

THE MEETING IS STREAMED ON THE TOWN'S FACEBOOK PAGE
"SHEPHERDSTOWN, WEST VIRGINIA"

TOWN COUNCIL MEETING AGENDA

Tuesday, July 9, 2024

6:30 p.m.

TOWN HALL

104 NORTH KING STREET

MASK WEARING IS OPTIONAL

REVISED JULY 3, 2024

CHANGES ARE HIGHLIGHTED IN YELLOW

1. Call to order
2. Approval of Town Council Meeting Minutes of June 11, 2024
3. **Public Comment Period**
 - a. Persons who have registered to address Town Council
4. **Ongoing Business**
 - a. Market House
 - b. Pedestrian Path
 - c. Water System Improvements
 - d. Kalathas Property
 - e. Chapter 8, Title 9 of the Code of Shepherdstown related to Pawnbrokers
 - f. Comprehensive Plan Status/Update
 - g. Website
 - h. Shentel GloFiber
5. **Reports of Committees**
 - A. Finance Committee**
 1. No meeting in June 2024
 2. Recommendations: NONE
 3. Review of General Fund Financials - Discussion/Action
 - B. Parking Committee**
 1. No meeting in June 2024
 2. Recommendations: NONE

C. Police Committee

1. No meeting in June 2024
2. Recommendations: NONE

D. Public Works Committee

1. Meeting minutes of June 2024 – not available
2. Recommendations: NONE

E. Parks and Recreation Committee

1. Meeting minutes of June 2024
2. Recommendations: NONE

F. Grants Committee

1. No meeting in June 2024
2. Recommendations: NONE

G. Age Friendly Committee

1. Meeting minutes of June 2024 – not available
2. Recommendations: NONE

H. Personnel Committee

1. Meeting minutes of June 2024
2. Recommendations: NONE

I. Recycling Committee

1. No meeting in June 2024
2. Recommendations: NONE

6. Report of Commissions and Boards

A. Tree Commission

1. Meeting minutes of June 2024
2. Recommendations: NONE

B. Water and Sanitary Board

1. Meeting minutes of June 2024
2. Recommendations:

**C. Historic Landmarks
Commission**

1. Meeting minutes of June 2024
2. Recommendations: NONE

D. Planning Commission

1. Meeting minutes of June 2024
2. Recommendations: NONE

E. Board of Appeals

1. None

7. New Business

A. Age Friendly Shepherdstown -member appointments

B. Water and Sanitary Board and Public Works Committee – equipment procurement, Equipment Operator/Pipe Fitter position

C. Shepherdstown Public Library Board – member appointment

D. Traffic and Pedestrian Safety (Highway 230)

E. Request for support for mural

F. Proposed plan for pedestrian access to Shepherd Village

G. Reorganization of Town Committees and Commissions

H. Orientation for newly elected officials

I. Bright Future for Shepherdstown Initiative

a. Update of Town Hall procedures

b. Special Task Forces:

i. Transparency and Public Communications

ii. Support for a Vibrant Downtown and Community Organizations

iii. Town Planning

8. Mayor's Report

Town Council Meeting Draft Minutes

Tuesday, June 11, 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), Chris Stroeck, Jenny Haynes, Cheryl Roberts, Leah Rampy, and Marty Amerikaner.

Absent: None

Staff: Town Clerk Amy Boyd, Chief of Police Mike King, and Sgt. Jake Jeffries.

Visitors: Chris Crawford, Nancy Strine, Emma Casale, Angie Braithwaite, Kay Schultz, Linus Bicker, Shannon Thomas, Marcy Bartlett, Charlotte Baker-Shenk, Adam Thomas, Marellen Aherne, and Deb Tucker.

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 May 14, 2024.

C. Stroeck - move to approve Town Council Draft Minutes of May 14, 2024 with addition on page 6, e Comprehensive Plan Timeline, second paragraph, last sentenceprioritize the goals to streamline them (insert within town limits) even more..... Second by J. Haynes. No objections noted.

Agenda Item 3 – Public Comment Period:

- a. Persons who have registered to address Town Council

Agenda Item 4 – Public Hearings:

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

C. Stroeck - move to approve the Second Reading Garbage Ordinance Section 11-612, Of Chapter Of Title 11, entitled “Rate Schedule”. Second by L. Robertson. No objections noted.

- b. First Reading of Title 9 Section 9-215 Erosion Control and Stream Protection - Discussion/Action

Mayor - this came about from the construction next to the Town Run behind the Market House.

C. Stroeck - will clean up the verbage for the second reading.

It was suggested to make an addition to the last paragraph, 4th line where it says ...high priority shall be given to planting NATIVE vegetation....

Everyone agreed that would be a good addition.

L. Robertson - move to approve the First Reading of Title 9 Section 9-215 Erosion Control and Stream Protection with the addition and to move forward with the second reading. Second by L. Rampy. No objections noted.

Agenda Item 5 - Visitors:

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

a. Kay Schultz - Town Run Watershed - Discussion/Action

This is a grassroots volunteer project. They have received a small grant for mulch/plants/signage, and partnered with several organizations. They meet the second Saturday of each month for clean-up from 9 a.m. to 1 p.m. - generally meeting at Morgan's Grove Park. They have started on the Town Run and will see cardboard on the ground where invasive plants have been removed. Native plants will be planted by the end of the month. As Town Run is the town's secondary water source, they will educate people on the importance of pumping their septic systems to help with the water quality of Town Run. They will also monitor bugs in the run. We can always use more volunteers.

Mayor - our water department guys do a great job. We have just completed a 3 million dollar upgrade on the water plant.

M. Amerikaner - move to support the Town Run Watershed Restoration Project. Second by C. Roberts. No objections noted.

b. Nancy Strine - Home Consortium FY 2025 - 2027
Resolution/Agreement - Discussion/Action

This covers Jefferson/Morgan/Berkeley counties. She goes to each municipality every three years for renewal. It is affordable housing through HUD.

C. Roberts - move to approve the Resolution for the Home Consortium FY 2025. Second by J. Haynes. No objections noted.

L. Robertson - move to approve the Cooperative Agreement for the Home Consortium FY 2025. Second by L. Rampy. No objections noted.

Agenda Item 6 – Unfinished Business:

a. Market House Update -

Mayor - The electric is roughed in, the plumbing is completed, and the framing is in progress.

b. Website Update -

A. Boyd - as everyone knows the launch of the new website did not go as planned. She has demanded that the old website be reactivated until the new site is fully ready. The contracted company launched the new website prematurely when it was incomplete.

c. Comprehensive Plan Timeline -

L. Rampy - noted that Item # 4 - Review by Town Committees - she didn't want that to get lost and to make sure the community is communicated with in order to come to the meetings if they want to attend.

S. Thomas - can this Timeline go out?

M. Amerikaner - wants to make sure the public knows about each committee/commission meeting and they know about any discussion taking place regarding the Comp. Plan.

L. Robertson - Can put the Timeline on the email list/website/FB page. The meetings are public and advertised with the agendas. The agendas go out a week prior to the meetings for the public to access and can see if the Comp. Plan is on said agenda so they can attend. Many items on the Comp. Plan cross reference committees and commissions so the public can see that on different agendas.

C. Stroeck - the email list can also include the Town Meeting Calendar with instructions on how to see the agendas/Timeline. There will be changes that come about from the committees and commissions addressing the sections of the Comp. Plan that pertain to them, and everyone should be updated of those changes as they come about.

Agenda Item 7 – Old Business:

_____ a. Kalathas Property - Update

Mayor - The owners are getting a traffic study done. Please pay attention to this as this is a big deal. Recall that part of the property is in the corporate limits, and part is not.

b. Department of Energy re: National Interest Electric Transmission Corridors - Discussion/Action

C. Stroeck - this is regarding the power lines coming to this area. He has researched a possible response and was going to draft a letter, but there is no way to object right now. There is no need for the letter.

Agenda Item 8 – New Business:

_____ a. Pedestrian Path - Update

The Mayor read the update from the Governor's office via Matt Mullenax, Director of Metropolitan Planning, reiterating the monies have been allocated and that we are waiting for disbursement.

L. Robertson - corrected the erroneous information that had been circulated that the path had all of the money needed in 2014. That is false. There was a right-of-way discrepancy from the original engineer that set the project back and increased the cost.

b. Municipal Election - Update

Mayor - Congratulations to all of the newly elected candidates. A special thanks to Jenny, Lori, and Leah who will be departing. Canvassing was Monday at 11 a.m. with Certification on Wednesday at 11 a.m.

L. Robertson - thanked the Mayor for his service.

c. Special Event Application - The Shepherdstown Fairy Festival - Emma Casale, Creative Procrastinations, LLC. - October 26 & 27, 2024

E. Casale - made a change from the street closing from German to High Streets on the form to German to Old Queen's Alley so not to interfere with church on Sunday. She will figure out the security needed either from the SPD or privately. She is aware of the fee schedule for services from the town.

L. Robertson - move to approve The Shepherdstown Fairy Festival - October 26 & 27, 2024 with street closure changes from German to Old Queen's Alley instead of German to High Streets. Second by J. Haynes. No objections noted.

d. Preferred Growth Area letter - Discussion/Action,

C. Stroeck - The Jefferson County Planning Commission is meeting right now and depending on their decision, we can move forward with the letter if needed.

Mayor - we should mandate if water and sewer is available, developers should have to hook up to ours or other systems.

L. Rampy - move to approve the letter with minor additions. Second by J. Haynes. No objections noted.

e. Chapter 8, Title 9 of the Code of Shepherdstown relating to Pawnbrokers - Discussion/Action

Chief King - we thought the county was collecting pawn sheets for the business inside the corporation, they are not. We have to do it ourselves which is why we have the ordinance.

J. Haynes - move to move forward with the First Reading in July of the Chapter 8, Title 9 of the Code of Shepherdstown relating to Pawnbrokers. Second C. Roberts. No objections noted.

f. Flowchart for committees/commissions/boards - Discussion/Action

C. Stroeck - there are no written guidelines or procedures and what the process should be. S. Grove has good examples and he wants to go ahead and start to work on this. No motion needed.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. Meeting minutes of May 2024
2. Recommendations: None
3. Review and approval of General Fund Financials - Discussion/Action

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

B. Parking Committee:

1. No meeting May 2024
2. Recommendations: None

C. Police Committee:

1. No meeting May 2024
2. Recommendations: None

D. Parks and Recreation Committee:

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

E. Public Works Committee:

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

F. Grants Committee

1. No meeting May 2024
2. Recommendations: None

H. Age Friendly Committee

1. Meeting minutes of May 2024

2. Recommendations:

a. New member appointments - Beth Montgomery, Jan Hafer, Charlotte Baker-Shenk - Discussion/Action

L. Robertson - when Age Friendly was sanctioned as a town committee, it was never discussed how many members could serve on the committee. The existing committees and commissions range in numbers of members of 3 to 7. This should be on the agenda for July.

M. Amerikaner - there are maybe 6 or 7 now, not sure.

C. Stroech - suggested 7 as a good number as it's an odd number for voting and will have a majority. You don't want too many members. Also, the applications for the new member appointments are not available, so there shouldn't be a vote tonight.

I. Personnel Committee

1. Meeting minutes of May 2024 - not available

2. Recommendations: None

J. Recycling Committee

1. No meeting in May 2024

Recommendations: None

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

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

C. Tree Commission

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

D. Water and Sanitary Board:

1. Meeting minutes of May 2024
2. Recommendations:
 - a. 2024 - 2025. Water Budget
 - b. 2024-2025 Sewer Budget

Mayor - for information purposes only - these have been passed - no vote by Council needed.

E. Board of Appeals

1. None

Agenda Item 11 - Mayor's Report:

* The Canvassing of the Election was completed June 10, 2024 with the Certification of the Election to be held June 12 at 11 a.m.

* The 2 million dollar project for water distribution to Mecklenburg is underway. When the developers put the water lines in, they were too small and couldn't provide fire protection. As of June 6 the project was 16% completed. The completion timeline is in December. Of the 9300 feet of new line, 500 feet has been laid. Service interruptions should be minimal. The next meeting regarding the project with Snyder Environmental is July 27.

S. Thomas - shouldn't inspections been done when the original work was done?

Mayor - it was in the 1940's.

* A possible time for swearing in the new candidates is June 27, 2024 at 3 p.m.

* S. Grove - please participate in the lead service water line survey, this is really important.

* He thanked everyone for their service over the years and noted that this meeting was his 239th meeting, missing only one for his surgery, over the past 16 years.

* C. Stroech - noted his thanks and farewell to Leah, Jenny, Lori, and to Mayor Auxer for his unparalleled service.

L. Robertson – move to adjourn at 7:47 p.m. Second by L. Rampy. No objections noted.

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

AN ORDINANCE TO ENACT
CHAPTER 8, TITLE 9 OF THE CODE OF SHEPHERDSTOWN
AS THE REGULATION OF PAWNBROKERS

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Title 8 of the Code of Shepherdstown is hereby amended by adding Chapter 9, entitled the “Regulation of Pawnbrokers” to establish the regulations for Pawnbrokers in the Corporation of Shepherdstown. Accordingly, Chapter 8, Title 9 of the Code of Shepherdstown shall read as follows:

TITLE 8

Chapter 9 – Regulation of Pawnbrokers

Section 8-901 – Definitions:

As used in this Chapter, the following terms have the following meanings: as defined:

- (a) “Pawnbroker” means any person, partnership, association or corporation or employee thereof advancing money in a pawn transaction in exchange for collateral in the property of the pledgor. Pawnbroker does not mean any bank which is regulated by the West Virginia Division of Financial Institutions; the Comptroller of the Currency of the United States; the Federal Deposit Insurance Corporation; the Board of Governors of the Federal Reserve System or any other federal or state authority; and all affiliates thereof and any bank or savings and loan association whose deposits or accounts are eligible for insurance by the Bank Insurance Fund or the Savings Association Insurance Fund or other fund administered by the Federal Deposit Insurance Corporation all affiliates thereof, any state or federally chartered credit union, and any finance company subject to licensing and regulation by the West Virginia Division of Financial Institutions.
- (b) “Pawn transaction” means a transaction between a pawnbroker and a pledgor where the pledgor's property is placed in the possession of the pawnbroker as security for money or other valuable consideration provided to the pledgor on the condition that the pledgor may pay a pawn charge and redeem his or her property within a predetermined time frame. Pawn transactions do not include those transactions where securities, titles or printed evidence of indebtedness are used as security for the transaction.
- (c) “Pledgor” means a person who delivers the pledge into the possession of a pawnbroker.
- (d) “Purchase” or “purchase transaction” means the transfer and delivering of goods by a person to a pawnbroker by acquisition for value, consignment or trade for

other goods. This definition does not include purchases by pawnbrokers of items not used or intended for resale, consignment or trade of the item to another.

Section 8-902 – Purchase and Pawn Transaction Record:

The Town Council hereby finds as follows:

- (a) All pawnbrokers shall make and maintain a transaction report on all purchase or pawn transactions, except for refinance pawn transactions or merchandise bought from a manufacturer or wholesaler with an established place of business. The required transaction report shall include the following:
 - (1) The date of the transaction;
 - (2) The name of the seller;
 - (3) The name of the clerk who handled the transaction;
 - (4) The corresponding pawn ticket number;
 - (5) The terms of the loan or purchase;
 - (6) A copy of the seller's or pledger's government photo identification and type; Provided, that if the seller or pledger does not have a government issued photo identification, the pawnbroker shall have a photograph of the seller or pledger; and
 - (7) A detailed description of the property.
- (b) For purposes of meeting the requirements of subsection (a) of this section, a detailed description of the property shall include the following:
 - (1) In the case of firearms, the description shall include the brand, model, caliber, type, and serial number;
 - (2) In the case of jewelry, the type of jewelry presented, the karat weight, whether it is made of white gold, yellow gold or other precious metals, and other description of the stones, shape, cut, and oddities, etc. which are sufficient to describe the article of jewelry; and

- (3) In the case of other types of articles and property, the description shall include the type of article, brand, model and serial number on the article, or any other such identifying information or description to which is sufficient to specifically describe the item or property.

- (c) The seller or pledger shall be required to sign the pawn transaction statement or purchase transaction statement; and a signed statement from the seller or pledger affirming ownership shall appear on the bill of sale or pawn ticket that is completed by the seller or pledger at the time of the transaction.

- (d) The pawnbroker shall maintain the original of all purchase or pawn transaction statements for three years and shall make the original copies of the purchase or pawn transaction statements available for inspection by law enforcement officers and law enforcement agencies upon request during the posted hours of operation of the business.

- (e) The information required to be collected pursuant to this section is confidential, is not public record, and should only be disclosed as provided in this Chapter or otherwise provided by law: Provided, that the confidential nature of this information in no way impedes the pawnbroker's duty to accurately collect and timely provide the information to law enforcement.

Section 8-903 – Penalties

A pawnbroker who violates the provisions of this article is guilty of a misdemeanor and shall be fined not less than \$100 and not more than \$200 for each offense.

Section 8-904 – Severability:

If any part of provision of this Chapter or the application thereof to any person or circumstances is held invalid, the remainder of the Chapter, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Chapter are severable.

Authority: W. Va. Code § 47-26-1 *et seq.*

First Reading: _____

Second Reading: _____

Adopted: _____

Mayor

Recorder

Corporation of Shepherdstown
Budget vs. Actuals: Fiscal Year 2024
May 2024

	Actual as of 05/31/2024	FY 24 Budget	Remaining	% of FY 24 Budget
Income				
301 Property Tax Revenue	\$ 234,159	\$ 254,699	\$ (20,540.35)	91.94%
303 Gas & Oil Severance	\$ 15,650	\$ 9,000	\$ 6,650.37	173.89%
304 Utility Tax	\$ 61,021	\$ 56,000	\$ 5,020.96	108.97%
305 Business & Occupation Tax	\$ 41,324	\$ 85,000	\$ (43,675.63)	48.62%
306 Wine/Liquor/Private Club Tax	\$ 147,224	\$ 180,000	\$ (32,776.49)	81.79%
307 Animal Control Tax	\$ 227	\$ 400	\$ (173.20)	56.70%
308 Hotel Occupancy Tax	\$ 182,899	\$ 140,000	\$ 42,898.86	130.64%
314 Muni Sales & Use Tax	\$ 438,911	\$ 540,000	\$ (101,088.87)	81.28%
325 Business Licenses	\$ 10,359	\$ 23,000	\$ (12,641.50)	45.04%
326 Building Permits	\$ 4,386	\$ 6,500	\$ (2,114.50)	67.47%
328 Franchise Fee/Pole Tax	\$ 8,683	\$ 7,500	\$ 1,183.48	115.78%
330 IRP Truck Fees	\$ 5,776	\$ 10,000	\$ (4,223.89)	57.76%
350 Refuse Collection	\$ 194,502	\$ 211,225	\$ (16,722.98)	92.08%
353 BOA Fee (Book Fee here-no A/P)		\$ 300	\$ (300.00)	0.00%
368 Cont. from Other Entities		\$ 2,100	\$ (2,100.00)	0.00%
376 Gaming Income-Table Games	\$ 92,983	\$ 124,635	\$ (31,651.64)	74.60%
380 Checking Interest	\$ 214,994	\$ 67,200	\$ 147,793.54	319.93%
381 Reimbursements	\$ 2,408	\$ 2,625	\$ (217.48)	91.72%
382 Refunds & Rebates	\$ 13,987	\$ 12,915	\$ 1,072.28	108.30%
397 Video Lottery Proceeds Revenue	\$ 285,816	\$ 309,586	\$ (23,769.64)	92.32%
399 Miscellaneous Income	\$ 4,227	\$ 358	\$ 3,869.51	1182.38%
Court Fee Revenues	\$ 80,768	\$ 53,518	\$ 27,250.81	150.92%
Parking Fee Revenue	\$ 177,673	\$ 133,920	\$ 43,752.57	132.67%
Rents Revenue	\$ 39,600	\$ 45,661	\$ (6,061.00)	86.73%
Total Income	\$ 2,257,576	\$ 2,276,141	\$ (18,565)	99.18%

Expenses

435.00 Regional Development Authority	0.00	1,100.00	-1,100.00	0.00%
438.00 Elections	0.00	4,500.00	-4,500.00	0.00%
916 Library-Building Repairs	16,500.00	0.00		
700.305 Misc. Contractual	1,369.15			
Arts, Humanities, Library	232.46		232.46	
City Hall Accounting/Audit	36,941.44	16,407.00	20,534.44	225.16%
City Hall Bldg/Equip Expenses	7,750.51	19,950.00	-12,199.49	38.85%
City Hall Insurance	15,236.80	16,300.00	-1,063.20	93.48%
City Hall Legal Expenses	13,311.46	14,100.00	-788.54	94.41%
City Hall Other Expenses	47,169.65	50,196.00	-3,026.35	93.97%
City Hall Utilities	13,145.27	15,850.00	-2,704.73	82.94%

	Actual as of 05/312024	FY 24 Budget	Remaining	% of FY 24 Budget
City Hall Video Lottery Expense	110,415.73	28,000.00	82,415.73	394.34%
City Hall-Employee Salary/Fring	204,876.55	162,291.00	42,585.55	126.24%
Elected Salaries/Fringe	10,181.77	10,687.00	-505.23	95.27%
General Fund Donations	19,988.91	21,600.00	-1,611.09	92.54%
Parks Equipment & Supplies	2,003.17	25,000.00	-22,996.83	8.01%
Parks Maintenance	3,922.09	5,840.00	-1,917.91	67.16%
Parks Salaries & Fringe	6,303.63	14,485.00	-8,181.37	43.52%
Parks Utilities	25.36	400.00	-374.64	6.34%
Parks Vehicle Expenses	1,005.25	5,125.00	-4,119.75	19.61%
Planning Commission Expenses	100,389.59	118,674.00	-18,284.41	84.59%
Police Contractual Svc	28,629.53	38,720.00	-10,090.47	73.94%
Police Dept. Grant Expenses		1,470.00	-1,470.00	0.00%
Police Equip. Purchase & Repair	43,175.23	38,350.00	4,825.23	112.58%
Police Other Expenses	59,564.27	121,630.00	-62,065.73	48.97%
Police Remittance Fees	8,739.00	1,113.00	7,626.00	785.18%
Police Salaries & Fringe	607,506.14	609,340.00	-1,833.86	99.70%
Police Utilities & Rent	8,611.83	24,413.00	-15,801.17	35.28%
Police Vehicle Expenses	16,860.92	29,000.00	-12,139.08	58.14%
Public Works Expenses		2,625.00	-2,625.00	0.00%
Regional Council Dues		900.00	-900.00	0.00%
Sanit. Video Lottery Fund Exp	27,023.12	39,600.00	-12,576.88	68.24%
Sanitation Dumping Fees	52,654.08	86,750.00	-34,095.92	60.70%
Sanitation Equip Repair & Maint	7,437.60	8,505.00	-1,067.40	87.45%
Sanitation Other Expenses	37,807.61	75,267.00	-37,459.39	50.23%
Sanitation Salaries & Fringe	76,848.93	117,861.00	-41,012.07	65.20%
Sanitation Vehicle Expenses	16,712.38	19,500.00	-2,787.62	85.70%
Streets Maintenance & Equipment	25,765.83	9,050.00	16,715.83	284.71%
Streets Other Expenses	27,915.64	28,750.00	-834.36	97.10%
Streets Salaries & Fringe	92,430.44	94,307.00	-1,876.56	98.01%
Streets Tree Maintenance	21,037.31	35,000.00	-13,962.69	60.11%
Streets Utilities	19,674.97	25,987.00	-6,312.03	75.71%
Streets Vehicle Expenses	6,262.18	14,500.00	-8,237.82	43.19%
Tobacco Warehouse Expense	17,340.39	6,510.00	10,830.39	266.37%
Visitors Center Expenses	111,772.74	73,500.00	38,272.74	152.07%
Total Expenses	\$ 1,924,538.93	\$ 2,027,553.00	\$ (126,483.22)	94.92%
Net Operating Income	\$ 333,036.78			

Corporation of Shepherdstown

Balance Sheet As of May 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
106 Petty Cash	400.00
GENERAL FUNDS BANKING	5,640,478.32
RESTRICTED FUNDS	650,966.18
Undeposited Funds	931.18
Total Bank Accounts	\$6,292,775.68
Accounts Receivable	
General Funds A/R	61,876.51
Total Accounts Receivable	\$61,876.51
Other Current Assets	
112.011 Tobacco Warehouse	5,261.00
Other Current Assets	144,130.30
Total Other Current Assets	\$149,391.30
Total Current Assets	\$6,504,043.49
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,532,888.01
Total Fixed Assets	\$5,532,888.01
TOTAL ASSETS	\$12,036,931.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	76,228.22
Total Accounts Payable	\$76,228.22
Credit Cards	
213 Purchase Card Payable	51,300.78
Fifth Third	0.00

Corporation of Shepherdstown

Balance Sheet As of May 31, 2024

	TOTAL
Total Credit Cards	\$51,300.78
Other Current Liabilities	
140.01 DO-RHBT Payments Subsequer	-24,060.26
140.02 DO - Change in Proportionate	-16,430.00
200.02 EVCF Endowment Fund	0.00
2104 PEIA Payable	4,356.00
250.10 Net OPEB Liability	262,044.00
260 Accrued Compensated Absences	45,929.73
280.10 DI-Different Expected/Actual I	3,813.00
280.20 DI-Difference Proj/Actual Earn	4,911.00
280.30 DI-Changes/Differences Prop. S	15,979.00
280.40 DI - Changes in Assuptions	25,685.00
290.50 Restricted for Equipment	3,731.48
292.20 PPA-Beginning OPEB Liability	-276,168.79
292.30 PPA-2017 RHBT Payment	-69,031.76
292.40 PPA-Beginning Net OPEB Obligati	313,932.00
Child Support	1,218.45
Christmas Club	-180.00
Due to (from) Coal Severance	-4,153.58
Due to (from) Sewer	-371,709.93
Due to (from) Water	54,376.67
Garnishments	2,084.33
Gen Fund Other Current Liab.	70,643.03
Payroll Liabilities	14,341.13
VALIC Retirement Payable	22,907.73
Total Other Current Liabilities	\$84,218.23
Total Current Liabilities	\$211,747.23
Total Liabilities	\$211,747.23
Equity	
290 Investment in Gen. Fixed Assets	5,466,470.38
Fund Balance	8,496,595.64
Reserved Funds in Operating Account	-3,742,673.75
Restricted Funds in Operating Acct	-53,699.93
Retained Earnings	1,501,206.02
Net Income	157,285.91
Total Equity	\$11,825,184.27
TOTAL LIABILITIES AND EQUITY	\$12,036,931.50

MINUTES

Shepherdstown Parks and Recreation – June 25, 2024

6:00 p.m.

Viola Devonshire Park

1. Call to Order: 6:10 pm
Committee members Present: Cheryl Roberts, Chair; Marty Amerikaner, Jenny Haynes; and Adam Thomas
Committee members Absent: Lori Robertson
Staff: Billy Grove
2. Approval of Agenda: Moved: J. Haynes, second: A. Thomas. Motion passed.
3. Approval of Amended Minutes from May 2024: Moved: J. Haynes; Second: A. Thomas. Motion passed.
 - a. May 24 amended minutes highlighted and attached
4. Welcome Visitors: none
5. Unfinished Business:
 - a. Bane Harris Park- C. Roberts
 - i. Pickle Ball: some use recently; rainwater is discoloring but not rusting the metal a bit. Billy reported that he can “burn in” the 2” boundary lines; court will be somewhat shorter than regulation due to space limitations; plan is to resurface the space first, boundary lines afterwards. The cost, assuming our Public Works staff performs the work, is estimated at \$10,752.
 - ii. Playground Equipment: C. Roberts will connect with S. Grove for an update on the anticipated commence date for installation.
 - b. Cullison Park- M. Amerikaner
Walking path extension to Rumsey: waiting for report from S. Grove on estimate for crushed glass from Winchester.
 - i. Stairway from Mill St update: B. Grove provided quote of \$1151.71 for repair/rebuild of stairs. J. Haynes moved and M. Amerikaner seconded motion to purchase the needed materials. Motion passed.
 - c. Riverfront Park- J. Haynes reported that the park area looks good; she notices some trash and fishhooks left on the grounds occasionally.
 - i. Kayak rental Partnership: Jennifer Myers, Director JCPRC: no report; C. Roberts recommended item is removed from future agenda until a new confirmation is received. J. Haynes moved M. Amerikaner seconded motion to remove this item from the agenda.
 - d. Rumsey Park – A. Thomas
 - i. Landing for Stairs/Railing- Update – B. Grove reported that he will install the new railing himself.
 - ii. A. Thomas reported that he will check on status of electrical service at the park.
 - e. Viola Devonshire Park- L. Robertson (B. Grove & C. Roberts)

- i. Pickleball Update: See a) above re: B. Grove applying boundary lines after resurfacing.
 - ii. Border rebar replacement: B. Grove plans to replace all of the border material. He reported that he had pounded down all of the exposed nails.
 - f. Bookmark the Park- 2024:
 - i. Schedule attached below; a “drum circle” event may be added in August.
 - g. Fall Prevention-Age Friendly Shepherdstown- Update: See B. Grove’s reports above re: repairs to stairs and border areas in Cullison, Bane Harris and Rumsey parks.
 - h. Grant Opportunities: Region 9 – S. Grove. No Report. Revisit in July
 - i. Member vacancy: 1(Kallas). Will ask Town Clerk to re-announce.
 - j. Hurley Estate: Update No discussion or report
- 6. New Business
 - a. Future topics- None mentioned
 - b. C. Roberts thanked J. Haynes and L. Robertson for their long service on the committee as Town Council members.
- 7. Next Meeting- July 23, 2024, 6:00pm location: Rumsey Park
- 8. Adjournment: 6:55. J. Haynes moved, M. Amerikaner second

Respectfully submitted by Marty Amerikaner, Acting Secretary
Approved by Cheryl Roberts, Chair



- May 25 11:30AM Cullison Park**
“Busy Bay Storytime & Activity”
- July 7 2:00 p.m. Bane-Harris Park**
“Shepherdstown Library Summer Reading Program”
- July 21 2:00 p.m. Viola Devonshire Park**
“Leah Rampy” &
“Banned Book Fair from Four Seasons Books”.
- Sept 15 2:00 p.m. Morgan’s Grove Park**
Literacy Carnival and Story
Walk with the
Shepherdstown Community Club &
Books & the KDP Sorority from
University.
Four Seasons
Shepherd
-

Shepherdstown Personnel Committee Draft Minutes
Wednesday, June 19, 2024
5:00 p.m.
Town Hall

1. Members Present: Chair Lori Robertson, Town Administrator -Stephanie Grove, Leah Rampy, and Marty Amerikaner.
2. Absent: Jenny Haynes
3. Staff: Town Administrator Stephanie Grove
4. Visitors: None
5. Public Comment: None
6. Agenda Items:
 - a. Call meeting to order
Call the meeting to order by L. Robertson at 5:01 p.m.
 - b. Approval of May 22, 2024 Draft Personnel Committee Draft Minutes
L. Rampy - move to approve May 22 , 2024 Personnel Committee Draft Minutes. Second by M. Amerikaner. No objections noted.
7. Unfinished Business:
 - a. Employee Handbook Revisions - Stephanie - UPDATE
Update on HR Consultant for Handbook Policy revisions and other HR needs.
S. Grove - we can use Christine Jeffrey and will pursue a contract with her.
 - b. Sexual Harassment Prevention Training - UPDATE
Christine Jeffrey contact. The Public Works Director wants to see this get done sooner rather than later. It's possible to combine the contracts for this and the Handbook.
There is a free online Ethics Training course August 12. It is for

elected officials as well as staff.

- c. Term Length from 2-4 years - UPDATE
Election timing - wait until after election. An item for new council members. Keep on agenda. History is people want the election to stay at town hall.
- d. Town Administrator Needs - UPDATE
Tyler-Munis Financial System for HR/Payroll - status
S. Grove - she needs to create an RFP as soon as discussions with the company for our needs are nailed down. A rough idea of costs will be \$25K + with it opening up more info council and the public than Quickbooks.
- e. Job Descriptions - UPDATE
S. Grove - is still working on them.
- f. Public Works Director - Charles “Woody” Coe - UPDATE
S. Grove - Woody is doing a great job as he hit the ground running. A current employee has been moved up to Assistant Chief from Operator in the Water Department and is working out. He is looking to hire an Operator in Training for the Sewer Plant as well.
L. Robertson - asked if we have a process for Exit Interviews?
S. Grove - we need to have that for all departments and will include that process in the handbook.
- g. Name tags/Lanyards for Town Hall staff - UPDATE - PENDING
Zoning Officer - Blue shirt with gray lettering
Town Hall staff - remainder of staff - lanyards
S. Grove - she has been working with Amy thinking the tags can be created at Shepherd University.
She called Ranson to see who they use, as a second opinion for the shirts.
- h. Pay increase for elected officials - keep on Agenda - UPDATE
L. Robertson - suggested the Mayor to \$6K from \$2K, Recorder to \$4K from \$1500.00, and Council to \$3K from \$1200.00.
S. Grove - The Municipal League has done a study that will help us. There is a meeting once a week and she will hop on to ask.
- i. Supervisor Rotation - to come to the Personnel meetings - to include all

supervisors. We will explore the structure of the positions and needs. It is more realistic to have them come every quarter; Water/Sewer/ Maintenance/Town Clerk/Zoning/Town Administrator. The Mayor presides over the Police Department- do we have them attend too? **Keep on Agenda.**

8. New Business:

a. Executive Assistant to the Town Administrator and Town Clerk - part-time position -

1. Justification for PT position

L. Robertson - Is looking at this potential position to help Amy and Stephanie with their ever-increasing duties. The Ex. Assistant is different from an Executive Administrative Assistant and Secretary. An Ex. Admin. Assistant has more qualifications than an Exec. Assistant, with a Secretary having the least qualifications. The Exec. Assistant generally has some specific admin experience and is able to work more independently than a Secretary. The pay difference is also less than an Exec. Admin. Assistant, but more than a Secretary. Part-time could be 20-hours. Stephanie feels like a space could be carved out for a desk or to be creative in another office in town hall. The tasks would be assigned by Amy and/or Stephanie.

The justification for the position is due to the four incoming, inexperienced elected officials that could be putting more of a workload on Amy and Stephanie either by questions (time) or tasks (workload). The PT position could potentially be given tasks to ease the workload from Amy and Stephanie. Some of the tasks could be, but not limited to, entering info on the website/FaceBook page, tasked with getting info out via the email list, helping with the Comprehensive Plan, Handbook revisions, draft letters, scheduling training for officials and staff, etc. The position could potentially be remote.

This position is a suggestion for future discussions. The members of the Personnel Committee agreed it is a good idea and worth further discussion.

L. Robertson - thanked the members for their service and dedication to this committee. We have made a difference.

9. Adjournment:

M. Amerikaner - move to adjourn at 5:29 p.m. Second by L. Rampy. No objections noted.

Final Draft Personnel Minutes respectfully submitted by Lori Robertson

Shepherdstown Tree Commission Draft Minutes

Thursday, June 13, 2024

6:00 p.m.

Town Hall

- **Members Present:** Lori Robertson – Chair, Charlotte Baker-Shenk. (Jenny Haynes and James Dillon via phone-in)

 - **Absent:** None

 - * **Visitors:** None
1. **Call to Order:** L. Robertson called the meeting to order at 6:01 p.m.

 2. **Approval of May 9, 2024 Draft Minutes.**

J. Haynes – move to approve May 9, 2024 Draft Tree Commission minutes with changes. Second by C. Baker-Shenk with suggested input from previous meeting from visitors and comments. Input/comments included: Timing needed on planting of sedges and mulching, and weeding to not disturb the tree roots in the tree wells. Soil needed between 105-121. James agreed to review large circular bed to see what plants need to be added. Thirty Seasons are not horticulturists and we've never hired horticulturists to manage the beds that belong to the town per Lori. No objections noted.

3. Public Comment: None

4. Visitor's comments:

5. Unfinished Business:

a. Verbiage for Comprehensive Plan –input from Commission. Refer to Q.

b. Monarch Way Station – UPDATE - Christine Dillon donated plants and have been planted. James suggested maybe doing something with the boulders there to incorporate them in to a garden design. Lori suggested we have our next meeting at Rumsey to check it out. James mentioned the Asters need to be cut back to 18” with Jenny asking for a reminder to help. Can also weed more and the mulch can be refreshed. James thinks 2 bags of mulch should do the trick.

c. Keep as Pending - Suggestion to have Bartlett give us a quote to clear the bowl in Rumsey Park with a brush-cutter. Then plant a large White oak (red foliage in the fall) or a Chinkopin Oak and keep the bowl clear. Put a large circle around the tree for water to pool to keep it moist. *Another suggestion is to have a piece of ironworks as a focal point with drought resistant plants surrounding it.*

d. Sage Place – Perennial Wood Sedge for around the trees this fall-how many per tree. There are 9 trees to maintain - we can have Bartlett add these trees to their list of trees to maintain. *James to send Frank a link to purchase 100 of Wood Sedge for 3 tree wells. Terry is the contact.* Need to fill in some wells with new dirt due to erosion. Mentioned that a special mix of dirt is best that comes from Sunny Meadows that has to mixed either from the nursery or the hired labor. Lori stated the town just purchased soil that is located at the plant and it doesn't make sense for the boys to drive to MD for 4 bags of soil. Can better soil be purchased from Potomac Farms? James

suggested that someone could pick them up with the town calling in the payment. Lori will get flags to Charlotte to mark the beds that need dirt. It is important to maintain the bowl shape in the tree wells. For the additional mulch, if the bags are 3 cu. Ft, 3 will work. If they are 2 cu. Ft. then 4 will work to finish mulching each tree well. Lori will ask Billy. Lori mentioned Brandon Hayden as possible worker for to the Sage Place work. Have asked for quote/contract from him regarding wedding, mulching and maintenance until the Sedge gets in.

(James will assess how much dirt to be out in the wells. Hw also mentioned a great volunteer effort from the residents. He also suggested 27 bags of shredded mulch for Sage Place. Will mentioned he could get it bulk at a cheaper rate - possibly 3 cu. Yards. James stated the Sedge would run about \$125 pie well with 32-50 plants per flat per well. We should become a customer to North Creek or another wholesale center Keep on agenda.)

e. Thirty Seasons - Streetfest weeding on German, King, and Train Station.

f. Tree Inventory – we need to send the new trees to Bartlett to be added to our tree inventory. ***It was suggested if we could have a computer here to log in trees for the tree inventory on the projector. Need to ask Amy.***

UPDATE

g. Tree Lilac in front of Town Hall – put a plaque “In Honor of Pete Spaulding” Lori to reach out on FB to chat with those who had worked with Pete. We need to go ahead and order it. Pending

h. Lost Dog tree stump - UPDATE - Garth has planted two non-native Crepe Myrtles in that small bed on his own. We can check the depth again but Viking said they went down 17’. If ready in the fall, can give, the owner of the building, a couple of choices. We had originally said an Okame Cherry.

i. ***Sue Kemnitzer - tags 67, 68, 69 & 70 - Back Alley behind her house - English Ivy and poison ivy drowning on them. Reached out to Bartlett for an update as the homeowner thinks more should be done. UPDATE***

j. Ashleigh Sanders - 202 E. German St. - wants poison ivy removed from ground and trim trimmed - vines cut off. - Lori to trim the vines off of the tree itself, Bartlett to trim the tree. Some have been cut. UPDATE. DONE

k. Price - 105 S. King St. - 2 trees - need to be trimmed and one possible staked - UPDATE - ***Bartlett. DONE***

l. Popcorn store - replace the tree that was taken down due to damage - keep on agenda -UPDATE - the tree was rotten so there is a water drainage issue. The decision is to not replant but to brick it up. To have stump ground first. UPDATE. DONE

m. Request - 103 W. New St. - Justin Roedersheimer & Moria Quispe - 1-2 trees between their sidewalk and the street. Wants to discuss possibilities. *James to take a look at the site. - Suggested a Paperbark Maple, Ann Magnolia, or Bald Cypress. There are no wires there. Lori to email them. UPDATE. THEY HAVE CHANGED THEIR MINDS - DONE*

n. Request - James Butcher - 216 W. German St - front sidewalk - tree roots have spread with sidewalk and curb buckling and uneven - tripping hazard. (Daughter is Janice Huckaby). *Both James and Lori to look. James suggested that the sidewalk could be rolled over the roots, or remove some of the bricks and mulch over. Have Billy take a look. UPDATE - Public Works looked at the tree and the roots cannot be dealt with on the sidewalk by grinding without killing the tree. Rolling the bricks will put it too high. The tree needs to be removed. Lori has asked for a quote from Bartlett for removal of the Flowering Cherry.*

n. 213 W. German St - Jack and Carol Gelman - options. UPDATE - Public Works looked at the tree for the option of diverting the water away from the base of the tree where it has channeled under the sidewalk and it going into the homeowner's basement. Too much water will be diverted into the street and they don't think even that will solve the problem. Recommended tree removal. Lori has reached to to Bartlett for a quote.

L. Robertson - move to approve the proposal from Bartlett Tree Experts to trim #50 the Eastern Redbud off of the sign, #175 Lacebark Elm on

E. German in front of the Entler, #354 Crimson King Norway Maple on S. Church St., and #222 the Honey Locust at 213 W. German at a cost of \$4875.00. Second by J. Haynes. No objections noted.

o. Water truck for watering - Lori will ask Billy

p. Tree City Bald Cypress - discussed putting it in Rumsey Park, then landed on in front of of the Entler in the fall after the dead tree comes down from the Bark Beetle.

q. 216 W. German St Flowering Cherry - removal. -Get quote from Bartlett.

q. Comprehensive Plan 2024 report - UPDATE

NER 1.2. (Current) 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 planting opportunities in prime locations like Shepherd University and Elmwood Cemetery.

NEW language - Keep the first line as is. Remove the second line. Add - Work to keep the lines of communication open with other organizations to enhance the canopy in town, and to encourage and share information regarding tree lists, planting techniques to regional organizations.

Reasoning - Shepherdstown Tree Commission does not plant or maintain trees outside of its corporate limits or on private property which applies to Shepherd University and Elmwood Cemetery.

NER 5.2 - (Current)RECOMMENDATIONS: While the town has an active Tree Commission and is a Tree City, active plans to preserve existing mature trees deserve greater priority with the inclusion of possible exceptions or variances.

NEW language - The town has an active Tree Commission and is a Tree City (18-years). The Tree Commission has and currently does prioritize preserving mature trees. However, due to threats to safety/structures and species liabilities, there are instances that call for these trees to be addressed and/or removed.

Reasoning - we are already doing this.

NER 5.4 - (Current Heading) Require Native Vegetation in Landscape Plan

New language - Change the word REQUIRE to PROMOTE

Reasoning - Require is too strong

6. New Business:

- a. Trim Honey Locust in front of Sweet Shop.
- b. Green is Great Lawn Care, LLC - Brandon Hayden - contract and quote for Sage Place

7. Maintenance/Misc. - Fall feeding and pest management- 2024

* Next meeting July 12, 2024 - 6pm

8. Adjournment:

L. Robertson – move to adjourn at 7:34 p.m. Second by C. Baker-Shenk. No objections noted.

Minutes respectfully submitted by L. Robertson

DRAFT MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS

June 21, 2024

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), C. Stroech
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – B. Bennett, C. Coe, S. Grove, K. Shipley
Visitors: G. Welter

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:00 p.m.

2. REVIEW AND APPROVAL OF DRAFT WATER AND SANITARY BOARD MINUTES OF May 10 and 23, 2024.

The proposed minutes of the May 10, 2024 special meeting were reviewed and were approved without comment.

The proposed minutes of the May 23, 2024 regular meeting were reviewed and were approved without comment.

The proposed minutes of the May 30, 2024 regular meeting, which had been distributed to the boards electronically and revised in response to comments by S. Kemnitzer and J. Bresland, were approved as revised.

3. VISITORS.

No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

R. Keller thanked the staff for updating the Sewer financials with reserve expenses, including the working capital reserves.

M. Godfrey and S. Kemnitzer stated that they needed more details regarding the various restricted accounts. S. Grove agreed and offered to create a new report that detailed all of the various bank accounts.

ACTION ITEM: S. GROVE TO PROVIDE A REPORT THAT DETAILS THE VARIOUS WATER BANK ACCOUNTS AT NEXT MONTH'S MEETING.

S. Kemnitzer inquired about the status of the new financial system that has been discussed at previous meetings. S. Grove stated that it had been approved by Town Council but that it would be some time before it was in full use as it has to be purchased, installed and tested. In addition the staff will have to be trained to use it.

J. Ford commented that when the transfers necessary to account for the restricted accounts are considered along with the operating net income it appears that there is a shortfall that will require a rate increase for water. S. Kemnitzer suggested that we wait until we have the end-of-year numbers for the 2023/2024 fiscal year before we address that. There was general agreement to that.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORT - INFORMATION ITEM.

J. Bresland stated that he heard there was a water problem at the Shepherd dorms being used by CATF. C. Coe explained that it had been caused by the Shepherd maintenance staff checking the back-flush valves and that it had cleared up after they were done.

5.b SEWER - REPORTS - INFORMATION ITEM.

R. Keller inquired as to why there was no sludge applied to fields in May. K. Shipley explained that it could not be done while the fields were covered with hay and that as soon as the hay was fully harvested the sludge applications would resume.

K. Shipley explained that a 16" valve that was 15 years old had failed and that, without it, the plant was running at half capacity. He explained that he is currently getting estimates from vendors for purchase and installation of a new valve and that while the plant is operating without the valve the quality numbers might not be as good as we are used to seeing.

6. UNFINISHED BUSINESS.

6.a UPDATE ON WATER DISTRIBUTION PROJECT - KENNY SHIPLEY.

K. Shipley reported that the project was proceeding on schedule - 1980 ft. of 6" line has been installed along with three new fire hydrants.

S. Kemnitzer asked if there was any update concerning the cash flow from the Army Corps of Engineers. S. Grove explained that we had recently received our first check from AEC and that the process is to submit a voucher after expenditures are made and then to get paid in arrears. S. Kemnitzer asked how long it takes to get paid and S. Grove said that she did not know but that Amy Boyd should know.

7. NEW BUSINESS.

7.a EQUIPMENT NEW/REPLACEMENTS PURCHASES - CHARLES COE.

C. Coe presented a list of required equipment investments, some of which are new purchases and some repairs. The costs were broken down into Town, Water and Sewer portions.

MOTION: H. HEYSER MOTIONED AND R. KELLER SECONDED TO APPROVE THE SEWER PORTION OF THE PRESENTED EQUIPMENT EXPENDITURES. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

MOTION: J. BRESLAND MOTIONED AND M. GODFREY SECONDED TO APPROVE THE WATER PORTION OF THE PRESENTED EQUIPMENT EXPENDITURES. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

S. Kemnitzer suggested that C. Coe develop a full list of capital expenditures that he expects to need in the coming fiscal year. There was general agreement.

J. Ford suggested that we make these expenditures using money from the Working Capital reserve fund in order to test whether or not the Public Service Commission would accept or reject such usage. There was general agreement.

7.b MAIN PUMP STATION PLC - KENNY SHIPLEY.

K. Shipley explained that replacement of the pump station's obsolete PLC has already been approved by the board but that it was recently discovered that two drives associated with the PLC are also obsolete and must be replaced at the same time. He further explained that he is in the process of obtaining prices for replacing those drives.

K. Shipley stated that the wastewater PLC is scheduled to be replaced in July and that the vendor had recently informed him that there is a PLC software upgrade available to control MicroC dosing. Currently, since it cannot be automatically controlled, it is done on a 24/7 basis and the chemicals used are fairly expensive. Doing it in a manner controlled by the PLC would save approximately \$69K per year. The vendor is going to provide K. Shipley with a cost for the software upgrade and he requested

guidance on making the buy/no-buy decision. It was suggested that if the cost of the upgrade did not exceed \$70K the ROI for such a purchase would be no more than one year, making it a viable decision.

MOTION: H. HEYSER MOTIONED AND R. KELLER SECONDED TO APPROVE PURCHASE OF THE SOFTWARE PACKAGE TO CONTROL MICROC DOSING IF THE COST DOES NOT EXCEED \$70K. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

7.c WATER BOARD MEMBER VACANCY.

The meeting packet included an application from J. Auxer to fill the current Water board vacancy, given that he will no longer be a member of the board as of July 1, 2024. S. Kemnitzer had submitted a nomination for Jack Eggleston via email prior to the meeting. M. Godfrey stated that his understanding of the process was that a nominee must submit an application to be considered. There was some discussion of this without a definitive resolution.

MOTION: C. STROECH MOTIONED AND M. GODFREY SECONDED TO RECOMMEND THAT TOWN COUNCIL APPROVE THE APPOINTMENT OF J. AUXER TO THE WATER BOARD. THE MOTION WAS APPROVED WITH J. BRESLAND, J. FORD, M. GODFREY, C. STROECH VOTING FOR AND S. KEMNITZER VOTING AGAINST.

7.d NEW HIRE: OIT SEWER/ OIT WATER/ PIPE FITTER/ LABORER.

C. Coe reviewed the pending new hires.

7.e BAVARIAN INN METER ISSUE.

C. Coe reported that while performing standard meter testing at the Bavarian Inn it was discovered that a significant amount of water seemed to not be registered by the meter. He suspected that it was somehow flowing through the fire protection piping. He discussed the issue with the owner of the Bavarian Inn, who approved making whatever updates were needing to resolve the issue.

7.f REVIEW CUSTOMER NEWS LETTER.

S. Kemnitzer explained that she and J. Ford have created a draft of a news letter to be distributed to customers. However, an experienced science writer had recently volunteered to provide edits and those had not yet been integrated into the news letter, so it is not ready for review.

7.g COMPREHENSIVE PLAN. - REVIEW OF GOALS.

A section of the recent Comprehensive Plan review was included in the package and there was some discussion of the five goals that had been assigned to Water and Sewer boards. It was decided that board members should review the goals independently and send comments to S. Kemnitzer.

ACTION ITEM: ALL BOARD MEMBERS TO REVIEW THE COMPREHENSIVE PLAN GOALS ASSIGNED TO WATER AND SEWER BOARDS AND PROVIDE COMMENTS TO S. KEMNITZER.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET - CHARLES COE.

C. Coe reported that the contractor currently used for hydrant repair (Kable) had not been responsive. He has asked the contractor currently working on the Water Distribution project (Snyder) to provide an estimate.

9. MAYOR'S REPORT.

No mayor's report.

10. NEXT MEETING DATE.

Next meeting is scheduled for 25 July, 2024 at 1:00 p.m.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a - S. Grove to provide a report that details the various water bank accounts at next month's meeting.

7.g - All board members to review the comprehensive plan goals assigned to water and sewer boards and provide comments to S. Kemnitzer.

12. **DRAFT AGENDA FOR NEXT MEETING.**

13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:58 p.m.

Respectfully Submitted: J. Ford



BOARDS AND COMMISSIONS APPLICATION

Please write at least a paragraph for the sections that ask for a description (attach additional sheets if necessary).

You are also welcome to submit a résumé.

Name: Mr. Ms. Charlotte Baker-Schenk Address: 88 Shepherd Village Circle, Shopt

Phone numbers – Home: _____ Work: _____ Cell: 301-801-2293

Email address: bakerschenk@^{adv}_{com} Employer: _____

Occupation: (Formerly) linguistic research & teaching, community organizing

Which board/commission would you like to serve on? Tree Commission

Please describe your background and education.

B.S. Psychology - Clark University
Ph.D. Linguistics - Univ of CA, Berkeley
Research + Teaching, Academic writing - 20 years
~~IAF~~ (IAF) Individual Areas Foundation - Specialized training in
community organizing
10 years - ecumenical networking, organizational development,
Deaf leadership training

Please describe your experience and any special training you may have that apply to this board/commission.

Gardening organically for past 35 years
Completed Master Gardener training in 2011 (Washington County, MD)
Serving on all plant-related teams at Shepherd Village = Forest Conservation,
Ecological Landscaping, Permaculture, Land Stewardship Council. Have greatly
benefitted from workshops + consultations of James Dillon, Bob Schwartz
(MD Botanist), Anne Aldrich (horticulturist). Have helped plant 100+ native
trees at Shepherd Village. Am giving leadership to Miyawaki-style
project to plant 200 native trees/shrubs spring 2024.

10/11/24
11/11

from Charlotte Parker-Snell

Please describe your motivation for serving on this board/commission.

In May, Jan Hafer shared with me her ongoing frustration with this town's inattention to accessibility for hard of hearing people. Upon entering the upstairs room of the Community Club where the Planning Commission was about to begin (presenting the Comp Plan review), Jan knew she was about to become frustrated again. She cared deeply about the topic but knew she would not be able to hear/access all of the information/conversation because of the lack of an effective sound system, including no microphone for audience participation. This has been typical of Shepherdstown meetings. There is no reason for this to go on. We can do better!

Please describe what you know about this board/commission.

I don't know a lot — just that good efforts are being made to address barriers to residents and visitors inhibiting their fully (and safely) enjoying what this town has to offer. So having viable walkway/sidewalks is essential. Bike paths. Ramps. I think the committee studies the town's physical surroundings and finds ways to address areas that need to be altered. I assume there's a lot more going on that I don't know about.

How did you hear about this board/commission?

Marcy Bartlett has talked about some of this work on several occasions.

Please provide two personal or professional references (include name and phone number):

Marcy Bartlett, 571-420-8350

Leah Rampy 703-403-1939

Signature: _____

Date submitted: _____

15 June 2024 Charlotte Parker-Snell

Please type in your answers and submit the completed form by hand, mail, fax or email to:

Town Clerk's Office
104 North King Street
P. O. Box 248
Shepherdstown, West Virginia 25443-0248
304-876-1473 (fax)
clerk@shepherdstown.us

For additional information, or to request a hard copy of the application, please call 304-876-2398.



BOARDS AND COMMISSIONS APPLICATION

Please write at least a paragraph for the sections that ask for a description
(attach additional sheets if necessary).

You are also welcome to submit a résumé.

Name: Mr. Ms. Jan Hafer Address: 286 Felling Sp. Rd. Shp.
Phone numbers – Home: _____ Work: _____ Cell: 540-604-6703
Email address: janhafer52@gmail Employer: self-employed (Evolve)
Occupation: retired

Which board/commission would you like to serve on? Age-Friendly Committee

Please describe your background and education.

I taught deaf children and adults for 38 years. I am hard of hearing and can offer guidance on helping the town council make events and spaces more accessible to deaf and hard of hearing people.

Please describe your experience and any special training you may have that apply to this board/commission.

The above paragraph indicates my specialized knowledge and experience in accessibility issues for deaf and hard of hearing people.

Please describe your motivation for serving on this board/commission.

I need better accessibility to all public events in Shepherdstown.

Please describe what you know about this board/commission.

I served on the initial Age-Friendly group and am very familiar with their work.

How did you hear about this board/commission?

Sandra Spatz contacted me about this board.

Please provide two personal or professional references (include name and phone number).

Elise Beach 301-938-6002

John Doyle 304-671-4262 / 876-1648

Signature: Jan C. Hayer Date submitted: June 28, 2024

Please type in your answers and submit the completed form by hand, mail, fax or email to:

Town Clerk's Office
104 North King Street
P.O. Box 248
Shepherdstown, West Virginia 25443-0248
304-876-1473 (fax)
clerk@shepherdstown.us

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From: [Andy Beall](#)
To: [Sonya Evanisko](#); [Jim Auxer](#)
Cc: [Amy Boyd](#)
Subject: RE: Gateway Mural Funding
Date: Friday, June 14, 2024 8:55:39 AM
Attachments: [image001.png](#)

Good morning, Sonya-

I forwarded your request to be placed on the July 9th Town Council agenda to Amy Boyd.

Best,

Andy

John A. Beall (Andy)
Planning & Zoning Administrator
Corporation of Shepherdstown
104 North King Street (P.O. Box 248)
Shepherdstown, WV 25443
(304) 876-6858
abeall@shepherdstown.us



Shepherdstown.us

From: Sonya Evanisko <sevanisk@shepherd.edu>
Sent: Thursday, June 13, 2024 4:43 PM
To: Jim Auxer <jimauxer@yahoo.com>
Cc: Andy Beall <abeall@shepherdstown.us>
Subject: Gateway Mural Funding

Hello Jim and Andy,

I am excited to begin the work on the "Gateway Mural" for one of the entrances into Shepherdstown.

The site is the building at 202 E Washington Street, currently occupied by the Alma Bea restaurant and is the side adjacent to the railroad tracks.

It was great to receive the approval and overwhelming positive response for this public mural from the Historic Landmarks Committee this month.

As Project Manager and Art Director for this public mural, I am requesting a modest budget of \$6000. from the Hotel/Motel tax fund to support this project.

As you know, the goal of the project is to “clean up” and beautify one of the entrance points into Shepherdstown.

The project includes the planting of pollinator plants and 3 native trees on the site (by the Bee City group).

It also includes the fabrication of three metal planters for the trees.

This public project will personalize and make the industrial site visually interesting and unique. It will promote Shepherdstown and encourage tourism, patrons to businesses, and stimulate other economic activity. It will also represent Shepherdstown as a forward-thinking community that embraces and celebrates arts and culture. The mural’s subject and concept, inspired by the poet Danske Dandridge’s quote, “The town was like a hive of industrious bees” will give a nod to our history and Bee and Tree city status.

Gateway Mural Budget:

15 – 18 gallons of paint (Sherwin Williams Duration Satin Exterior Latex paint)	15 @ \$70. A gallon = \$1050 – 1,260.
Painting of Base Color on the building	\$1000. Paint + contractor fee
3 Fabricated large metal planters	\$3000. Materials + fabricator fee
3 Native trees	\$400. – 450.
Misc. paint rollers, trays , brushes	\$250 - 300.

approx. Total \$6000.

I am pleased to donate at no cost to the town, my design and concept work w/ designer Heather Crosby and my time to serve as the project coordinator.

The Shepherd University painting students will donate weeks of on site painting work from August to November 2024 with no compensation for their time or expertise. This is an experiential learning opportunity for the students and I will serve as their Art Director.

The project will create a high visual impact with modest cost to the town. The project is estimated to cost \$40 – 50 K if it was completed by a hired muralist.

Andy - thank you for adding this project to the July 9th Town Council meeting agenda. I will attend to speak on behalf of the project.

If you have any further questions, please do not hesitate to contact me. Thank you.

Sincerely,
Sonya Evanisko

Designers & Painters:

Sonya Evanisko, Project Coordinator & Art Director, Professor of Art Shepherd University

Heather Crosby, Artist, Designer, Business owner & Shepherd BFA Design alumni

Charlotte Puttock, Shepherd BFA Painting alumni, Designer and Painter

Shepherd University Painting students.

Professor Sonya Evanisko

Department of Contemporary Art + Theater
Shepherd University / WV

Coordinator of Painting/Drawing Program
WV Professor of the Year 2016

2014 Comprehensive Plan Priority Strategies

ENHANCE ACCOMMODATIONS FOR PEDESTRIANS AND BICYCLISTS

T-1.1: Require Pedestrian and Bicycle Infrastructure

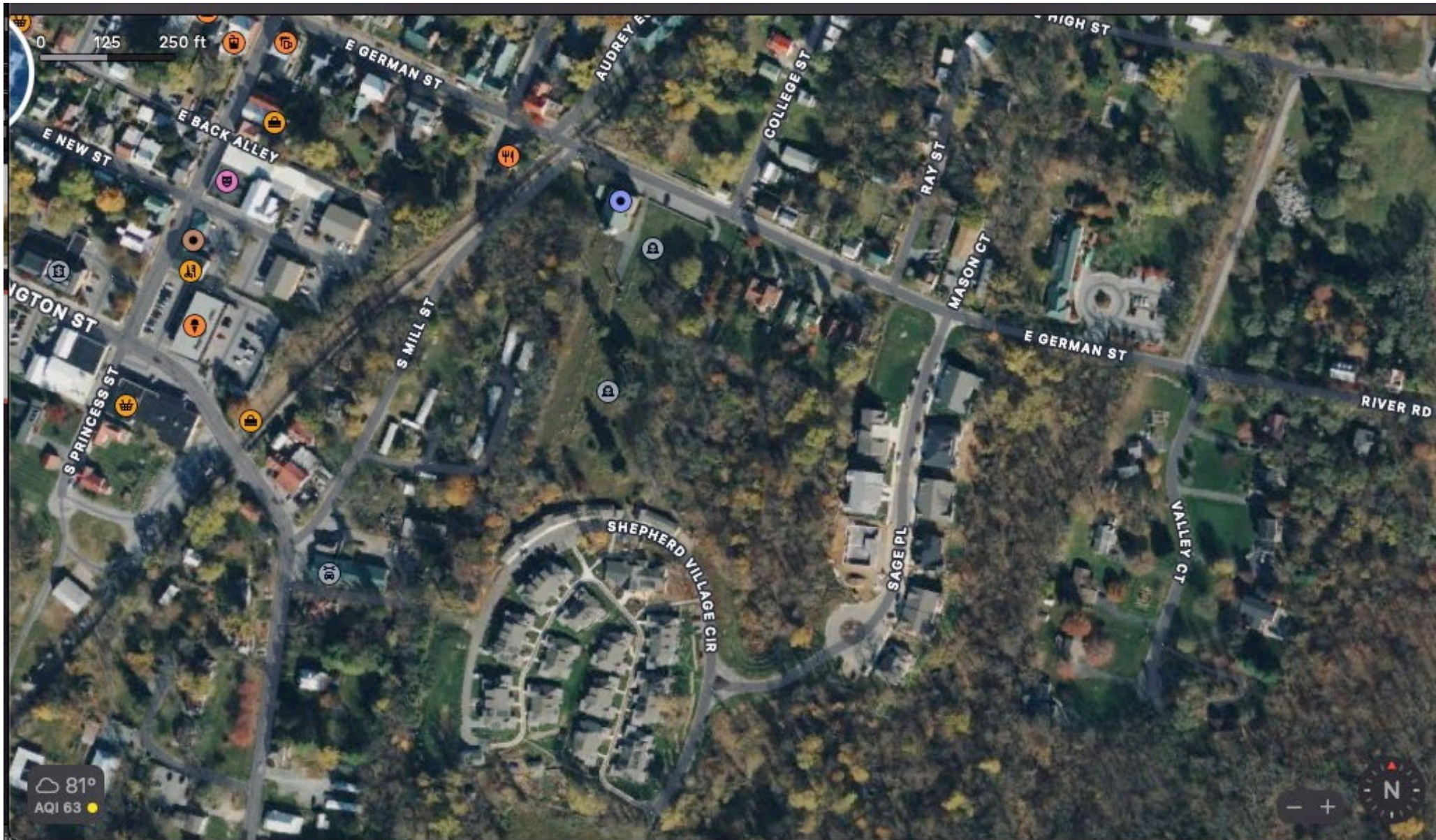
T-1.4: Regional Coordination for Greenway Development

T-1.9: Improve Bicycle and Pedestrian Connections

PR-2.7: Improve Accommodations for Bicycle Tourism

<http://www.shepherdstown.us/plan/12-implementations-priority-strategies.html>

Problem: Lack of Pedestrian Connectivity to Sage Place/Shepherd Village
No crosswalk



0 50 100 ft

Viola Devonshire
Memorial Park

E GERMAN ST

MASON CT

E GERMAN ST

SAGE PL

SAGE PL

81°
AQI 63



Corner of East German St and Sage Pl



Ideas – Sidewalk to crosswalk



Ideas – Sidewalk through soon to be park (donated land from Jay Hurley)

