

# **PUBLIC WORKS COMMITTEE AGENDA**

**Monday, June 24, 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 and construction of Sidewalk, Princess St. from High St. to boat landing – Grant match request
  - C. Trash and Grass Issues:
    - \*Property grass issues
    - \*Yard waste 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
  - E. Diana Suttentfield- Potomac River access sign
7. New Business
  - A. Water plant storage shed/ Public Works Director office
  - B. New and Replacement equipment purchases
  - C. Comprehensive Plan – review goals
8. Mayor’s Report:
9. Adjournment:



**Corporation of Shepherdstown  
P.O. Box 248  
Shepherdstown WV 25443**

### **Yard Waste issue**

Over the years the Public Works department has stockpiled all yard waste. After 14 years the current pile isn't decomposing as fast as we hoped. The department is running out of land for said pile. Keep in mind we must have room for utility repair spoilage and snow removal around that same area. Yard waste averages 7-8 dump truck loads weekly. Summer, Spring, and Fall are all consistently heavy. Winter is the only season it lightens up but then you have snow removal. After studying pricing, then considering labor cost, fuel expense and wear and tear on the equipment used. Below are the options I believe we have to fix this issue.

#### **Option 1**

We get a dumpster delivered weekly. When it is full we have it picked up and a new empty dumpster dropped off. The cost would \$18200.00 annually

#### **Option 2**

We haul yard waste to Potomac Farms weekly. The cost would be \$8400.00 annually

I hope the above data helps better equip the boards in decision-making on this ongoing issue.

Sincerely,

Charles "Woody" Coe  
Public Works Director  
Chief Operator



**Corporation of Shepherdstown  
P.O. Box 248  
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**Equipment replacement**

- PW Director – ½ Ton Truck \$ 52,000
- PW Supervisor/plow truck – ¾ Ton Truck \$ 55,000
- Inspector/Sewer plant – ½ Ton Truck \$ 52,000
- PW – Dump truck \$ 85,000

**New Equipment**

- PW – Vac Trailer \$ 83,000
- PW – Mini Excavator attachments \$ 15,000

**Cost**

- Total \$ 342,000
- Breakdown (Below)

Corporation 50% - \$ 171,000  
Water 25% - \$ 85,500  
Sewer 25% - \$ 85,500

Charles “Woody“ Coe  
Public Works Director  
Chief Operator

REVIEW BY	#	ID	IMPLEMENTATION STRATEGY	UPDATE	PRIORITY	REMOVE	N/A	COMMENTS	STAFF COMMENTS / SUGGESTIONS
			<b>LAND USE &amp; COMMUNITY CHARACTER</b>						
		LU-3.5	Plan for the Relocation or Burial of Downtown Overhead Utilities		MEDIUM				
			<b>NATURAL &amp; ENVIRONMENTAL RESOURCES</b>						
		NER-1.5	Develop Electric Vehicle Infrastructure		HIGH				
		NER-1.6	Divert Food Waste from Landfills		HIGH				
		NER-1.10	Promote Rainwater Harvesting for Irrigation		HIGH				
		NER-2.1	Install Energy Efficient Street Lighting		MEDIUM				
		NER-2.2	Utilize Alternative Fuel Vehicles for Town Operations		MEDIUM				
		NER-2.6	Develop a Reclaimed Water Distribution System		LOW				
		NER-3.5	Develop a Waste to Energy Facility		MEDIUM				WATER / SEWER BOARD
			<b>PARKS &amp; RECREATION</b>						
		PR-1.4	Improve Princess Street River Access		HIGH				
		PR-2.8	Provide a Public Bike Repair Station		MEDIUM				
		PR-3.3	Improve Bike and Pedestrian Connections Between Parks and		HIGH				
		PR-3.5	Develop Connections Between Park Facilities on the River		HIGH				
			<b>PUBLIC SERVICES &amp; INFRASTRUCTURE</b>						
		PSI-1.5	Town-University Public Service Partnerships		MEDIUM				
		PSI-2.3	Street Maintenance Planning		MEDIUM				
		PSI-3.1	Utility Capital Improvement Planning		HIGH				WATER / SEWER BOARD
		PSI-3.2	Utility System Public Outreach		HIGH				WATER / SEWER BOARD
		PSI-3.3	Implement "Smart" Metering Technology		MEDIUM				WATER / SEWER BOARD
		PSI-3.4	Wastewater System Inflow and Infiltration Improvements		MEDIUM				WATER / SEWER BOARD
		PSI-3.5	Utility Service Area Planning		HIGH				WATER / SEWER BOARD
			<b>TRANSPORTATION</b>						
		T-1.1	Require Pedestrian and Bicycle Infrastructure		MEDIUM				
		T-1.2	Develop a Regional Bicycle and Pedestrian Plan		HIGH				
		T-1.3	Develop Greenway Trails		MEDIUM				
		T-1.5	Install Shared Lane Markings for Bicycles		MEDIUM				
		T-5.2	Limit Regulatory Signage		MEDIUM				
		T-5.4	Develop Unique Street Signage		MEDIUM				Wayfind in progress
		T-6.3	Expand Off-street Parking Options		MEDIUM				

# LAND USE & COMMUNITY CHARACTER

ID      Implementation Strategy      2014 Priority      Resources      Timeframe      Responsibility      Status      2024 Priority

LU-3.3      Adopt a Nonresidential Property Maintenance Code      Medium      Policy / \$      Short Ongoing      TC      Completed      N/A

The International PMC was adopted in 2016 and implementation has been successful resulting in cleaned up properties and safer sidewalks. There are concerns about shuttered businesses on German Street. The IMPC is also a gateway to achieving a proper building code for the Town. <http://www.shepherdstown.us/wp-content/uploads/2016/06/CHAPTER-13-ORDINANCE-WITH-IMPC.pdf>

RECOMMENDATIONS: Keep up with code enforcement. The Town Council should explore whether there are any ordinance changes that could be made or other authorities exercised to encourage landlords and investors to not keep buildings vacant even if they are maintained.

LU-3.4      Prepare a Downtown Retail Market Analysis      High      \$      Short      TC, SBA      No Progress      Low

Retail in Shepherdstown is ever-changing and difficult to define. An analysis could provide more information for economic development goals.

RECOMMENDATIONS: The Town could work with the University and local experienced professionals to accomplish this. This strategy overlaps with Economic Development and Tourism goals and that group should take the lead on this. (See CR-1.1, ED-3.1, 3.2)

LU-3.5      Plan for the Relocation or Burial of Downtown Overhead Utilities      Low      \$\$\$      Long      TC, PC, HLC      No Progress      Medium

There has not been a serious study on the feasibility of line burial in Shepherdstown. Much is not known how difficult or easy this project could be so more study is needed.

RECOMMENDATIONS: Ranson and Charles town have buried lines. Town Administrator Grove believes that this project could be accomplished. Do some research and try this if feasible.

LU-3.6      Improve Public Parking Availability Downtown      High      \$\$\$ - \$\$\$      Long      PKC, PC, TC, SU, SBA      Completed      N/A

Many public parking improvements were accomplished since the 2014 Comp Plan was adopted: the Sara Cree lot was built with Town/University funding; Train Station parking was added; free 90-minute spots were added adjacent to downtown in summer and University Lot A is open to visitors on weekends. In addition, holiday and weekend free meters are offered.

RECOMMENDATIONS: One improvement could be redesigning parking tickets for first-time offenders - use 'courtesy notes' and forgiveness. There are 650 total parking spaces in Town. According to the Mayor and parking committee, this task is completed. (Coordinate with T-61-4)

# NATURAL & ENVIRONMENTAL RESOURCES

ID      Implementation Strategy      2014 Priority      Resources      Timeframe      Responsibility      Status      2024 Priority

NER-1.2      Implement the Tree Canopy Plan      Medium      Policy / \$      Short      TRC, TC      Work in Progress      High

Town is a "Tree City" with a Tree Commission and is meeting the Jefferson County Urban Tree Canopy Plan.

RECOMMENDATIONS: The Town should continue to seek all ways to enhance the tree canopy in town through the Town's Tree Commission and enforcement of its ordinance. Work with groups like the Rotary Club and Cacapon Institute's Project CommuniTree for volunteer tree planting opportunities in prime locations like Shepherd University and Elmwood Cemetery.

NER-1.3      Promote Alternative Forms of Transportation      High      Policy      Short      TC      Work in Progress      Medium

Multi-modal systems (bus routes, walking paths, bike paths, bike rack/storage infrastructure) deserve expansion. Considerable effort has been made to develop a bike path between the Town and Morgan Grove Community Park.

RECOMMENDATIONS: The Planning Commission should develop and the Town Council implement a comprehensive multi-modal approach to expand Eastern Panhandle Transit Authority bus routes to residential neighborhoods, create a network of safe walking paths throughout Town, construct bike paths from Town to recreation sites (e.g., intensify the ongoing efforts to connect Town neighborhoods with Morgan Grove Park and the C&O Canal Towpath), and install more bike rack/storage infrastructure at commercial locations.

NER-1.4      Promote Land Preservation Efforts      High      Policy      Short      TC      No Progress      Medium

This goal encourages partnering with local conservation organizations to promote the permanent protection of agricultural spaces, wildlife habitat and other open spaces.

RECOMMENDATIONS: The Town should initiate discussions with local conservation organizations to explore what Town officials might do to promote open spaces, farmland, and wildlife habitat, and to encourage publicly accessible open spaces as part of conservation efforts. (Refer to NER-4.1, 4.3, 4.7, and LU 2.1 re: conservation subdivision regulations).

NER-1.5      Develop Electric Vehicle Infrastructure      Low      \$\$ - \$\$\$      Intermediate      TC, PWC, PKC      No Progress      High

This goal is enlivened by the recent shift in federal support available for electric vehicle charging stations, the positive impact that tourism has on the Town's economy, and the potential to leverage the Town's electric rate structure to power public charging stations.

RECOMMENDATIONS: The Town Council should make this goal a high priority and pursue federal funding for the installation of high-speed charging stations operated by the Town.

# NATURAL & ENVIRONMENTAL RESOURCES

ID      Implementation Strategy      2014 Priority      Resources      Timeframe      Responsibility      Status      2024 Priority

NER-1.6      Divert Food Waste from Landfills      Low      \$\$      Long      PWC, TC      No Progress      High

Reaching this goal will require regional partners in order to make it cost effective. There may be potential opportunities for collaboration with Shepherd University and its nearby Tabler Farm operation.

RECOMMENDATIONS: The Town Council, Public Works, and Recycling Committee, and community groups should make this goal a high priority, pursuing discussions with regional partners in order to divert food waste from landfills as a demonstration project that involves Shepherd University, Tabler Farms, and residents and restaurants in Shepherdstown initially, with the potential to involve residents and restaurants in Harpers Ferry, Ranson, and Charles Town.

NER-1.7      Oppose Environmentally Damaging Industrial Development      High      Policy      Short      TC, PC      Some Progress      High

This goal has become all the more urgent as a high priority, given the encroachment of industrial and residential development on the Town's Growth Management Boundary and the headwaters of Town Run which is now contributing to the Town's drinking water supply.

RECOMMENDATIONS: The Town Council should continue to amplify its active vigilance, voice, and engagement with County officials on development surrounding the Town in order to preserve the health and safety of life in Shepherdstown consistent with its unique historical character.

NER-1.8      Develop Pervious Pavement Requirements      Low      Policy      Intermediate      PC, TC      No Progress      Medium

This goal deserves higher priority given the increase in stormwater management challenges in Shepherdstown since the 2014 was adopted.

RECOMMENDATIONS: The Public Works Committee and the Town Council should engage with the WV Department of Highways and other sources of federal funding to replace asphalt with permeable pavers in designated parking spaces along streets and State roads in Town. Town code should encourage property owners to consider permeable pavers in driveway and walkway construction where appropriate.

NER-1.9      Develop a Watershed Management Plan for Town Run      High      Policy / \$      Intermediate      PC, TC, CPC      Some Progress      High

The Town's Source Water Protection Plan was updated in 2021 and is of some relevance to this goal but is not a comprehensive watershed management plan for Town Run. A local group doing business as the Town Run Watershed is seeking a grant to monitor Town Run and respond to runoff along its headwaters and streams. This is especially urgent work given the recent decision to include Town Run water in the Town's drinking water supply.

RECOMMENDATIONS: Managing the watershed through a plan jointly developed and adopted by both the West Virginia Department of Environmental Protection (WVDEP) and the town would help to ensure that local and regional water quality and other environmental goals are met. The Town Council should work with Public Works, WVDEP, Town Run Watershed, and other committees to develop and implement a plan, assigning Town staff to take on this critical responsibility and actively support complementary volunteer initiatives.

# NATURAL & ENVIRONMENTAL RESOURCES

ID	Implementation Strategy	2014 Priority	Resources	Timeframe	Responsibility	Status	2024 Priority
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NER-1.10	Promote Rainwater Harvesting for Irrigation	Low	\$	Long	TC, PWC	No Progress	High
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This goal deserves higher priority as an achievable goal and the definition expanded to include the control of stormwater runoff from roof drains.

RECOMMENDATIONS: Work with local conservation groups to promote the use of rain barrels incorporated in roof drainage systems.

## Natural & Environmental Resources Goal 2

Public services will be provided to the community in a manner that has the lowest possible environmental impact while remaining cost effective for residents.

NER-2.1	Install Energy Efficient Street Lighting	Low	\$\$\$ - \$\$\$\$	Long	TC, PWC	Some Progress	Medium
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Bridge lighting deployed LED lighting but Town street lighting is not energy efficient. Deserves higher priority since technology has improved dramatically since 2014.

RECOMMENDATIONS: The Town Administrator and Public Works Committee should ask Potomac Edison, the electricity utility, to provide the Town with options to deploy energy efficient LED lamps in street lighting in ways that meet public safety requirements and neighborhood desires for lights that do not glare into windows or the night sky. We recommend the Town Administrator explore the availability of U.S. Department of Energy grants for LED conversion of street lighting by municipalities.

NER-2.2	Utilize Alternative Fuel Vehicles for Town Operations	Low	\$\$\$ - \$\$\$\$	Long	TC, PWC, POC, FC	No Progress	Medium
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In recent years, federal agencies have made available grant funding for the conversion of local government fleets to electric and other alternative fuel vehicles. Accordingly, this recommendation deserves higher priority.

RECOMMENDATIONS: The Town Administrator and the Public Works Committee should explore the availability of funding for this purpose.

NER-2.3	Conduct an Environmental Audit of Town Services	Low	\$ - \$\$	Intermediate	TC	No Progress	Low
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Developing an understanding of the environmental impact of how municipal services are provided will help the town identify areas in which it can improve its environmental stewardship and reduce potentially negative impacts on the community.

RECOMMENDATIONS: Conduct an environmental audit of all town services to identify ways in which the town can reduce its environmental footprint.



# NATURAL & ENVIRONMENTAL RESOURCES

ID      Implementation Strategy      2014 Priority      Resources      Timeframe      Responsibility      Status      2024 Priority

NER-2.4      Reduce Hard Copy Mailings for Town Business      Low      Policy / \$      Short      TC      Some Progress      High

A redesign of the Town's website is underway and, along with increased reliance on email communications, should further reduce the Town's use of paper.

RECOMMENDATIONS: The Town should continue expanding its use of technology to provide timely news and information delivery using online data services and practices.

NER-2.5      Adopt Local Sourcing Policies      Low      Policy      Short      TC      No Progress      Low

Sourcing goods locally, where possible and financially feasible, will help the community to reduce its overall carbon footprint and help to support local businesses.

RECOMMENDATIONS: Consider policies encouraging town employees to source supplies from manufacturers and distributors that are located in closer proximity to Shepherdstown to reduce delivery related energy consumption and support local businesses.

NER-2.6      Develop a Reclaimed Water Distribution System      Low      \$\$\$\$      Long      TC, PWC      No Progress      Low

This goal includes descriptions of the use of reclaimed water for golf courses and large scale agriculture which have no direct relevance to the Town sphere of influence and activity. As further efforts are made to develop "green" infrastructure to manage the Town's storm water, perhaps reclaimed water distribution systems could be used to irrigate natural storm water features between storm events.

RECOMMENDATIONS: That the Planning Commission explore whether adding a development plan requirement within the Town to include the installation of reclaimed water capture and distribution plumbing in any new or substantial rehabilitation construction, using as a model the residential recapture systems installed in Shepherd Village homes in 2018.

NER-2.7      Develop and Implement a Community Energy Reduction Program      Low      \$ - \$\$      Long      TC      No Progress      Low

Monitoring and assistance program can help the community realize significant reductions in resource usage while also giving the town a measurable goal to work towards as a community.

RECOMMENDATIONS: The Town should continue to explore the feasibility and availability of a community-wide utility reduction programs in cooperation with the service providers to establish conservation goals and provide the public with a method of monitoring progress on reaching those goals.

# PARKS & RECREATION

ID	Implementation Strategy	2014 Priority	Resources	Timeframe	Responsibility	Status	2024 Priority
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PR-1.4	Improve Princess Street River Access	High	\$\$\$	Intermediate	TC, PRC, PWC	No Progress	High
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Currently WVDNR leases (ten year) the boat ramp in Riverfront Park and is responsible for its maintenance and upkeep. It is our understanding that some WV State funds have been set aside to improve the boat ramp.

RECOMMENDATIONS: Shepherdstown would benefit greatly from promoting its status as a "river front town". To this end it should be a high priority to develop plans and funding to improve the boat ramp, improve both pedestrian and vehicular access, improve parking and try to find a partner to renovate the Tobacco House into a paddle sport facility.

## Parks & Recreation Goal 2

Shepherdstown will be known as a community that embraces an active and healthy lifestyle built around outdoor recreation.

PR-2.1	Increase Promotion of Local Outdoor Recreation Opportunities	High	\$\$	Short	SVC, TC, PRC	Some Progress	High
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Agreement reached with JCCVB to lease the Market House for a Shepherdstown visitors center.

RECOMMENDATIONS: The Town should work with JCCVB to coordinate promotion of outdoor recreation activities in and around the Town, including the Potomac River and the C&O towpath. Establishment of a local business coalition would be helpful as well.

PR-2.2	Coordinate Promotion of the C&O Canal Towpath Trail	Medium	\$	Short	TC, SVC	Some Progress	High
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There has been a lack of communication and coordination with the Canal Towns Partnership due in part to lack of permanent staff focused on tourism development and lack of a local a Chamber of Commerce or other associations of local businesses. Attention to these priorities would benefit the town.

RECOMMENDATIONS: The Town should establish formal relationships with the Canal Towns Partnership.

PR-2.3	Utilize the Tobacco Warehouse as a Paddlesports Support Facility	High	\$\$\$	Short	TC, PRC	No Progress	High
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RECOMMENDATIONS: Shepherdstown would benefit greatly from promoting its status as a "river front town". To this end it should be a high priority to develop plans and funding to improve the boat ramp, improve both pedestrian and vehicular access, improve parking and find a partner to renovate the Tobacco House into a paddle sport facility.

# PARKS & RECREATION

ID	Implementation Strategy	2014 Priority	Resources	Timeframe	Responsibility	Status	2024 Priority
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PR-2.4	Develop a Community Health and Wellness Program	Low	\$ - \$\$	Long	TC	<u>No Progress</u>	<u>Medium</u>
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SU is a significant community asset with Health and Wellness Programs (such as gym memberships and the Silver Sneaker program) available to the public. There are also multiple other independent providers of Health and Wellness programs in the Town and surrounding areas.

RECOMMENDATIONS: These all should be encouraged and supported.

PR-2.5	Provide Community Access to Shepherd University Outdoor Recreation Activities	Low	Policy	Intermediate	TC, SU, PRC	<u>Some Progress</u>	
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Many of SU sports programs are open to the public.

PR-2.6	Bring Paddlesports Events to Town	Low	\$ - \$\$	Long	TC, PRC, SVC	<u>No Progress</u>	<u>Medium</u>
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Shepherdstown is a Potomac River waterfront town.

RECOMMENDATIONS: We recommend the Town explore ways to promote paddle sports on the Potomac River as way to increase tourism and boost the local economy.

PR-2.7	Improve Accommodations for Bicycle Tourism	High	Policy	Short	TC, SVC	<u>Some Progress</u>	<u>Medium</u>
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There are some bike stands in the Town.

RECOMMENDATIONS: Town should consider offering secure area for bike riders to store bikes and gear while in town.

PR-2.8	Provide a Public Bike Repair Station	Medium	\$	Short	TC, PWC, PRC	<u>No Progress</u>	<u>Medium</u>
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RECOMMENDATIONS: A public bike repair station would attract riders from the C&O bike path and promote bike riding in town and should be considered.

# PARKS & RECREATION

ID      Implementation Strategy      2014 Priority      Resources      Timeframe      Responsibility      Status      2024 Priority

## Parks & Recreation Goal 3

Parks will be located throughout the community in a manner that ensures accessibility for all residents.

PR-3.1      Require Recreational Space in New Development      High      Policy      Short      PC, PRC, TC      No Progress      Medium

As development plans are submitted to the Town's Planning Commission for undeveloped areas within the Town's boundaries, we recommend the Planning Commission require all developers to provide for recreational space within all development plans subject to Town approval.

PR-3.2      Develop Additional Neighborhood Parks      Medium      \$\$\$ - \$\$\$\$      Short      PRC, TC      No Progress      High

The Parks and Recreation Committee of Shepherdstown believes that the six current parks it operates is all it can manage at this time with available money and personnel. The Committee also believes there are no other spaces available for new parks.

RECOMMENDATIONS: If areas are annexed into the Town in the future, the Town Planning Commission should require that a portion of the land be set aside for public neighborhood parks.

PR-3.3      Improve Bike and Pedestrian Connections Between Parks and Neighborhoods      Medium      \$\$\$ - \$\$\$\$      Long      TC, PWC, PRC      Some Progress      High

Age Friendly Shepherdstown is planning to present a final bike and pedestrian route proposal to the Town.

The approved bike path from Shepherdstown to Morgan's Grove Park is progressing. Some right of ways are pending and there is a \$650,000 funding short fall. The mayor is encouraged with the progress and plans to discuss funding with Senator Manchin when he visits Shepherdstown. Discussions are ongoing with the Governor's office to provide needed funding to complete the path in the new budget.

RECOMMENDATIONS: Approve and construct the bike and pedestrian route proposal by Age Friendly Shepherdstown. Aggressively monitor and follow-up to ensure that the approved pedestrian/bike trail between Shepherdstown and Morgan's Grove park is adequately funded and completed as soon as possible.

Revisit and develop plans for a Town Run greenway connecting Shepherdstown to Morgan's Grove Park.