Shepherdstown WEST VIRGINIA

TOWN HALL
104 N. King Street
Shepherdstown, West Virginia
304-876-2312

Shepherdstown Public Works Committee Agenda
Monday, October 26, 2026
6:30 p.m.
Town Hall
104 N. King Street

Join online by Zoom:
https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8PknIig4oZKNXa8i.1
Meeting ID: 860 6712 0451
Passcode: 818383

Or join by telephone:
Dial: (301) 715-8592

1. Call to Order
2. Committee priorities and meeting schedule
3. Street issues in neighborhood west of Duke and north of German streets
4. Food waste composting program pilot-update
5. Draft RFQ for On-Call Engineering Services
6. Adjournment

SHEPHERDSTOWN PUBLIC WORKS COMMITTEE SPECIAL MEETING MINUTES

June 22, 2026 - 6:30 p.m.

Town Hall - 104 North King Street / Zoom

1. **Call to Order** The Meeting was called to order at 6:32 p.m.
2. **Attendance**
    a. **Members Present:** Linus Bicker (L Bicker), James Gatz (J Gatz)
    b. **Staff Present:** Gino Sisco (G Sisco), Hunter Wetzel (H Wetzel)
    c. **Visitors Present**: Keith Alexander (K Alexander), Marcy Bartlett (M Bartlett).
3. **Approval of Minutes**
    a. Approval of April 30 Meeting Minutes
        i. A typo was noted under item 4B, Congressionally Directed Funding Applications. A correction was also noted for item 4H, Mill Street property, because the transcript indicates the trailer had not been removed and staff would confirm the wording.
        ii. Motion made by L Bicker to approve the minutes with the purposed changes. Second, by J Gatz. Motion passed unanimously.
4. **Public Comment**
    a. Historic Landmarks Commission - Visitor Center Sign and Bollards
        i. K Alexander spoke regarding the Historic Landmarks Commission resolution asking the Public Works Committee and the Town to work with the Commission on more historically appropriate materials and fastening methods for the Visitor Center sign.
        ii. He also discussed the German Street bollards, stating that safety remains the priority, but the Commission would like to work with the Town on less obtrusive alternatives.
5. **Ongoing Business**
    a. Green Infrastructure / Storm Water Improvement Projects - Status
        i. The contractor is expected to complete work by July 1. Surveyors have been on site and are working on designs; the Paper Street project was described as more complex because of erosion on the north side of the property.
    b. Community Composting Project - Status
        i. Approximately 20 or 21 people have expressed interest in the project. The Town is working on an MOU with Shepherd University, with a 12-month demonstration project expected to begin in September.

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c. Market House Plaza Project and Area Traffic Study - Status
    i. Draft project notes have been prepared but had not yet been shared with Jeff Feldman. Asher is reviewing video recordings to count cars and trucks at different times of day and provide additional information on traffic and loading-zone activity.
d. Artistic Bench Project and Memorial Benches - Status
    i. The Shepherdstown-themed bench is in progress through coordination with Shepherd University, and Danielle Corsetto is working on the design for the second bench.
    ii. The Committee also discussed two donated memorial benches, possible placement locations, and moving or removing existing benches ahead of CATF and the Fourth of July parade.
e. Collaboration with State Highway Department - Status
    i. The Chair reported on a recent call with the State Highway Department regarding four-way stops, standing water on Duke Street and Princess Street, and a speed study on Duke Street. Photos of standing water were sent to the State Highway Department, and the Committee discussed continuing a path petition through the Fourth of July parade before sending it to the State Highway Department.
f. Mill Street Property - Status
    i. The former resident has moved, but the trailer remains on the property. The family has donated the trailer to the Town, although the donation form had not yet been completed, and the Town is considering how to proceed with removal.

6. New Business

a. Public Works Equipment Purchase (Trash Truck) - Discussion
    i. The Committee discussed a proposed trash truck purchase that was not included in the budget. The estimated cost discussed was approximately $250,000, and the Committee requested clearer written justification, including the need, urgency, used options, and financing alternatives.
b. Review of Long-Term Plan for Water Line and Streetscape Improvements
    i. The Committee discussed required replacement of galvanized water lines that are downstream, or may have been downstream, from lead lines. Approximately 422 lines were referenced, with replacement required by 2037, and the Committee discussed coordinating water line replacement with long-term streetscape improvements.

7. Summary for Town Council

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a. Items identified for Town Council included the stormwater improvement projects, community composting project, Market House Plaza project, and related project notes.
b. It was also noted that a grant announcement was expected later in the month.

8. **Member Comments**
    a. L Bicker discussed the Tree Commission's request for Public Works to identify 11 possible new tree well or planting locations around town.
    b. The discussion included sidewalk constraints, ADA compliance, underground infrastructure, and possible opportunities on Town roads.
9. **Chair Comments**
    a. The Chair reported that the Mills Group selected the Town's application for design work related to the tobacco warehouse.
    b. The work will be design-related only, not construction, but may assist future fundraising for construction
10. **Adjourn** Motion made to adjourn by L Bicker at 7:13 p.m. Seconded by J Gatz. Motion passed unanimously and the meeting was adjourned.

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