the 8 yd. truck should be delivered soon, perhaps as early as this week.
  - e) Trash in Alleys – no new information presented.
  - f) Sidewalks – Regarding the property on S. Princess St., for which the

property owner has failed to address the sidewalk issue, it was decided that the Town should fix the sidewalk and then take legal action to recover the costs.

g) Bridge Lights - Ken Clohan has said that he is waiting for the Town to tell him that the funding to purchase the lights is available and that he will facilitate delivery and installation.

h) Train Station – M. Everhart stated that there was a meeting scheduled for the night of 1/22 at which he would hear about progress on gutters and snow birds.

i) Garbage Cans / Recycling – F. Welch stated that several bids have been received to upgrade our street trash containers to 3-container units (trash/glass/other recyclables).

5. New Business

a) George Kalathas Annexation and Rezoning – It was decided that the annexation would have no financial effects with respect to Public Works since the property will have a private drive from High St. Therefore, no costs for street maintenance or plowing. Property will be included in trash collection but with only normal sanitation costs.

b) Shepherdstown Public Library re: State of the Market House – Mayor Auxer will speak to Town attorney regarding our response.

6. Mayor's Report - None

7. Adjourn – 10:32

Respectfully submitted,  
J. Ford

Comprehensive Plan Goals:

## **LU-7.2 Enforce Adequate Public Facilities Regulations**

**STRATEGY:** Amend the Adequate Public Facilities regulations to include the consideration of the provision of fire, police, sanitation, street maintenance and parks to ensure that these other services are either present or can be provided to the development in a cost effective and efficient manner.

J. Ford recommended:

Section 9-1416 Adequate Public Facilities should be updated to cover fire, police, sanitation, street maintenance and parks.

Section 9-1417 Fees for Public Services currently covers fire, police and parks. It should be updated to cover sanitation and street maintenance.

J. Ford to review recommended ordinance changes.

## **ED-1.1 Develop Enhanced Telecommunications Infrastructure**

**STRATEGY:** Support and facilitate the development of enhanced telecommunications infrastructure and similar technological improvements throughout the community.

J. Auxer engaged in ongoing discussions with Shepherd University.

## **T-1.1 Require Pedestrian and Bicycle Infrastructure**

**STRATEGY:** Continue to enforce development regulations that require the inclusion of bicycle and pedestrian facilities in the design of new streets.

J. Ford reported that annexation ordinances already contain bicycle and pedestrian facilities requirements. Continuing to enforce those ordinances is

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