

TOWN COUNCIL MEETING MINUTES (DRAFT)
Tuesday, August 13, 2024
6:30 p.m.
TOWN HALL
104 NORTH KING STREET

1. Call to Order: 6:30pm:

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

Staff present: Amy Boyd (AB), Chief King (MK), Woody Coe (WC), Kenny Shipley (KS)

Visitors present: See attached Sign-In Sheets.

2. Approval of Town Council Meeting Minutes of June 9, 2024:

*MS offered a written modification with more detail regarding LB's proposed pedestrian path.

*MG requested that "Mayor's Task Forces" be changed to "Mayor's Study Groups":

***With these changes, MB motion to approve, second by CR, all in favor.

Approval of Town Council Special Meeting Minutes of July 16, 2024:

***CR motion to approve, second by LB, all in favor.

Approval of Town Council Special Meeting Minutes of July 22, 2024:

***LB motion to approve, second by ST, all in favor.

3. Public Comment Period:

Persons who have registered to address Town Council prior to or at meeting:

A. Robin McCauley – expressed concern regarding individuals who have been preaching in Town and their engagement with the public;

B. Mary Bell – expressed appreciation for exploring sidewalk improvement to Sage Place;

C. Dan Carter – expressed appreciation for exploring sidewalk improvement to Sage Place;

D. Mason Waleski – expressed concern for sidewalk improvement to Sage Place;

E. Jan Hafer – thank you for the mics during council meetings;

F. Carrie Blessing – see letters in Agenda Packet, encouraged the Town to consider impacts of gentrification and outskirt development and to develop a Town composting program;

G. Sonja Evanisko – request for an additional \$3,000.00 for mural on Alma Bea building, reported that owner of building confirmed by email that they will not remove the mural.

4. Public Hearings:

A. Second Reading of Chapter 9, Title 8 Regulation of Pawnbrokers
***ST motion to approve, second by LB, all in favor.

B. Second Reading of Section 2-101 of the Shepherdstown Code entitled “Time and Place of Regular Meetings”
***LB motion to approve, second by MB, all in favor.

5. Ongoing Business:

A. Staff Reports

*Town Clerk – See attached Staff Report.

*Chief of Police – Chief King reported that they are working on the speed issue on the east end of Town (O’Hurley’s issue). The plan is to install a solar-powered mph advisor. Options are limited as road and properties are county jurisdiction. He also reported that an officer position remains open, as candidate turned down the offer due to salary amount. They will keep trying to find qualified candidates.

*Public Works Director – See attached Staff Report.

*Zoning Officer – See attached Staff Report.

6. Reports of Commissions and Boards: None.

7. New Business:

A. Special Events Requests:

1. Freedom's Run – October 12, 2024

*Mark Cucuzzela reported on event.

*MG asked how we can get participants to stick around?, Mark C. responded that he was open to suggestions and asked everyone to get the word out.

***CR motion to approve, second by MB, all in favor.

2. Homecoming Parade – October 19, 2024

*Rachel Meads reported on event and agreed to submit addendum regarding date / time changes.

***LB motion to approve, second by ST, all in favor.

B. Request for Additional Funding – Mural and Planters at Alma Bea (\$3,000.00)

***ST motion to approve, second by MB-

*CS expressed concerns that the email from owner is not legally binding to ensure mural stays, that maintenance was not agreed upon, and that public funds are being used to improve private property without a clear process.

*Meredith Wait asked why mounting boards were not used as was done with the mural at Betty's. ST responded that the mounting boards were used as the brick was not painted over.

*LB expressed concern with the lack of process but did not want to punish these applicants for the same.

*CR likes the mural but expressed concerns with the process.

*ST advised that Bee City team is working on a maintenance plan and agreed that process for this type of request should be clarified.

*MG thinks we should support this request.

***MG, ST, LB, MB, and CR voted in favor, CS voted against, MA abstained as he could not hear the discussion via Zoom, motion passed.

C. Approval of Citizen Members of Town Committees and Commissions:

1. Age Friendly Shepherdstown – vote on appointments of Jan Hafer and Charlotte Baker-Shenk

*CS questioned and MA confirmed that these appointments would be the sixth and seventh members of this committee.

***CR motion to approve both, second by MB, all in favor.

2. Water Board – vote on appointment of Jack Eggleston

*CS questioned procedure for this appointment based upon pending recommendation from Water Board to appoint Jim Auxer.

*MG responded that he has the authority to appoint members to the Water Board with advice of counsel and that there is one vacancy left.

***MG moved nomination of Jack Eggleston, second by CR, no vote taken.

D. Appointment of Town Council Members to Committees and Commissions – See attached list.

E. Planning for upcoming community / holiday events – MG reported that he intends to form an ad hoc committee for these purposes.

F. Comprehensive Plan Consultant contract – special meeting to be scheduled to consider.

G. Town Mini Grants

*MB reported that she has started to work on a process for awarding mini grants.

8. Mayor's Report:

*MG reported that Stephanie Grove has resigned. The Town has posted a job announcement.

*MG reported that the comprehensive plan process will include additional public meetings.

*MG reported that Stephanie Grove serves primarily as the town financial officer. He is researching options to hire outside consultants to fill this role at least temporarily.

*MG will schedule "Office Hours with the Mayor" on every fourth Wednesday, starting between 6:00-6:30pm. He welcomed all Council members to join him.

9. Adjournment: ***CR motion to adjourn, second by LB, all in favor at 8:10pm.

Shepherdstown Town Council Meeting
 Sign-In Sheet
 Tuesday August 13, 2024
 6:30 p.m.

Name/Organization (PRINT CLEARLY)	Phone or Email	Do you wish to speak? About which agenda item?
1. Robin McCauley	(304) 629-5074	ORDINANCE ETHICS TITLE 7A
2. Mary Bell	304-995-9716	Sidewalk
3. DAN CARTER ^{SAGE PLACE HOA}	304 671 8609	SIDEWALK
4. Mason Waleski	304-240-7699	6' ^{wide} sidewalk
5. MARK CUCUZZI ^{FREEDOMS ROW}	304-263-8813	
6. John Doyle	(304) 876-1648	_____
7. Rebecca Higgs	304.876.0298	No Thanks
8. Jan Haver	540-604-6703	Yes
9. Tabitha Johnston	tjohnston@shepherdstownchronicle.com	No
10. Sonya Evans	_____	
11. Carrie Blessing	carriejaneblessing@gmail	Letters - gentrification & compost prog.
12. Charlotte Baker-Sherk	bakershert@aol.com	No
13. Sarah Hodder	sarah.m.hodder@gmail.com	NO
14. Andrew Ford	andrewford@gmail.com	No.
15. Bethany Grace Williams	bgracewilliams@gmail.com	NO
16.		
17.		
18.		
19.		
20.		

Shepherdstown Town Council Meeting
 Sign-In Sheet
 Tuesday August 13, 2024
 6:30 p.m.

Name/Organization (PRINT CLEARLY)	Phone or Email	Do you wish to speak? About which agenda item?
1. Ryan Kidwiler	ryankidwiler@gmail.com	Yes
2. Jaz Rondini	jazalwinrondini@gmail.com	No
3. KALEO ANFANO	KALEO-ANFANO@VAHOO.COM	NO
4. Rachael Meads	rmeads@shepherd.edu	YES - on agenda
5. Jim Auxer		No?
6.		
7.		
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10.		
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Ongoing Projects

Market House

The electricians are still working. The feed to the new service entrance is mostly complete, and there are a few more circuits yet to be moved to the new panel. That should be completed this week. They are also completing the new wiring on the second level. The cuts/openings on the first floor were opened for the new plumbing on the lower level has been filled and leveled with concrete.

The sheet rock will be installed after the electrical is completed, likely next week.

The lines for the HVAC have been run to the exterior in preparation for the connection to the outdoor units.

Completion is still on schedule for this fall

WVDOT Pedestrian Path

This is a WVDOT project to install a pedestrian path from Shepherdstown Elementary School to Morgan's Grove Park. The WVDOT has completed the design and engineering, and it has secured all requirement permits and easements. WVDOT and Shepherdstown are now waiting for final funding from the Governor's office. Once it's received the town will finalize necessary paperwork with WVDOT and the State will put the project out for bid. We do not currently have a clear timeline from WVDOT for the start or completion dates for this project.

Contract for Custodian Services

I have reached out to several cleaning companies and arranged for them to visit our site to provide quotes for their cleaning services.

Wastewater, Water and Streets

New Equipment Status:

Three of the four trucks, vac trailer, excavator parts all have been delivered. Awaiting dump truck, early September.

Water Distribution Project Update (Mecklenburg Heights/Mill Update:

As of August 6th, 2024, the project is at 55% of completion. Projected completion date is December 19th, 2024. Of the 9,300' of waterline to be installed, 3,000' have been installed, inspected and soon to be sampled. The waterline installation includes 10 gate valves and 5 fire hydrants. Four of the eight main connections are complete. Service interruptions will be minimal but are necessary. Customers will be notified 24 hours in advance of any type of service loss. Next progress meeting with Snyder Environmental (the contractor) will be August 29th, 2024.

New Hires in Public Works

We are in the process of hiring an Operator in Training (OIT) for the Wastewater Plant and a Pipefitter/Equipment Operator. We have promoted one of our sanitation laborers to the OIT position in the Water Department, and we have hired a laborer to replace his old position. The positions have been advertised, and Public Works is in the process of scheduling interviews. The recruitment process has been difficult due to competition.

Planning and Zoning

Kalathas Property: This is a residential development project. Three parcels were annexed into the Town several years ago under the PUD zoning classification, and two parcels lie within the County. The current owners have indicated a desire to annex the two County parcels into the Town (under the PUD) but have not submitted an annexation request at this time. The owners are seeking to build an age restricted community. However, the project is in the beginning phases and no formal application has been presented to the Town. To prepare for the project, the Town has contracted Toole Design to manage the Stormwater and engineering aspects that would be the Town's responsibility. The engineer assigned to our project has reviewed our ordinances and familiarized herself with our stormwater requirements. **No further update is available as of August 13.**

Comprehensive Plan: The Steering Committee report is being reviewed by the respective Town Committees that are responsible for each section of the Comprehensive Plan. The TC is asked to approve a contractual agreement with Benchmark to facilitate the 2024 comp plan process moving forward.

Green Stormwater Infrastructure: Region 9 is currently preparing an RFQ to hire an engineering firm to design the (2) green stormwater infrastructure BMP areas for which the town received grant funding...the Fairfax Field bioswale along W. High St. and vegetated curb extensions along N. Mill St.

Heritage Education Grant: Staff and representatives from the HLC will be conducting consultant interviews over the next couple of weeks.

Shepherdstown Committees and Commissions, Members, and Meeting Dates

August 3, 2024

The list is in alphabetical order by Committee / Commission.

Age Friendly Shepherdstown Committee	
Meeting date	TBD
Linda Spatig	Chair
Marty Amerikaner	Town Council Representative
Steve Pearson	
Jonathan Moss	
Bob Smiles	
Board of Appeals	
Meeting date	As needed
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Finance Committee	
Meeting date	As needed
James Gatz	Chair
Marcy Bartlett	
Marty Amerikaner	
Grants Committee	
Meeting date	As needed
Chris Stroeck	Chair
Shannon Thomas	
Emily Samide	
Historic Landmarks Commission	
Meeting date	Second Monday of the month
Keith Alexander	Chair
Nicole Saunders-Meske	
Carmen Slater	
Tom Mayes	
Rebecca Bicker	
Parks and Recreation Committee	
Meeting date	Fourth Tuesday of the month
Cheryl Roberts	Chair
Marty Amerikaner	
Adam Thomas	
Personnel Committee	
Meeting date	As needed
James Gatz	Chair
Cheryl Roberts	
Chris Stroeck	
Planning Commission	

Meeting date	Third Monday of the month
James Gatz	Mayor
Linus Bicker	Town Council Representative
Shannon Thomas	
Robert Muro	
Ebonee Rampy	
Rebecca Helmick	
Madge Morningstar	
Police Committee	
Meeting date	As needed
James Gatz	Chair
Cheryl Roberts	
Public Works Committee	
	Note: Including work on recycling issues that related to public works.
Meeting date	Fourth Monday of the month
James Gatz	Chair
Chris Stroech	
Linus Bicker	
Sanitary Board	
Meeting date	Last Thursday of the month
James Gatz	Chair
Harvey Heyser	
Robert Keller	
Tree Commission	
Meeting date	Second Thursday of the month
Lori Robertson	
James Dillon	
Jenny Haynes	
Charlotte Baker-Shenk	
Linus Bicker	Town Council Representative
Water Board	
Meeting date	Last Thursday of the month
Sue Kemnitzer	Chair
James Gatz	Mayor
Marcy Bartlett	Town Council Representative
John Bresland	
Mike Godfrey	