

**TOWN COUNCIL MEETING MINUTES**  
**Tuesday, July 9, 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), Linus Bicker (LB), Shannon Thomas (ST), Marcy Bartlett (MB).

Staff present: Amy Boyd (AB), Stephanie Grove (SG), Chief King (MK), Sgt. Jeffries, Kenny Shipley (KS)

Visitors present: See attached Sign-In Sheet.

Mayor Gatz welcomed everyone, and the new Town Council was introduced.

2. **Approval of Town Council Meeting Minutes of June 11, 2024:**

\*CS – Pg. 4, 1<sup>st</sup> Par. – “evert” should be “every”;

\*MB – Pg. 7, e. – should read “Chapter 9, Title 8”;

\*MB – Pg. 7, f. – flowchart for committees/commission/boards should include “as related to the process for town initiatives”;

\*MA – Pg. 9 – should include that max number of committee members is to be determined;

\*\*\*CR motion to approve with suggested changes, MA second, all in favor.

3. **Public Comment Period:**

Persons who have registered to address Town Council:

a. James King – lives in trailer park next to O’Hurley’s and expressed concern regarding resident displacement;

b. Lori Robertson – expressed concern regarding lack of notice for cancellation of certain committee meetings scheduled in July;

c. Charlotte Baker-Shenk – the proposed pedestrian pathways to Sage Place need more work;

d. Phil Baker-Shenk – welcome to the newly elected officials; RR crossings are a big issue with proposed pedestrian pathways to Sage Place;

e. Mary Buffington – interested in Age-Friendly issues, might be opportunity for assistance with troubled youth;

f. Harvey Heyser – expressed his support for the appointment of Jim Auxer to the Water Board.

#### **4. Ongoing Business:**

- a. Market House – See attached Staff Report;
- b. Pedestrian Path – See attached Staff Report;
- c. Water System Improvements – See attached Staff Report;
- d. Kalathas Property – See attached Staff Report;
- e. Chapter 9, Title 8 of the Code of Shepherdstown related to Pawnbrokers – MK summarized the purpose  
\*\*\*CS motion to approve on first reading, LB second, all in favor;
- f. Comprehensive Plan Status/Update – See attached Staff Report;
- g. Website – See attached Staff Report;
- h. Shentel GloFiber – See attached Staff Report.

Questions from TC:

\*MA – regarding path to Morgan’s Grove – any issues with new development and easements? No issues noted. Lori Robertson described path route.

#### **5. Reports of Committees:**

##### **A. Finance Committee**

- 1. No meeting in June 2024
- 2. Recommendations: NONE
- 3. Review of General Fund Financials - Discussion/Action
  - \*SG reviewed financial reports through May, 2024
  - \*SG working on new format for financials
  - \*Training to be conducted for new TC members

**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
- \*CR reported that new playground equipment is being purchased for Bane – Harris Park and new pickle ball courts are marked.
- \*CR reported that there was good turn-out for Bookmark the Park, next event scheduled for 7/21, 2pm, at Viola – Devonshire Park.

**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: NONE

**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:**

It was decided to table all new appointments until a work session can be held on committees and commissions.

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

SG reported on the need for new equipment for public works. See list of equipment attached. The Water and Sewer Boards have approved the purchase. This need was based upon an assessment by the new public works director, Woody Coe.

\*\*\*CR motion to approve the purchase for \$171,000.00, second by LB, all in favor.

SG reported on the need for a new equipment operator / pipe fitter position. See job description attached. This position will be funded by the Town (\$25,000.00), Water Board (\$25,000.00), and Sewer Board (\$25,000.00). This position will require a budget revision to fund going forward.

\*\*\*ST motion to approve \$25,000.00 for the new position, second by CR, all in favor.

**C. Shepherdstown Public Library Board – member appointment:**

Christy Hagerty requested that Mary Ann Hitt be appointed to the Board of Trustees.

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

D. Traffic and Pedestrian Safety (Highway 230):

O'Hurley's has now been hit by a vehicle six (6) times.

Varying prevention measures were discussed. Staff to report on the issue.

E. Request for support for mural:

Sonya Evanisko presented on the proposed mural for the Alma Bea building on the southeast end of Town. See slide presentation attached. She requested \$6,000.00 from the Town.

Council discussion focused on the importance of public art, with some reservations that public money will be spent to improve a private building, with no assurance that the mural will stay. There was agreement that a consistent process for making such contributions should be explored.

\*\*\*MA motion to approve the \$6,000.00 request, second by ST.

Following further discussion, MA amended his motion to approve \$3,000.00, with additional amounts to be considered following further discussions with the property owners, second by ST, all in favor.

F. Proposed plan for pedestrian access to Shepherd Village:

LB proposed a sidewalk from East German to Sage Place as well as a sidewalk from the Town's newly accepted Hurley property through Shepherd Village. It was agreed that these proposals need additional work and public vetting before any action is to be taken.

G. Reorganization of Town Committees and Commissions:

The Town Council will hold a workshop on Committees and Commissions on July 22, 2024, at 6:00pm.

H. Orientation for newly elected officials:

Orientation was scheduled for August 15, 2024, at 6:00pm.

MA reminded all that the WV State Ethics Commission has a training session on the Open Governmental Proceedings Act scheduled for August 9, 2024, Noon.

I. Bright Future for Shepherdstown Initiative:

a. Update of Town Hall procedures:

\*MG reported that the procedure for the Comprehensive Plan will be adjusted and there will be more public meetings planned.

\*MG reported that CS and SG are working on internal procedures for advancing initiatives.

\*MG reported that the process for the annual budget will be reviewed and modified as needed.

b. Mayor's Study Groups:

\*MG reported that he is appointing individuals to study groups to report back to him on the following matters:

- i. Transparency and Public Communications
- ii. Support for a Vibrant Downtown and Community Organizations
- iii. Town Planning

8. **Mayor's Report:** See Section 7(I).

9. **Adjournment:** \*\*\*CR motion to adjourn, second by MA, all in favor.

Shepherdstown Town Council Meeting  
 Sign-In Sheet  
 Tuesday, July 9, 2024  
 6:30 p.m.

Name/Organization (PRINT CLEARLY)	Phone/Email	Do you wish to speak? About which agenda item?
1. Kemy Shiplay	KShiplay@Shepherdstown.us	No
2. James	KJ King 66480@gmail.com	Yes
3. Kevin Saylor	SaylorKevin506@gmail.com	?
4. Lori Robertson	Lalrover@Comcast.net	Yes
5. Chris Cliff	clushc/wtd@gmail.com	No
6. Lynn Lee	lynnlee1543@gmail.com	No
7. Marie Peine	marie.e.peine@gmail.com	yes
8. Charlotte Baker-Shenk	bakershenk@aol.com	yes
9. Meredith Wait	meranddeb@frontier.net.net	no
10. Deb Tucker	debmtucker@gmail.com	maybe
11. Jan Hager	janhager52@gmail.com	no
12. Christy Hagesty	Christy@sheplibrary.org	Yes / Library New Business
13. Nancy Stewart	nestewart826@gmail.com	no
14. MARY BARTLETT	<del>M BARTLETT</del> <sup>SHEPHERDSTOWN</sup> M BARTLETT	no
15. Sonya Ekanisko	304-976-1725	Yes
16. Phil Baker-Shenk	301 520 0340	yes / Gateway mural funding
17. Steve Bartlett	radiobartlett@gmail.com	no
18. Nancy Paun	304-876-1863	No
19. BREWSTER HARRIS	304-572-8479	No
20. Mary Anne Hitt	540239-0073 <sup>maryannehitt</sup> @gmail.com	maybe? <del>library board</del> No





To: The Honorable Mayor and City Council

From: Stephanie Grove, Town Administrator

Date: 07/09/2024

Re: Town Administrator Staff Report

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**Market House:** I met with the Project Manager, Jim King, and Annette Gavin Bates, Director of the Jefferson County CVB to discuss the progress on the renovation. The work is progressing on time, and it's possible that it could be finished ahead of the original October completion date. Currently, the contractor is removing the remaining lumber so that the electrical work can be completed. The framing is complete, and drywall is ready to be installed. We decided to retain exposed brick on the front wall to retain the original character of the inside of the building. I did process a change order for exterior electrical outlets that would accommodate Town events that are held around the building. The total contracted amount for the project was \$250,000, and the Contractor has submitted 3 pay requests, totaling \$93,422.00

**Pedestrian Path at Morgan's Grove:** This path extends a bike path from Morgan's Grove Park to the current Shepherdstown Middle School. This is a \$2.1 million project that is funded by a combination of TAP grants, a Congressional Directed Spending Award, and matching funds from the Governor's Office. We recently received a check from the Jefferson County Commission for \$10,000.00, funded through its ARPA program. The project will be constructed by the WVDOH, and we are currently waiting to receive the federal funds from the CDS award.

**Water System Improvements:** As of July 8<sup>th</sup>, 2024, the project is at 20% completion. The projected completion date is December 19<sup>th</sup>, 2024. 1670 feet of 9300 feet of waterline is installed, inspected, pressure tested and soon to be sampled, as well as two gate valves and three fire hydrants. The sitework is currently located in Mechlenburg Heights. Service interruptions will be minimal but are necessary. Customers will be notified 24 hours in advance of any type of service loss. The next progress meeting with Snyder Environmental (the contractor) will be July 27, 2024.

**Kalathas Property:** This is a residential development project. Three parcels were annexed into the Town several years ago, and two parcels lie within the County. The current owners have indicated a desire to annex the two County parcels into the Town 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.

**Comprehensive Plan:** The Steering Committee report is being reviewed by the respective Town Committees that are responsible for each section of the Comprehensive Plan. Once those comments are received back, the Council will need to formulate a process for additional public input, drafting the plan, and conducting the two statutorily required public hearings.

**Website:** Because the website vendor failed to migrate the past Town Council minutes and agendas, Staff requested that the new website be pulled and replaced with the old website until all of the information was transferred over. Under the scope of work, the Vendor was required to migrate all of the data from the old website but failed to do so prior to going live. As a result, the vendor has waived our final payment and has committed to resolving the transfer issues. The new version of the website is currently in Beta testing.

**Shentel/GloFiber:** The Town entered into a Cable Franchise Agreement with Shentel for the provision of cable television in the Town. They also provide high speed internet. However, the franchise agreement only relates to cable TV. Shentel will use the existing overhead utility poles to install in the Town and will install underground in Shepherd Village where the utilities are already buried underground. Town Staff has a kickoff meeting with Shentel in May. They agreed to provide door hangers before work begins, informing residents of the upcoming installation.

**Bane Harris Playground Equipment:** We have entered into a contract for the purchase and installation of the playground equipment at Bane Harris Park. We are on track for an early September installation date. The new equipment will expand the current play area and accommodate an age range from 5-12.

**New Hires in Public Works:** We are in the process of hiring an Operator in Training (OIT) for the wastewater plant. Additionally, we are promoting one of our sanitation laborers to a OIT position in water, and we hiring an laborer to replace his old position. The positions have been advertised, and Public Works is in the process of scheduling interviews.

**Education:**

- ❖ High School graduate or equivalent desirable. Trade school training also desirable. First Aid, CPR training and computer skills also desirable.
- ❖ At least three years of experience operating heavy equipment or performing work related to construction and/or utility maintenance. Requires advanced knowledge of operational and maintenance

**Special Requirements:**

- ❖ Must be available for after-hours calls
- ❖ Town residency not required. However, must live within close proximity to the Town in the event of an emergency
- ❖ Must maintain a valid West Virginia Driver's license

**Environmental Working Conditions:** Must be able to work in outside weather conditions such as hot, wet, and humid conditions, may have exposure to toxic or caustic chemicals and loud noises. Employee spends a majority of work-shift out-of-doors or operating equipment. Daily conditions encountered include: odors, fumes, dust, dirt, and vibration. Other conditions vary with precipitation and seasonal changes. Employee is frequently required to walk, sit, talk, and hear. The employee is required to use hands to operate objects, tools, or controls; and reach with hands and arms. Employee spends a majority of work-shift using equipment and performing tasks requiring repeated bending, crouching, stooping, stretching, or crawling. The employee must lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.

## JOB DESCRIPTION

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**POSITION: Equipment Operator/Pipefitter SUPERVISOR: Maintenance Supervisor**

**DEPARTMENT: Public Works**

**PAY RANGE: Based on Qualifications**

**CLASSIFICATION: Non-exempt**

**DATE AMENDED: 07/10/2024**

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**Summary:** The position performs a wide variety of skilled journey-level duties involved in the installation, servicing, repair and maintenance of the water distribution and wastewater collection systems and related facilities; and performs related work as assigned. Performs duties related to the water and sewer utility including construction, operation, repair, maintenance and replacement of mains, services and all aspects of metering. This level requires skills in carpentry, masonry, pipe laying, and other learned trades; and operating equipment including, but not limited to, backhoe, dump trucks and snow plow/spreader trucks.

### **Knowledge**

- ❖ Knowledge of safe construction and work standards
- ❖ Knowledge in applicable laws and regulations pertaining to water and wastewater utilities

### **Skills:**

- ❖ Requires the ability to understand and act on oral and/or written instructions
- ❖ Ability to read and understand building plans and blueprints.
- ❖ Ability to establish successful working relationships and work with angry or difficult customers.

### **Duties and Responsibilities:**

- ❖ Performs skilled and semi-skilled work involved in construction and maintenance projects as part of a crew and requiring skills in carpentry, masonry, pipe laying, or other learned trades to install hydrants, lay pipe and flush water lines and hydrants.
- ❖ Operates backhoe, grader, excavator, and track operated equipment as needed to perform assigned tasks and duties.
- ❖ Also uses a wide variety of hand and power tools in day-to-day operations.
- ❖ Drives light trucks and farm and lawn tractors, rubber tire front end loader in the loading, hauling and unloading of various equipment, gravel, sand, asphalt, salt, stone, debris and other materials.
- ❖ May work to repair asphalt surfaces, by hand, using hot and cold asphalt mix.
- ❖ Ensures proper maintenance has been performed on all heavy equipment and keeps adequate records on all maintenance and repairs performed. Cleans and maintains tools and equipment used in the field and shops.
- ❖ Can successfully perform all facets of metering.
- ❖ Responds to customer complaints; responds to questions and complaints from the public regarding repair work and main shutdowns.
- ❖ Performs after-hours emergency work and on-call duties.
- ❖ Performs related work and duties as needed or assigned by supervisor.
- ❖ Promotes an image of professional, courteous service as a representative of the Town.

SHEPHERDSTOWN MURAL

JUNE 8, 2024

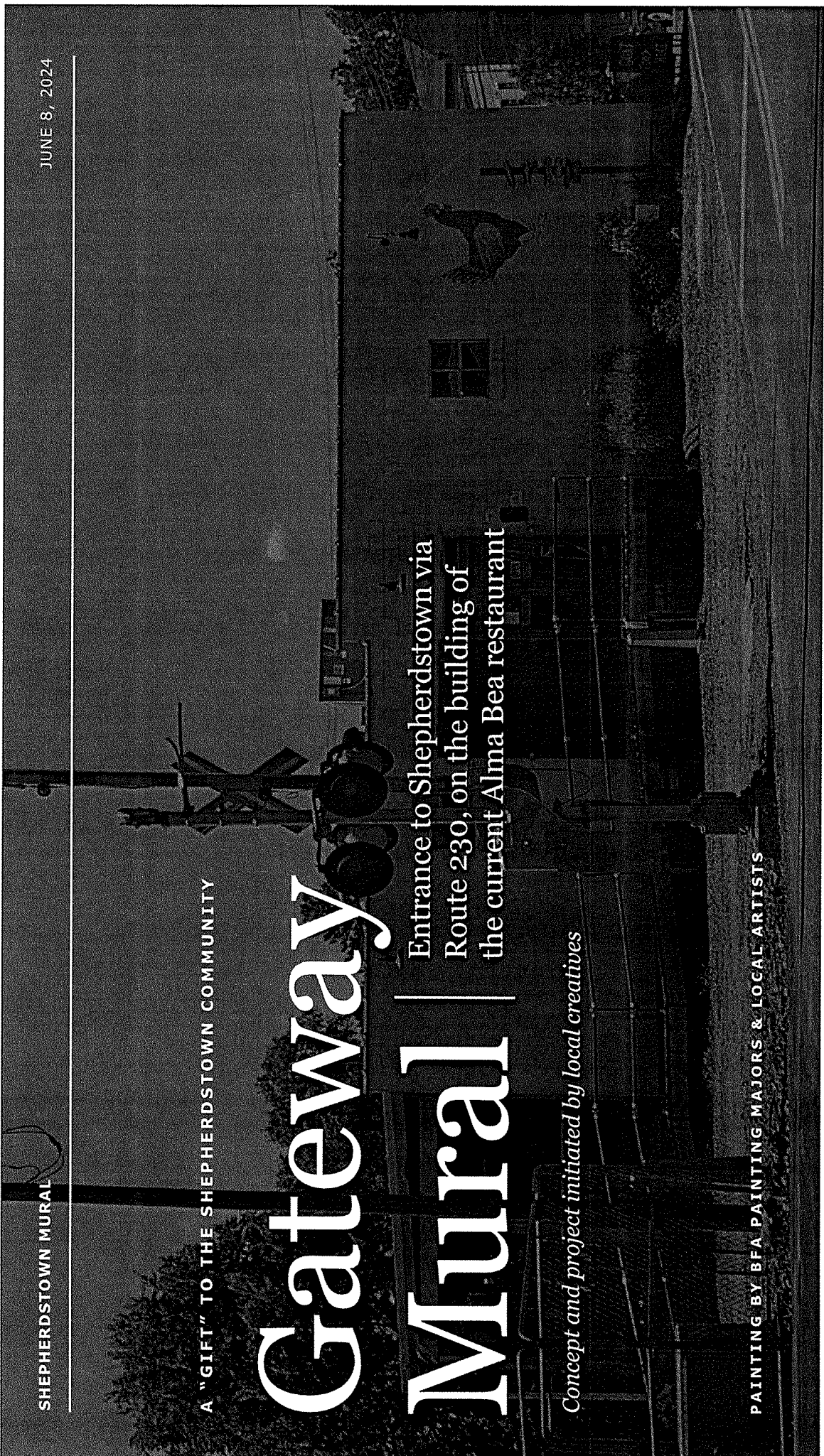
A "GIFT" TO THE SHEPHERDSTOWN COMMUNITY

# Gateway Mural

Entrance to Shepherdstown via  
Route 230, on the building of  
the current Alma Bea restaurant

*Concept and project initiated by local creatives*

PAINTING BY BFA PAINTING MAJORS & LOCAL ARTISTS



# Beautifying an Entrance into Town

Long-term Shepherdstown residents and Shepherd University students and alumnae are coming together to donate their talent, expertise, experience, and time to create an artistic “Welcome to Shepherdstown” on a site that can benefit from visual improvement.

CREATED BY LOCALS

# Designers & Painters



**Sonya Evanisko**  
Project Coordinator,  
Art Director &  
Professor of Art



**Charlotte Puttock**  
Shepherd BFA  
Painting Graduate &  
Lead Student  
Designer



**Heather Crosby**  
Designer, Artist,  
Business Owner &  
Shepherd BFA  
Design Alumni



**Shepherd  
University  
Painting  
Students**





The town was like a hive  
of industrious bees.

— DANSKE DANDRIDGE

DANISH-BORN AMERICAN POET,  
HISTORIAN & GARDEN WRITER  
[1854-1914]





THEME & STYLE

# Design Considerations

- Site is one of the main entrances into town
- Existing signage and structures: historic O'Hurley's General Store and new Shepherdstown entrance sign
- Site is not visually representative of the historic or creative heart of Shepherdstown
- Site is bland, cold, with a gravel lot, overhead wires, chain-link fencing, electrical boxes, railroad-track adjacent, and its void of nature
- History of the site—large import/export train station, former grain and feed store building, overall industrial area
- Shepherdstown is an historic-, agriculture-, arts-, and culturally-oriented area
- Design of mural works in harmony with native plantings and partnership with Shepherdstown Bee City
- Imagery is not specific to the current occupants
- Longevity—mural is adding to the history of the town



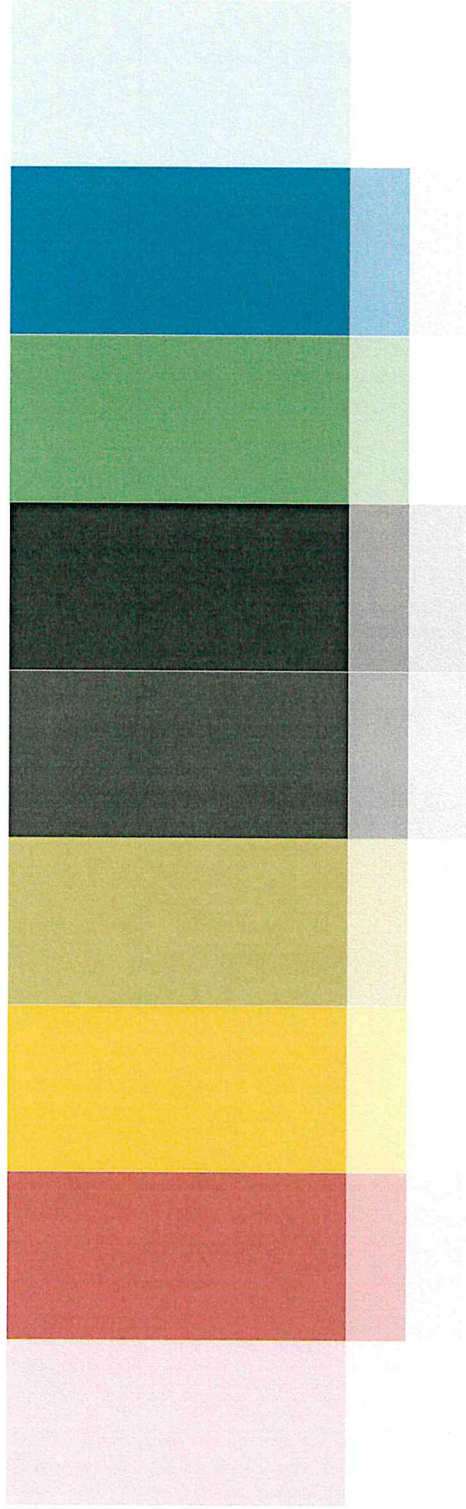


# Benefits of Public Art

- Personalizes impersonal spaces—visually interesting
- Assists in making a place unique
- Represents a forward-thinking community that embraces and celebrates art and culture
- Good design sparks conversation
- Makes a community a “great place to reside”—recruitment/retention in workplaces/institutions
- Encourages creativity and innovation in other areas
- Evokes meaning in the public realm
- Encourages walking—provides visual interest along a pathway
- Promotes a place—encourages tourism, patrons to businesses, and other economic activity
- Create high-visual impact with no cost to the community—the design/painting is donated by local art professionals and Shepherd students



# Color Palette





# Existing



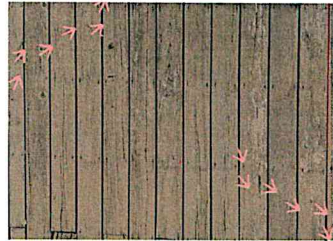


# Concept Sketch





# Concept Sketches



In honor of the Alma Bea chicken, the wooden ramp will have an imprint of chicken footprints



When the restaurant is closed, and the barn door is shut, the night animals appear



Imagery is dynamic and wraps around side of building—beloved chicken image is preserved and on the move



JUNE 2024 - NOVEMBER 2024

# Timeline

LATE SPRING  
2024

Designers working  
on concepts and  
necessary approvals

JUNE-JULY  
2024

Seek HLC approval  
Finalizing design  
Seeking funding for  
project materials

LATE AUGUST  
2024

Work begins on site

AUGUST-  
OCTOBER  
2024

Meet with Bee City  
to discuss and finalize  
landscape plan  
Meet with metalworker  
to design create planters  
Active painting on site

NOVEMBER  
2024

Painting in  
progress to finish



# Next Steps

**COMPLETION DATE: NOVEMBER 2024 [TBD]**

- Obtain feedback on designs
- Make revisions as needed
- Start sketching work
- Move materials to town site late August
- Continue painting on site September–November

# Questions / Comments?

**MURAL DESIGNERS/PAINTERS**

Charlotte Puttock, lead painter  
Heather Crosby  
Sonya Evanisko  
Shepherd University students

**ART DIRECTOR**

Professor of Art, Sonya Evanisko



Thank you.

