Shepherdstown WEST VIRGINIA

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

**Shepherdstown Public Works Committee Agenda**
**Monday, November 23, 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

*Revised Agenda 11/19/2026 by adding items g and h under Old Business.*

1. **Call to Order**
2. **Approval of Minutes of October 26 Meeting**
3. **Visitors and Public comment**
4. **Old Business**
    a. RFQ for On Call Engineering Services (status)
    b. Plaza Pilot (status)
    c. Food Compost Pilot (status)
    d. Green Infrastructure Storm Water Planning (status)
    e. Traffic issues in Neighborhood West of Duke Street and North of German Street (status)
    f. Galvanized Water Line/Streetscape Upgrade Project (status)
    g. Contract for Water/Sewer Engineering Services
    h. Bids for Purchase of Trash Truck
5. **New Business**
6. **Summary for Town Council**
7. **Member Comments**
8. **Chair Comments**
9. **Adjournment**

**TOWN HALL**
104 N. King Street
P.O. Box 248 (mail)
Shepherdstown, WV 25443
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**Shepherdstown Public Works Committee Minutes**

Monday, October 26, 2026, 6:30 p.m.

Town Hall 104 N. King Street

1. **Call to Order** 6:32pm
2. **Attendance**
    a. **Members Present** James Gatz (J Gatz), Harriet Pearson (H Pearson), Jim Auxer (J Auxer)
    b. **Staff Present** Rachael Oviatt (R Oviatt), Huner Wetzel (H Wetzel)
    c. **Visitors Present**: Marcy Bartlett (M Bartlett)
3. **Committee Priorities and Meeting Schedule**
    a. J Gatz noted that the Public Works Committee hadn't met since June and suggested they might need to adjust their meeting schedule due to fewer available committee members.
    b. The committee discussed the placement of building codes, with J Gatz and J Auxer suggesting they might fit under the Public Works Department rather than Planning Commission.
    c. The group reviewed ongoing projects including the Market Plaza pilot, compost project, stormwater initiatives, and the O'Hurley property matters.
    d. The committee noted a lack of energy and participation compared to previous years, with some members expressing willingness to support ad-hoc meetings as needed rather than establishing regular monthly meetings.
    e. The group discussed bringing the plaza project back to the Public Works Committee for review before it goes to the full Town Council.
        i. They agreed that having an intermediate committee review would allow for community input and help determine project prioritization against other town needs.
        ii. The committee will evaluate the data from a pilot study and assess factors like projected costs and required staff time before making recommendations to the council.
    f. The Public Works Committee discussed various infrastructure and maintenance priorities including snow removal, streetscape improvements, holiday lights, streetlights, and IPMC enforcement.

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g. The committee established a monthly meeting schedule and identified the need for an RFQ for trash services.

4. **Street Issues in Neighborhood west of Duke and north of German streets**
    a. The group discussed traffic concerns and potential solutions for a specific area, with the committee expressing concerns about the impact on German Street traffic and the need for more study.
    b. J Auxer suggested following Cheryl Robert's lead and implementing a trial period to evaluate the proposed changes, with the option to adjust if issues arise.
    c. The discussion included considerations about costs for implementing measures like stop signs and speed humps, with uncertainty about exact pricing but estimates around $1,000-$2,000 for signs.
        i. The group discussed traffic safety issues on High Street, agreeing to address the problem informally first before considering a professional assessment, provided the cost remains under $8,000.
        ii. They noted resident support for proposed changes and identified the need for additional cost analysis and safety verification.
    d. Next steps identified include having police officers assess safety concerns and determining the total cost of proposed traffic modifications.
5. **Food Waste and Compost Project**
    a. M Bartlett provided an update on the food waste composting program, explaining that the University is hesitant to proceed due to state regulatory concerns and operational complexities, leading them to explore alternative composting service providers.
    b. Shepherdstown reported that while a pilot program was initially planned with 30 participants, only 21-24 people signed up, and they are now exploring alternatives including working with local farmers or using a different company after issues arose with the original Tabler Farm arrangement.
6. **Draft RFQ for On-Call Engineering Services**
    a. The committee discussed renewing the Ghosh contract for water and wastewater services, which expired in March, and considered creating a separate on-call engineering services RFQ for other town needs not covered by the existing contract.
7. **Adjourn** Motion to adjourn at 8:02 p.m. from H Pearson, second by J Auxer, unanimous approval

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**Quick Summary**

The Public Works Committee held a meeting to discuss various infrastructure and planning matters for Shepherdstown. The committee reviewed traffic calming measures proposed for a neighborhood west of Duke Street and north of German Street, with Mayor Shepherdstown expressing concerns about potential safety impacts on German Street traffic and suggesting a pilot approach with police department input. Marcy provided an update on the food waste composting program, explaining that the planned partnership with Tabler Farm faced regulatory challenges and cost concerns, leading the team to explore alternative composting companies. The committee also discussed the need to renew the engineering contract with Ghosh, which expired in March, with James proposing to issue an RFQ for both water/wastewater engineering services and general town engineering needs. The conversation ended with a brief discussion about street lighting issues, including inconsistent timing and non-working lights that Gino was investigating with the electric company.

**Next Steps**

- Ask staff to determine the estimated cost of installing the proposed traffic calming measures (stop signs, one-way signs, speed bumps) in the neighborhood west of Duke and north of German Street.
- Have the police department review the proposed traffic configuration for safety concerns, specifically checking for blind turns or visibility issues.
- Give staff another month to return with a plan for the food waste composting program, including alternatives to the Tabler Farm arrangement.
- Put out an RFQ for an on-call town engineer for general town needs, separate from the water/wastewater contract.
- Ensure Woody has input on the RFQ for the on-call town engineer.
- Discuss with the electric company contact (Thomas Butcher) the streetlight timer issues and non-functioning lights.
- Explore creating a master tracker/calendar in SharePoint for deadlines, contract expirations, grants, and compliance reports.

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