

Public Works Committee Agenda
Monday, March 30, 2026

6:30 p.m.

Town Hall
104 North King Street

or

Zoom

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.1>

1. Call to Order
2. Approval of Minutes of February 23 Meeting
3. Visitors and Public Comment
4. Ongoing Business
 - a. Proposed Locations of Green Infrastructure /Storm Water Improvement Projects -- Status
 - b. Congressionally Directed Funding Applications – Status
 - c. Proposed Community Composting Project - Status
 - d. Market House Plaza Project and Area Traffic Study – Status
 - e. Sidewalk and Façade Grant Programs – Status
 - f. Artistic Bench Project - Status
 - g. Collaboration with State Highway Department - Status
5. Member comments
6. Chair comments
7. Next meeting Date – April 27, 2026
8. Adjournment

Public Works Committee Meeting Minutes
Monday, February 23, 2026
6:30 p.m.
Town Hall
104 North King Street

1. Call to order at 6:30 p.m.

Attendance Roll

Members Present:
James Gatz
Linus Bicker
Carrie Jane Blessing

2. Approval of Minutes of December 22, January 19 Workshop, January 26 Meetings

Approval of December 22 meeting minutes was deferred.

Minutes of January 19 Workshop Meeting. Motion to approve, Linus Biker;
Second by James Gatz, Unanimous

Minutes of January 26 Meeting. Motion to approve, Linus Bicker; Second by James Gatz, Ms. Blessing pointed out that she was incorrectly listed as not in attendance, and she requested that the minutes reflect that correction.
Unanimous.

3. Visitors and Public Comment

Jim Auxe, Beth Montgomery, and Pang Tubhirun attended.

4. Ongoing Business

a. Updates to Proposed locations of Green Infrastructure / Storm Water Improvement Projects

Members reviewed the earlier finding that the High Street and Mill Street sites are not viable locations for green infrastructure storm water control projects to be funded with grants from the Chesapeake Bay Foundation. The foundation has agreed to allow the Town to identify alternative sites.
Discussion without a vote.

b. Congressionally Directed Funding Applications – Status

Members discussed the plan to develop applications for Congressionally Directed Funding requests for the following three projects: Development of Market House Square; Renovation of the Historic Tobacco Warehouse; Update of Sidewalks on German Street. Discussion without a vote.

c. Proposed Community Compost Project

Members discussed the proposed project. Staff are working with the Grant committee to develop a grant application to fund a pilot for the composting project. Discussion without a vote.

d. Market House Area Traffic Study – Status

The mayor reported that the town is working with the Region 9 office to obtain a proposal from an engineering firm to study potential traffic impacts of closing South King Street to create a plaza. Discussion without a vote.

e. FY 27 Budget Development

The Mayor reported that the Town Council and Finance Committee will develop the proposed FY27 Budget over the coming weeks. Committees may propose initiative as part of the budget development. Discussion without a vote.

Members discussed the proposed project. Staff are working with the Grant committee to develop a grant application to fund a pilot for the composting project. Discussion without a vote.

The mayor reported that the State has established March 10, 2026, as the date for submitting bids for the Path project. Discussion without a vote.

f. Sidewalk and Façade Grant Programs

The committee discussed plans for finalizing the Sidewalk and Façade Grant programs, both of which were funded as part of the FY26 budget approvals.

Staff shared the draft information with the Town Council at the February 11 meeting. One Town Council members provided comments. In addition, the Historic Landmarks Commission also provided comments. Staff plan to finalize the narratives and post the information on the Town website soon. Discussion without a vote.

g. Installation of Directional Signs for Bike Path to Parks in Town

The mayor reported that all sharrows and directional signs have been installed in keeping with the Committee's earlier vote. Discussion without a vote.

h. Artistic Bench Project

A newly painted bench will be unveiled at a public ceremony at Noon on Saturday, March. The event will coincide with the Frosty Fest event. The committee discussed the option of sponsoring two more new benches and repairing / rebuilding the current bench that features ghosts of Shepherdstown. Discussion without a vote.

i. Collaboration with the WV Highway Department

The mayor reported on meetings with Ed Compton, Deputy State Highway Engineer concerning the Highway 480 Path Project, the Sidewalk engineering project, and other matters. These issues were discussed without a vote.

The Highway Department host the "letting" day for the Highway 480 path contract on March 12. The contract should be finalized the end of March, and the project should be completed no later than November 30, 2026.

The mayor is negotiating with the Highway Department for its support on the following projects / updates:

- Redesign of one or two stretches of sidewalks in town.
- Repairs to ensure that water does not stand on State-managed roads at two locations: Princess Street at Back Alley; and Duke Street south of German Street.
- Repairs to both 4-way stops on Duke Street (at German and at High Street) to correct asphalt ripple issue that is causing

significant noise for residents of nearby homes. The mayor is discussing having the Town implement the needed repairs at those locations.

- Transferring ownership of North Princess Street between German Street and the boat ramp from the State Highway Department to the Town.

7. Member Comments

There were no members' comments.

5. Chair Comments

The Mayor mentioned the need for more discussion on Town banners, and that there had been discussion among community members about a draft design for a banner that had not been finalized.

6. Next meeting Date – March 23, 2026

7. Adjournment

Linus Bicker made a motion to adjourn, and Mayor Gatz seconded the motion. The meeting adjourned at approximately 7:40 p.m.