

# **PUBLIC WORKS COMMITTEE AGENDA**

**Monday, September 23, 2024**

**6:00 p.m.**

**Town Hall**

**104 North King Street**

**1. Call to Order:**

**2. Approval of Minutes:** August 26, 2024 meeting

**3. Visitors**

**4. Public Comment:**

**5. Unfinished Business:**

**A.** Committee's purpose statement and meeting schedule through December 2024

**B.** Committee's strategic goals for FY25

**C.** Utility Pole Canvassing -- Discussion

**D.** Status of Stormwater Infrastructure Project- Fairfax Field & Mill Street - Discussion

**E.** Greater Shepherdstown Bike Path – Discussion

**F.** Wayfinding sign project – Discussion

**G.** Plan for Presentation on International Business Code - Discussion

**6. New Business:**

None

**7. Mayor's Report**

a. Sidewalk – trip hazard repair on East German Street

b. Estimated costs of purchasing a new truck for town recycling

c. RPF for painting exterior of certain town buildings and interior of Town Hall

d. Large trash dumpsters for businesses

e. Plan for initial clean-up of O'Hurley Property

**8. Next meeting date - October 28, 2024**

**9. Suggested October Agenda Items – Please submit by October 18, 2024.**

**10. Adjournment**

## PUBLIC WORKS COMMITTEE – MINUTES - **DRAFT** Monday, August 26, 2024

**6:00 p.m.**

**Town Hall**

**104 North King Street**

1. Call to Order: 6:04pm – Mayor Gatz (JG), Chris Stroech (CS), Linus Bicker (LB): Staff – Woody Coe (WC), Andy Beall (AB)
2. Approval of Minutes: CS motion to approve, approved with no other past membership being present.
3. Visitors: Jim Auxer
4. Public Comment: None
5. Unfinished Business:

A. Road Issues:

MG coordinating with Region 9 to fund the engineering plan for repaving and building a sidewalk on Princess Street between High and where the road terminates at the park.

B. Trash, Recycling and Grass Issues:

Property grass issues - Discussion occurred about properties with overgrown weeds/vegetation. Town will assess any properties that are in violation of requirements.

Recycling Truck – WC spoke to issues with the recycling truck which is at the end of its life cycle and has been experiencing chronic mechanical failures/repair. AB will coordinate with Region 9 for grant opportunities related to funding a new recycling truck. WC provided information that lead times for a new truck are approximately 18 months.

Discussion occurred about glass recycling program and feasibility for the town to purchase a glass crusher. Will reassess in the future.

### C. Sidewalks: Improvement to trip hazard on sidewalk 133 W German St

A person fell on the sidewalk at the above address. Evaluation of the sidewalk revealed that it's uneven. Notice will be given to the owner of the property to remedy the situation. Town will take corrective action and bill the property owner if the property owner fails to react. Age Friendly Shepherdstown is in the process of working on a sidewalk assessment for the entirety of town. The report will be used to communicate the condition of sidewalks.

### D. Misc Issues:

Market House renovation - The latest update received is that the project is scheduled for fall completion. MG is awaiting further update from Jim King.

Utility Pole Canvassing – CS and MA previously partnered to assess utility poles in town. With membership change, LB will replace MA in completing this task.

Wayfinding Signs – This is a project that is being done In partnership with CVB. Include on September PW Committee Agenda.

Bike Route – This project had been coordinated by Marty Amerikaner. Bike path from West High to University Drive.

### E. Stormwater Infrastructure Project – Fairfax Field and Mill Street

AB provided update that RFQ has been issued with assistance from Region 9. Deadline is September 20<sup>th</sup>. A virtual information session is scheduled for Sep 4 for any potential consultants. As background, the town previously received a grant to develop a conceptual plan for green water infrastructure improvements that mitigate the risks associated with stormwater runoff. Seven individual sites were identified, and the decision was made to fund the design of two of the sites. The RFQ referenced here pertains to those two sites.

### F. International Building Code Discussion

MG or AB will coordinate with a contractor to educate the council on International Building Code.

## 6. New Business

### A. Purpose statement and meeting schedule through December 2024

CS to develop purpose statement for PW Committee

### B. Committee's strategic goals for FY25

CS to develop strategic goals PW Committee in FY25

### C. O'Hurley property- clean-up and maintenance

WC will lead the effort for clean-up of the property that was recently willed to town by Jay Hurley upon his passing.

### D. Directional sign for weekend free parking in S.U. lot on the corner of High St. and Princess St.

WC will coordinate with SU to improve signage on parking lot to make clear that visitors may use the parking lot on weekends. Town will also add standard Parking signage to the corner of Princess and High Street directing traffic to this lot and assess other key intersections where additional signage related to parking would be beneficial.

## 7. Mayor's Report:

MG stated that he was approached by citizens with a request for the town to assist in the maintenance of Rose Hill Cemetery.

MG indicated that an RFP needs to be issued for the paving of the train station.

## 8. Adjournment: LB motions to adjourn. Second by CS. Approved. Adjourn @ 7:25pm.