

## **SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA**

Wednesday, June 11, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

Join Zoom

<https://us06web.zoom.us/j/83977473546?pwd=FLhby8R2Uy5maMX0uiKitrNb5uS8sL.1>

Meeting ID: 839 7747 3546

Passcode: 977227

### **1. Call to Order**

### **2. Approval of Minutes**

- a. Town Council Meeting Minutes of April 29 and May 14, 2025

### **3. Public Comment Period**

- a. Persons who have registered to address Town Council

### **4. Public Hearing**

- a. Second Reading – Amendment to Special Events Ordinance (reducing required time for submitting an application for an event permit from 30 days to 14 days in advance of the event)
- b. First Reading of 2025 Comprehensive Plan Draft (Tentative)

### **5. Ongoing Business**

- a. Volunteer Appointments
  - i. Board of Appeals – Jack Childers and Ashleigh Sanders
- b. 2025 Comprehensive Plan – Status
- c. Town Council Meeting Policy – Update/Discussion
- d. Staff Reports
- e. Town Financial Status
  - i. Revisions to the Town of Shepherdstown FY 2025 Operating Budget - Resolution
  - ii. FY 25 Budget Amendment Q4 – Resolution
  - iii. Review and Approval of April 30, 2025, Budget vs. Actual Financial Reports

- iv. Review and Approval of Town Expenditures
- f. Town Hall Interns Program
- g. Status of Financial System RFP
- h. Status of Landscaping RFP
- i. Status of Search for Finance Director
- j. Status of Search for Project Manager and Planning Specialist

## **6. New Business**

- a. Town Communications Plan
- b. Proclamation Thanking Joannie Moossy and Team re: Pride Parade
- c. Private Outdoor Designated Areas (PODA) – discussion
- d. Requests for Support
  - a. Experience Shepherdstown
  - b. Contemporary American Theater Festival
  - c. Beeline March
  - d. Rosehill Cemetery

## **7. Reports of Committees, Commissions, and Boards**

Review of draft and/or approved minutes from meetings held since May 14, 2025

- Age Friendly Shepherdstown Committee
- Finance Committee
- Historic Landmarks Commission
- Parks and Recreation Committee
- Planning Commission
- Public Works Committee
- Tree Commission
- Water and Sanitary Boards

## **8. Mayor's Report**

## **DRAFT Special Town Council Meeting Minutes**

**Tuesday, April 29, 2025**

**6:30pm**

**Town Hall (and on Zoom)**

**1. Call to Order: 6:35pm**

Council member attendees: Mayor Gatz, Marty Amerikaner, Shannon Thomas, Linus Bicker, Cheryl Roberts, Marcy Bartlett

Staff: Gino Sisco

Visitors: Jim Auxer, Nancy Stewart, Mark Kohut, Greg Welter, Carrie Blessing

Zoom attendees: Harriet Pearson, Chris Stroeck,

**2. Selection of New Town Council Members for Vacancy- Remainder of term**

a. Community Members Questions for Candidates- there were none sent in via email. Jim Auxer asked one question for candidates to answer.

b. Council Member Questions for Candidates: Mayor Gatz requested that Council members ask no more than 2 questions. Each candidate (Carrie Blessing, Nancy Stewart, Greg Welter) had an opportunity to reply to each question asked by TC members.

c. Council Discussion and Vote:

i. Marty moved and Marcy seconded that we move into Executive Session for the discussion. Mayor Gatz clarified that under WV Code 6-9A-4(b)(2)(A), such a deliberation is an appropriate exception to the Open Meetings Act. The Vote was unanimously in favor. We entered Executive Session at 7:45 and exited at 8:05 (Cheryl moved, Shannon seconded)

ii. The vote of Council was conducted as follows:

1. Marcy moved and Cheryl seconded the motion to conduct a vote of TC members to select a candidate to fill the open, unexpired TC term. Vote to proceed was unanimous.

2. Each TC member announced her/his vote. The votes were as follows:

a. For Carrie Blessing: (4) Cheryl Roberts, Linus Bicker, Shannon Thomas, Marcy Bartlett

b. For Nancy Stewart: (2) James Gatz, Marty Amerikaner

c. For Greg Welter: (0)

Carrie Blessing won the vote and will assume the open seat upon being sworn in.

3. Mayor's Report:

- a. Mayor Gatz noted the upcoming May 2 debut of "First Friday" events in town organized by Experience Shepherdstown.
- b. He also reported that the new Comprehensive Plan is almost ready for TC to review, and he expects that it will be on the agenda for our May meeting.
- c. Last, he asked Marty to discuss a survey form regarding resident's interest in a shuttle bus service in and around Shepherdstown. Marty noted that the survey form grew out of a collaboration between the Shepherd Age Friendly University committee, our Age Friendly Shepherdstown Committee and the head of the Eastern Panhandle Transportation Agency. The purpose is simply to assess area residents' interest in and likelihood of making use of a shuttle bus service to and from various places in and near town if such a service is ultimately feasible to create. To maximize access to the survey by area residents, it will be distributed via several email lists, (including the Town's) and the link will be posted on the Town's website.

4. Adjournment: 8:40 pm: Linus moved, Shannon Second

## SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, May 14, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

### 1. Call to Order at 6:33 p.m.

Members Present: Mayor Gatz, Cheryl Roberts, Marty Amerikaner, Marcy Bartlett, Linus Bicker, Shannon Thomas, Carrie Blessing

Staff Present: Amy Boyd, Woody Coe, Chief King, Gino Sisco

Visitors Present: See attached sign-in sheet

Zoom Attendees: Elise Baach, Harriet Pearson, Jan Hafer

### 2. Approval of Minutes

- a. Approval of Town Council Meeting Minutes of April 9, 15, and 29, 2025 – Moved to approve by M. Bartlett, seconded by L. Bicker. Unanimous.

### 3. Public Comment Period

- a. Persons who have registered to address Town Council

### 4. Public Hearing

- a. First Reading – Amendment to Special Events Ordinance (reducing required time for submitting an application for an event permit from 30 days to 14 days in advance of the event) Shall the motion be rejected? It was moved by M. Bartlett, seconded by M. Amerikaner to approve the ordinance revision and move it on to the second reading. Unanimous.

### 5. Ongoing Business

- a. Swearing In took place at the beginning of the meeting of Marty Amerikaner (Recorder) and Carrie Blessing (Council Member).
- b. Volunteer Appointments – there are a few openings on the Planning Commission, Board of Zoning Appeals and Water Board.
- c. Town Banners – Status – A total of 22 banners were ordered and installed.
- d. Comprehensive Plan – Status – The next step in the process is for the Town Council to conduct a public hearing to receive comments on the draft plan. A public hearing will be held on Monday, June 9 at 6:30 p.m. at the Shepherdstown Community Club/War Memorial Building.

- e. Town Council Meeting Policy – Update/discussion – Discussion ensued about adding provisions for special meetings of committees, commissions and boards. M. Amerikaner agreed to draft a brief statement concerning committee meetings.
- f. Staff Reports - enclosed
- g. Town Financial Status - enclosed
- h. Review and Approval of Town Expenditures – Moved to approve by M. Bartlett, seconded by M. Amerikaner. Unanimous.

## 6. New Business

- a. Report on Age-Friendly Committee Survey – enclosed and read by Linda Spatig, Chair
- b. Report by Christy Hagerty, Director, Shepherdstown Public Library – presentation enclosed.
- c. Asking Saves Kids (ASK) Day Proclamation – Moved to approve by C. Roberts, second by M. Bartlett to approve proclamation. Unanimous.
- d. Requests for Support – enclosed. Moved to approve by M. Bartlett, seconded by S. Thomas, approve \$25,000 to CATF, \$2,500 to Beeline March and \$1,000 to Rosehill Cemetery.
- e. Event Requests – Moved to approve by L. Bicker, seconded by M. Amerikaner the events as presented. Unanimous.
  - Beeline March Parade
  - Town-Sponsored First Friday Events
- f. Town Hall Interns Program – Mayor Gatz reported the intern would assist with programs such as the Historic Buildings Education Program and possibly on the Recycling Program.

## 7. Reports of Committees, Commissions, and Boards

Review of draft and/or approved minutes from meetings held since April 9, 2025

- Age Friendly Shepherdstown Committee
- Finance Committee
- Historic Landmarks Commission
- Parks and Recreation Committee
- Planning Commission
- Public Works Committee
- Tree Commission
- Water and Sanitary Boards

## 8. Mayor's Report

- Proclamation in Honor of Mr. & Mrs. Asam – Moved to approve by S. Thomas, seconded by M. Bartlett. Unanimous.

- Communications Support – Mayor Gatz explained that the goal is to use multiple platforms (e.g. Email, Town Website and Others) to keep residents informed about a full range of town related news and events.

Adjournment at 9:17 p.m. , Moved to approve by L. Bicker, seconded by M. Bartlett. Unanimous.

DRAFT

AN ORDINANCE TO ENACT  
CHAPTER 8, TITLE 8 OF THE CODE OF SHEPHERDSTOWN  
AS THE SPECIAL EVENTS ORDINANCE

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Title 8 of the Code of Shepherdstown is hereby amended by adding Chapter 8, entitled the “Special Events Ordinance” to establish the application for a special events permit. Accordingly, Chapter 8, Title 8 of the Code of Shepherdstown shall read as follows:

TITLE 8

Chapter 8 – Special Events Ordinance

Section 8-801 – Definitions:

As used in this Chapter, the following terms have the following meanings:

- (a) “Aggrieved Person” shall mean a person who can demonstrate a specific, personal and legal interest in the final decision of an application for a permit issued under this ordinance, as distinguished from a general interest, such as is the concern of all members of the community, and which interest would be specifically and personally prejudiced by the decision or benefited by its reversal.
- (b) “Applicant” shall mean the authorized agent of the sponsor who completes the application and acts as a primary contact for the special event.
- (c) “Application fee” shall mean the non-refundable fee, as determined by the Shepherdstown Town Council, payable by applicant for the review of a special events application.
- (d) “Annual Event” shall mean an event recurring each year at approximately the same date and time, which has previously complied with the permit requirements.
- (e) “Town Funded Event” shall mean an event for which the Corporation of Shepherdstown engages full financial responsibility.
- (f) “Town Co-Funded Event” shall mean an event for which the Corporation of Shepherdstown provides a portion of financial support as determined by the Shepherdstown Town Council.



- (g) “Town Services” shall mean those services provided by various departments of the Corporation of Shepherdstown, which may include, but are not limited to police protection, placement and removal of barricades and collection of refuse.
- (h) “Closed Route” shall mean a route along or across a public right of way on which nonemergency vehicular traffic is not permitted to proceed for the entire duration of a special event.
- (i) “Event Participants” shall mean a person or persons in attendance at an event, including, but not limited to, spectators, vendors, event staff, Town staff and any others present for the purpose of the event.
- (j) “Farmer’s Market” shall mean an organized group that utilizes a street or parking lot to sell merchandise, food items and various agriculturally related items or products.
- (k) “Parade” shall mean any march, demonstration, procession or motorcade consisting of people, animals or vehicles, or a combination thereof, upon the streets, sidewalks or other public areas within the Town with an intent or likely effect of attracting public attention and interfering with, or having a tendency to interfere with, the normal flow or regulation of pedestrian or vehicular traffic upon the streets, sidewalks or other public property
- (l) “Permit” shall mean written permission for assembly, parade, or use of public facilities issued pursuant to this Chapter.
- (m) “Processional Event” shall mean any event that is non-stationary and continues in a processional manner through town, such as a parade, march, race, etc., and requires the closure of multiple streets or multiple blocks on the same street.
- (n) “Public Assembly” shall mean any meeting, march, demonstration, picket line, rally, or gathering of 25 or more persons for a common purpose as a result of prior planning that affects or may reasonably be expected to affect the normal flow or regulation of pedestrian or vehicular traffic upon the streets or other public facility, other than a park or recreational building or facility.
- (o) “Public Facility” shall mean a building, structure, place or other location or area which a person may seek to utilize for purposes other than the normal and usual governmental operations of the Town, but excludes a public park and recreational facility.
- (p) “Rental Fee” shall mean a fee for the use of Town-owned property for an event, which may or may not include provisions for utilities.
- (q) “Rolling Closure Route” shall mean a street, sidewalk, trail, walkway or other right-of-way which is closed to accommodate an event, where, as the event passes, the right-of-way is reopened for general public use.
- (r) “Special Event” shall mean any activity or event, such as a parade, entertainment or sporting event, street closure, farmers market, public demonstration or assembly,

amusement, cultural recognition, festival, street fair or any other situation where there is need for the control of traffic and crowds or prevention of crime and which is usually scheduled in advance, allowing for planning or required police services prior to the event.

- (s) “Spontaneous Public Event” shall mean any unplanned or unannounced coming together of people, animals or vehicles in a peaceful parade or public assembly which is not contemplated beforehand by any participant therein and which is caused by or in response to unforeseen circumstances or events occasioned by news or affairs coming into public knowledge within five (5) days of such parade or public assembly.

#### Section 8-802 – Permit Required:

The Town Council hereby finds as follows:

- 1) It shall be unlawful for any person to conduct or participate in any parade, public assembly or special event unless a written permit has been issued in accordance with the provisions of this ordinance.
- 2) The provisions of this permit shall not apply to the following:
  - a) Spontaneous public events;
    - (i) Written notice shall be provided to the Shepherdstown Police Department for any Spontaneous Public Event at least twenty-four (24) hours prior to said Spontaneous Public Event.
  - b) Recreational activities, including jogging or walking, which do not require closing of public streets or other rights-of-way and that do not interfere with, or have a tendency to interfere with, the normal use of any public property in a place open to the general public;
  - c) Funeral processions;
  - d) Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of proper school authorities;
  - e) The United States Army, Navy, Marine Corps, Coast Guard, or any other branch or organization under the direction of the United States Armed Forces; the military forces of West Virginia or the police and fire

division of the Corporation of Shepherdstown, Jefferson County, or State of West Virginia, acting in official capacity;

f) A governmental agency/agencies acting within the scope of its functions;  
or

g) Town owned property under the regulation and maintenance of Jefferson County Parks and Recreation.

- 3) Applicants requesting a Special Event Permit are required to submit a completed Application for Special Event Permit, along with a twenty-five dollar (\$25.00) non-refundable application fee payable to the Corporation of Shepherdstown for review and processing, at least fourteen (140) calendar days prior to the date of proposed event. Other fees may be applicable, in accordance with Title 809.
- 4) All applications must be received by the Corporation of Shepherdstown, either by mail, electronic mail, or delivery in-person, no later than fourteen (14) calendar days before the proposed event.
- 5) The application must be filled out, in its entirety, and shall provide all relevant information, including but not limited to, alternatives for location, route, date, and time.
- 6) As a condition of the Special Event Application, all applicants are responsible for providing a specific and accurate representation of the proposed event so that the Corporation of Shepherdstown may accurately identify the required level of services, including but not limited to, Police, Emergency Services and Public Works.
- 7) Preferred Routes may be suggested by the Town for parades and some other processional events, and applicants are asked to review and consider these routes. The Town reserves the right to adjust the routes when conditions or events create a situation in which a preferred or requested route is unavailable.
- 8) The Town reserves the right to deny any permit application sponsored or affiliated with a person or organization not in good standing with the Town, specifically in regards to outstanding fees, taxes, or other obligations.
- 9) Events are required to conform to all applicable Town ordinances and policies, including but not limited to, signage, zoning, noise and nuisance ordinances.

Section 8-803 – Issuance or Denial of Permit:

- (a) All applications will be reviewed by the applicable Town department heads (Chief of Police, Planning Department, Public Works, Town Administrator, etc.) and forwarded to Town Council or designee for final approval. The Town may set any conditions and fees for service or deposits, in accordance with policy, with the understanding that all conditions and fees must be satisfied within seven (7) calendar days prior to the event.
- (b) Upon review of comments, concerns and recommendations of applicable Department Heads, the Town Administrator or designee shall present a final recommendation to the Town Council or its designee, and Council or its designee may approve the permit if the event is determined to be unlikely to endanger the public health, welfare or safety and applying the following criteria:
  - 1. The time, duration, route and size of the event will not unreasonably interrupt the safe and orderly movement of vehicular or pedestrian traffic or the normal use of public property in a place open to the general public; and
  - 2. The time, duration, route, size and proposed activities of the event will not be scheduled to overly burden any one neighborhood or street on a consistent basis or cause or tend to cause an unreasonable disturbance to adjacent property owners or tenants including, but not limited to, noise, light and traffic; and
  - 3. The event is not of such a nature that it will require diversion of so great a number of police and fire/EMS personnel to properly police the line of movement in the areas contiguous thereto as to impair the normal protection of the remainder of the Town; and
  - 4. The applicant has, where appropriate, designated monitors sufficient to control the orderly conduct of the event in conformity with such permit; and
  - 5. The conduct of the event will not unduly interfere with the proper fire, ambulance and police protection or service to the remainder of the Town or is likely to unreasonably disrupt other public services and protection normally provided to the Town; and

6. The event will not interfere with another event for which a permit has been granted or cause irreconcilable interference with previously approved or scheduled construction, maintenance or other activities; and
7. The event proposed will not violate, and will conform, with all applicable Federal, State and local regulations and laws governing the proposed event; and
8. If alcoholic beverages will be served at the event, the applicant must comply with all applicable provisions of the State Code and local ordinances pertaining to serving and consumption of alcoholic beverages. Additionally:
  - (i) the applicant may be required to demonstrate that adequate measures have or otherwise will be taken to ensure the safety of persons who may have become impaired or intoxicated at the event; and
  - (ii) the applicant may be required to demonstrate that adequate measures have or otherwise will be taken to ensure that underage persons are not served or permitted to consume alcoholic beverages at the event; and
  - (iii) no permit shall be issued to any applicant where alcohol is to be served upon any property or in any facility where alcohol is otherwise prohibited by any other statute.
- (c) For special events or public assemblies, such as a Farmer's Market, held on a regular or recurring basis at the same location, an application for an annual permit covering all such assemblies may be filed with the Town Administrator or designee at least fourteen (14) days prior to the first scheduled event. The application will then follow the heretofore described review and approval process.
- (d) If two or more applications are submitted requesting a permit for events to be held at the same time and place, the application first filed shall be first considered, and will be granted if it meets all requirements of this ordinance
- (e) In the event that any application is denied by Town Council, or its designee, the Town Administrator or designee will promptly notify the applicant in writing by mail, email or hand delivery of the reasons for denial and of the right to appeal pursuant to Section 8-806.

- (f) Nothing in this ordinance shall permit the Town Council, or designee, to deny a permit based upon political, social or religious grounds or reasons or based upon the content of views expressed.
- (g) The Town Council, or designee, may authorize the conduct of an event on a date, at a time, at a place or over a route, different from that originally proposed. Any applicant desiring to accept an alternate permit shall file a written notice of acceptance with the Town Administrator or designee. Any alternate permit shall conform to all requirements of this ordinance and shall have the same effect as any other permit issued therein.

#### Section 8-804 – Compliance; Penalties:

Each person or organization to whom a permit is issued under this ordinance shall substantially comply with all permit terms and conditions and with all applicable laws and ordinances. The person heading or leading the event shall carry the permit upon his or her person at all times during the conduct of the event and shall show the permit when requested to do so. Any violation of this Ordinance will be punishable by a fine of up to \$500.00.

#### Section 8-805 – Revocation of Permit:

- (a) The Town Administrator or designee, with or without order of Town Council, shall have the authority to revoke any permit issued to this article if any information supplied by the applicant is discovered to be substantially false or intentionally misleading or if any term, condition, restriction or limitation of the permit has been substantially violated and if there is any continued violation of the terms, conditions, restrictions or limitations after the applicant or anyone working in concert with the applicant has been notified, in writing or otherwise, of a violation of the permit by a representative of the Corporation of Shepherdstown or an appropriate law enforcement official.
- (b) The Town Administrator, or designee, with or without order of Town Council, shall have the authority to alter or cancel an event at any time due to unforeseen circumstances. If the event is cancelled by the Corporation of Shepherdstown due to unforeseen circumstances, permit application rental fees will be reimbursed and fees for Town services will be refunded, based on services rendered prior to notification of the cancellation. Any expenses incurred by the applicant relating to the event will not

be the liability of the Corporation of Shepherdstown. The application fee is non-refundable.

- (c) The Town Administrator, or designee, may authorize the refund of any rental fees or other fees for Town services not utilized in the event that the applicant is unable to hold or conduct the event due to inclement weather or another cause not within the applicant's control. The application fee is non-refundable.

#### Section 8-806 – Appeal:

- (a) Any aggrieved person, having been denied a permit under the terms and conditions of this ordinance, or by the revocation of a permit after one has been issued, may present an amended request, which will be reviewed as a new request and must meet all heretofore conditions and deadlines
- (b) The decision of the Town Administrator, or designee, may be appealed to the Shepherdstown Town Council and the decision of the Shepherdstown Town Council may be appealed to the Circuit Court of Jefferson County, in accordance with the laws of the State of West Virginia.
- (c) In any appeal under this section, the Corporation of Shepherdstown shall have the burden of demonstrating that the denial of the permit was justified under the terms and conditions of this ordinance.

#### Section 8-807 – Public Conduct During Parades, Demonstrations and Assemblies:

- (a) No person shall unreasonably hamper, obstruct, impede or interfere with any event or with any person, vehicle or animal participating or used in an event for which a permit has been issued in accordance with the provision of this ordinance.
- (b) No driver of a vehicle shall drive between the vehicles, persons or animals comprising a parade, special event, public assembly or funeral procession except when otherwise directed by a police officer. This shall not apply to authorized emergency vehicles.
- (c) The Chief of Police, or his or her designee, shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along the public streets or rights-of-way constituting a part of the route of a parade, demonstration or assembly. The Chief

of Police, or his designee, shall post signs to such effect and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof.

- (d) Loud speakers and/or amplification devices are prohibited unless specifically approved as part of the Permit Application.

Section 8-808 – Indemnification and Insurance Requirements:

- (a) The applicant shall indemnify and hold harmless the Corporation of Shepherdstown, its officers, agents, employees and volunteers from any and all claims, causes of actions, penalties, losses, expenses (including reasonable attorney's fees) and any other liability for injuries or damages to persons or property resulting from the special event which occurred by the omissions or authorized acts of the applicant
- (b) If the Town incurs any costs as a result of the applicant's failure to comply with any provisions, or if the Town property is destroyed or damaged by reason of a special event, the applicant shall reimburse the Town for its actual costs, including the actual repair or replacement cost of the property. The Town may retain any deposit or portion thereof as full or partial reimbursement for any such damage.
- (c) General liability insurance coverage, in the amount of \$1 million per instance and \$2 million aggregate, may be required before an event and maintained throughout the duration of the event, including set-up and dismantle periods. The Corporation of Shepherdstown is to be named as an additional insured.
- (d) The Town reserves the right to recommend a higher amount of required insurance depending on the proposed activity.
- (e) Requested use of rights-of-way or property owned by entities or persons other than the Corporation of Shepherdstown may require additional approvals, conditions or indemnification and insurance. The Corporation of Shepherdstown shall contact state and county agencies when necessary. Approval of private property owners for use of rights-of-ways and property is the sole responsibility of the applicant.
- (f) No applicant shall be required to comply with the insurance requirement of this section if the activity proposed for the special event is protected by the First Amendment to the United States Constitution and the applicant produces evidence that complying with the insurance provision is impossible or so financially burdensome that it would preclude the special event from occurring.



- (g) All events are subject to the requirement to successfully pass all fire, life safety and building safety inspections when applicable

Section 8-809 – Fees:

- (a) Fees may be assessed on events which require additional Town services as follows:
  - 1. Police Fees--\$35 per hour or partial hour worked, per officer.
  - 2. Public Works--\$9 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up and \$150 per hour for equipment
- (b) Additional fees for Town Service may be waived for all Town-Funded Events and Town Co-Funded Events
- (c) Application Fee--\$25 per application, with each date constituting one application in the event of a recurring event except that a single multi-day event (example—an event taking place on a Friday and the immediately following Saturday) shall be considered one event.
- (d) The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council, or its designee.

Section 8-810 – Severability:

If any part of provision of this Chapter or the application thereof to any person or circumstances is held invalid, the remainder of the Chapter, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Chapter are severable.

First Reading: May 14, 2025

Second Reading: \_\_\_\_\_

Adopted: \_\_\_\_\_

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Mayor

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Recorder

TO: Members of the Governing Body  
FROM: Jame Gatz, Mayor  
Date: June 6, 2025  
Subject: Potential Ordinance to Adopt the 2025 Comprehensive Plan

The Town Council will host a public hearing for June 9, 2025, on the final draft 2025 Comprehensive Plan developed by the Planning Commission.

The Town Council may desire to hold the first reading of an ordinance adopting the draft Comprehensive Plan at the June 11 meeting.

We included time on the June 11 meeting agenda for the first reading of the ordinance in the event the Council chooses to take that action.

Thanks.

**AN ORDINANCE TO ADOPT  
THE 2025 COMPREHENSIVE PLAN IN ACCORDANCE WITH CHAPTER 8A,  
ARTICLE 3 OF THE CODE OF THE STATE OF WEST VIRGINIA.**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

WHEREAS the title of this Ordinance is the Corporation of Shepherdstown, West Virginia 2025 Comprehensive Plan Ordinance. The purpose of this Ordinance is for the lawful adoption of the aforesaid Comprehensive Plan, which was presented to the Town Council by the Planning Commission on May 14, 2025, as required by W. Va. Code, § § 8A-3-7. The 2025 Comprehensive Plan is incorporated by reference.

WHEREAS, W. Va. Code § 8A-3-4 sets forth the mandatory components of a comprehensive plan. The Town is required to consider its goals and objectives in the areas of land use, housing, transportation, infrastructure, public services, rural areas, recreation, economic development, community design, preferred development areas, renewal and/or redevelopment, financing, and historic preservation.

WHEREAS, the Town Council finds that the 2025 Comprehensive Plan meets the specific requirements of W. Va. Code § 8A-3-4.

ACCORDINGLY, this Ordinance, adopted by a majority of the Town Council with a quorum present, and proper notice having been given as required by W. Va. Code § 8A-3-7, adopts the 2025 Comprehensive Plan of the Corporation of Shepherdstown.

References: W. Va. Code § 8A-3-4; W. Va. Code § 8A-3-7.

First Reading:

Second Reading:

Adopted:

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Mayor

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Recorder

**From:** [Jack Childers](#)  
**To:** [Amy Boyd](#)  
**Cc:** [Linus Bicker](#)  
**Subject:** Application for Board of Zoning Appeals  
**Date:** Monday, February 10, 2025 2:37:35 PM

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Amy Boyd:

On the suggestion of Linus Bicker, I am submitting the following application for the Board of Zoning Appeals:

Name: Jack Childers

Address: 103 E. New St., PO Box 69, Shepherdstown, WV 25443

email address: JackChildersLPC@yahoo.com

Occupation: Licensed Professional Counselor in WV and VA

Which Board/Commission would you like to serve on?: Zoning Appeals

Background and Education: Masters in Clinical Psychology

Please describe your experience and special training you may have that apply to this board/commission: I have never served in this capacity before.

How did you hear about this board/commission: Linus Bicker

Please provide two personal or professional references: Linus Bicker, 803-931-6185; Adam Thomas, 304-2836691

Thank you for your consideration.

Jack Childers

Jack Childers, LPC

VA and WV Licensed Professional Counselor

WV Counseling Board Lead Ethics

Investigator

304-671-1356

217 South Duke Street

PO Box 69

Shepherdstown, WV 25443



## BOARDS AND COMMISSIONS APPLICATION

*Please write at least a paragraph for the sections that ask for a description  
(attach additional sheets if necessary).*

*You are also welcome to submit a résumé.*

Name: ☐ Mr. ☒ Ms. Ashleigh Sanders Address: 202 E. German Street

Phone numbers – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: 703-989-0155

Email address: ashleigh.sanders@gmail.com Employer: General Services Administration

Occupation: Director of Analytics and Decision Support

Which board/commission would you like to serve on? BZA

Please describe your background and education.

I grew up in Fairfax, VA and my family would often come out to Harpers Ferry and Shennandoah National Park to hike and camp. I graduated from MIT with a B.S. in Biology in 2004, and graduated from Georgetown with an M.S. in Security Studies in 2007. I have worked for the federal government for the past 15 years, having worked at the CIA, DHS, USCIS, FEMA, DoJ and now GSA. At GSA I served as an acting Senior Executive in the Office of the CFO leading a team of 30 people. Prior to my time in government I was a contracted analyst and worked at a homeland security think tank. I moved to Shepherdstown in 2022 with my husband and son after living in the District of Columbia for 10 years.

Please describe your experience and any special training you may have that apply to this board/commission.

My understanding is that this role requires an ability to read and understand an appeal, do research on applicable policies, and work with a committee and legal advisors to find a reasonable resolution for the appeal. I have plenty of professional experience conducting research and negotiating a workable solution with others. I have also served on the jury of a civil trial in the role of forewoman. I do not have any legal or zoning experience, however, I have been a home owner since 2012.

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Please describe your motivation for serving on this board/commission.

My family loves living in Shepherdstown and we want to do all we can to support our community. I have served on the Executive Board of the Shepherdstown Elementary Association (PTO) for the past 2 years as Corresponding Secretary, and will serve this coming school year as Vice President. Additionally, I represent the PTO on the Local School Improvement Council (LSIC). I am also President of our Jefferson County chapter of Brady United and Moms Demand Action. Serving on the BZA would provide an opportunity to engage more directly with our Town government.

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Please describe what you know about this board/commission.

My understanding from reading the Town's Planning and Zoning Ordinance is that the BZA meets as needed to hear residents and businesses who wish to appeal zoning and permitting decisions. The BZA has the discretion to issue variances to the Ordinance based on the facts of the appeal. I see the BZA as bringing some common sense and humanity to the interpretation and application of the Ordinance.

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How did you hear about this board/commission?

I learned about the vacancies on the BZA from Mayor Gatz.

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Please provide two personal or professional references (include name and phone number).

Sue Kemnitzer - 571-331-4832 (neighbor)

Linda Walker - 203-815-7626 (Friend and Shepherdstown resident)

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Signature: \_\_\_\_\_



Date submitted: 6/4/2025

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*Please type in your answers and submit the completed form by hand, mail, fax or email to:*

Town Clerk's Office  
104 North King Street  
P.O. Box 248  
Shepherdstown, West Virginia 25443-0248  
304-876-1473 (fax)  
clerk@shepherdstown.us

*For additional information, or to request a hard copy of the application, please call 304-876-2398.*

TO: Members of the Governing Body  
FROM: Jame Gatz, Mayor  
Date: June 6, 2025  
Subject: Addition of Information on Scheduling of Special Meetings of Town Council Committees

At the May 2025 Town Council Meeting, Marty Amerikaner suggested that we add a paragraph to the Town Council Meeting Procedures regarding the process for scheduling special meetings of Town Council committees. He provided the text presented on page 4 below (red text). I suggest we place the new text at the end of the document given that it's about committee meetings while the rest of the document is focused on procedures for Town Council meetings.

We have reserved time on the Town Council June 11 meeting for this topic.

Thanks.



# **DRAFT UPDATE**

## **Town Council Meeting Procedures**

This document provides rules / procedures for Town Council meetings as described in Town Ordinances and in town procedures.

### Time and Place of Town Council Meetings

Regular Town Council Meetings -- Convened at 6:30 p.m. ET on the second Wednesday of each month. The meetings are open to the public and broadcast live via Zoom. Recordings are posted on the Town Website following the meeting.

Special Town Council Meeting – Special meetings may be called by the Mayor, the Presiding Officer of Council (such as the Recorder) in event of a mayoral vacancy, or by a vote of at least three (3) members of the Council. A Special Meeting may be convened only to address matters that arise between regular meetings and require action by the Council before the next regularly scheduled meeting. Notices of special meetings must be given to the Mayor, the Recorder, and all Council members at least three (3) business days prior to the meeting date.

### Town Council Meeting Agendas

The Town Clerk will prepare a written agenda for all scheduled Town Council meetings, in consultation with the Mayor, including agenda items submitted by the Mayor, the Recorder, and Town Council members. Agenda items submitted by the public are reviewed by the Mayor prior to being put on a draft agenda.

Town Council meeting agendas must be posted for the public as required by the West Virginia Open Meeting Act. This includes posting the agenda on the Town Hall window and on the Shepherdstown.gov website at least three (3) days prior to the scheduled meeting. Revised agenda must be made available at least two (2) days prior to the scheduled meeting.

### Presiding Officer

The Mayor is the presiding officer of all Town Council meetings. As such, the Mayor calls the meeting to order and preserves decorum and enforces the meeting rules.

In the absence of the Mayor, the Recorder will take the chair and assume all duties as appointed the Mayor. In the absence of both the Mayor and the Recorder, and where there

is a quorum in attendance, the present members will elect the chair and that member will assume the duties appointed to the Mayor.

The Presiding Officer shall introduce or cause to be introduced each item on the Council agenda prior to a motion, debate, and vote on the item.

#### Papers to be Introduced at Council Meetings

The Mayor, Recorder, and members of the Council must notify the Town Clerk of any items for placement on an agenda by Noon ET on the Wednesday one week prior to Town Council meeting date, including all materials and all Committee meetings, reports, and other documents, to be distributed to the Town Council in preparation for the meeting.

The Town Clerk will distribute a draft written agenda and all submitted materials to the Mayor, Recorder, and Town Council by COB on the Friday preceding the Town Council meeting. These materials will also be posted on the Town website and distributed to local press outlets immediately after being distributed to the Mayor, Recorder and Town Council.

The Mayor, Recorder and Town Council may provide additional information for sharing with the Town Council no later than 12:00 ET (Noon) one (1) day prior to the Town Council meeting. The Town Clerk will distribute any such additional information in paper format to the Mayor, Recorder, and Town Council members immediately prior to the Town Council meeting.

The Mayor, Recorder and any member of the Town Council may introduce or submit any ordinance, documentation, committee report or communication during any regular meeting, regardless of whether the item was included in the Town Council meeting packet. Unless it is determined to be an emergency item, official action on any item presented in this manner is prohibited until proper placement on the next Town Council agenda.

#### Order of Business at Regular Meetings

The order of business for each regular meeting is:

- A. Call to Order
- B. Approval of Minutes
- C. Public Comments
- D. Reports (Staff, Committees)
- E. Unfinished Business
- F. New Businesses
- G. Appointments to Committees/Commissions/Boards

- H. Approval of Expenditures / Payments
- I. Mayor Report
- J. Adjournment

The Presiding Officer may order that any agenda item be repositioned as to provide for a more efficient meeting.

#### Minutes

The Recorder is responsible for developing written minutes of all Town Council meetings. The Recorder may work with Town staff to develop the written minutes and may use electronic recordings and electronic transcription to assist in developing the minutes. No remarks, voting explanations or words spoken in debate by the Mayor, the Recorder, or any Town Council member may be reproduced in the minutes except by unanimous consent of the members of the Council present.

#### Voting

The Mayor and Recorder may cast votes on matters before the Town Council, except as described in the section below on Abstaining from Voting.

The Mayor, and others who are Presiding Officer in the absence of the Mayor, may choose to vote only when needed as a tie breaker.

#### Abstaining from Voting

No member shall vote on any question before the Town Council if they have a direct or immediate interest on the topic under consideration, other than as a resident of the Town of Shepherdstown. No member may abstain from voting without, prior to discussion, having stated their reason for not participating and having obtained a ruling from the presiding officer excusing them from doing so.

#### Scheduling Special meetings of Town Council Committees

Town Council Committees meet regularly at a scheduled time and day of the month, adhering to all applicable elements of WV open meetings requirements. When a committee needs to schedule a special meeting or needs to change the date or time of a regularly scheduled meeting, the committee chair will consult with all committee members in an effort to find a suitable day and time for the special or rescheduled meeting. Given that committees are smaller in membership than the full Council, chairs should make a good faith effort to find a day and time that all members indicate that they can attend; If

that proves impractical or impossible, then a day and time acceptable to at least a quorum of the committee is acceptable.

# Staff Report

## Town Hall

### Town Audit

The financial audit for Fiscal Year 2024 is still anticipated to be completed by June 2025.

### Painting Town Owned Buildings

The Town issued a Request for Proposals (RFP) for exterior and interior painting, roof repair, and general maintenance for the Train Station, Market House, and Town Hall. Although no proposals were initially received through the public advertisement, we subsequently reached out directly to qualified contractors. Two proposals have been submitted and are currently under review.

## Wastewater, Water and Streets

### Water/Sewer Leaks / Issues

- 1) Bon Aire- Hydrant valve leaking- (awaiting parts)
- 2) Don Sire service line leak 5/5
- 3) New St - Sewer backup- 5/10
- 4) Bav inn hydrant addition- scheduling mid night shutdown

### Water plant/Wastewater plant

#### Water plant-

- River pumps went down due to flooding and had to use temporary pump for 2 days until river crested

#### Wastewater plant-

- Cress Creek pumpstation
- 16 inch scheduling install June 2025

### Lead and Copper rule

The "Galvanized requiring replacement" plan has been updated June 2025

Staff are going through the new service inventory to determine the right 20 locations to schedule sampling. This is done every 3 years. As we are on reduced monitoring

The Lead and copper sampling plan should be completed by July. Sampling to start late July.

**Streets**

Fix street signs

Paving

Mowing Trimming Weeding

Parade Prep

Water taps

Clean street drains

Church St extended reconstructing the storm water issue

Installed Hero Banners and brackets

**Trash/Recycling/Yard waste**

Glass- 10 tons

Trash – 48 Tons collected in the month of Mar

Recycling- 12 Tons collected in the month of Mar

Yard Waste- 15 loads

Clean up week total 20 tons

**New Park Property**

O'Hurley's – 6 lots remain to be clean and cleared.

**Water Distribution Project Update (Mecklenburg Heights/Mill) Update:**

Complete

**PATH Project update (Kenny Shipley)**

May 2025- path project. Chapman is currently finalizing the plans that we viewed during the May meeting. Once the plans are finalized, they will submit them to the state for final approval.

## Police Department

Attached is a list of police service calls for the month of May 2025. A total of 676 police service calls include 17 assists for the Jefferson County Sheriff's Office, 2 assists for the West Virginia State Police, and 1 assist for the Shepherd University Police. That is 3% of the calls being an assist to another agency.

The assist calls are typically an emergency type of call, or a "back-up" type of call where 2 officers are required due to the nature of the call. These type of calls were alarms, motor vehicle accidents with injury, physical domestics in progress etc. It should be noted that all of these agencies reciprocate with that type of service on some of our calls.

The Jefferson County Sheriff's Office has provided the Shepherdstown Police Department equipment from time to time. Most recently they provided our department with "cradle point routers" for in some of our police cars. The Sheriff's Office replace theirs with new ones as they replace cars. The routers are in good working condition and we received 4. They would have cost the police department about \$1800.00 each if purchased. These routers are a required piece of equipment going forward with the computers in the cars.

### **Note Worthy Call:**

On 5/17/25 at 6:15 pm officers responded to a pedestrian struck motor vehicle accident on S. Duke St at New St . Upon arrival they learned that the striking vehicle had fled the scene towards Kearneysville. The pedestrian sustained minor injuries and there were several witnesses who claimed the driver actually sped up before striking the pedestrian. A description of the striking vehicle and a part of the vehicle left behind was collected. The vehicle could not be located that night.

On 5/19/25 at 8:56 am Officer Kelvington was at Washington St and S. Duke St. and observed a vehicle matching the description and presenting damage consistent with the accident. He attempted to stop the vehicle, but the driver refused driving through town and out past the Shepherdstown Daycare on German St. where the driver finally stopped. The driver was found to be intoxicated with a BAC of .30% or more than 3 times the legal limit. He was arrested for DUI and while in custody he admitted to striking the pedestrian on 5/17/25 and further advised that he was as well intoxicated then. He has been charged in the hit and run as well.

Sincerely,

Michael L. King

Chief of Police

## **Resolution on Revisions to the Town of Shepherdstown FY 2025 Operating Budget**

1. WHEREAS, the Town of Shepherdstown adopted a FY25 Operating Budget in Spring 2024.
2. Whereas, the Town of Shepherdstown owns several Reserve Accounts in which it maintains the Town's unrestricted funds and from which it allocates the unrestricted funds in support of Town priorities.
3. Whereas, the Town Council has decided that it is in the best interest of the Town to initiate several new initiatives and projects in spring 2025 that will further the goals of the Town Comprehensive Plan.

**NOW THEREFORE, BE RESOLVED that the Town of Shepherdstown shall:**

1. Amend the Town FY25 budget by allocating sufficient additional funds from the Town Reserve Accounts to support the new initiatives and projects listed below that will be initiated in spring 2025.
2. Amend the Town FY25 budget to allocate funds in amounts listed below in support of the new initiatives and projects.

### **Support for Community Organizations**

Town grants to be awarded to community organizations for the provision of services, arts and cultural events, and other activities and services in support of the town, its residents, and the residents of the surrounding areas.

FY25 allocation: \$20,000

### **Town-Sponsored Events and Events website**

Provide funding for town-sponsored events including such events as "First Friday" music to attract residents and shoppers to the downtown area. FY25 allocation: \$4,000

### **Strategic Annexation Plan**

Consultant to assist the Town Council in developing a Strategic Annexation Plan.



**FY25 allocation: \$17,000**

**Town Planning and Zoning Ordinance Update**

**Consultant to review and update the Town planning and zoning ordinances.**

**FY25 allocation: \$10,000**

**Riverview Trail Planning and Development**

**Begin work, with volunteers, to create the Riverview Trail**

**FY25 allocation: \$1,000**

**Walking Path and Stairs in Cullison Park**

**FY25 allocation: \$5,000**

**Design Standards for Town Sidewalks**

**Consultant to develop standards for upgrades of sidewalks in town.**

**FY25 allocation: \$7,500**

**Bike Path Signs on Shepherd University Campus**

**Provide directional signs for bike path on Shepherd University campus**

**FY25 allocation: \$1,000**

**Community-Run Compost Program**

**Develop and commence program for the collection of food waste from residential and commercial sources for composting.**

**FY25 allocation: \$1,000**

**Develop Grant Funding for the Town**

**Consultant to assist the Town in identifying funding opportunities and with grant proposal writing.**

**FY25 allocation: \$10,000**

**Integrated Financial Management System**

**Purchase a system license for an integrated financial management system and transition the Town's financial records and processes to the new system**

**FY25 allocation: \$5,000**

**Town Communications**

**Consultant to assist with maintenance of Town website and public communications.**

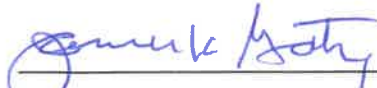
**FY25 allocation: \$7,000**

Plan for Public Restroom in Town Park

Consultant to plan and make recommendation for a restroom in at least one town park

FY25 allocation: \$5,000

Approved by the Shepherdstown Town Council.

  
\_\_\_\_\_  
Mayor

4.18.25  
\_\_\_\_\_  
Date

**To: Mayor and Town Council**

**From: Gino Sisco, Town Administrator**

**Re: Explanation of Budget Revision/Amendment and Resolution**

### **Budget Revisions/Amendments**

The West Virginia State Auditor's Office (WVSAO) requires that revisions to municipal budgets be made in accordance with the West Virginia State Code. The Corporation of Shepherdstown must make budget revisions and report them to the state due to several departments exceeding the budgeted amounts in the FY25 Levy/Budget, these include the Police, Town Council, Town Hall, Streets, Sanitation (garbage), Parks & Rec, and Visitors Bureau. Expenditures were allocated from one department that was under budget, Planning & Zoning, and other line items that were under budget, including bringing in the carryover amount from FY24 and utilizing the contingency line item.

**The Municipal Government Guideline to the Budget Process Handbook** describes the process and the requirements for making budget revisions/amendments.

### **Budget Revision Guideline**

1. The municipal council is charged with fiscal authority for the municipality, which includes the responsibility of preparing and revising the budget.
2. **Elected officials and department heads** may not transfer funds from one item of their budget to another item without approval of the council. They may not solicit approval directly from the State Auditor to revise their budget.
3. All expenditures of a department are to be **budgeted, properly classified and charged to that department**. For example, funding should be included in each elected official's budget for, but not limited to, salaries (including benefits and overtime), travel, training, materials and supplies, and record books. *W. Va. Code § 6-9-3*
4. Council should ensure that an adequate budgetary appropriation exists in an object of expenditures under a department, **prior to the obligation or expenditure of funds**.
5. Budget revisions require a record of **formal action** taken by council and therefore, must be placed on the agenda and acted upon during a regular or special session of the council.

Ora Ash, Deputy State Auditor  
West Virginia State Auditor's Office  
**200 West Main Street**  
Clarksburg, WV 26301  
Phone: 627-2415 ext. 5101 or ext. 5119  
**Fax: 304-340-5090**  
**Email: lgs@wvsao.gov**

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
Fiscal Year Ending: **2025**  
Fund: **1**  
Revision Number: **1**  
Pages: **1 of 1**

Corporation of Shepherdstown  
GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Gino Sisco**Phone: **(304) 876-2312**

Fax:

Email: gsisco@shepherdstown.us

PO Box 240

STREET OR PO BOX

Shepherdstown

CITY

25443

ZIP CODE

**Municipality**

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)****Explanation for Account # 378, Municipal Specific:****Explanation for Account # 369, Contributions from Other Funds:****EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
410	City Council	6,700	300		7,000
440	City Hall	343,050	100,000		443,050
750	Streets and Highways	217,105	170,000		387,105
800	Garbage Department	283,300	30,000		313,300
900	Parks & Recreation	30,000	50,000		80,000
901	Visitors Bureau	270,000	30,000		300,000
437	Planning & Zoning	135,843		5,300	130,543
444	Contributions / Transfers to Other Funds	333,439		300,000	33,439
699	Contingencies*	75,000		75,000	
	#N/A				

**NET INCREASE/(DECREASE) Expenditures****APPROVED BY THE STATE AUDITOR**

BY:

Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE  
OF ENTITYAPPROVAL  
DATE

## RESOLUTION

At a regular session of the Council of the Corporation of Shepherdstown, held June 11, 2025, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the Corporation of Shepherdstown. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 1, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by \_\_\_\_\_, and duly seconded by \_\_\_\_\_ the vote thereon was as follows:

Mayor James Gatz	<u>Yes or No</u>
Marty Amerikaner	<u>Yes or No</u>
Cheryl Roberts	<u>Yes or No</u>
Shannon Thomas	<u>Yes or No</u>
Linus Bicker	<u>Yes or No</u>
Marcy Bartlett	<u>Yes or No</u>
Carrie Blessing	<u>Yes or No</u>

WHEREUPON, \_\_\_\_\_, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the \_\_\_\_\_ is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Corporation of Shepherdstown										
FY25 Budget vs Actuals										
Through April 30, 2025										
	REVENUES	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
299	Carryover		\$ 240,000						\$0	
301	Taxes Ad Valorem	\$ 231,599	\$ 239,731	\$ 239,731	\$247,800			\$247,800	\$8,069	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar) This was running at \$25k over budget last month but Mar collections were low (\$72k collected in Feb/Mar of last year vs \$54k collected in Feb/Mar of this year)
301-06	Supplemental Taxes	\$ 23,100	\$ 23,100	\$ 19,250	\$0			\$0	(\$23,100)	These are additional Property Taxes that are collected on reassessed values of properties throughout the year
303	Gas & Oil Severance Tax	\$ 9,000	\$ 20,000	\$ 20,000	\$5,636			\$5,636	(\$14,364)	Annual distribution from WV for Gas and Oil mining taxes imposed on businesses (Distribution occurs in October)
304	Utility Tax	\$ 56,000	\$ 56,000	\$ 46,667	\$85,043			\$85,043	\$29,043	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 85,000	\$ 83,000	\$ 62,250	\$85,171			\$85,171	\$2,171	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 180,000	\$ 185,000	\$ 138,750	\$146,650			\$146,650	(\$38,350)	Quarterly tax assessed on the sale of Wine, Liquor, and Private Clubs by WV
307	Animal Control Tax	\$ 400	\$ 400	\$ 333	\$197			\$197	(\$203)	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 140,000	\$ 300,000	\$ 250,000	\$197,265	\$15,000	\$34,000	\$246,265	(\$53,735)	Monthly Tax assessed on local hotels, motels, and short term rentals
314	Sales Tax	\$ 540,000	\$ 560,000	\$ 420,000	\$473,225			\$473,225	(\$86,775)	Quarterly 1% sales tax collected by WV on sales within Shepherdstown limits (Distributions received in Oct, Jan, Apr, and Jul)
320	Fines, Fees, and Court Costs	\$ 53,255	\$ 57,000	\$ 47,500	\$55,624			\$55,624	(\$1,376)	
321	Parking Violations	\$ 20,795	\$ 30,000	\$ 25,000	\$16,969			\$16,969	(\$13,031)	
325	Business Licenses	\$ 23,000	\$ 20,000	\$ 16,667	\$11,241			\$11,241	(\$8,759)	
326	Building Permits	\$ 6,500	\$ 4,000	\$ 3,333	\$2,859			\$2,859	(\$1,141)	
328	Franchise Tax	\$ 7,500	\$ 9,000	\$ 4,500	\$5,316			\$5,316	(\$3,684)	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 10,000	\$ 7,000	\$ 5,833	\$0			\$0	(\$7,000)	Fees assessed by WV on commercial vehicles using the roads in The State (Usually collected monthly, but they are sporadic)
342	Parking Meters	\$ 113,125	\$ 120,000	\$ 100,000	\$124,093			\$124,093	\$4,093	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,661	\$ 45,000	\$ 37,500	\$47,132			\$47,132	\$2,132	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,297	\$ 175,000	\$ 145,833	\$165,485			\$165,485	(\$9,515)	Monthly refuse collection revenue
368	Contributions from Other Entities	\$ 2,100	\$ 0	\$ 0	\$207,887			\$207,887	\$207,887	\$135,767 received from WV for "Path Project" and \$30k received from Jeff Co Comm. for "Bike Path"
374	Payroll Reimbursement	\$ 0	\$ 1,095,600	\$ 913,000	\$0			\$0	(\$1,095,600)	Payroll Reimbursement from Water/Sewer Departments for their payrolls
376	Gaming Income	\$ 124,635	\$ 110,000	\$ 91,667	\$80,407			\$80,407	(\$29,593)	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 67,200	\$ 80,000	\$ 66,667	\$186,365			\$186,365	\$106,365	
381	Misc. Reimbursements	\$ 2,625	\$ 2,000	\$ 1,667	\$2,342			\$2,342	\$342	
382	Refunds and Rebates	\$ 12,915	\$ 10,000	\$ 8,333	\$9,503			\$9,503	(\$497)	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,178	\$ 34,000	\$ 28,333	\$31,371			\$31,371	(\$2,629)	Monthly recycling collection revenue
397	Video Lottery	\$ 309,586	\$ 240,000	\$ 200,000	\$256,089			\$256,089	\$16,089	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 358	\$ 350	\$ 292	\$15,710			\$15,710	\$15,360	\$15,104 from Market House Accident on 11/11/23
	<b>Total Revenues</b>	<b>\$ 2,273,829</b>	<b>\$ 3,746,181</b>	<b>\$ 2,893,106</b>	<b>\$ 2,459,379</b>	<b>\$ 15,000</b>	<b>\$ 34,000</b>	<b>\$ 2,508,379</b>	<b>(\$997,802)</b>	Change is so much because of reimbursement from water/sewer

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25				Over/(Under) Budget Thru 6/30/25	Notes and Explanations
409	Mayor's Office - 409	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 1,667	\$ 500	\$ 0	\$ 0	\$500	(\$1,500)	
104	FICA	\$ 151	\$ 151	\$ 126	\$ 38	\$ 0	\$ 0	\$38	(\$113)	
111	Telephone	\$ 970	\$ 970	\$ 808	\$ 40	\$ 0	\$ 0	\$40	(\$930)	
226	Liability Insurance	\$ 100	\$ 100	\$ 83	\$ 0	\$ 0	\$ 0	\$0	(\$100)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 3,221	\$ 2,684	\$ 578	\$ 0	\$ 0	\$ 578	(\$2,643)	
410	City Council -410	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 5,000	\$ 6,375	\$ 0	\$ 0	\$6,375	\$375	
104	FICA	\$ 450	\$ 450	\$ 375	\$ 488	\$ 0	\$ 0	\$488	\$38	
226	Liability /Workers Comp Insurance	\$ 250	\$ 250	\$ 208	\$ 0	\$ 0	\$ 0	\$0	(\$250)	Workers Comp
	Total Council	\$ 6,700	\$ 6,700	\$ 5,583	\$ 6,863	\$ 0	\$ 0	\$ 6,863	\$163	
87										
411	City Recorder	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,250	\$ 875	\$ 0	\$ 0	\$875	(\$625)	
104	FICA	\$ 115	\$ 115	\$ 96	\$ 67	\$ 0	\$ 0	\$67	(\$48)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 53	\$ 0	\$ 0	\$ 0	\$0	(\$64)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,399	\$ 942	\$ 0	\$ 0	\$ 942	(\$737)	
141										
416	Police Judges - 416	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 8,900	\$ 7,417	\$ 2,653	\$ 200	\$ 200	\$3,053	(\$5,848)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 8,900	\$ 8,900	\$ 7,417	\$ 2,653	\$ 200	\$ 200	\$ 3,053	(\$5,848)	
435	Regional Dev Authority - 435	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
222	Dues & Subscriptions	\$ 1,100	\$ 1,439	\$ 1,439	\$ 1,439	\$ 0	\$ 0	\$1,439	\$0	Annual Bill from Regional Development Authority (Didn't see anything post to this account in FY24 however)
	Total Regional Dev. Authority	\$ 1,100	\$ 1,439	\$ 1,439	\$ 1,439	\$ 0	\$ 0	\$ 1,439	\$0	
437	Planning & Zoning - 437	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 80,000	\$ 80,500	\$ 67,083	\$ 67,130			\$67,130	(\$13,370)	
104	FICA	\$ 6,169	\$ 6,169	\$ 5,141	\$ 5,112			\$5,112	(\$1,057)	
105	Group Insurance	\$ 12,600	\$ 14,364	\$ 11,970	\$ 8,400			\$8,400	(\$5,964)	
106	Retirement	\$ 8,000	\$ 8,000	\$ 6,667	\$ 5,668			\$5,668	(\$2,332)	
211	Telephone	\$ 2,625	\$ 2,000	\$ 1,667	\$ 0			\$0	(\$2,000)	
214	Travel	\$ 0	\$ 0	\$ 0	\$ 0			\$0	\$0	
218	Postage	\$ 105	\$ 105	\$ 88	\$ 10			\$10	(\$95)	
220	Advertising/Legal Publications	\$ 370	\$ 1,000	\$ 833	\$ 239			\$239	(\$761)	
221	Training & Education	\$ 300	\$ 300	\$ 250	\$ 0			\$0	(\$300)	
222	Dues & Subscriptions	\$ 105	\$ 105	\$ 88	\$ 0			\$0	(\$105)	
209	Professional Services	\$ 6,300	\$ 21,300	\$ 17,750	\$ 9,898			\$9,898	(\$11,402)	legal costs, added potential engineer to assist with Planning project
226	Insurance & Bonds	\$ 2,100	\$ 2,000	\$ 1,667	\$ 1,130			\$1,130	(\$870)	Workers Comp

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25				Over/(Under) Budget Thru 6/30/25	Notes and Explanations
230	Contracted Services	\$ 0	\$ 0	\$ 0	\$ 0			\$0	\$0	
341	Departmental Supplies	\$ 0	\$ 0	\$ 0	\$ 926			\$926	\$926	
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0			\$0	\$0	
	Total Planning and Zoning	\$ 118,674	\$ 135,843	\$ 113,203	\$ 98,513	\$ 0	\$ 0	\$ 98,513	(\$37,330)	
438	Elections - 438	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	
222	Departmental Supplies	\$ 4,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	
223	Total Elections	\$ 4,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	No election in FY 25
440	City Hall - 440	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 124,440	\$ 161,173	\$ 134,311	\$ 111,832			\$111,832	(\$49,341)	
104	FICA	\$ 10,695	\$ 12,330	\$ 10,275	\$ 9,420			\$9,420	(\$2,910)	
105	Group Insurance	\$ 17,606	\$ 19,500	\$ 16,250	\$ 18,493			\$18,493	(\$1,007)	
106	Retirement	\$ 7,350	\$ 7,497	\$ 6,248	\$ 6,465			\$6,465	(\$1,032)	
108	Overtime/Extra Help		\$ 4,000	\$ 3,333	\$ 0			\$0	(\$4,000)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 7,350	\$ 5,000	\$ 4,167	\$ 7,383			\$7,383	\$2,383	
213	Utilities	\$ 8,500	\$ 8,600	\$ 7,167	\$ 8,231			\$8,231	(\$369)	
214	Travel	\$ 0	\$ 2,000	\$ 1,667	\$ 0			\$0	(\$2,000)	
215	R&M Building & Grounds	\$ 2,100	\$ 2,100	\$ 1,750	\$ 3,107			\$3,107	\$1,007	
216	R&M Equipment	\$ 2,100	\$ 2,100	\$ 1,750	\$ 719			\$719	(\$1,381)	
218	Postage	\$ 2,500	\$ 2,500	\$ 2,083	\$ 2,000			\$2,000	(\$500)	
219	Building & Equipment Rental	\$ 800	\$ 250	\$ 208	\$ 704			\$704	\$454	Mail Machine
221	Training and Education	\$ 2,000	\$ 1,500	\$ 1,250	\$ 1235			\$1,235	(\$265)	
220	Advertising/Legal Publications	\$ 500	\$ 500	\$ 417	\$ 961			\$961	\$461	
222	Dues & Subscriptions	\$ 5,000	\$ 1,000	\$ 833	\$ 1,172			\$1,172	\$172	dues for technical/IT applications have been budgeted here but should be moved to computer software line
223	Professional Services	\$ 22,507	\$ 25,000	\$ 20,833	\$ 47,534			\$47,534	\$22,534	Some of the expenses paid from this line should be in line 353
224	Audit Costs	\$ 8,000	\$ 8,000	\$ 6,667	\$ 11,016			\$11,016	\$3,016	Yearly Audit Costs
226	Insurance & Bonds	\$ 18,300	\$ 20,000	\$ 16,667	\$ 39,361			\$39,361	\$19,361	Workers Comp and liability insurance
230	Contracted Services	\$ 35,436	\$ 30,000	\$ 25,000	\$ 55,284			\$55,284	\$25,284	Gusto Payroll Fees and Dana Fogle CPA fees
341	Departmental Supplies	\$ 19,100	\$ 15,000	\$ 12,500	\$ 19,109			\$19,109	\$4,109	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT		\$ 15,000	\$ 12,500	\$ 18,713			\$18,713	\$3,713	IT subscriptions like adobe, zoom, quickbooks, etc; moving into correct line
	Total City Hall	\$ 294,284	\$ 343,050	\$ 285,875	\$ 362,739	\$ 0	\$ 0	\$ 362,739	\$19,690	Even though appears to be an increase reflects lines that are underbudgeted in the current year
444	Contributions/Transfers-444	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
566	Contributions/Transfers to Other Funds		\$ 313,739	\$ 261,449	\$ 0			\$0	(\$313,739)	Transfer to Capital Reserve Fund
568	Contributions - Community Grants		\$ 15,000	\$ 12,500	\$ 23,815			\$23,815	\$8,815	Mural, CATF Donation, and Shepherdstown Heritage Education Project, Hometown Heroes Banners
568-1	Fire Dept		\$ 4,700	\$ 3,917	\$ 7,098			\$7,098	\$2,398	
	Total Contributions/Transfers		\$ 333,439	\$ 277,866	\$ 30,913	\$ 0	\$ 0	\$ 30,913	(\$302,526)	
699	Contingencies-699	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
566	Merit	\$ 0	\$ 19,763	\$ 16,469	\$ 0			\$0	(\$19,763)	Placeholder for 2% salary increase, accounts for w/s reimbursement



	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25				Over/(Under) Budget Thru 6/30/25	Notes and Explanations
	COLA		\$ 30,237	\$ 25,198	\$ 0			\$0	(\$30,237)	3.2% to match inflation, accounts for w/s reimbursement
566	Unexpected Contingencies	\$ 0	\$ 25,000	\$ 20,833	\$ 0			\$0	(\$25,000)	
	Total Contingencies	\$ 0	\$ 75,000	\$ 62,500	\$ 0	\$ 0	\$ 0	\$ 0	(\$75,000)	
700	Police Department - 700	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 450,000	\$ 445,000	\$ 370,833	\$ 450,464			\$450,464	\$5,464	Inlcudes Parking Enforcement and Admin Support
104	FICA	\$ 35,000	\$ 40,545	\$ 33,788	\$ 33,804			\$33,804	(\$6,741)	
105	Group Insurance	\$ 79,840	\$ 92,000	\$ 76,667	\$ 72,797			\$72,797	(\$19,203)	
106	Retirement	\$ 30,000	\$ 30,000	\$ 25,000	\$ 16,138			\$16,138	(\$13,862)	
108	Overtime/Extra Help		\$ 85,000	\$ 70,833	\$ 0			\$0	(\$85,000)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 12,600	\$ 10,000	\$ 8,333	\$ 6,388			\$6,388	(\$3,612)	
213	Utilities	\$ 6,563	\$ 5,000	\$ 4,167	\$ 3,569			\$3,569	(\$1,431)	
215	R&M Building & Grounds	\$ 5,950	\$ 15,000	\$ 12,500	\$ 0			\$0	(\$15,000)	Inlcudes repair of front counter
216	R&M Equipment	\$ 6,000	\$ 4,000	\$ 3,333	\$ 50,237			\$50,237	\$46,237	Purchase of tasers (should this be moved to departmental supplies)
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 11,667	\$ 6,754			\$6,754	(\$7,246)	
218	Postage	\$ 2,100	\$ 2,100	\$ 1,750	\$ 1723			\$1,723	(\$377)	
219	Building & Equipment Rental		\$ 0	\$ 0	\$ 0			\$0	\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 833	\$ 0			\$0	(\$1,000)	
221	Training & Education	\$ 4,000	\$ 4,000	\$ 3,333	\$ 3,441			\$3,441	(\$559)	
222	Dues & Subscriptions	\$ 420	\$ 0	\$ 0	\$ 0			\$0	\$0	
223	Professional Services	\$ 17,670	\$ 17,000	\$ 14,167	\$ 5,319			\$5,319	(\$11,681)	Law Firm Fees
226	Insurance & Bonds	\$ 104,500	\$ 65,000	\$ 54,167	\$ 66,815			\$66,815	\$1,815	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,250	\$ 5,000	\$ 4,167	\$ 5,764			\$5,764	\$764	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 2,875	\$ 15,976			\$15,976	\$12,526	Magistrate and Tek Advisors hitting here (Tek should be moved to 353)
235	Police Remittance Fees	\$ 1,113	\$ 6,000	\$ 5,000	\$ 7,725			\$7,725	\$1,725	
307	Bank Charges	\$ 500	\$ 0	\$ 0	\$ 0			\$0	\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,210	\$ 29,342	\$ 10,155			\$10,155	(\$25,055)	Purchase for replacment counter, Cabinets
343	Police Gas/Fuel	\$ 15,000	\$ 20,000	\$ 16,667	\$ 16,192			\$16,192	(\$3,808)	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 4,167	\$ 3,176			\$3,176	(\$1,824)	Mostly for new officers
353	Computer Software/IT	\$ 15,530	\$ 15,000	\$ 12,500	\$ 8,409			\$8,409	(\$6,591)	Software costs, Tek Advisors Etc
	Total Police Dept	\$ 850,696	\$ 919,305	\$ 766,088	\$ 784,846	\$ 0	\$ 0	\$ 784,846	(\$134,459)	
750	Streets - 750	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 64,260	\$ 66,000	\$ 55,000	\$ 107,500			\$107,500	\$41,500	
104	FICA	\$ 8,160	\$ 5,100	\$ 4,250	\$ 8,143			\$8,143	\$3,043	
105	Group Insurance	\$ 16,000	\$ 23,000	\$ 19,167	\$ 18,479			\$18,479	(\$4,521)	
106	Retirement	\$ 4,000	\$ 4,000	\$ 3,333	\$ 5,052			\$5,052	\$1,052	
211	Telephone	\$ 787	\$ 500	\$ 417	\$ 546			\$546	\$46	
213	Utilities	\$ 25,200	\$ 25,000	\$ 20,833	\$ 21,986			\$21,986	(\$3,014)	
215	R&M Buildings & Grounds	\$ 39,100	\$ 2,000	\$ 1,667	\$ 36,357			\$36,357	\$34,357	\$20k in O'Hurley Expenses
216	R&M Equipment	\$ 216	\$ 1,500	\$ 1,250	\$ 7,032			\$7,032	\$5,532	
217	R&M Auto	\$ 7,000	\$ 5,000	\$ 4,167	\$ 7,484			\$7,484	\$2,484	
220	Advertising/Legal Publications/Postage	\$ 500	\$ 250	\$ 208	\$ 0			\$0	(\$250)	
221	Training & Education	\$ 255	\$ 255	\$ 213	\$ 0			\$0	(\$255)	
226	Insurance & Bonds	\$ 17,382	\$ 17,000	\$ 14,167	\$ 17,275			\$17,275	\$275	Workers Comp and Liability Insurance

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25				Over/(Under) Budget Thru 6/30/25	Notes and Explanations
230	Contracted Services	\$ 0	\$ 40,000	\$ 33,333	\$ 60,733			\$60,733	\$20,733	Includes Tree Maintenance (\$27,470 invoice to Pave Maxx hit here in Jan)
341	Departmental Supplies	\$ 10,450	\$ 15,000	\$ 12,500	\$ 24,224			\$24,224	\$9,224	
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 6,250	\$ 4,778			\$4,778	(\$2,722)	
345	Uniforms	\$ 7,000	\$ 5,000	\$ 4,167	\$ 3,103			\$3,103	(\$1,897)	
	Total Streets	\$ 207,810	\$ 217,105	\$ 180,921	\$ 322,692	\$ 0	\$ 0	\$ 322,692	\$ 105,587	
800	Sanitation-800	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 65,280	\$ 96,600	\$ 80,500	\$ 136,962	\$ 14,000	\$ 14,000	\$164,962	\$68,362	
104	FICA	\$ 5,151	\$ 5,800	\$ 4,833	\$ 10,413	\$ 1,100	\$ 1,100	\$12,613	\$6,813	
105	Group Insurance	\$ 41,820	\$ 10,000	\$ 8,333	\$ 6,720	\$ 1,500	\$ 1,500	\$9,720	(\$280)	
106	Retirement	\$ 4,080	\$ 5,000	\$ 4,167	\$ 8,879	\$ 850	\$ 850	\$10,579	\$5,579	
216	R&M Equipment	\$ 8,505	\$ 15,000	\$ 12,500	\$ 0	\$ 0	\$ 0	\$0	(\$15,000)	
217	R&M Auto	\$ 7,500	\$ 10,000	\$ 8,333	\$ 7,173	\$ 1,500	\$ 1,500	\$10,173	\$173	
218	Postage	\$ 5,000	\$ 5,000	\$ 4,167	\$ 0	\$ 0	\$ 0	\$0	(\$5,000)	
220	Advertising	\$ 100	\$ 100	\$ 83	\$ 0	\$ 0	\$ 0	\$0	(\$100)	
221	Training & Education	\$ 400	\$ 400	\$ 333	\$ 0	\$ 0	\$ 0	\$0	(\$400)	
226	Insurance & Bonds	\$ 10,980	\$ 35,000	\$ 29,167	\$ 900	\$ 90	\$ 90	\$1,080	(\$33,920)	Workers Comp
230	Contracted Services	\$ 25,000	\$ 20,000	\$ 16,667	\$ 25,887	\$ 0	\$ 0	\$25,887	\$5,887	Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 3,850	\$ 10,000	\$ 8,333	\$ 16,453	\$ 1,656	\$ 1,656	\$19,765	\$9,765	
343	Auto Supplies	\$ 12,000	\$ 12,000	\$ 10,000	\$ 2,921	\$ 300	\$ 300	\$3,521	(\$8,479)	
345	Uniforms	\$ 3,000	\$ 3,000	\$ 2,500	\$ 3,240	\$ 425	\$ 425	\$4,090	\$1,090	
349	001-Landfill	\$ 50,200	\$ 28,400	\$ 23,667	\$ 22,543	\$ 4,000	\$ 4,000	\$30,543	\$2,143	Landfill Fees
349	002-Recycling	\$ 11,550	\$ 15,000	\$ 12,500	\$ 14,286	\$ 1,405	\$ 1,405	\$17,096	\$2,096	Recycling Fees
353	Software/IT	\$ 11,367	\$ 12,000	\$ 10,000	\$ 518	\$ 27	\$ 27	\$572	(\$11,428)	Intuit, Tek Advisors Etc
	Total Sanitation	\$ 265,783	\$ 283,300	\$ 236,083	\$ 256,894	\$ 26,853	\$ 26,853	\$ 310,600	\$27,300	
806	Water & Sewer-806	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 0	\$ 798,600	\$ 665,500	\$ 0			\$0	(\$798,600)	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 0	\$ 62,000	\$ 51,667	\$ 0			\$0	(\$62,000)	FICA is being recorded in Due To/From Account Instead of here
105	Group Insurance	\$ 0	\$ 170,000	\$ 141,667	\$ 2,067			\$2,067	(\$167,933)	
106	Retirement	\$ 0	\$ 65,000	\$ 54,167	\$ 0			\$0	(\$65,000)	Retirement is being recorded in Due To/From Account Instead of here
	Total Water & Sewer		\$ 1,095,600	\$ 913,000	\$ 2,067	\$ 0	\$ 0	\$ 2,067	(\$1,093,533)	Water and Sewer will reimburse for these expenses
900	Parks and Rec - 900	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 10,700	\$ 7,000	\$ 5,833	\$ 0	\$ 0	\$ 0	\$0	(\$7,000)	
104	FICA	\$ 1,050	\$ 536	\$ 447	\$ 0	\$ 0	\$ 0	\$0	(\$536)	
105	Group Insurance	\$ 2,315	\$ 1,677	\$ 1,398	\$ 2,800	\$ 305	\$ 305	\$3,410	\$1,733	
106	Retirement	\$ 210	\$ 200	\$ 167	\$ 0	\$ 0	\$ 0	\$0	(\$200)	
213	Utilities	\$ 400	\$ 250	\$ 208	\$ 137	\$ 15	\$ 15	\$167	(\$83)	
215	R&M Buildings & Grounds	\$ 5,000	\$ 5,000	\$ 4,167	\$ 3,905	\$ 390	\$ 390	\$4,685	(\$315)	
216	R&M Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	
226	Insurance & Bonds	\$ 1,050	\$ 1,137	\$ 948	\$ 2,490	\$ 249	\$ 249	\$2,988	\$1,851	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 5,000	\$ 2,000	\$ 1,667	\$ 900	\$ 90	\$ 90	\$1,080	(\$920)	
343	Auto Supplies	\$ 5,125	\$ 2,000	\$ 1,667	\$ 992	\$ 137	\$ 137	\$1,266	(\$734)	

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25				Over/(Under) Budget Thru 6/30/25	Notes and Explanations
459	Capital Outlay-Equipment	\$ 10,000	\$ 10,200	\$ 8,500	\$ 63,337	\$ 0	\$ 0	\$63,337	\$53,137	Purchase of Playground Equipment that wasn't budgeted
	Total Parks and Rec	\$ 40,850	\$ 30,000	\$ 25,000	\$ 74,560	\$ 1,186	\$ 1,186	\$ 76,933	\$46,933	
901	Visitor's Bureau - 901	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
567	Contributions	\$ 73,500	\$ 150,000	\$ 125,000	\$ 98,299	\$ 7,500	\$ 17,000	\$122,799	(\$27,201)	50% of Hotel/Motel Tax Collections
460	Construction in progress	\$ 0	\$ 120,000	\$ 120,000	\$ 174,358	\$ 0	\$ 0	\$174,358	\$54,358	Market House Renovation (\$22,735 in Market House invoices hit here in Jan)
	Total Visitor's Bureau	\$ 73,500	\$ 270,000	\$ 245,000	\$ 272,656	\$ 7,500	\$ 17,000	\$ 297,156	\$27,156	
916	Library 916	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	FY25 May Projection	FY25 June Projection	FY25 Totals (Projected)	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
567	Contributions	\$ 21,600	\$ 21,600	\$ 18,000	\$ 18,000			\$18,000	(\$3,600)	Monthly Contribution from Shepherdstown to the library of \$1,800
	Total Library	\$ 21,600	\$ 21,600	\$ 18,000	\$ 18,000	\$ 0	\$ 0	\$ 18,000	(\$3,600)	
381	Total Expenses	\$ 1,877,697	\$ 3,746,181	\$ 3,142,057	\$ 2,236,355	\$ 35,739	\$ 45,239	\$ 2,317,334	(\$1,428,847)	
382										
383	Surplus or (Deficit)								431,045	Transfer to Capital Outlay
	True Surplus or (Deficit)								225,225	True Defecit after removing grant income and payroll reimbursement lines from above

Corporation of Shepherdstown						
Transaction Detail by Account						
May 9 - June 6, 2025						
	Date	Transaction Type	Num	Name	Memo/Description	Amount
GENERAL FUNDS BANKING						
101.011 General Operating Funds 6209						
	05/12/2025	Bill Payment (Check)	23586	Shepherdstown Visitor's Center dba Experience Shepherdstown	Annual Partnership Dues	-4,000.00
	05/20/2025	Bill Payment (Check)	23589	Jefferson Co. Emergency Communications	PD	-797.44
	05/20/2025	Bill Payment (Check)	23588	United Way of the Eastern Panhandle	Teen Court Remittance	-135.00
	05/20/2025	Bill Payment (Check)	23590	Jefferson Co. Solid Waste Authority	Dumping Fees	-867.75
	05/20/2025	Bill Payment (Check)	23587	Arthur J. Auxer, III	April Arraignments	-120.00
	05/21/2025	Bill Payment (Check)	23591	Potomac Edison Company	Electric Service for Multiple Departments	-621.89
	05/21/2025	Bill Payment (Check)	23593	Fogle Accounting and Consulting	Town Hall Monthly Accounting Service	-1,083.34
	05/21/2025	Bill Payment (Check)	23594	Tek Advisors	Town Hall IT Service	-1,465.90
	05/21/2025	Bill Payment (Check)	23592	West Virginia State Auditor's Office	2023 Audit	-648.00
	05/23/2025	Bill Payment (Check)	23597	Kable Excavating	Streets Maintenance	-1,069.04
	05/27/2025	Bill Payment (Check)	23598	Peterson Lesperance	Court Fee Refund	-190.00
	05/27/2025	Bill Payment (Check)	23599	Christian S. Alden	Court Fee Refund	-595.00
	06/02/2025	Bill Payment (Check)	23596	Shepherdstown Public Library	Monthly Donation	-1,800.00
	06/02/2025	Bill Payment (Check)	23595	D. Frank Hill, III, Municipal Judge	June Police Judge Service	-200.00
	06/03/2025	Expense	Remittance-Mun. Court	WV Treasury	Court Remittance	-450.00
	06/05/2025	Bill Payment (Check)	23605	Ligush Cleaning Service	Monthly Cleaning Service	-800.00
	06/05/2025	Bill Payment (Check)	23607	10-42 Tactical LLC	6 Bullet Proof Vests	-12,943.32
	06/05/2025	Bill Payment (Check)	23606	United Way of the Eastern Panhandle	Teen Court Remittance	-110.00
	06/05/2025	Bill Payment (Check)	23603	Shepherdstown Rotary Charitable Fund	Bee Line March Donation	-2,500.00
	06/05/2025	Bill Payment (Check)	23604	USPS Shepherdstown	PO Box Renewal Fee	-120.00
	06/06/2025	Bill Payment (Check)	23608	Corporation of Shepherdstown	Town Hall Water Bill for May	-438.17
	06/06/2025	Bill Payment (Check)	23609	Tek Advisors	Town Hall IT Service	-1,498.62
Total for 101.011 General Operating Funds 6209						-\$ 32,453.47
101.09 PoliceDR/CR Acct-all 6798						
	05/13/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
Total for 101.09 PoliceDR/CR Acct-all 6798						-\$ 0.35
101.50 Payroll Checking 0471						
	05/15/2025	Expense		VALIC	Employee Retirement	-7,814.00
	05/23/2025	Check	23545	JSB	PPE: 05/16/2025 Christmas Club	-180.00
	05/28/2025	Bill Payment (Check)	23600	CATF	Donation	-25,000.00
	05/28/2025	Bill Payment (Check)	23546	Keith D. Weiner & Associates Co., L.P.A.	Employee Garnishment	-1,004.42
	05/29/2025	Bill Payment (Check)		Snyder Environmental Services Inc	Draw 12 to be reimbursed by Army Corp of Engineers	-73,264.36
	06/02/2025	Bill Payment (Check)	23544	WV-Mountaineer Flexible Benefits	Employee Benefits	-1,537.42
	06/04/2025	Bill Payment (Check)	23602	Branden Buckler	Rose Hill Cemetary Mowing 3x	-450.00
	06/06/2025	Check	23547	JSB	PPE: 05/30/2025 Christmas Club	-180.00
Total for 101.50 Payroll Checking 0471						-\$ 109,430.20
Total for GENERAL FUNDS BANKING						-\$ 141,884.02
213 Purchase Card Payable						
	05/09/2025	Expense	2654	Food Lion	PD Supplies	15.84
	05/12/2025	Expense	3009	E-Bay	Police Repair and Maintenance Equipment	207.18
	05/13/2025	Expense	2540	Quill Corporation	PD Supplies	225.53
	05/13/2025	Expense	2540	Crystal Springs	PD Supplies	82.81
	05/14/2025	Expense	5687	Amazon.com	PD Uniforms	12.14
	05/14/2025	Expense	5623	Cintas Corporation	Uniform Cleaning	608.87
	05/16/2025	Expense	5623	Frontier	Phone Line Installation at the Market House	126.28
	05/17/2025	Expense	2654	Dollar General Store	PD Supplies	16.96
	05/18/2025	Expense	5623	T-Mobile	Telephone Service	535.27
	05/19/2025	Expense	5623	Kershner Controls	Blower Service Call	260.00

Friday, Jun 06, 2025 12:32:40 PM GMT-7 - Accrual Basis

TO: Members of the Governing Body  
FROM: Jame Gatz, Mayor  
Date: June 6, 2025  
Subject: Resolution Authorizing Town Hall Intern Positions

I propose that the Town Council adopt the attached Resolution authorizing the Town to sponsor paid internships and volunteer experiences for college students and others.

The Resolution would be an affirmative declaration that the Town is eager to host interns and volunteers to increase the availability and quality of Town services.

Thanks.

## **Resolution on Town of Shepherdstown Internship and Volunteer Program**

- 1) WHEREAS the Corporation of Shepherdstown (“Town”) administers a range of important and interesting services and programs for residents and businesses as well as for areas surrounding the town; and,
- 2) WHEREAS, serving as an intern or volunteer with the Town can be an important opportunity for students and others to obtain professional experience and training in public administration and related skills; and,
- 3) WHEREAS, Shepherd University and other colleges and universities strongly encourage their students to participate in professional internship opportunities; and,
- 4) WHEREAS, Shepherd University students and students from other colleges and universities have expressed strong interest in internship positions with the Town; and,
- 5) WHEREAS, the American Association of Retired People (AARP) and other national organizations encourage their members to become active members of their communities including by using their professional expertise to support local organizations and local governments; and,
- 6) WHEREAS, Town residents have expressed interested in volunteering with the Town and using their professional expertise to assist Town staff in planning and administrating projects and initiatives; and,
- 7) WHEREAS, Town governments across the State and the nation recognize the value in supporting student internships and volunteer programs to improve the level and quality of Town services for their residents.

NOW THEREFORE, BE IT RESOLVED that the Town shall:

1. Announce and administer the Town of Shepherdstown Internship and Volunteer Program.

2. Coordinate with Shepherd University and other colleges and universities to ensure the program aligns with school requirements for professional internships.
3. Actively recruit Shepherd University students and students at other colleges and universities for paid and unpaid internships (without paid benefits), and to recruit residents of the Town and surrounding areas to use their professional expertise in implementing programs and initiatives.
4. Identify appropriate roles for interns and volunteers, particularly roles in support of town staff in administering existing programs, developing new services, and improving the quality of services provided by the Town.
5. Update Town Personnel Policies, as needed, to accommodate the administration of the internship and volunteer program and for hosting interns and volunteers.

Approved by the Shepherdstown Town Council.

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Mayor

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Date



TO: Members of the Governing Body  
FROM: Jame Gatz, Mayor  
Date: June 6, 2025  
Subject: Proclamation Thanking Joan Mossey for Organizing the 2025 Pride Parade

I propose that the Town Council adopt the attached Proclamation which expresses the Town's appreciation to Joan Mossey for her efforts in organizing the very successful 2025 Price Parade.

Thanks.

# Proclamation

## Recognizing the First Gay Pride Parade in the Town of Shepherdstown

June 1, 2025

**WHEREAS**, on Sunday, June 1, 2025, the Town of Shepherdstown made history by hosting its first-ever Gay Pride Parade along German Street, in a powerful celebration of love, equality, and visibility; and

**WHEREAS**, this groundbreaking event marked not only the beginning of Pride Month but also a defining moment in Shepherdstown's continued legacy of inclusiveness, civic courage, and community pride; and

**WHEREAS**, for generations, Shepherdstown has played a unique role in American history and the 2025 Pride Parade proudly continued that tradition of making history through unity and action; and

**WHEREAS**, the parade served as a moment of joy, recognition, and belonging for LGBTQ residents, their families, and allies, honoring those who have long been part of this community—sometimes quietly, but always meaningfully; and

**WHEREAS**, the Pride Parade was part of a weekend of celebration throughout town, with local businesses, artists, and leaders offering programming and events that reflected the diversity and vibrancy of Shepherdstown; and

**WHEREAS**, this milestone would not have been possible without the extraordinary vision, dedication, and leadership of Joan Moossy, whose tireless work and unwavering commitment made this first-of-its-kind event a reality; and

**WHEREAS**, Joan Moossy brought together a team of organizers and community members, fostering collaboration, inclusion, and hope—ensuring that the event truly reflected the open-hearted, imaginative, and proud spirit of Shepherdstown; and

**WHEREAS**, Joan Moossy's efforts extended beyond logistics—her advocacy and care gave voice to those who have not always been seen, and her work helped affirm the right of every person to be celebrated and embraced as their full selves.

**NOW, THEREFORE**, the Mayor and Town Council of the Town of Shepherdstown, do hereby recognize and commend the successful celebration of the First Gay Pride Parade in Shepherdstown, and offer deep appreciation and heartfelt thanks to Joan Moossy for her remarkable leadership and enduring contribution to our town's history.

Let this be the first of many, and may we carry forward the spirit of Pride, visibility, and love that Joan and her team brought to life.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of the Town of Shepherdstown to be affixed this 11th day of June, 2025.

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Mayor  
Town of Shepherdstown

# Private Outdoor Designated Area (PODA)

**"Private Outdoor Designated Area"** means public property that has become a legally demarcated area established by a municipal ordinance as set forth in §8-12-26 of this code for the consumption of liquor, wine, nonintoxicating beer, and nonintoxicating craft beer.

Requirements ---- Private Outdoor Designated Area Permit (PODA) - \$100.00 (non-refundable and non-prorated).

- Must hold a license that was issued under W.Va. Code §60-7-1 et seq (e.g., Private Club, Private Club Restaurant, Private Hotel, etc.)
- The municipality must have a certified ordinance containing all elements found within W.Va. Code §8-12-26. Applicants must submit a copy of the ordinance and any municipal policy associated with the PODA ordinance.

Applicants:

- Must be approved by the municipality where the PODA is located on a yearly basis. Applicants must submit a copy of their approval with their application on a yearly basis.
- Must be in compliance with all federal and state laws and be in good standing with the Commissioner.
- Must provide the days and hours that have been approved to operate the PODA (hours cannot exceed state established private club hours or stated hours in the city's ordinance).
- Must provide an executed written agreement between all PODA applicants (applicants must be jointly and severally liable for any violations, improper acts or improper conduct committed in the PODA area).
- Must provide a security plan for the PODA area.
- Nonintoxicating beer must be served in non-glass containers that display the logo or name of the PODA that does not exceed 18 fluid ounces, which has been approved by the municipality and WVABCA Commissioner.
- Must provide a floor plan for the PODA area that shows the municipality's legally demarcated area as set forth in the ordinance and indicates how it is bound or indicate where signage will be utilized to designate and bound the area. The floor plan must show patrons' ingress and egress locations for the PODA area. The floor plan should provide and depict locations for adequate restroom facilities. The floor plan must be approved by the municipality's ordinance.
- Must provide a security plan to prevent patrons or guests from carrying nonintoxicating beer and alcoholic liquor off the PODA area and preventing patrons or guests from bringing, consuming, or selling alcohol not in an approved non-glass container in the PODA area.
- A permit for Outdoor Dining and Sidewalk Dining may be utilized in the PODA area, patrons participating with an approved PODA cup must be dining when in the outdoor dining or street dining floor plan.
- All approved cups used should be a consistent color and be logoed with PODA name and logo.
- Check with your local health department regarding health and safety issues, particularly sanitation for refilling plastic or metal cups.
- Patrons may only consume non-intoxicating beer and alcoholic liquor from PODA approved cups in the PODA area. The PODA area may include PODA participating non-licensed businesses within the PODA area who are willing to permit the PODA cups in their businesses.
- PODA approved cups may only be filled by WVABCA licensed qualified permit holders.
- A PODA area cannot be licensed as a Fair and Festival Special Event, Multi-Vendor Fair and Festival or Non-Intoxicating Beer Floor Plan Extension.
- No PODA cups in any beer and wine Special Event Fair and Festivals, Special One Day Nonprofit Licensed event or Non-Intoxicating Beer Floor Plan Extension.
- No outdoor bars in the PODA area. The qualified permit holder must serve from the bar inside in the licensee's licensed premises.

## **Proposal: Private Outdoor Designated Areas (PODA) (June 4, 2025)**

A PODA (Private Outdoor Designated Area) is a designated public area where individuals can purchase and consume alcoholic beverages from participating establishments in approved, labeled cups. The state legislature, through Senate Bill 534, enabled municipalities to establish PODAs, allowing cities to create these areas within their borders.

Several WV towns/cities have implemented PODAs, including Charles Town (newest), Huntington (first), Wheeling, Morgantown, and Charleston. Elkins is currently in research stage.

### **PODA Consideration for Shepherdstown**

PODA is ideal for First Friday events, and can also support outdoor and sidewalk dining (with additional permit and using PODA-approved containers. It can be an important economic driver for local businesses, and enhance the resident and visitor experience downtown during designated days/times/events.

**Recommend establishing a workgroup comprised of business owners, residents and other key stakeholders to study and create plan for Town Council consideration.**

### **Basic elements of a PODA -**

#### **Legally Demarcated Areas:**

PODAs are public property that has been legally defined as a designated area for alcohol consumption by municipal ordinance. A town can designate multiple PODA areas.

#### **Participating Establishments:**

Only establishments licensed to sell alcohol can participate in the PODA program.

#### **Approved Containers:**

Beverages must be consumed in an approved PODA cup purchased from a participating establishment.

#### **Designated Hours:**

PODAs typically operate during specific hours, often coinciding with peak business hours for participating establishments.

#### **Boundaries:**

PODA boundaries are clearly marked, and beverages must remain within those boundaries.

#### **Open Container Laws:**

Leaving the PODA with an alcoholic beverage is a violation of open container laws.

#### **Rules and Policies:**

Each municipality sets its own specific rules and policies regarding PODAs, including operating hours, participating businesses, and container requirements.

Legislation summary is attached for more info.

TO: Members of the Governing Body  
FROM: Jame Gatz, Mayor  
Date: June 6, 2025  
Subject: Current Process for Awarding and Monitoring Town Grants

This note outlines the current Town process for awarding and monitoring Town grants valued at \$5,000 or more. The Town established this process in Fall 2024 after the Town Council awarded a Town resident a grant of up to \$6,500 for planning and creating the public mural and associated landscaping at the Alma Bea restaurant.

The Finance Committee and other Council Members are developing additional procedures for awarding and monitoring Community Grants will be presented to the full Council soon. Until that time, the Town staff will use the process described here to administer Town grants.

The current Town process typically involves the following:

- 1) The Town receives a request for funding.
- 2) The Finance Committee reviews the request, gathers additional information as needed, and makes a recommendation to the Town Council.
- 3) The Town Council requests additional information or votes to approve/not approve the request.
- 4) Where the Council approves the request, the Mayor and Town staff process the award. Requirements include:
  - a. The applicant entity must submit detailed information such as the formal name of the entity, the point of contact for the entity, a detailed project description and timeline.
  - b. The applicant must agree to Terms and Conditions for the award which spell out all that will be required of the applicant entity, timelines, and so forth, including:
    - i. Clarifications to the project description (if required by the Town)
    - ii. Project budget and timeline
    - iii. Written progress reports monthly
    - iv. Final written report within 15 days of the end of the project
    - v. Financial documentation (such as 1099 information if the award is made to an individual)
    - vi. Receipts for expenses (if applicable)
    - vii. Agreement by the applicant entity to include written acknowledges on project materials that the Town has provided financial support for the project

- viii. Terms and schedule for the Town's award of funds (If applicable. For example, the award of fund could be make on a monthly or quarterly basis.)
- c. Once the Terms and Conditions are developed, the Town sends a detailed letter to the applicant reiterating the procedures and formally indicating that the Town will provide the funding in keeping with the application and the Terms and Conditions of the award.
- d. Distribute funds to the applicant for the project in keeping with the Terms and Conditions of the award.
- e. Monitor the use of the funds throughout the award period to ensure the recipient entity completes the project on time and complies with the Terms and Conditions.

Thanks.

TO: Members of the Governing Body  
FROM: Jame Gatz, Mayor  
Date: June 9, 2025  
Subject: Background on Experience Shepherdstown Funding

This note provides background on Experience Shepherdstown's (ES) requests for funds needed to assist the Town with producing Town-sponsored events and other activities.

ES submitted two related funding requests totaling \$58,700 in February 2024, and ES representatives made an introductory presentation to the Town Council with information on its funding requests.

The ES proposals include activities to support, enhance and help promote Shepherdstown as a vibrant place to visit, live and work. The proposals include the following activities: series of First Friday music events downtown; Easter/Spring in Shepherdstown; BooFest/Halloween in Shepherdstown; Christmas in Shepherdstown; develop and maintain a community event calendar and newsletter; maintain a website featuring content on community events; develop and share information about community events on social media; business forums to assist the Town's small and emerging businesses; expansion of the arts through mini-grants to encourage and support visual arts; additional community building activities. Many of the proposed activities align closely with key components of the Town 2025 Comprehensive Plan.

As discussed in materials submitted by ES, the organization plans to fill a niche by assisting with producing and showcasing the town, its businesses, and town-sponsored events for our town residents as well as residents of nearby areas. This approach will augment the work of the Jefferson County Convention and Visitors Bureau, which targets tourism from beyond a 90-mile radius.

Town Council voted in April 2025, to award ES an initial \$800 for support in producing some Town-sponsored events in the spring and early summer.

The Town Council and the Finance Committee considered the remaining ES requests when developing budgets this spring. The Council budgeted an additional \$3,200 in the FY25 funding and \$52,200 in FY26 funding for a total of \$55,400 for Experience Shepherdstown over fiscal years FY25 and FY26.

I recommend that Town Council vote to award \$55,400 to ES in keeping with the Council's budget allocations.

Please see the following documents for more information.

Thanks.

**Experience Shepherdstown  
P.O. Box 329  
Shepherdstown, WV 25443**

February 3, 2025

Mayor James Gatz  
Corporation of Shepherdstown  
104 N. King Street  
Shepherdstown WV 25443

Dear Mayor Gatz:

Enclosed are the **two budget proposals** you asked Experience Shepherdstown to provide in support of achieving our Town's economic prosperity and cultural vibrancy goals.

We also respectfully **request a brief timeslot on the February 12 Town Council meeting agenda**, so that we can make an informational presentation on Experience Shepherdstown.

By way of background, **Experience Shepherdstown** is a non-profit organization whose mission is to support, enhance, and help promote Shepherdstown as a welcoming and wonderful historic town – a vibrant place to visit, live, work, and enjoy arts, shops, cuisine, culture and community.

Our board is made up of a diverse cross-section of individuals who are committed to Shepherdstown and who bring expertise in marketing, events planning, arts and culture, downtown promotion, fundraising, compliance and public policy.

Our approach is collaborative, strategic, and transparent – working with all types of people and groups for the good of Shepherdstown, working on projects that are not otherwise getting done, and regularly reporting on our work to the Town and our community.

The two budget proposals are as follows:

- **FY25 budget re-allocation proposal to support April/May/June 2025 events:**
  - annual Spring in Shepherdstown signature events (Easter Parade, Egg Hunt)
  - 3 new "Shepherdstown Live" events
  - a new local business forum event
- **FY26 budget proposal to support a yearlong (July 2025-June 2026) series of events and activities for the Town including:**
  - 11 new "Shepherdstown Live" events
  - 3 Signature Events/Themes
    - Spring in Shepherdstown
    - Halloween in Shepherdstown/BooFest



- Christmas in Shepherdstown
  - Support to additional events organized by local volunteers and nonprofits
  - 2 local business forum events
  - Revamped Shepherdstown.info website and online community calendar
  - Part-time support staffing for critical core functions

The objectives of these proposals are to encourage community members and visitors to spend time in Shepherdstown's downtown – to come out, hang out, eat and shop; support our local businesses; and improve events communication.

These objectives are **completely consistent with, and in support of, the Town's Comprehensive Plan** goal to promote economic prosperity and cultural vibrancy by, among other things, marketing Shepherdstown as a destination, supporting our local businesses, and expanding and promoting our arts and culture offerings.

With an expanded and energized board in place as of last year, Experience Shepherdstown is ready to partner closely with the Town, local businesses and nonprofits, the Jefferson County CVB, and other partners to showcase and help build on Shepherdstown's many strengths as a welcoming and wonderful place. As you know, our organization has not received Town funding since at least the start of the COVID-19 pandemic. Going forward, we are hopeful that you and the Town Council will allocate the proposed amounts to support the vibrancy of our beloved downtown Shepherdstown. Thank you for your consideration.

#### **Experience Shepherdstown Board of Directors**

Shannon Thomas, President  
Harriet Pearson, Vice President  
Gregory Coble, Secretary  
Elise Baach, Treasurer  
Dow Benedict  
Mary Ellen Diaz  
Kendra Goldsborough  
Jenny Haynes

Sincerely,



Shannon Thomas  
On Behalf of the Board

## **Experience Shepherdstown FY2025 Budget Reallocation Proposal (February 3, 2025)**

**Proposed by:** Experience Shepherdstown Board of Directors

**Project Title:** Experience Shepherdstown – “Shepherdstown Live” Initiative

**Budget Estimate:** \$6,500

### **Alignment with 2014/Draft 2025 Comprehensive Plan Goals & Strategies:**

**Goal 1 – Promote Economic Prosperity & Cultural Vibrancy (EC)**

- EC1: Market Shepherdstown as a Destination and Highlight its Local Businesses
- EC4: Increase the Town Social Media Presence
- EC5: Institute Mentoring and Entrepreneurship Programming for Local Businesses
- EC6: Develop and Implement a Long-Term Action Plan to Expand and Promote Shepherdstown’s Arts and Culture

### **Specific Goals:**

Encourage community members and visitors to come out, hang out, eat and shop; support local businesses; promote the arts, and improve events communication.

### **Brief Description:**

A coordinated, consistent and intentional series of events incorporating music and/or art, and food, drink and retail specials that is well-communicated to residents and visitors. Funding request includes:

- 3 “Shepherdstown Live” events (1 art focused, 2 live music) for FY25 (NEW)
  - Recommend music 5-7pm, in warm months, on McMurran Hall steps or King St.
  - Draw people downtown at the end of their work day, but end early enough that they stay for dinner and/or shopping
  - Encourage shops to stay open late and sidewalk sales, and restaurants to offer specials
  - Close King St, between German and Old Queen Alley (space for tables/chairs for gathering, seasonal bonfire/oversized games, chalk art, etc.)
- 1 “signature” event: Spring in Shepherdstown
  - Easter Parade & Egg Hunt
  - A beloved recurring event, but no funding was previously requested to support for this year
- 1 Business Forum (NEW)
  - Topics TBD (focus on small business resources, collaboration and networking)
  - Goal is to support our local businesses by facilitating networking, improving information-sharing, and providing educational resources
- Dedicated part-time person to maintain calendar, social media, and newsletter, help with bookkeeping, and coordinate with businesses and JC-CVB (to augment CVB’s promotional efforts, not replace or duplicate)

### **Brief Justification:**

- 75% of business owners interviewed said events were helpful, and feel additional events would help attract more business, and several asked for more live music, art and coordinated stay-open late evenings.
- The two killers of event success are lack of consistent communication and volunteer burnout – having dedicated support to handle core functions is a key enabler for success not only of these specific events but also the other events/happenings that take place all year long around Town, most of which are organized by non-profits.

**For more information:** Shannon Thomas (~~651-225-7033~~) or Harriet Pearson (~~202-775-1666~~)

## **Experience Shepherdstown FY2026 Budget Proposal (February 3, 2025)**

**Proposed by:** Experience Shepherdstown Board of Directors

**Project Title:** Experience Shepherdstown - Annual Allocation

**Budget Estimate:** \$52,200

### **Alignment with 2014/Draft 2025 Comprehensive Plan Goals & Strategies:**

**Goal 1 – Promote Economic Prosperity & Cultural Vibrancy (EC)**

- EC1: Market Shepherdstown as a Destination and Highlight its Local Businesses
- EC4: Increase the Town Social Media Presence
- EC5: Institute Mentoring and Entrepreneurship Programming for Local Businesses
- EC6: Develop and Implement a Long-Term Action Plan to Expand and Promote Shepherdstown's Arts and Culture

### **Specific Goals:**

Support annual signature events and new initiatives to encourage community members and visitors to come out, hang out, eat and shop; support local businesses; expand and promote the arts; and improve events communication.

### **Brief Description:**

Consistent, intentionally planned, and well-communicated events incorporating activities, music, art, and business specials geared to build community and attract visitors. Funding request will enable:

- 11 new "Shepherdstown Live" events for FY26
  - 6 including free live music in warmer months
  - 3-4 promoting local visual art
- 3 Signature Events/Themes
  - Spring in Shepherdstown
  - Halloween in Shepherdstown/BooFest
  - Christmas in Shepherdstown
- 2 Business Forums. Topics TBD (Small business resources, collaboration and networking)
- Dedicated part-time person to maintain community calendar, produce Shepherdstown-specific social media and email newsletter, assist with bookkeeping, and coordinate with businesses and JC-CVB (to augment CVB's promotional efforts, not replace or duplicate)
- Expansion of the Arts through mini-grants to encourage and support a well-developed new visual arts festival or similar initiative(s)
- Additional Community-Building Events / Support
  - Revamp Shepherdstown.info website (current one is on out-of-date template/tech)
  - In coordination with Town, seek grant funding for and start work on updated branding for Shepherdstown (research indicates that consistent Town branding is best practice)
  - Research potential other events to strengthen ties within community and businesses
  - Provide resources and mentorship to individuals/groups wishing to start new events or evolve existing ones

**Brief Justification:**

- Experience Shepherdstown has not requested or received funding since 2019. Without sustained new funding from the Town, this non-profit organization will no longer be able to support any Town events nor maintain the Shepherdstown.info website and the town community events calendar.
- 75% of business owners interviewed said events were helpful, and feel additional events would help attract more business.
- The two killers of event success are lack of communication and volunteer burnout – having dedicated support to handle core functions is a key enabler for success.
  - JC-CVB is a strong partner, however, they are not an event organization, and must spread their efforts across Jefferson County.
  - They will continue to help promote/amplify our events to out-of-state visitors, enabling Experience Shepherdstown to focus more on local businesses, residents and regional visitors.
- Research shows that dedicated support for “downtown”-focused events and programs is a best practice to maintain a vibrant downtown.

**For more information:** Shannon Thomas ~~(301) 271-1111~~ or Harriet Pearson ~~(301) 271-1111~~

**"Shepherdstown Live" (First Friday) Proposed Schedule (February 3, 2025)**

<b>First Friday Date</b>	<b>Monthly Theme / Cornerstone Town Events</b>	<b>"Shepherdstown Live" Music</b>	<b>Art and Other Activities*</b>
<b>FY2025</b>			
4 APR	Spring in Shepherdstown		Art student capstone exhibits kickoff (art throughout town)
2 MAY	Spring in Shepherdstown	Free live music **	
6 JUN	Pride Beeline March	Free live music	Birdcage Movie (OH)
<b>FY2026</b>			
4 JUL	Independence Day	Free live music	Rotary Picnic MGP CATF
1 AUG	CATF wrap up Beat Summer Heat	Free live music (Taiko Drums?)	CATF (ends 3 Aug) Business Forum, Topic TBD
5 SEP	Writers in Residence	Free live music	Art Walk?
3 OCT	Welcome to Halloween in Shepherdstown	Free live music	Ghosts of Shepherdstown decorating contest?
7 NOV	Veterans		Veterans Art Exhibit WMB
5 DEC	Christmas in Shepherdstown	Carolers, DJ holiday music (no band)	Storefront decoration contest, bonfire, s'mores, carriage rides?  Christkindlmarket? (In spirit of German tradition)
<b>2026</b>			
JAN	Frosty Fest	No First Friday	End of month: Ice Rink tentatively sponsored by Rotary. Consider Ice Carving Contest
FEB	Valentine's Day		Business Forum, Topic TBD
MAR	Restaurant Week Amer. Conserv. Film Fest		Conservation themed Art Walk?
APR	Spring in Shepherdstown		Art student capstone exhibits kickoff (art throughout town)
1 MAY	Spring in Shepherdstown	Free live music	Appalachian Heritage Festival maybe moving to spring? Incorporate somehow...
5 JUN	Pride	Free live music	Chalk art contest?

*\$4,000  
Allocated  
April  
2025*

\* Each month except January, shops encouraged to stay open late, sidewalk sales, special discounts / events of their own, and King St closed for community gathering.

\*\* New event committee meeting Wed 5 Feb to discuss programming details, music, etc.

TO: Members of the Governing Body  
FROM: Jame Gatz, Mayor  
Date: June 9, 2025  
Subject: Background on Funding Request Submitted the Contemporary American Theater Festival

This note provides background on the Contemporary American Theater Festival (CATF) request for financial support and the Finance Committee's recommendation to provide financial support this year.

Peggy McKowen, Artistic Director, spoke at the November 2024 Town Council meeting and requested support in the amount of \$50,000 in each of FY25 and FY26 to cover advertising and promotion of the theater in Town as well as rent, utilities and other expenses.

The Town Council tabled the request.

The Finance Committee revisited the request when working to revise the Town's FY25 budget and develop a thorough FY26 budget. The Committee met with Ms. McKowen to gather more information about the CATF's current needs.

In May 2025, the Committee voted to recommend that the Town Council award CATF a total of \$25,000 in FY25 with the stipulation that funds be used for advertising for the theater festival and to encourage more tourist visits to the Town this year.

CATF subsequently submitted a draft budget for use of the Town funds for the following activities: staffing new ticket office at the Visitor Center; additional flyers and brochures for outreach to residents; banners in the downtown area; and significant digital advertising strategy focused on residents throughout the region including in the Washington DC area.

Please see the following document for more information.

Thanks.

November 7, 2024

Dear Mayor Gatz and Shepherdstown Town Council Members,

For thirty-five years, the Contemporary American Theater Festival and Shepherdstown have welcomed tens of thousands of tourists from the region and thirty-six states. Prior to the pandemic, CATF had record ticket sales and demonstrated a 5.8 million dollar financial impact to the community. (<https://catf.org/thinkimpact/>) Today, CATF is rebuilding audiences and striving for a stronger, and more impactful relationship with the town and its businesses.

To accomplish this there are significant challenges. Prior to the pandemic, CATF patrons stayed overnight for at least a night and sometimes up to a week - staying in Shepherdstown lodging, eating in the restaurants, and shopping in the stores. In 2024, CATF patrons saw one, two, or three plays in a day and left instead of staying overnight. A major reason audiences are not staying is because they can not find or afford lodging in Shepherdstown. One of the major draws of the festival is the pedestrian experience of walking through our lovely town to dine and see a play.

The impact of this trend is felt deeply in our ticket sales. Our income must include at least fifty percent from ticket sales for CATF to be viable. Currently, CATF's ticket sales are about thirty percent of our income. CATF is proactively planning for the future to overcome these financial and infrastructural challenges. A major gift campaign is in the quiet phase and CATF has hired a fundraising consulting firm to help us reach our goals. The campaign is doing well and we're confident that our goals will be met.

In the meantime we need help for the next two years; to meet our cash flow needs, facilitate our planning for the future, and deepen our partnership with the Town. It is very important for CATF to have, and continue our presence on German Street - greeting guests, selling tickets, and performing right next to the restaurants and shops we encourage theater patrons to visit. However, in 2025 and 2026, CATF may not have the funding to support our presence on German Street. Therefore, we are asking Mayor Gatz, and the members of the Town Council to help us overcome this short-term challenge.

☎ 681-240-2283

🌐 CATF.ORG

✉ INFO@CATF.ORG

**thinktheater**

📍 PO BOX 429 SHEPHERDSTOWN, WV 25443

CATF is respectfully requesting support from the town in the amount of \$50,000 for each fiscal year, 2025 and 2026. This funding would enable CATF to continue our presence on German Street and to enhance advertising, and promotion of the theater and the Town. This grant would cover:

- Rental costs for the space
- Rental housing downtown
- Utilities for the space used
- Rental equipment needed in the performance venue
- Enhanced signage at the venue and throughout town
- Software upgrades to enhance sales opportunities in the downtown performance venue

CATF encourages Mayor Gatz and the Town Council members to consider the tangible and intangible benefits that CATF adds to our community. Consider the investment the Town has made in CATF and the rate of return. Over thirty-five years CATF has contributed millions of dollars in economic impact to Shepherdstown. Over more than three decades, CATF has requested less than \$20,000 in financial support from the Town Council. In the next two years CATF needs your support to remain a viable and significant presence in our town, state, and region. Please help us continue this partnership toward a vibrant future with even greater returns.

Thank you for your consideration.

Gratefully yours,



Peggy McKowen  
Artistic Director, CATF

☎ 681-240-2283

🌐 CATF.ORG

✉ INFO@CATF.ORG



# ECONOMIC IMPACT STUDY

Celebrating Cultural Partners:  
Leaders in Tourism & Economic Impact



**thinktheater + thinkbusiness**

**contemporaryamerican  
theaterfestival**  
AT SHEPHERD UNIVERSITY



## THE MISSION

To produce  
and develop  
new American  
theater.

**THANK YOU TO OUR  
ECONOMIC IMPACT STUDY PARTNERS**

SHEPHERD UNIVERSITY  
JEFFERSON COUNTY CVB // RANSON CVB  
SHEPHERDSTOWN // HARPERS FERRY

📍 PO BOX 429 SHEPHERDSTOWN, WV 25443  
☎ 800.999.CATF

🌐 CATF.ORG  
✉ INFO@CATF.ORG

**contemporaryamerican  
theaterfestival**  
AT SHEPHERD UNIVERSITY



”

On behalf of Shepherd University, I am  
extremely proud to recognize our extraordinary  
partnership with CATF and the significant  
economic impact they are having on our region.

DR. MARY J.C. HENDRIX  
SHEPHERD UNIVERSITY PRESIDENT

**transforming the future**



# CATF AT A GLANCE

**FOUNDED IN 1991**, CATF is a professional theater, with the mission to produce and develop new American theater.

To date, the Festival has produced **127** new plays including **52** world premieres and **10** commissions.

Of the 127 plays produced, **65** plays have been written by **WOMEN**, which is 142% higher than the national average.

Each July, the Festival produces **SIX** plays in rotating repertory.

“Communities that support the arts and culture and investing in an industry that supports jobs, generates government revenue, and is the cornerstone of tourism.

AMERICANS FOR THE ARTS



CATF has a robust and thriving partnership with **SHEPHERD UNIVERSITY**. As a result of this relationship, Shepherd University is now offering a unique Contemporary Theater Studies major that provides students the opportunity to work with and learn from top industry professionals.

**THE CREATE THE FUTURE CAMPAIGN**, another example of the CATF and Shepherd University partnership laid the foundation for the Center for Contemporary Arts.

CATF operates with **ACTORS' EQUITY ASSOCIATION**, United Scenic Artists, and Society of Stage Directors and Choreographers.

# THE IMPACT

The Contemporary American Theater Festival, the cultural gateway to the Mountain State, enhances the quality of life for residents and visitors, as well as generating tourist revenue. Both the Festival's direct and indirect economic impact have residual effects that can be felt throughout the local and state economy.

This study, conducted by the largest arts marketing research firm in the country, **Shugoll Research**, demonstrates the profound impact CATF has on Jefferson County and the state of West Virginia.

**DIRECT ECONOMIC ACTIVITY \$5.86M**

Revenue generated to local government: \$340,000.

**Total Impact \$1M**

Revenue generated to state government: \$745,000.

**Amount spent per person, on average by Festival Attendees (excluding admission) \$238.17**

**CATF'S Direct Spending \$1.25M**

**Household income paid to residents \$2.6M**



A 2016 West Virginia University Bureau of Business and Economic Research report titled "The Economic Impact of Public Institutions of Higher Education in West Virginia," shows that Shepherd University's economic impact on Berkeley and Jefferson counties is **\$91.1 MILLION**.

The study also shows that Shepherd had the **THIRD HIGHEST ECONOMIC IMPACT** on its region among the state's four- and two-year colleges and that Shepherd has a return on investment (ROI) of \$9.73 **FOR EVERY DOLLAR** invested by the state.

WVMETRONNEWS.COM/2016/08/08/REPORT-FINDS-WVS-PUBLIC-HIGHER-EDUCATION-INSTITUTIONS-HAVE-2-7-BILLION-IMPACT-ON-STATE/

## HOW HAS CATF GROWN SINCE THE LAST EIS?

- In 2008, the impact of the Festival was \$3.2M. In 2018, the impact has grown to **\$5.86M, an 83% increase**.
- 11,500 tickets were issued in 2008. In 2018, **sales were increased by 65%**, resulting in 19,000 tickets issued.
- By 2013, **two phases of the Center for Contemporary Arts were completed**. The CCA provides both Shepherd University and CATF sophisticated classrooms, art studios, rehearsal rooms, and performance venues.
- CATF increased their offerings **from five to six plays** in rotating repertory during the 2017 Season.

**AMERICANS FOR THE ARTS RANKED CATF AS AN INDUSTRY LEADER IN:**

Customer satisfaction  
Quality of the work  
Communications  
Service  
Value for the price  
Customer service from staff

**WHAT DO PEOPLE SAY WHEN THEY THINK ABOUT CATF?**

Innovative  
Compelling  
Masterful  
Adventurous  
Thought-provoking  
Vibrant

**DOWNLOAD** CATF's full Arts & Economic Prosperity report and West Virginia's Travel Impacts at [CATF.org/thinkimpact](http://CATF.org/thinkimpact) or [shepherd.edu/catf-impact](http://shepherd.edu/catf-impact).

## The Economic Impact of the Contemporary American Theater Festival (FY 2018)

Direct Economic Activity	Spending by CATF	+	Audience Spending	=	Total Expenditures
<b>Total Expenditures (Festival and Its Audiences)</b>	\$1,250,094		\$4,608,088		<b>\$5,858,182</b>

### Economic Impact of Spending by the Contemporary American Theater Festival and Its Audiences

Total Economic Impact of Expenditures	Economic Impact of Spending by CATF	+	Economic Impact of Audience Spending	=	Total Economic Impact
Full-Time Equivalent (FTE) Jobs Supported	14.2		73.4		<b>87.6</b>
Household Income Paid to Residents	\$913,000		\$1,687,000		<b>\$2,600,000</b>
Revenue Generated to <u>Local</u> Government	\$20,000		\$319,000		<b>\$339,000</b>
Revenue Generated to <u>State</u> Government	132,000		\$614,000		<b>\$746,000</b>

### Attendance-Related Spending by the Festival's Audiences Totaled \$4.61 million (excluding the cost of admission)

Attendance	Resident <sup>1</sup> Attendees	+	Nonresident <sup>1</sup> Attendees	=	All Attendees
Total Festival Attendance	1,625		17,721		<b>19,346</b>
Percentage of Total Attendance	8.4% %		91.6% %		100.0%
Average Festival-Related Spending Per Person	\$80.13		\$252.60		\$238.17
<b>Total Festival-Related Expenditures</b>	<b>\$129,490</b>		<b>\$4,478,598</b>		<b>\$4,608,088</b>

### The Festival's Attendees Spend an Average of \$238.17 Per Person (excluding the cost of admission)

Category of Festival-Related Expenditure	Resident <sup>1</sup> Attendees	Nonresident <sup>1</sup> Attendees	All Attendees
Meals and Refreshments	\$51.45	\$98.39	\$94.46
Souvenirs and Gifts	\$9.02	\$18.57	\$17.77
Ground Transportation	\$3.52	\$12.61	\$11.85
Overnight Lodging (one night only)	\$5.99	\$109.30	\$100.66
Other/Miscellaneous	\$10.15	\$13.73	\$13.43
<b>Average Festival-Related Spending Per Person</b>	<b>\$80.13</b>	<b>\$252.60</b>	<b>\$238.17</b>

Source: *Arts & Economic Prosperity 5: The Economic Impact of the Contemporary American Theater Festival and Its Audiences*. For more information about this study or about other cultural initiatives in the Contemporary American Theater Festival, visit the Contemporary American Theater Festival's web site at [www.catf.org](http://www.catf.org).

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## About This Study

This Arts & Economic Prosperity 5 study was conducted by Americans for the Arts to document the economic impact of the nonprofit arts and culture industry in 341 communities and regions (113 cities, 115 counties, 81 multicounty or multicounty regions, 20 states, and 12 individual arts districts)—representing all 50 U.S. states and the District of Columbia. The diverse communities range in population (1,500 to more than 4 million) and type (small rural to large urban). Project economists from the Georgia Institute of Technology customized an input-output analysis model for each participating region to provide specific and localized data on four measures of economic impact: full-time equivalent jobs, household income, and local and state government revenue. These localized models allow for the uniqueness of each local economy to be reflected in the findings.

Americans for the Arts partnered with 250 local, regional, and statewide organizations that represent the 341 study regions (30 partners included multiple study regions as part of their participation). **The Contemporary American Theater Festival contracted with Americans for the Arts for the purpose of conducting this separate, customized analysis for the Festival**, located in Shepherdstown, WV.

## Surveys of Nonprofit Arts and Cultural ORGANIZATIONS

Each of the 250 partner organizations identified the universe of nonprofit arts and cultural organizations that are located in its region(s) using the Urban Institute's National Taxonomy of Exempt Entity (NTEE) coding system, a definitive classification system for nonprofit organizations recognized as tax exempt by the Internal Revenue Code. In addition, the study partners were encouraged to include other types of eligible organizations if they play a substantial role in the cultural life of the community or if their primary purpose is to promote participation in, appreciation for, and understanding of the visual, performing, folk, and literary and media arts. These include government-owned or government-operated cultural facilities and institutions; municipal arts agencies and councils; private community arts organizations; unincorporated arts groups; living collections (such as zoos, aquariums, and botanical gardens); university presenters, programs, and facilities; and arts programs that are embedded under the umbrella of a nonarts organization or facility (such as a hospital or church). In short, if it displays the characteristics of a nonprofit arts and cultural organization, it is included. *For-profit businesses (e.g., Broadway, motion picture theaters) and individual artists were excluded from this study.*

Nationally, data was collected from a total of 14,439 organizations for this study. Response rates among all eligible organizations located in the 341 study regions was 54.0 percent and ranged from 9.5 percent to 100 percent. Responding organizations had budgets ranging from \$0 to \$785 million (Smithsonian Institution). It is important to note that each study region's results are based solely on the actual survey data collected. There are no estimates made to account for nonresponding organizations. Therefore, the less-than-100 percent response rates suggest an understatement of the economic impact findings in most of the individual study regions.

**The Contemporary American Theater Festival provided detailed financial and attendance data for the purpose of completing this independent study.** A list of the participating organizations can be obtained from the Contemporary American Theater Festival.

## Surveys of Nonprofit Arts and Cultural AUDIENCES

Audience-intercept surveying, a common and accepted research method, was completed in all 341 study regions to capture information about spending by audiences at nonprofit arts and culture events. Patrons were selected randomly and asked to complete a short survey while attending an event. A total of 212,691 attendees completed the survey. The respondents provided itemized travel party expenditure data on attendance-related activities such as meals, souvenirs, transportation, and lodging. Data was collected throughout the year to guard against seasonal spikes or drop-offs in attendance, and at a broad range of events (because a night at the opera will typically yield more spending than a Saturday children's theater production). Using total attendance data for 2015 (collected from the participating organizations), standard statistical methods were then used to derive a reliable estimate of total arts event-related expenditures by attendees in each study region.

**The Contemporary American Theater Festival collected a total of 1,173 valid audience-intercept surveys from attendees to arts and cultural performances, events, and exhibits during 2018.**

## Studying Economic Impact Using Input-Output Analysis

To derive the most reliable economic impact data, input-output analysis was used to measure the impact of expenditures by nonprofit arts and cultural organizations and their audiences. This highly-regarded type of economic analysis has been the basis for two Nobel Prizes in economics. The models are systems of mathematical equations that combine statistical methods and economic theory in an area of study called econometrics. The analysis traces how many times a dollar is respent within the local economy before it leaves the community, and it quantifies the economic impact of each of those rounds of spending. Project economists customized an input-output model for each of the 341 participating study regions based on the local dollar flow among 533 finely detailed industries within its economy. This was accomplished by using detailed data on employment, incomes, and government revenues provided by the U.S. Department of Commerce (County Business Patterns, the Regional Economic Information System, and the Survey of State and Local Finance), state and local tax data (e.g., sales taxes, lodging tax, property taxes, income tax, business/corporate tax, and miscellaneous local option taxes), and the survey data collected from the responding arts and cultural organizations and their audiences.

<sup>1</sup> For the purpose of this study, residents are attendees who live within Jefferson County, WV; nonresidents live elsewhere.

TO: Members of the Governing Body  
FROM: Jame Gatz, Mayor  
Date: June 9, 2025  
Subject: Background on Funding Request in Support of the Beeline March Commemoration

Peter Smith has requested Town support to defray costs of the 250<sup>th</sup> anniversary celebration of the Beeline March.

Mr. Smith has spoken with the Town Council twice this year concerning the Beeline March commemoration and related activities. The attached flyers provide background information. Mr. Smith estimates that many people will visit our town for the celebrations in June and July and throughout the summer.

The Finance Committee recommended that the Town provide up to \$2,500 to support the Beeline events this year.

Thanks.





## **Bee Line March 250th Anniversary Celebration**

### **Schedule of events—Public, long form**

**Shepherdstown, WV**

*Working draft 01-17-25*

**Events free unless otherwise noted.**

**Wednesday, April 16, 2025**

#### **Historic Shepherdstown Commission and Museum Speaker Series Talk**

7 p.m.: Master gunsmith Brian LaMaster, of High View, WV, and Kentucky rifle expert Tim Hodges, of Winchester, VA, will give a presentation about rifles made by the Sheetz family and the upcoming Kentucky Rifle Exhibit at the Historic Shepherdstown Museum. In the auditorium of the Robert C. Byrd Center for Congressional History and Education.

**Saturday, April 19, 2025**

#### **Kentucky Rifle exhibit opens at Historic Shepherdstown Museum**

A special Kentucky Rifle exhibit at the Historic Shepherdstown Museum will open to the public. The exhibit is being organized in cooperation with the Kentucky Rifle Association, the leading organization dedicated to the collection and preservation of American flintlock long rifles. The exhibit will feature rifles by the Sheetz family, other rifles from Berkeley and Jefferson counties, and tools and other items. It will remain open every weekend through October 19. Museum hours are Saturdays from 11 am to 5 p.m., Sundays from 1 to 4 p.m., and by appointment. For more information, visit [www.historicshepherdstown.com](http://www.historicshepherdstown.com). For an appointment, call 304-876-0910. Adult donation, \$5. Members of the military and children are free.

**Wednesday, May 14, 2025**

#### **Historic Shepherdstown Commission and Museum Speaker Series Talk**

7 p.m.: Jefferson County Museum Historian Doug Perks will give a presentation on the Bee Line March. In the auditorium of the Robert C. Byrd Center for Congressional History and Education.

**Saturday, June 7, 2025**

#### **Wayside Marker Dedication**

11 a.m. The West Virginia State Society, National Society Daughters of the American Revolution will dedicate a DAR America 250 Patriots Marker at Morgan's Grove Park.

**Saturday, June 14, 2025**

#### **Bee Line March Anniversary Celebration at Morgan's Grove Park and other locations**

10 am: Park opens for celebration with drills and weapons demonstrations by members of the Sons of the American Revolution; 18th Century children's games; music by the West Virginia University Mountaineer Fifes and Drums; and displays by Jefferson County Historical Society, Historic Shepherdstown, Daughters of the American Revolution, Sons of the American Revolution, and similar groups.

11 am: The Pack Horse Ford Chapter of the Daughters of the American Revolution will conduct a wreath-laying ceremony at the Bee Line March monument in Elmwood Cemetery. As part of this event, starting at about 10:40 am, members of the Sons of the American Revolution will march from the park to Elmwood Cemetery to participate in the ceremony, and then march back to the park. Members of the public may follow the march to and from the cemetery if they wish.

11:30 am to 1:00 pm: Food trucks will offer barbeque for purchase. The Shepherdstown Community Club will have a tent selling special Bee Line March beer brewed by the Bavarian Inn Resort and Brewing Company.

2 p.m.: Commemorative ceremony at the park pavilion. Ceremony will include representatives of the West Virginia National Guard, the Mount Vernon Ladies' Association, elected officials, the Jefferson High School Air Force Junior ROTC color guard, and descendants of the families of the men who participated in the Bee Line March. A new interpretive sign explaining the Bee Line March will be dedicated.

After ceremony: displays and demonstrations continue.

c. 4 p.m.: Events at the park conclude

**Sunday, June 22, 2025**  
**Recital and lecture on military music of the Revolutionary War Era**

3 p.m. A trio of musicians from Music of the Regiment will present a recital and lecture on military music of the Revolutionary War period. The performance, cosponsored by the Bee Line March Anniversary Celebration and the Friends of Music, will be held at Shepherdstown's Trinity Episcopal Church. Music of the Regiment is an ensemble of musicians and network of researchers dedicated to the study and performance of 18th and 19th century European and American military music. For more information about the ensemble, visit its website at [www.musicoftheregiment.com](http://www.musicoftheregiment.com).

**Friday, July 4, 2025**  
**Annual Shepherdstown Independence Day parade**

11 a.m.: Parade will include entries promoting the July 19 Bee Line March reenactor encampment.

**Saturday & Sunday, July 19 & 20, 2025**  
**Encampment of Revolutionary War reenactors at Morgan's Grove Park**

**Saturday, July 19**

10 a.m. to 3:00 p.m.: Events will include talks in the park pavilion to frame the living history context; 18th Century children's games; fife and drum demonstrations by the Old Line Fife and Drum Corps from Frederick, MD; drill and flintlock use demonstrations; and demonstrations of Revolutionary War camp life activities. Food trucks will offer barbeque for purchase.

3:00 p.m.: Reenactors will march to downtown Shepherdstown via Kearneysville Pike. When they arrive downtown, they will position themselves around town to engage the public in discussions about the Bee Line March and the Revolutionary War. Docents will be available at the Historic Shepherdstown Museum to talk about the museum's Kentucky Rifle exhibit.

5:00 p.m.: Reenactors will gather on the McMurran Hall lawn for a commemorative event featuring a short talk about the importance of the Bee Line March.

## **Sunday, July 20, 2025**

11 a.m.: Reenactors return to downtown and remain there until about 3:00 p.m., again engaging the public in discussions about the Bee Line March and the Revolutionary War.

### **Other events and activities Dates to be determined.**

- Tours to Pack Horse Ford and walking tours of local cemeteries containing graves of Bee Line March members and descendants.
- Presentations for children and families in area county libraries about the Bee Line March and the beginning of the Revolution in our area. The Adam Stephen Chapter of the Sons of the American Revolution will conduct the presentations.
- The Adam Stephen Chapter of the Sons of the American Revolution will unveil a restored Washington Heritage Trail sign at Morgan's Grove Park. The sign includes information about the Bee Line March.
- The Bee Line Chapter of the Daughters of the American Revolution will sponsor a 5K run-walk event at Morgan's Grove Park.





## **Background on Shepherdstown's 2025 Bee Line March 250th Anniversary Celebration**

Shepherdstown occupies a distinctive place in the nation's Revolutionary War history. In the summer of 1775, the town—then part of Virginia and then called Mecklenburg—was the mustering place for one of ten companies of riflemen that were raised from Virginia, Maryland, and Pennsylvania in response to a June 14 call from the Continental Congress for volunteers to aid General Washington at the siege of Boston.

This was the first time the Congress had issued such a call for volunteers, and the raising of these ten companies is generally regarded as the beginning of the United States Army. Therefore, today's Army regards June 14 as the date of its founding, and it will mark the 250th anniversary of its founding on June 14, 2025.

The Shepherdstown company of riflemen was commanded by Hugh Stephenson, a local veteran of the French and Indian War. After a period of training and waiting for sufficient arms to be supplied, this company, composed of 98 men, assembled at a place called Morgan's Spring on July 17 and began its march to Washington's camp in Cambridge from that place. Its men covered the 600-mile distance to Cambridge in just 25 days, arriving at Washington's camp on August 11. Because of the speed at which they travelled, their march was immediately dubbed the "Bee Line March," and that nickname has stuck through the ages.

The company that made the Bee Line March is of particular significance for three reasons: it was among the first of the ten companies to reach Washington's encampment, it is probably the best documented of any of the ten companies because of a detailed diary that was kept by one of its members, and the starting place of its march to Cambridge is likely the only starting place of any of the ten companies that can be identified reliably today.

In 2025, Shepherdstown will host a series of events and activities to celebrate the 250th anniversary of the Bee Line March. These events and activities will include a special exhibit in the town's museum of choice, locally made Colonial-era flintlock rifles; a commemorative ceremony at Morgan's Grove Park on June 14, and a gathering of Revolutionary War reenactors at the park on July 19. There will also be a June 22 recital and lecture focusing on martial music of the Revolutionary War era, and other talks on other dates for both adult audiences and local school children.

All these events and activities are being organized by a group of local civic and historical organizations that was formed in the fall of 2023. The organizations represented include local chapters of the Daughters and Sons of the American Revolution; the Historic Shepherdstown Commission; the Jefferson County Historical Society; the Jefferson County Historic Landmarks Commission; the Jefferson County Museum; the Shepherdstown Community Club; the Rotary Club of Shepherdstown; Shepherd University; and the Virginia Piedmont Heritage Area Association.

<b>2025 Bee Line March Celebration Budget</b>		
<i>As of 02-01-25</i>		
<b>EXPENSES</b>		
<b>General expenses</b>		
New commemorative sign for Morgan's Grove Park (Hopewell Mfg.)	1,400	Copy of sign erected by the town hall in 2012
Reprint Jeff Co Hist Landmarks Comm Bee Line March brochure	1,785	5,000 copies
Logo design and other startup graphics (Eden Design)	662	
<b>Total</b>	<b>3,847</b>	
<b>June 14, 2025 event expenses</b>		
Morgan's Grove Park Rental	500	
Bus rental (Elite Excursions WV)	733	25-pass bus Transport VIPs from park to Morgan's Spring site and Elmwood cemetery
Sound system for ceremony (Welsh Sound)	1,160	
Chairs, tables (Jefferson Rentals)	495	200 tan folding chairs, two 72-inch rectangle tables; includes delivery & after-hours pickup charges
Portable toilet rental (AC&T)	99	One toilet
Refreshments for Morgan's Spring site visitors	135	3 Dunkin "Box O' Joe"s @ \$25 ea; 3 dozen donuts @ \$18.50 per doz
Mementos for Bee Line March descendants	353	Est 30 Framed copies of woodcut @ c. \$11.75 ea (frame \$9.75; c. \$2 for mat supplies; Bridge Gallery donating framing labor).
Musicians' fee (WVU Mountaineers Fifes and Drums)	700	
Programs for commemorative ceremony (Specialty Printing)	38	200 @ .19 ea
Flyers for publicity (Eden Design)	250	Design services
Flyers for publicity (Specialty Printing)	81	200 @ .405 ea
<b>Total</b>	<b>4,544</b>	
<b>June 22, 2025 concert expenses</b>		
Musicians' fee (Music of the Regiment)	1,500	
Sound system (Welsh Sound)	500	
Gratuity for church	100	
Flyers for publicity (Eden Design)	250	Design services
Flyers for publicity (Specialty Printing)	41	
<b>Total</b>	<b>2,391</b>	
<b>July 19-20, 2025 event expenses</b>		
Morgan's Grove Park rental	500	
Musicians' fee (Old Line Fife and Drum Corps, Frederick MD)	2,000	
Sound system for events in park pavilion (Welsh Sound)	1,720	
Sound system for pm McMurren Hall event (Welsh Sound)	150	
Portable toilet rental for Morgan's Spring site (AC&T)	297	Three toilets
Portable toilet rental for Morgan's Grove Park (AC&T)	99	One toilet
Tents, chairs for Morgan's Grove Park (Jefferson Rentals)	946	Two 20x30' pole tents & 50 tan folding chairs; includes delivery, tent setup, and after-hours pickup charges
Tent, chairs & tables for Morgan's Spring site (Jefferson Rentals)	617	One 20x30' pole tent, 50 tan folding chairs & five 72-inch round tables; Includes delivery and pickup charges
July 19 lunch provisions for reenactors	200	Bread, meat, dried peas
July 19 buffet dinner for reenactors (Alma Bea Restaurant)	1,400	Est 40 meals. Mary Ellen Diaz preparing quote. Will be c.\$35 per person
July 20 breakfast for reenactors	227	5 Dunkin "Box O' Joe"s @ \$25 ea; 5 dozen donuts @ \$18.50 per doz
Straw for reenactors (Ripon Lodge Farm)	200	One bale per reenactor @ \$5 ea delivered
Flyers for publicity (Eden Design)	250	Design services
Flyers for publicity (Specialty Printing)	81	200 @ .405 ea
<b>Total</b>	<b>8,697</b>	
<b>TOTAL EXPENSES</b>	<b>19,479</b>	
<b>AMOUNTS PLEDGED TO COVER EXPENSES</b>		
Friends of Music	1,600	Musicians' fee and church gratuity for June 22, 2025, concert
Rotary Club of Shepherdstown	1,200	For new commemorative sign at Morgan's Grove park
Rotary Club of Shepherdstown	785	For reprint of Bee Line March brochure
Jefferson County Historic Landmarks Commission	500	For reprint of Bee Line March brochure
Jefferson County Convention and Visitors Bureau	500	For reprint of Bee Line March brochure
Shepherdstown Community Club	500	Waiver of Morgan's Grove Park rental fee for June 14 event
Adam Stephen Chapter, Sons of the American Revolution	up to 400	To help cover cost of framed woodcuts for Bee Line March descendants
Peter Smith, Rotary Club of Shepherdstown member	662	For logo design and other startup graphics
Lois Turco, Rotary Club of Shepherdstown member	200	For new commemorative sign at Morgan's Grove park
Sean Murtagh, Rotary Club of Shepherdstown member	200	For any purpose
Bridge Gallery, Shepherdstown	TBD	Will donate cost of labor for framing woodcut copies for descendants
Bakers Guild at Peter Burr Farm	TBD	Will donate artisanal bread for reenactors' July 19 lunch
<b>TOTAL RECEIPTS AND PLEDGES</b>	<b>5,947</b>	
<b>AMOUNT STILL TO BE RAISED</b>	<b>13,532</b>	

TO: Members of the Governing Body  
FROM: Jame Gatz, Mayor  
Date: June 9, 2025  
Subject: Background on Funding Request for Rose Hill Cemetery Maintenance

This note provides background information about Ms. Ruth Brown's request for Town support for ongoing care and maintenance of Rose Hill Cemetery.

Rose Hill is an historic African American family- cemetery located in the western section of town adjacent to Shepherd University campus and near the Fairfax Baseball field. More than 90 former residents are buried in that location. The cemetery was established by a group of Shepherdstown residents in the early 1900s. Rose Hill is among three of four important old cemeteries in town, all of which need ongoing maintenance and care. Important town figures are buried in these cemeteries including residents who fought in the American Revolution and the Civil War.

Ms. Brown is one of only a few remaining individuals responsible for maintaining Rose Hill cemetery. Annual maintenance for Rose Hill cemetery costs the families approximately \$3,000 a year for mowing. The families rely on basic maintenance of the property. Ms. Brown has spoken with me multiple times over the past six months about the need for Town support.

The Finance Committee recommended that the Town provide up to \$1,000 for mowing the cemetery this year. The committee also recommend that the Town establish a Task Force to explore the best approach for maintaining Rose Hill and the other cemeteries located within town limits.

Thanks.

## Age-Friendly Shepherdstown

Minutes (draft)

May 21, 2025

Attending: Marty Amerikaner, Charlotte Baker-Shenk, Marcy Bartlett, Jan Hafer, Stacey Kendig, Linda Spatig

1. Approval of March meetings minutes. There were no minutes of April meeting which was cancelled due to lack of quorum. Minutes of March meeting were unanimously approved.
2. Old Business
  - a. Public transportation usage survey. The group decided to send a survey reminder email to the town that includes a two-week date when the survey would be closed. Also, Linda agreed to make hard copies of the survey and get them to Jan Hafer for people who attend the Tuesday Senior Lounges at the Shepherdstown Public Library.
  - b. Push-button entry for town buildings. As we understand it, money has been allocated for this, possibly in FY 26, but no RFPs have been circulated yet as far as we know.
  - c. Hearing accessibility at town meetings. The group expressed satisfaction and gratitude for equipment and process changes already in place. We agreed that the new use of Zoom needs to be publicized. Also, we agreed that a portable sound system is needed for town meetings that are held in locations other than the room in Town Hall. Finally, we agreed to propose that the town make a formal recommendation to the Community Club and any other space in which large public meetings are held, to ensure that hearing accessibility is possible. Jan agreed to draft a possible recommendation.
  - d. Fall prevention and safety. Marcy reported that the tree well in front of the Entler Hotel has been repaired. She was unsure whether the stair railing for Cullison Park had been accomplished.

- e. Snow and ice removal. As far as we know, plans are underway to address this, with plans to draft an RFP for the work.
- f. Bike route signage. Stacey reported that SU is ready to go. She and Marty are meeting to confirm planned placement of 7 to 8 signs on campus. They agreed to meet with SU Buildings and Grounds administration next week. Marty reported that money for sharrows and signs in Shepherdstown is in the budget, possibly in FY 25.
- g. Town email list. We agreed that the town email list needs to be reactivated, possibly with a new format.

### 3. New Business

- a. Renewal of Action plan/certification. Linda explained that our Age-Friendly certification is valid through Sept 9, 2025. She agreed to draft the progress report that is required to renew/extend our certification. Committee members agreed to review the current Age-Friendly Action Plan and to provide feedback about our progress and thoughts about possible future plans. We agreed that the plan would be discussed as a major part of our June meeting.
- b. Next Meeting: June 18, 1:30pm, zoom

**DRAFT**  
**Minutes**  
**Shepherdstown Finance Committee Special Meeting**  
**Monday May 12, 2025**  
**Zoom**

<https://us06web.zoom.us/j/88368986380?pwd=BLq2auQfTVo4ypFV2TmtZERW9gXQs.1>

1. Call to order: 6:03pm.
  - i. Members attending: Mayor Gatz, Marcy Bartlett, Marty Amerikaner.
  - ii. Staff: Gino Sisco
  - iii. Visitors: Jim Auxer, Harriet Pearson
2. Date for regular finance committee meetings going forward: Discussion of pros and cons of moving the date for regular meetings of the Finance Committee to a day that would precede the monthly Town Council meeting. The purpose would be to ensure that Finance Committee members are informed and able to ask questions about financial reports in advance of the presentation at the upcoming Council meeting. One concern raised was that financial data for the previous month would not have been finalized at those dates very early in the month. No decision was reached. During this discussion we agreed that tonight's meeting would serve as our meeting for the month of May.
3. Review of monthly financial reports: Gino reviewed the March financials with the committee.
4. Funding requests submitted by town organizations (Requests that will be discussed and acted upon at Council meeting): The committee reviewed funding requests from three groups:
  1. CATF: after discussion, committee agreed to recommend a \$25000 contribution. The mayor will talk with Peggy McKown about ways that the money could be used for projects of mutual benefit for the Town and CATF.
  2. Beeline March: Committee discussed the current fundraising situation for the March and the importance of Town support. We agreed to propose a \$2500 contribution.

3. Rose Hill Cemetery: the mayor outlined the request from the organization caring for the cemetery; after discussion, the Committee proposed further research into how best to support both this request and the care of each of our historic cemeteries.
5. Status of service procurements and RFPs (including financial system, landscaping / snow removal): Gino reviewed the status of RFPs for the financial software system and for a company to manage Town needs for landscaping and snow removal.
6. Status / timeline for FY25 Budget revisions: Gino reported that he and Chris Longerbeam are working to clarify entries for each line of the budget to ensure that all expenses are allocated to the correct lines.
7. Letter from State Treasurer re audit finding: Mayor Gatz will call the state office to clarify that there is no new issue that needs addressing at this time.
8. Motion to adjourn (8:20): Marty; second Marcy

**Committee:** Shepherdstown Historic Landmarks Commission

**Meeting Date:** May 12, 2025

**In Attendance:** Keith Alexander (KA), Carmen Slater (CS), Rebecca Bicker (RB), Ashley Reynolds (AR), Jim King (Jefferson County Historic Landmarks Commission)

**In Absentia:** Tom Mayes

**In Audience:** Lona Lozinski - 25-07 126 W German St  
Justin Morgan and Meredith Houck - 25-06 109 N Princess St  
Emmanuel Spanos - 25-08 115 E German St  
Garry & Michelle Shipley - 25-12 110 College St

1. **Call to Order:** Call to order by KA at 6:00PM
2. **Approval of Prior Month's Minutes:**
  - a. 3/10/25: No comment, minutes automatically approved in accordance with Robert's Rules.
  - b. 4/14/25: No comment, minutes automatically approved in accordance with Robert's Rules.
3. **Visitor's comments:** None.
4. **Conflicts of Interest:** None noted.
5. **Applications:**
  - a. **25-06 109 N Princess St-** Applicant provided the material information for the walls (LP Smartsite), roof (asphalt shingles), windows (metal and glass), and shutters (wood) of the shed along with samples of the siding and roof. KA questioned if the pre-fab shed matched the aesthetic of the other buildings in the town in accordance with page 56 item B of the guidelines. AR inquired if the applicant would be willing to turn the shed 90 degrees so that the window and door does not face the street, applicant noting agreement. Motion by CS approve the application in accordance with page 56 of the Guidelines items A-F with the stipulation that the shed's windows and shutters are made of wood and do not face the street. AR seconded. No comment. All in favor. None opposed.
  - b. **25-07 126 W German St-** RB noted and KA agreed that the sign application does not fall under HLC approval, rather Planning Commission. RB noted that Bistro 112 had a similar fence as requested. CS noted that a wood fence is preferred by the HLC. As such, the HLC advised the applicant to request a refund of the HLC application fee from the Corporation of Shepherdstown.
  - c. **25-08 115 E German St-** KA noted that the fence requested in the application does not fall under HLC approval. As such, the HLC advised the applicant to request a refund of the HLC application fee from the Corporation of Shepherdstown.
  - d. **25-12 110 College St-** Applicant summarized the new construction on the lot. KA noted that new construction falls under pages 57-59 of the Guidelines. After discussion of each aspect of the Guidelines applicable to the application, RB moved to approve the new construction in accordance with page 57-59 of the Guidelines with no caveats. CS seconded. No comment. All in favor. None opposed.
6. **Workshop Sessions:** None. Previously planned workshop was tabled until the June 2025 meeting as it was not in the May meeting's agenda as circulated a week prior to this meeting.
7. **Ongoing business:**
  - a. CS summarized the Community Engagement & Public Support Presentation she and KA attended to HLC noting some activities to be considered for the Shepherdstown HLC to implement including:
    - i. HLC to partner with local realtors to be notified when a property sells in the Shepherdstown Historic District. CS will then reach out to the new homeowner to introduce them to the HLC.
    - ii. HLC to provide historic preservation and rehabilitation awards to Corporation of Shepherdstown residents to show appreciation for their alliance with the HLC. AR to reach out to Historic Shepherdstown Commission and Museum to see if the HLC can partner with their existing awards program.



- iii. Signage designating Shepherdstown Historic District boundaries.
    - iv. Shepherdstown Historic District coloring book and coloring contests to engage the community.
  - b. Mills Group Survey - KA noted that this is still in process and that the HLC may need to formally request an extension from WV SHPO for the September 2025 deadline.
- 8. **New Business:**
  - a. KA noted that the Mayor has approved a summer/fall intern to catalogue town photographs and survey information.
  - b. CS noted that she is resigning from the HLC with September 2025 as her last meeting.
- 9. **Adjournment:** Meeting adjourned at 7:03PM.



# Shepherdstown WEST VIRGINIA

Shepherdstown Parks & Recreation  
May 6, 2025 – Postponed from April 22, 2025

Present committee members:

Cheryl Roberts - Committee chair  
Tobi Moriarty  
Adam Thomas

Absent members:

Marty Amerikaner

Staff:

Gino Sisco

Guests:

Jim Auxer

## Overview

The committee met at Rumsey Park on a beautiful evening in hopes of new members having an opportunity to receive an on-site analysis of past accomplishments as well as to ask questions and to assist in future planning initiatives.

Town Administrator, Gino Sisco has been playing a key role in a decision, along with Shepherdstown Rotary, for placement of the WV Swing project. Additional discussions on the repair of stone wall in progress.

The meeting continued with visits to Riverfront and Viola Devonshire parks and a quick drive-thru J. Hurley's trailer park land donated to town.

Other key updates include the following:

Bain Harris – trimming bushes, removal of dead tree; Cullison Park – path connecting to Rumsey Park and replacement of the railing from Mill Street in to the park; Riverfront Park-future development; possibility of the WV Swing placement, downed/rotted tree and debris removal; Viola Devonshire Park – completion of border replacement project and removal of old mulch and filled with new mulch. The committee will continue to coordinate with Woody for action items updates and planning.

The attached Bookmark the Park schedule is available for website, posting, and social media.



## Park Updates and Maintenance

- Approval of agenda for the May 6 make-up date for April 22<sup>nd</sup> meeting.



## Shepherdstown WEST VIRGINIA

- Approval of minutes from March 25<sup>th</sup> meeting.
- T. Moriarty, with expertise from G. Sisco, will follow up with J. Loeffler regarding Shepherdstown Rotary's request to explore the Town's right-of-way connecting Riverfront and Rumsey Parks.
- T. Moriarty will continue with list of recommendations for improvements to Riverfront Park
- Review of survey results from 2021 in which old wooden park benches and picnic tables were replaced with thermoplastic coated surface models. Picnic grills were not replaced at that time and will be explored. The flex-pave path at Cullison Park was added as the first phase walking path. Additional phases and new paths are being explored.
- Development of a new survey for fresh data on donated land for park use as soon as clear guidance is provided on the availability of donated land.
- Potential projects include sidewalk and street repaving from High Street to river
- Next meeting scheduled for May 27, at Cullison Park

### Action items

- C. Roberts will contact Woody re: alternative products for Cullison Park path
- C. Roberts will contact Woody re: railing replacement at Cullison Park

Respectively Submitted,

C. Roberts (on behalf of A. Thomas)

**SHEPHERDSTOWN PLANNING COMMISSION MINUTES**  
**REGULAR MEETING AND PUBLIC HEARING**

Monday, May 19, 2025  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order: 6:01pm**

**2. Approval of Previous Months' Minutes:**

- a. April 21, 2025, Meeting Minutes – Motion to approve minutes: James Gatz/ 2<sup>nd</sup> Linus Bicker/ All Aye

**3. Visitors:**

- a. None

**4. Conflicts of Interest:**

- a. None

**5. Applications:**

- a. **25-05**                      310 W. German Street

Motion to approve application 25-05: Rebecca Parmesano/ 2<sup>nd</sup> Roger Monroe/  
All Aye

- b. **25-06**                      109 North Princess Street

Installation of 8 x 8 wooden shed to be constructed on site and to be painted white and black in color to match existing house.

Motion to approve application 25-06 with amendment to install shed three feet from property line: Rebecca Parmesano/ 2<sup>nd</sup> Linus Bicker/ All Aye

- c. **25-07**                      126 West German Street

Installation of Business Sign

Motion to approve application 25-07: Roger Monroe/2<sup>nd</sup> Linus Bicker/ All Aye

- d. **25-08**                      115 East German Street

Installation of white vinyl fence for patio.

**SHEPHERDSTOWN PLANNING COMMISSION MINUTES**  
**REGULAR MEETING AND PUBLIC HEARING**

Monday, May 19, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

Application removed from the agenda. Application will be reviewed by Historic Landmarks Commission to receive a Certificate of Appropriateness.

- e. **25-11**                      72 Shepherd Village Circle

Install screened -in back porch.

Motion to approve application 25-11 after verification of lot setbacks and open space requirements by Shepherdstown Planning staff: Linus Bicker/ 2<sup>nd</sup> James Gatz/ All Aye

- f. **25-12**                      110 College Street

New Home Construction

Motion to reject application 25-12. Lot does not meet Title 9 lot size standards: Rebecca Parmesano/ 2<sup>nd</sup> James Gatz/ All Aye

- g. **25-13**                      329 West German Street

Installation of Solar panels

Motion to approve application 25-13: Linus Bicker/ 2<sup>nd</sup> Roger Monroe/ All Aye

- h. **24-03**                      102 College Street

Install new metal roof, porch covering (previously approved)

Motion to defer application to June 16, 2025 Planning Commission Meeting: Linus Bicker/2<sup>nd</sup> Roger Monroe/ All Aye

**6. Staff Report:**

- a. Gino Sisco and Ebonée Helmick provided the Planning Commission with an update on the proposed landscape design for the property located at 107 New Street.

**7. Continuing Business:**

- a. Review of Shepherdstown PUD Ordinance: Mayor James Gatz is coordinating a formal review of the Town's ordinances with WVU Law Clinic. The Planning Commission will be notified of the process to review the Title 9- Planning and Zoning Ordinance.

**SHEPHERDSTOWN PLANNING COMMISSION MINUTES**  
**REGULAR MEETING AND PUBLIC HEARING**

Monday, May 19, 2025  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

**8. New Business:**

- a. None

**9. Adjournment:**

- a. Motion to adjourn meeting: Linus Bicker/ 2<sup>nd</sup> Rebecca Parmesano/ All Aye

**Shepherdstown Tree Commission Draft Minutes**  
**Thursday, May 6, 2025 @6pm – Town Hall**

Members present: Linus Bicker, Robin McGrorty, Charlotte Baker-Shenk,  
(absent: James Dillon)

Visitors: Jim Auxer, Jamie Byron

Linus called the meeting to order at 6:07pm.

**Approval of April 10, 2025 Minutes**

Linus reviewed the contents of the minutes for everyone. Charlotte moved to approve the draft tree commission minutes of April 10, 2025. No objections noted.

**Public Comments:**

Jim Auxer said it would be helpful to have photos on our website of the tree cover of Shepherdstown taken from a high advantage point (like that available from someone doing pruning, or perhaps a drone). Jim also recommended Hallie Taylor as a resource for learning the history of the old crabapple tree at the old library.

Jamie announced that he has completed pruning 95% of trees and will be finishing in the coming weeks. He noted that all of the new trees have been planted and will need pruning attention for the next several years. The Commission commended him for his excellent work.

**Unfinished Business**

**Review pending and completed tree actions— Tree Action Log**

Robin observed that Bartlett has not yet pruned the old crabapple tree despite an April 9 note from Derek saying this would take place within a week. Still can't see the "eye" on the old Library. We previously communicated to Bartlett tree service our desire that the tree be pruned the way it is always been pruned. Robin will contact Derek again.

Jamie reported the sugar maple outside Town Hall is showing more die back. Robin and James will continue to monitor and assess health for potential removal and replacement in fall. Linus has purchased 12 gator bags for the new town trees and will assess for use on this tree.

Tree Commission will consider another new tree for the area across from yellow brick bank/El Ranchero.

Jamie was able to purchase and plant 2 fringe trees (for same cost as 1 larger fringe tree) to replace the redbud near entrance to JSB.

Cullison Park: Viking completed pruning and downing of hazard trees. Trees 101 will provide EAB treatment for the ash trees in May.

Trees #90 and 124 at Bankhurst home - Viking scheduled to complete this work.

High and Mill St 2 hazard maple trees (1 is dead and needs to be downed; the other can be pruned back to see if it can be revived) — Viking has given a reasonable bid. Will proceed with this.

### **Arbor Day tree planting**

Linus reported that the forest service gave the town a banner to celebrate the 19<sup>th</sup> year as a Tree City USA. The banner was displayed at May Day while Mayor Gatz offered remarks as to the importance and benefits of the town's tree canopy.

Robin and Jamie will plant the black Willow from James on Saturday, May 17 (10-11:30am) at Riverfront Park. Linus will check with Woody Coe about tree previously donated.

### **Standard of Care decision on purchase**

The commission decided it was not necessary to make this purchase. Instead, every request for vendor bid will include the statement "We expect compliance with ANSI A300" (a best practices statement).

### **Approved species list (James, and Jamie)**

Will be completed in July.

### **Arborscope:**

The commission decided to renew the Arborscope license.

### **Arborscope Database:**

Jamie agreed to add in pruning work information for each tree he has worked on

Robin will ask Erik (Viking) for that information on all complex pruning and removals they have done and then will revise the database to include that information.

(James previously offered to revise the database with whatever information is offered at each meeting of the commission.)

We briefly discussed the possibility of changing the database numbering system since it is so chaotic at present. This would be a huge task which could be a barrier to implementation.

### **Soil management care**

Ground covers: Charlotte brought and gave to Jamie 3 trays of 4 different native ground covers to plant with the new trees, experimenting to see which does best.



Mayor Gatz sent an email received during the commission meeting, requesting recommendations for landscaping work for town tree beds, including best practices for mulching and any other instructions to give to potential vendors.

The commission brainstormed a suggested set of expectations and a list of potential vendors in response. The commission is recommending that this landscaping work be accomplished by known landscapers rather than done by people who also do snow removal.

### **New Tree Watering**

Linus reported difficulties in using the water storage tank because of difficulty in parking close enough to the trees and having gravity flow through the hose for water to reach the trees. The spigot in the War Memorial could be utilized during dry spells. Linus, Robin, and Jaime will monitor and assess trees for watering needs and volunteer as needed.

### **FY2026 Tree Planting**

We will start considering locations that need more trees, looking at Rumsey Park and also side streets.

### **New Business**

Jack and Amy Childers at 105 E. New Street reported a dead tagged tree. It's a hybrid 'Crimson King' maple — which Jamie noted has been dying in other locations as well.

Jamie had a conversation with the Childers about their intentions. Instead of replanting with a tree, they wish to remove all the grass and create a native plant bed. They have already planted nearby a row of native hollies. The commission agreed to take down the dead tree with stump grinding.

### **Adjourn**

Meeting adjourned at 8 PM.

# **Corporation of Shepherdstown**

## **Minutes for Meeting of the Water and Sanitary Board**

May 29, 2025 6 pm

Town Hall 104 N. King Street

### **1. Call to Order**

### **2. Board Members Present:**

**Water Board** – Mr. Gatz, Ms. Bartlett, Mr. Bresland, Mr. Eggleston, Mr. Shelton, Ms. Kemnitzer

**Sanitary Board** – Mr. Gatz and Mr. Heyser

The mayor reported that Mr. Godfrey has resigned from the Water Board because he is moving outside the service area. The mayor thanked him for his service and has sent him an email stating the Town's appreciation for his service.

### **2. Visitors—Mr. Auxer and Mr. Ekstrom**

### **3. Minutes of April 24 Meeting**

Vote to Approve by Sanitary Board with minor changes.

Vote to Approve by Water Board with minor changes.

### **4. Flow and Quality Reports from Staff**

a. High flow in the Potomac River - The staff stated that quality data is within normal ranges. Volume of water billed was higher because of improvements in a few large meters. Also, staff described the difficulties created by the large volume of rain. The rise in the Potomac River required using temporary pumps on higher ground than our normal ones. Town Run was used as a source. The Boards thanked the staff for their extraordinary work.

b. Chlorine treatment - The Water Board asked for more explanation on the techniques presently employed to use chlorine in the treatment process and asked whether other techniques be considered. Mr. Ekstrom, our consulting engineer, replied that there may be significant benefits and he will provide more detailed descriptions and cost estimates for the staff and the Board to consider.

## **5. Financial Reports**

a. Budget v Actuals for 2024/2025 – Both Boards again asked the staff to provide more timely accounting of revenues and spending. The mayor explained that steps are being taken, including posting a call for applicants for the new Chief Financial Officer position and a Request for Proposals for a new financial management software system.

b. Balances in Reserve Accounts – The Boards again requested that more detail be reported on each account.

c. Status of Bond Refund – The refund to the Water Department was received but does not yet show up on the monthly financial reports because of the lag time in preparing them. The board renewed its request that the funds be deposited in the Water Department operating account.

## **6. Unfinished Business**

a. Update on Water Distribution System Construction – The project will be complete soon. Only minor repaving must be completed. Mr. Ekstrom reported that the entire grant money from the Corps of Engineers has been reimbursed to the town and the grant will be closed out in the near future.

b. Hydrant Report – Progress on meeting new State requirements is on schedule.

## **7. New Business**

a. Consumer Confidence Report – This annual report of water quality was submitted on time in the format required by the state. No violations occurred during 2024. It will be published in local newspapers to meet the requirement to notify customers. The Water Board will work with the town's new communications consultant to

provide a less technical summary of the report and provide other news about the department's services and projects.

b. Sewer service connection for vacant lot Maddex drive / RT45 – Mr. Ekstrom provided cost estimates for the sewer connections that Mr. Keller requested at the last meeting. This led to a broader discussion of the Town's study to identify and address septic system issues in our service area, especially how to protect the quality of Town Run, our secondary drinking water source. An initial study of this topic was authorized in the 2025/2026 budget and Gosh Engineers is commissioned to undertake it. The boards concluded that it is best to wait for the information from this study before proceeding with any projects. They also noted that the cost and legal complexities of this issue require careful consideration and innovative solutions are required.

c. Pricing for sewer service for Cherry Lane and Little Run Acres- This project was included in the discussion noted above.

## **9. Next Meetings June 26 and July 24 at 6 pm**

## **10. Adjournment**