

# **SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA**

Wednesday, August 13, 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 July 9 and 28, 2025

## **3. Public Comment Period**

- a. Persons who have registered to address Town Council

## **4. Public Hearing**

- a. Amendment to Town Zoning Ordinance to comply with State Statute

## **5. Ongoing Business**

- a. Comprehensive Plan Implementation
- b. Selection of Town Financial Director and Program Manager
- c. Shepherdstown Historic Education Initiative
- d. Rental of Temporary Office Space
- e. Audio / Visual System in Town Council Meeting Room
- f. Town Newsletter and Alerts
- g. Town Real Estate and Legal Matters
- h. Staff Reports
- i. Town Financial Status and Review and Approval of Town Expenditures

## **6. New Business**

- a. Planning for Municipal Elections

- b. Event Requests
  - Appalachian Festival – September 13
  - Shepherd Homecoming - October 25
  - Constitution Day Parade – September 20
  - Shepherdstown Community Club 80<sup>th</sup> Anniversary – (previously approved – requesting a date change)
- c. Town Run Water Shed Signs
- d. Community Grant Requests
  - Town Run Watershed
  - Local WV Short Film- “This Land Is Cursed”
- e. FEMA Flood Insurance Study and Revised Flood Insurance Rate Map

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

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

- Age Friendly Shepherdstown Committee – Results of Transportation Survey
- Finance Committee
- Grants Committee
- Historic Landmarks Commission
- Parks and Recreation Committee
- Planning Commission
- Public Works Committee
- Tree Commission
- Water and Sanitary Boards

## **8. Mayor’s Report**

## August 2025 Town Council Packet

## **SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES**

Wednesday, July 9, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

### **1. Call to Order at 6:32 p.m.**

2. Members Present: Mayor Gatz, Marty Amerikaner (via Zoom), Marcy Bartlett, Shannon Thomas, Carrie Blessing, Linus Bicker

Members Absent: Cheryl Roberts

Staff Present: Charle Coe, Mike King, Gino Sisco

Visitors Present: See attached sign-in sheet

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

a. Town Council Meeting Minutes: for June 9 and 11

For June 9: Marcy made one correction- she was present, not on Zoom).

For June 11: James asked that the amount of support for CATF (\$25000) be included.

Moved M. Bartlett, second by C. Blessing, to approve as amended, passed unanimously.

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

a. People who have registered to address Town Council:

a. Nancy Stewart announced a fundraiser to help Shepherdstown Shares' effort to purchase supplies for teachers.

### **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) Moved by Marty, second by Marcy. Passed Unanimously

b. Second Reading of 2025 Comprehensive Plan: Moved by S. Thomas, second by L. Bicker. Passed Unanimously

### **5. Ongoing Business**

a. Staff Reports - enclosed

b. Town Financial Status

i. Review and Approval of 5/31/25 Budget versus Actual Financial Reports

- ii. Review and approve Town Expenditures
- c. Town Hall Interns Program – Gino reported that the first intern (from WVU) had begun working. Gino noted that he is hopeful that the program will grow.

## **6. New Business**

- a. Event Request: Freedom's Run- Adam Lowe presented the request for approval of the annual Freedom's Run on October 4. After discussion of possible rerouting to bring runners into town in future years, approval was unanimous. Moved by L. Bicker, second by M. Bartlett, passed unanimously.
- b. Draft Policy for Art Enhanced Public Benches by Local Artists in Shepherdstown: Moved by M. Bartlett, seconded by C. Blessing, passed unanimously
- c. Direction markings for Bike Path on High Street: Mayor Gatz presented a visual display of the appearance of sharrows and arrows to be used to mark bike path. No action was needed

## **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**

Mayor Gatz raised concerns about the County Commission's firing of all members of the Development Authority. He asked all Council members to review a letter he had written to the JCC expressing those concerns.

He also reiterated the need for more volunteers from the community to serve on Town committees.

He expressed appreciation to Peter Smith for his excellent work again this year organizing the July 4 Parade and Picnic

**Moved to adjourn at 8:55: Unanimous**

## **SPECIAL SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES**

Monday, July 28, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

Zoom

1. Call to Order at 6:35 p.m.
2. Members Present: Mayor Gatz, Cheryl Roberts, Marty Amerikaner , Marcy Bartlett, Shannon Thomas, Carrie Blessing, Linus Bicker  
Visitors Present: See attached sign-in sheet  
Staff Present: Amy Boyd, Gino Sisco, Chris Longerbeam
3. FY26 Coal Severance Fund Budget – C. Longerbeam and G. Sisco provided an explanation of the budget revision. Moved by M. Bartlett, second by S. Thomas, to approve the budget revision as presented. Unanimous.
4. FY26 Update — Carry Over from FY25 - Moved by M. Bartlett, second by C. Roberts, to approve the budget revision as presented. Unanimous.
5. Committee Member Appointment – Moved by M. Amerikaner, second by L. Bicker, to appoint Carrie Blessing to the Grants and Public Works Committees. Unanimous.
6. Bike Path Markings on Streets (Sharrows) – Tabled – The approximate cost is \$10K. This cost will be reviewed by the Finance Committee to determine what line item it should be paid from.
7. Office Space Rental – Moved by C. Roberts, second by M. Amerikaner, to rent the space at 102 N. King Street. M. Bartlett - Abstained, C. Blessing – Nea. Motion passed.  
\*\*Moved by M. Bartlett, second by M. Amerikaner, to rescind the original motion.  
Unanimous. This cost will be reviewed by the Finance Committee to determine what line item it should be paid from.
8. WV Swing Donation – It was determined that this had previously been approved. No further action.

9. Letter of support for Charles Town Utility Board re: its Complaint against West Virginia American Water - Moved by M. Bartlett, second by S. Thomas, to send a letter of support. Unanimous.

10. Moved by M. Bartlett, second by L. Bicker, to adjourn at 7:53 p.m. Unanimous.

DRAFT

**AN ORDINANCE AMENDING  
SECTION 9-104 OF CHAPTER 1 OF TITLE 9 OF THE  
CODE OF SHEPHERDSTOWN, WEST VIRGINIA,  
TO CONFORM TO STATE STATUTE**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 1 of Title 9 of the Shepherdstown Code is hereby amended by amending and re-enacting Section 9-104 entitled “Members, terms of office, vacancies”, to conform to the Legislature’s recent amendment to West Virginia Code § 8A-2-3, effective July 6, 2025, regarding residency requirements for members of a municipal planning commission, requiring each member to maintain continuous West Virginia residency for three years immediately preceding appointment and to be a resident of the municipality for one year prior to appointment. Accordingly, there is re-enacted Section 9-104 of Chapter 1 of Title 9 to read as follows:

Section 9-104 Members, terms of office, vacancies

Members of the Commission must have maintained continuous West Virginia residency for the three years immediately preceding appointment, must have been a resident of the Town of Shepherdstown at least one year immediately preceding appointment, and must be qualified by knowledge and experience in matters pertaining to the development of the municipality, who shall include representatives of business, industry and labor. At least three-fifths of all members must have been residents of the municipality for at least three years prior to appointment.

One member of the Commission shall be the Mayor of the municipality or his designee and one member shall be a member of the Town Council, the terms of these two members to be co-extensive with the terms of office to which they have been elected.

The remaining members of the Commission first selected shall serve respectively for terms of one year, two years and three years, divided equally, or as nearly equally as possible between these terms. Members, thereafter, shall be selected for terms of three years each.

Vacancies shall be filled for the unexpired terms only in the same manner as original selections are made.

Reference: W. Va. Code § 8A-2-3

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Mayor

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Recorder



First Reading: \_\_\_\_\_

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

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

**Corporation of Shepherdstown**  
**Resolution to Authorize the Rental of Additional Office Space**

**WHEREAS**, the Town of Shepherdstown has an ongoing need for additional workspace to adequately support staff operations and maintain Town documents; and

**WHEREAS**, the proposed rental space at 102 North King Street is adjacent to Town Hall and would provide convenient and immediate relief to current space limitations; and

**WHEREAS**, the Town intends to lease the space for a one-year term while exploring long-term options to address future space needs; and

**WHEREAS**, the Finance Committee has reviewed the proposed rental and recommends allocating funds from the contingency fund to cover the associated costs;

**NOW, THEREFORE, BE RESOLVED**, that the Shepherdstown Town Council hereby approves the rental of office space located at 102 North King Street for a period of one year, and authorizes the allocation of contingency funds to support the cost of the lease.

\_\_\_\_\_  
James Gatz, Mayor  
for the Corporation of Shepherdstown

Date: \_\_\_\_\_

August 2025

## **Staff Report**

### **Town Hall**

### **Town Audit**

BHM CPA Group has completed the Fiscal Year 2024 audit of the Town's financial records. The audit concluded with no findings.

## **Wastewater, Water and Streets**

### **Water/Sewer Leaks / Issues**

- 1) Bon Aire- Hydrant valve leaking- (awaiting parts)
- 2) King St- service line leak 7/1
- 3) S Tamarac- service line leak 7/1
- 4) 314 W German St.- service line leak 7/10
- 5) SU main break-King St-7/9
- 6) SU main break-King St-7/16
- 7) Exeter Ct- service line leak 7/11
- 8) 215 Mill St.- service line leak 7/17
- 9) Dollar General- service main leak-7/24
- 10) Princess St.-service line leak 7/24
- 11) Yellow brick bank- service line leak 7/25
- 12) Exeter Ct.- service line leak 7/28

### **Water plant/Wastewater plant**

Water plant-

- Chemical usage up due to algae

Wastewater plant-

- Sludge press service

August 2025

### **Lead and Copper rule**

Sampling to start 8/20

### **Streets**

Fix street signs

Paving

Mowing Trimming Weeding

Parade Prep

Clean street drains

CATF Banners

PW yard clean-up

### **Trash/Recycling/Yard waste**

Glass- 12 tons Dump cost \$2496

Trash – 48 Tons collected in the month of July. Dump cost \$2544

Recycling- 12 Tons collected in the month of July. Dump cost \$1260.00

Yard Waste- 12 loads. Dump cost \$600.00

### **Townhall and Town owned flower bed upkeep cost**

-The beds and town hall take 3 employees 3 days (24 hours) a month to be upkeeped. More to add mulch or prune. The cost for this labor is \$1584.00 monthly.

### **New Park Property**

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

### **PATH Project update (Kenny Shipley)**

July 2025- plans will be finalized July 2025. Project is due out for bid spring of 2026



## *Shepherdstown Police Department*

Michael L. King, Chief of Police

Post Office Box 237 – 104 N. King St.  
Shepherdstown, West Virginia 25443  
Office (304) 876-6036 Fax (304) 876-7198

July 2025 report,

Attached is a list of police service calls for the month of July 2025. A total of 470 police service calls include 15 assists for the Jefferson County Sheriff's Office and 2 assists for the Shepherd University Police. That is 4% of the calls being an assist to another agency.

As well, the Jefferson County Sheriff's Office assisted the Shepherdstown Police with 6 calls during this period.

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, bank alarms, and suspicious persons etc. It should be noted that all police agencies in Jefferson County have an MOU to reciprocate with that type of service on some of our calls.

### **Note Worthy Events:**

On 7/9/25 Officer Thomas submitted his resignation as he accepted the chief of police position for Hancock, MD.

On 7/16/25 at approximately 9:00 am officers were called to the 400 Blk. of E German St for a child that was approximately 3 years of age wandering around alone. Officers located the child and found that she was in fact alone and had crossed German St at least once. The residence that she came from was located and contact was made there. After some investigation the male that she was left with was arrested. Child Protection Services was contacted and responded. The mother responded from her work and met with CPS. CPS will continue the investigation into the child neglect.

On 7/24/25 Mayor Gatz advised me of complaints of speeding and other violations on N Duke St, S. Duke St, High St and German St. He asked that the police department step up patrols and enforcement in those areas. As of 4 Aug 25 officers have written 20 violations, 3 warnings and made one criminal arrest from one of the stops. Violations include speeding, passing on double yellow line, cell phone, expired tags, expired motor vehicle inspection, expired driver's license, no thru traffic and following too closely.

Sincerely,

Michael L. King

Chief of Police

Corporation of Shepherdstown								
FY25 Budget vs Actuals								
Through June 30, 2025								
	REVENUES	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
299	Carryover		\$ 240,000	\$ 240,000			\$0	
301	Taxes Ad Valorem	\$ 231,599	\$ 239,731	\$ 239,731	\$ 239,731	\$247,293	\$7,562	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	\$ 23,100	\$ 23,100	\$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	\$ 20,000	\$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	\$ 56,000	\$ 56,000	\$89,111	\$33,111	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 85,000	\$ 83,000	\$ 83,000	\$ 83,000	\$134,379	\$51,379	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 180,000	\$ 185,000	\$ 185,000	\$ 185,000	\$195,170	\$10,170	Quarterly tax assessed on the sale of Wine, Liquor, and Private Clubs by WV
307	Animal Control Tax	\$ 400	\$ 400	\$ 400	\$ 400	\$192	(\$208)	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 140,000	\$ 300,000	\$ 300,000	\$ 300,000	\$237,026	(\$62,974)	Monthly Tax assessed on local hotels, motels, and short term rentals
314	Sales Tax	\$ 540,000	\$ 560,000	\$ 560,000	\$ 560,000	\$616,211	\$56,211	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	\$ 57,000	\$ 57,000	\$63,776	\$6,776	
321	Parking Violations	\$ 20,795	\$ 30,000	\$ 30,000	\$ 30,000	\$17,343	(\$12,657)	
325	Business Licenses	\$ 23,000	\$ 20,000	\$ 20,000	\$ 20,000	\$12,696	(\$7,304)	
326	Building Permits	\$ 6,500	\$ 4,000	\$ 4,000	\$ 4,000	\$4,779	\$779	
328	Franchise Tax	\$ 7,500	\$ 9,000	\$ 9,000	\$ 9,000	\$8,022	(\$978)	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 10,000	\$ 7,000	\$ 7,000	\$ 7,000	\$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	\$ 120,000	\$ 120,000	\$145,612	\$25,612	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,661	\$ 45,000	\$ 45,000	\$ 45,000	\$56,632	\$11,632	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,297	\$ 175,000	\$ 175,000	\$ 175,000	\$198,983	\$23,983	Monthly refuse collection revenue
368	Contributions from Other Entities	\$ 2,100	\$ 0	\$ 0	\$ 0	\$207,887	\$207,887	\$135,767 received from WV for "Path Project", \$30k received from Jeff Co Comm. for "Bike Path", \$42k Green Streets
374	Payroll Reimbursement	\$ 0	\$ 1,095,600	\$ 1,095,600	\$ 1,095,600	\$0	(\$1,095,600)	Payroll Reimbursement from Water/Sewer Departments for their payrolls
376	Gaming Income	\$ 124,635	\$ 110,000	\$ 110,000	\$ 110,000	\$104,023	(\$5,977)	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 67,200	\$ 80,000	\$ 80,000	\$ 80,000	\$220,248	\$140,248	
381	Misc. Reimbursements	\$ 2,625	\$ 2,000	\$ 2,000	\$ 2,000	\$555	(\$1,445)	
382	Refunds and Rebates	\$ 12,915	\$ 10,000	\$ 10,000	\$ 10,000	\$12,212	\$2,212	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,178	\$ 34,000	\$ 34,000	\$ 34,000	\$37,990	\$3,990	Monthly recycling collection revenue
397	Video Lottery	\$ 309,586	\$ 240,000	\$ 240,000	\$ 240,000	\$331,092	\$91,092	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 358	\$ 350	\$ 350	\$ 350	\$23,249	\$22,899	\$15,104 from Market House Accident on 11/11/23, \$5k from WV vs Pfizer Legal Settlement
	<b>Total Revenues</b>	<b>\$ 2,273,829</b>	<b>\$ 3,746,181</b>	<b>\$ 3,746,181</b>	<b>\$ 3,506,181</b>	<b>\$ 2,970,116</b>	<b>(\$536,065)</b>	Change is so much because of reimbursement from water/sewer

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
409	Mayor's Office - 409	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 500	(\$1,500)	
104	FICA	\$ 151	\$ 151	\$ 151	\$ 151	\$ 38	(\$113)	
111	Telephone	\$ 970	\$ 970	\$ 970	\$ 970	\$ 40	(\$930)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 100	\$ 0	(\$100)	Workers Comp
	<b>Total Mayor's Office</b>	<b>\$ 3,221</b>	<b>\$ 3,221</b>	<b>\$ 3,221</b>	<b>\$ 3,221</b>	<b>\$ 578</b>	<b>(\$2,643)</b>	
410	City Council -410	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,375	\$375	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 450	\$ 488	\$38	
226	Liability /Workers Comp Insurance	\$ 250	\$ 250	\$ 550	\$ 550	\$ 0	(\$550)	Workers Comp
	<b>Total Council</b>	<b>\$ 6,700</b>	<b>\$ 6,700</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 6,863</b>	<b>(\$137)</b>	
87								
411	City Recorder	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 875	(\$625)	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 115	\$ 67	(\$48)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 64	\$ 0	(\$64)	Workers Comp
	<b>Total Recorder</b>	<b>\$ 1,679</b>	<b>\$ 1,679</b>	<b>\$ 1,679</b>	<b>\$ 1,679</b>	<b>\$ 942</b>	<b>(\$737)</b>	
141								
416	Police Judges - 416	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 8,900	\$ 8,900	\$ 8,900	\$ 3,053	(\$5,848)	One Municipal Court Judge and one prosecutor
	<b>Total Police Judges</b>	<b>\$ 8,900</b>	<b>\$ 8,900</b>	<b>\$ 8,900</b>	<b>\$ 8,900</b>	<b>\$ 3,053</b>	<b>(\$5,848)</b>	
435	Regional Dev Authority - 435	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
222	Dues & Subscriptions	\$ 1,100	\$ 1,439	\$ 1,439	\$ 1,439	\$ 1,439	\$0	Annual Bill from Regional Development Authority (Didn't see anything post to this account in FY24 however)
	<b>Total Regional Dev. Authority</b>	<b>\$ 1,100</b>	<b>\$ 1,439</b>	<b>\$ 1,439</b>	<b>\$ 1,439</b>	<b>\$ 1,439</b>	<b>\$0</b>	
437	Planning & Zoning - 437	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 80,000	\$ 80,500	\$ 75,200	\$ 75,200	\$ 67,130	(\$8,070)	
104	FICA	\$ 6,169	\$ 6,169	\$ 6,169	\$ 6,169	\$ 5,112	(\$1,057)	
105	Group Insurance	\$ 12,600	\$ 14,364	\$ 14,364	\$ 14,364	\$ 10,171	(\$4,193)	
106	Retirement	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 5,668	(\$2,332)	
211	Telephone	\$ 2,625	\$ 2,000	\$ 2,000	\$ 2,000	\$ 0	(\$2,000)	
214	Travel	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
218	Postage	\$ 105	\$ 105	\$ 105	\$ 105	\$ 10	(\$95)	
220	Advertising/Legal Publications	\$ 370	\$ 1,000	\$ 1,000	\$ 1,000	\$ 239	(\$761)	
221	Training & Education	\$ 300	\$ 300	\$ 300	\$ 300	\$ 0	(\$300)	
222	Dues & Subscriptions	\$ 105	\$ 105	\$ 105	\$ 105	\$ 179	\$74	
209	Professional Services	\$ 6,300	\$ 21,300	\$ 21,300	\$ 21,300	\$ 14,117	(\$7,183)	legal costs, added potential engineer to assist with Planning project
226	Insurance & Bonds	\$ 2,100	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,356	(\$644)	Workers Comp
230	Contracted Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
341	Departmental Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 939	\$939	

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
	<b>Total Planning and Zoning</b>	<b>\$ 118,674</b>	<b>\$ 135,843</b>	<b>\$ 130,543</b>	<b>\$ 130,543</b>	<b>\$ 104,922</b>	<b>(\$25,621)</b>	
<b>438</b>	<b>Elections - 438</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 6/30/25</b>	<b>FY 25 Actuals Thru 6/30/25</b>	<b>Over/(Under) Budget Thru 6/30/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 500	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
222	Departmental Supplies	\$ 4,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
223	<b>Total Elections</b>	<b>\$ 4,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$0</b>	No election in FY 25
<b>440</b>	<b>City Hall - 440</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 6/30/25</b>	<b>FY 25 Actuals Thru 6/30/25</b>	<b>Over/(Under) Budget Thru 6/30/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 124,440	\$ 161,173	\$ 161,173	\$ 161,173	\$ 138,012	(\$23,161)	
104	FICA	\$ 10,695	\$ 12,330	\$ 12,330	\$ 12,330	\$ 10,445	(\$1,885)	
105	Group Insurance	\$ 17,606	\$ 19,500	\$ 21,500	\$ 21,500	\$ 21,741	\$241	
106	Retirement	\$ 7,350	\$ 7,497	\$ 7,797	\$ 7,797	\$ 8,987	\$1,190	
108	Overtime/Extra Help		\$ 4,000	\$ 4,000	\$ 4,000	\$ 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	\$ 9,000	\$ 9,000	\$ 0	(\$9,000)	
213	Utilities	\$ 8,500	\$ 8,600	\$ 10,000	\$ 10,000	\$ 17,945	\$7,945	
214	Travel	\$ 0	\$ 2,000	\$ 2,000	\$ 2,000	\$ 0	(\$2,000)	
215	R&M Building & Grounds	\$ 2,100	\$ 2,100	\$ 3,800	\$ 3,800	\$ 3,972	\$172	
216	R&M Equipment	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 973	(\$1,127)	
218	Postage	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,000	\$500	
219	Building & Equipment Rental	\$ 800	\$ 250	\$ 850	\$ 850	\$ 704	(\$146)	Mail Machine
221	Training and Education	\$ 2,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1235	(\$265)	
220	Advertising/Legal Publications	\$ 500	\$ 500	\$ 1,200	\$ 1,200	\$ 2,210	\$1,010	
222	Dues & Subscriptions	\$ 5,000	\$ 1,000	\$ 1,450	\$ 1,450	\$ 1,766	\$316	dues for technical/IT applications have been budgeted here but should be moved to computer software line
223	Professional Services	\$ 22,507	\$ 25,000	\$ 50,000	\$ 50,000	\$ 65,694	\$15,694	Some of the expenses paid from this line should be in line 353
224	Audit Costs	\$ 8,000	\$ 8,000	\$ 12,000	\$ 12,000	\$ 11,664	(\$336)	Yearly Audit Costs
226	Insurance & Bonds	\$ 18,300	\$ 20,000	\$ 42,000	\$ 42,000	\$ 43,355	\$1,355	Workers Comp and liability insurance
230	Contracted Services	\$ 35,436	\$ 30,000	\$ 57,850	\$ 57,850	\$ 60,228	\$2,378	Gusto Payroll Fees and Dana Fogle CPA fees
341	Departmental Supplies	\$ 19,100	\$ 15,000	\$ 20,000	\$ 20,000	\$ 24,604	\$4,604	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT		\$ 15,000	\$ 20,000	\$ 20,000	\$ 23,922	\$3,922	IT subscriptions like adobe, zoom, quickbooks, etc; moving into correct line
	<b>Total City Hall</b>	<b>\$ 294,284</b>	<b>\$ 343,050</b>	<b>\$ 443,050</b>	<b>\$ 443,050</b>	<b>\$ 440,456</b>	<b>(\$2,594)</b>	Even though appears to be an increase reflects lines that are underbudgeted in the current year
<b>444</b>	<b>Contributions/Transfers-444</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 6/30/25</b>	<b>FY 25 Actuals Thru 6/30/25</b>	<b>Over/(Under) Budget Thru 6/30/25</b>	<b>Notes and Explanations</b>
566	Contributions/Transfers to Other Funds		\$ 313,739	\$ 13,739	\$ 13,739	\$ 2,000	(\$11,739)	Transfer to Capital Reserve Fund
568	Contributions - Community Grants		\$ 15,000	\$ 15,000	\$ 15,000	\$ 54,749	\$39,749	Mural, CATF Donation, and Shepherdstown Heritage Education Project, Hometown Heroes Banners
568-1	Fire Dept		\$ 4,700	\$ 4,700	\$ 4,700	\$ 7,098	\$2,398	
	<b>Total Contributions/Transfers</b>		<b>\$ 333,439</b>	<b>\$ 33,439</b>	<b>\$ 33,439</b>	<b>\$ 63,848</b>	<b>\$30,409</b>	
<b>699</b>	<b>Contingencies-699</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 6/30/25</b>	<b>FY 25 Actuals Thru 6/30/25</b>	<b>Over/(Under) Budget Thru 6/30/25</b>	<b>Notes and Explanations</b>
566	Merit	\$ 0	\$ 19,763	\$ 0	\$ 0	\$ 0	\$0	Placeholder for 2% salary increase, accounts for w/s reimbursement
	COLA		\$ 30,237	\$ 0	\$ 0	\$ 0	\$0	3.2% to match inflation, accounts for w/s reimbursement
566	Unexpected Contingencies	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$0	
	<b>Total Contingencies</b>	<b>\$ 0</b>	<b>\$ 75,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$0</b>	



	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
700	Police Department - 700	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 450,000	\$ 445,000	\$ 445,000	\$ 445,000	\$ 532,298	\$87,298	Inlcudes Parking Enforcement and Admin Support
104	FICA	\$ 35,000	\$ 40,545	\$ 40,545	\$ 40,545	\$ 39,918	(\$627)	
105	Group Insurance	\$ 79,840	\$ 92,000	\$ 92,000	\$ 92,000	\$ 88,151	(\$3,849)	
106	Retirement	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 19,559	(\$10,441)	
108	Overtime/Extra Help		\$ 85,000	\$ 85,000	\$ 85,000	\$ 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	\$ 10,000	\$ 10,000	\$ 7,251	(\$2,749)	
213	Utilities	\$ 6,563	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,767	(\$233)	
215	R&M Building & Grounds	\$ 5,950	\$ 15,000	\$ 15,000	\$ 15,000	\$ 0	(\$15,000)	Inlcudes repair of front counter
216	R&M Equipment	\$ 6,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 30,990	\$26,990	Purchase of tasers (should this be moved to departmental supplies)
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 8,042	(\$5,958)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 1787	(\$313)	
219	Building & Equipment Rental		\$ 0	\$ 0	\$ 0	\$ 0	\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 0	(\$1,000)	
221	Training & Education	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 3,441	(\$559)	
222	Dues & Subscriptions	\$ 420	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
223	Professional Services	\$ 17,670	\$ 17,000	\$ 17,000	\$ 17,000	\$ 8,158	(\$8,842)	Law Firm Fees
226	Insurance & Bonds	\$ 104,500	\$ 65,000	\$ 65,000	\$ 65,000	\$ 79,723	\$14,723	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,250	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,250	\$250	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 3,450	\$ 18,236	\$14,786	Magistrate and Tek Advisors hitting here (Tek should be moved to 353)
235	Police Remittance Fees	\$ 1,113	\$ 6,000	\$ 6,000	\$ 6,000	\$ 9,040	\$3,040	
307	Bank Charges	\$ 500	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,210	\$ 35,210	\$ 35,210	\$ 10,843	(\$24,367)	Purchase for replacment counter, Cabinets
343	Police Gas/Fuel	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,208	\$208	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,716	(\$1,284)	Mostly for new officers
353	Computer Software/IT	\$ 15,530	\$ 15,000	\$ 15,000	\$ 15,000	\$ 8,788	(\$6,212)	Software costs, Tek Advisors Etc
	<b>Total Police Dept</b>	<b>\$ 850,696</b>	<b>\$ 919,305</b>	<b>\$ 919,305</b>	<b>\$ 919,305</b>	<b>\$ 900,164</b>	<b>(\$19,141)</b>	
750	Streets - 750	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
103	Salaries	\$ 64,260	\$ 66,000	\$ 130,000	\$ 130,000	\$ 125,968	(\$4,032)	
104	FICA	\$ 8,160	\$ 5,100	\$ 10,000	\$ 10,000	\$ 9,540	(\$460)	
105	Group Insurance	\$ 16,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 22,377	(\$623)	
106	Retirement	\$ 4,000	\$ 4,000	\$ 7,000	\$ 7,000	\$ 6,070	(\$930)	
211	Telephone	\$ 787	\$ 500	\$ 700	\$ 700	\$ 704	\$4	
213	Utilities	\$ 25,200	\$ 25,000	\$ 25,000	\$ 25,000	\$ 28,354	\$3,354	
215	R&M Buildings & Grounds	\$ 39,100	\$ 2,000	\$ 40,000	\$ 40,000	\$ 37,570	(\$2,430)	\$20k in O'Hurley Expenses
216	R&M Equipment	\$ 216	\$ 1,500	\$ 9,000	\$ 9,000	\$ 7,212	(\$1,788)	
217	R&M Auto	\$ 7,000	\$ 5,000	\$ 9,000	\$ 9,000	\$ 7,533	(\$1,467)	
220	Advertising/Legal Publications/Postage	\$ 500	\$ 250	\$ 250	\$ 250	\$ 0	(\$250)	
221	Training & Education	\$ 255	\$ 255	\$ 255	\$ 255	\$ 0	(\$255)	
226	Insurance & Bonds	\$ 17,382	\$ 17,000	\$ 20,000	\$ 20,000	\$ 20,553	\$553	Workers Comp and Liability Insurance
230	Contracted Services	\$ 0	\$ 40,000	\$ 70,000	\$ 70,000	\$ 70,837	\$837	Includes Tree Maintenance (\$27,470 invoice to Pave Maxx hit here in Jan)
341	Departmental Supplies	\$ 10,450	\$ 15,000	\$ 30,400	\$ 30,400	\$ 24,308	(\$6,092)	
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 5,765	(\$1,735)	
345	Uniforms	\$ 7,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,702	(\$1,298)	
	<b>Total Streets</b>	<b>\$ 207,810</b>	<b>\$ 217,105</b>	<b>\$ 387,105</b>	<b>\$ 387,105</b>	<b>\$ 370,494</b>	<b>(\$16,611)</b>	

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
<b>800</b>	<b>Sanitation-800</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 6/30/25</b>	<b>FY 25 Actuals Thru 6/30/25</b>	<b>Over/(Under) Budget Thru 6/30/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 65,280	\$ 96,600	\$ 126,600	\$ 126,600	\$ 163,366	\$36,766	
104	FICA	\$ 5,151	\$ 5,800	\$ 5,800	\$ 5,800	\$ 12,418	\$6,618	
105	Group Insurance	\$ 41,820	\$ 10,000	\$ 10,000	\$ 10,000	\$ 8,137	(\$1,863)	
106	Retirement	\$ 4,080	\$ 5,000	\$ 5,000	\$ 5,000	\$ 11,192	\$6,192	
216	R&M Equipment	\$ 8,505	\$ 15,000	\$ 15,000	\$ 15,000	\$ 0	(\$15,000)	
217	R&M Auto	\$ 7,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 7,418	(\$2,582)	
218	Postage	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0	(\$5,000)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 100	\$ 0	(\$100)	
221	Training & Education	\$ 400	\$ 400	\$ 400	\$ 400	\$ 0	(\$400)	
226	Insurance & Bonds	\$ 10,980	\$ 35,000	\$ 35,000	\$ 35,000	\$ 1,080	(\$33,920)	Workers Comp
230	Contracted Services	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,887	\$5,887	Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 3,850	\$ 10,000	\$ 10,000	\$ 10,000	\$ 17,282	\$7,282	
343	Auto Supplies	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 3,528	(\$8,472)	
345	Uniforms	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 4,139	\$1,139	
349	001-Landfill	\$ 50,200	\$ 28,400	\$ 28,400	\$ 28,400	\$ 31,913	\$3,513	Landfill Fees
349	002-Recycling	\$ 11,550	\$ 15,000	\$ 15,000	\$ 15,000	\$ 17,028	\$2,028	Recycling Fees
353	Software/IT	\$ 11,367	\$ 12,000	\$ 12,000	\$ 12,000	\$ 624	(\$11,377)	Intuit, Tek Advisors Etc
	<b>Total Sanitation</b>	<b>\$ 265,783</b>	<b>\$ 283,300</b>	<b>\$ 313,300</b>	<b>\$ 313,300</b>	<b>\$ 304,011</b>	<b>(\$9,289)</b>	
<b>806</b>	<b>Water &amp; Sewer-806</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 6/30/25</b>	<b>FY 25 Actuals Thru 6/30/25</b>	<b>Over/(Under) Budget Thru 6/30/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 0	\$ 798,600	\$ 798,600	\$ 798,600	\$ 0	(\$798,600)	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 0	\$ 62,000	\$ 62,000	\$ 62,000	\$ 0	(\$62,000)	FICA is being recorded in Due To/From Account Instead of here
105	Group Insurance	\$ 0	\$ 170,000	\$ 170,000	\$ 170,000	\$ 2,067	(\$167,933)	
106	Retirement	\$ 0	\$ 65,000	\$ 65,000	\$ 65,000	\$ 0	(\$65,000)	Retirement is being recorded in Due To/From Account Instead of here
	<b>Total Water &amp; Sewer</b>		<b>\$ 1,095,600</b>	<b>\$ 1,095,600</b>	<b>\$ 1,095,600</b>	<b>\$ 2,067</b>	<b>(\$1,093,533)</b>	Water and Sewer will reimburse for these expenses
<b>900</b>	<b>Parks and Rec - 900</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 6/30/25</b>	<b>FY 25 Actuals Thru 6/30/25</b>	<b>Over/(Under) Budget Thru 6/30/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 10,700	\$ 7,000	\$ 7,000	\$ 7,000	\$ 0	(\$7,000)	
104	FICA	\$ 1,050	\$ 536	\$ 536	\$ 536	\$ 0	(\$536)	
105	Group Insurance	\$ 2,315	\$ 1,677	\$ 1,677	\$ 1,677	\$ 3,390	\$1,713	
106	Retirement	\$ 210	\$ 200	\$ 200	\$ 200	\$ 0	(\$200)	
213	Utilities	\$ 400	\$ 250	\$ 250	\$ 250	\$ 147	(\$103)	
215	R&M Buildings & Grounds	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,905	(\$1,095)	
216	R&M Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
226	Insurance & Bonds	\$ 1,050	\$ 1,137	\$ 1,137	\$ 1,137	\$ 2,988	\$1,851	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 5,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 900	(\$1,100)	
343	Auto Supplies	\$ 5,125	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,243	(\$757)	
459	Capital Outlay-Equipment	\$ 10,000	\$ 10,200	\$ 60,200	\$ 60,200	\$ 63,337	\$3,137	Purchase of Playground Equipment that wasn't budgeted
	<b>Total Parks and Rec</b>	<b>\$ 40,850</b>	<b>\$ 30,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 75,910</b>	<b>(\$4,090)</b>	
<b>901</b>	<b>Visitor's Bureau - 901</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 6/30/25</b>	<b>FY 25 Actuals Thru 6/30/25</b>	<b>Over/(Under) Budget Thru 6/30/25</b>	<b>Notes and Explanations</b>
567	Contributions	\$ 73,500	\$ 150,000	\$ 150,000	\$ 150,000	\$ 113,073	(\$36,927)	50% of Hotel/Motel Tax Collections
460	Construction in progress	\$ 0	\$ 120,000	\$ 150,000	\$ 150,000	\$ 176,175	\$26,175	Market House Renovation (\$22,735 in Market House invoices hit here in Jan)
	<b>Total Visitor's Bureau</b>	<b>\$ 73,500</b>	<b>\$ 270,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 289,248</b>	<b>(\$10,752)</b>	

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
916	Library 916	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 6/30/25	FY 25 Actuals Thru 6/30/25	Over/(Under) Budget Thru 6/30/25	Notes and Explanations
567	Contributions	\$ 21,600	\$ 21,600	\$ 21,600	\$ 21,600	\$ 21,600	\$0	Monthly Contribution from Shepherdstown to the library of \$1,800
	Total Library	\$ 21,600	\$ 21,600	\$ 21,600	\$ 21,600	\$ 21,600	\$0	
381	Total Expenses	\$ 1,877,697	\$ 3,746,181	\$ 3,746,181	\$ 3,746,181	\$ 2,585,594	(\$1,160,587)	
382								
383	Surplus or (Deficit)						384,522	Transfer to Capital Outlay
	True Surplus or (Deficit)						384,522	True Defecit after removing grant income and payroll reimbursement lines from above

# Corporation of Shepherdstown

## Balance Sheet

As of June 30, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	5,120,628.36
RESTRICTED FUNDS	241,839.13
RESTRICTED FUNDS BANKING	0.00
RESTRICTED FUNDS ICS ACCOUNTS	3,243.68
Undeposited Funds	617.98
<b>Total Bank Accounts</b>	<b>\$5,366,769.15</b>
Accounts Receivable	
General Funds A/R	323,284.72
<b>Total Accounts Receivable</b>	<b>\$323,284.72</b>
Other Current Assets	
112.011 Tobacco Warehouse	0.00
150.00 Net OPEB Asset	19,086.00
Direct Deposit Payroll Due	0.00
Other Current Assets	21,728.17
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$40,814.17</b>
<b>Total Current Assets</b>	<b>\$5,730,868.04</b>
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,478,314.36
<b>Total Fixed Assets</b>	<b>\$5,478,314.36</b>
Other Assets	
Beneficial Interest in Assets Held by Others	53,343.10
Due from Market House Legal Settlement	15,104.00
<b>Total Other Assets</b>	<b>\$68,447.10</b>
<b>TOTAL ASSETS</b>	<b>\$11,277,629.50</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
244.01 General Fund Payable - Payroll	0.00
General Funds A/P	41,183.92
<b>Total Accounts Payable</b>	<b>\$41,183.92</b>
Credit Cards	
213 Purchase Card Payable	66,939.92
Fifth Third	0.00

# Corporation of Shepherdstown

## Balance Sheet

As of June 30, 2025

	TOTAL
<b>Total Credit Cards</b>	<b>\$66,939.92</b>
Other Current Liabilities	
140.01 DO-RHBT Payments Subsequer	0.00
140.02 DO - Change in Proportionate	-1,320.00
140.3 DO - Difference in Earnings	0.00
140.4 DO-Reallocation of Opt. Out	0.00
140.5 DO - Change in Assumptions	-2,695.00
200.02 EVCF Endowment Fund	0.00
2104 PEIA Payable	4,356.00
242 Sewer Payable - Payroll Fund	0.00
243 Water Payable - Payroll Fund	0.00
245 Unreceipted Cash W/S G Dept)	0.00
250.10 Net OPEB Liability	0.00
260 Accrued Compensated Absences	52,132.51
280.10 DI-Different Expected/Actual I	11,110.00
280.20 DI-Difference Proj/Actual Earn	318.00
280.30 DI-Changes/Differences Prop. S	13,022.00
280.40 DI - Changes in Assuptions	10,648.00
280.5 DI-Reallocation of Opt. Out	0.00
290.50 Restricted for Equipment	96,206.00
292.20 PPA-Beginning OPEB Liability	309.00
292.30 PPA-2017 RHBT Payment	-10,883.00
292.40 PPA-Beginning Net OPEB Obligati	0.00
Child Support	544.61
Christmas Club	-140.00
Due to (from) Coal Severance	-22,750.31
Due to (from) Sewer	-391,291.77
Due to (from) Water	-830,038.20
Garnishments	2,435.81
Gen Fund Other Current Liab.	70,793.53
Payroll Liabilities	22,941.78
VALIC Retirement Payable	17,163.03
<b>Total Other Current Liabilities</b>	<b>\$ -957,138.01</b>
<b>Total Current Liabilities</b>	<b>\$ -849,014.17</b>
<b>Total Liabilities</b>	<b>\$ -849,014.17</b>
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Reserved Funds in Operating Account	-10,200.00
Restricted Funds in Operating Acct	0.00
Retained Earnings	337,367.10

Corporation of Shepherdstown

Balance Sheet

As of June 30, 2025

	TOTAL
Net Income	386,615.74
Total Equity	\$12,126,643.67
TOTAL LIABILITIES AND EQUITY	\$11,277,629.50

**Corporation of Shepherdstown**  
**Transaction Detail by Account**

July 4 - August 7, 2025

	Date	Transaction Type	Num	Name	Memo/Description	Amount
<b>GENERAL FUNDS BANKING</b>						
<b>101.011 General Operating Funds 6209</b>						
	07/14/2025	Bill Payment (Check)	23633	Shepherdstown Public Library	July Donation	-270.00
	07/18/2025	Bill Payment (Check)	23635	Charles Town Heating & Air Conditioning	A/C Repairs	-998.00
	07/18/2025	Bill Payment (Check)	23636	Ecological Services LLC	Pruning of Trees in Town	-360.00
	07/18/2025	Bill Payment (Check)	23637	Potomac Edison Company	City Hall Electric	-675.65
	07/18/2025	Bill Payment (Check)	23638	Arthur J. Auxer, III	June Arraignments	-320.00
	07/18/2025	Bill Payment (Check)	23639	United Way of the Eastern Panhandle	June Teen Court Remittance	-90.00
	07/18/2025	Bill Payment (Check)	23640	Rugged Notebooks	Notebooks for 2 Police Vehicles	-6,250.00
	07/18/2025	Bill Payment (Check)	23641	Corp. of Shepherdstown	Town Hall Water Bill	-438.17
	07/18/2025	Bill Payment (Check)	23634	Branden Buckler	Rose Hill Cemetary Mowing	-450.00
	07/18/2025	Bill Payment (Check)	ACH Payment	SmartBill	3 WAY SPLIT BETWEEN WATER/SEWER/CORP	-1,650.97
	07/21/2025	Bill Payment (Check)	23642	Ligush Cleaning Service	Town Hall Cleaning	-800.00
	07/21/2025	Bill Payment (Check)	23645	Fogle Accounting and Consulting	Accounting Services	-1,083.34
	07/21/2025	Bill Payment (Check)	23644	Fogle Accounting and Consulting	Accounting Services	-1,083.34
	07/21/2025	Bill Payment (Check)	23643	Ligush Cleaning Service	Town Hall Cleaning	-800.00
	07/22/2025	Bill Payment (Check)	23646	Potomac Edison Company	Streets Electric	-20.15
	07/22/2025	Bill Payment (Check)	23647	Eastern Panhandle Regional Planning and Development Council	FY26 Region 9 Assessment	-2,648.63
	07/23/2025	Bill Payment (Check)	23649	Kimley-Horn and Associates, Inc.	High St Drainage Project	-2,200.00
	07/23/2025	Check	23651	Dr. Paul Davis	Window Replacement	-1,400.00
	07/23/2025	Bill Payment (Check)	23652	Potomac Edison Company	Streets Lights	-5,483.01
	07/23/2025	Bill Payment (Check)	23648	Kimley-Horn and Associates, Inc.	Mill St Drainage Project	-10,250.00
	07/31/2025	Bill Payment (Check)	ACH Payment	The Bavarian Inn	Q1 2025 Trash Services	-7,413.18
	07/31/2025	Bill Payment (Check)	ACH Payment	Oracle Elevator	Elevator Door Board Replacement	-6,384.17
	07/31/2025	Bill Payment (Check)	ACH Payment	Shepherdstown Visitor's Center dba Experience Shepherdstown	Community Grant Payment #1	-13,050.00
	08/01/2025	Bill Payment (Check)	23661	Shepherdstown Public Library	August Donation	-2,070.00
	08/01/2025	Bill Payment (Check)	23662	Jefferson County CVB	Hotel/Motel Tax Remittance	-12,032.65
	08/01/2025	Bill Payment (Check)	23660	D. Frank Hill, III, Municipal Judge	August Services	-200.00
	08/01/2025	Bill Payment (Check)	23659	Eastern Panhandle Regional Planning and Development Council	Comprehensive Plan Update	-1,200.00
	08/01/2025	Bill Payment (Check)	23658	Kable Excavating	Streets	-1,000.06
	08/01/2025	Bill Payment (Check)	23657	Kevin E. Gerard	Court Fee Reimbursement per Court Ruling	-280.00
	08/01/2025	Bill Payment (Check)	23656	Dylan Ward	Court Fee Reimbursement per Court Ruling	-750.00
	08/01/2025	Bill Payment (Check)	23655	Jacqueline Summerson	Court Fee Reimbursement per Court Ruling	-180.00
	08/01/2025	Bill Payment (Check)	23654	Malinda M. Gregory	Court Fee Reimbursement per Court Ruling	-315.00
	08/01/2025	Bill Payment (Check)	23653	Sarah D. Grymberg	Court Fee Reimbursement per Court Ruling	-440.00
	08/06/2025	Bill Payment (Check)	23664	Jefferson County Commission Ambulance Fee	Ambulance Fees	-90.00
	08/06/2025	Bill Payment (Check)	23665	Jefferson County Commission Ambulance Fee	Ambulance Fees - Hurley Trailer Park	-150.00
	08/06/2025	Bill Payment (Check)	23663	Michael Chalmers	July Communication Director Role Work	-1,700.00
<b>Total for 101.011 General Operating Funds 6209</b>						<b>-\$ 84,526.32</b>
<b>101.09 PoliceDR/CR Acct-all 6798</b>						
	07/07/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
	07/08/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
<b>Total for 101.09 PoliceDR/CR Acct-all 6798</b>						<b>-\$ 0.70</b>
<b>101.50 Payroll Checking 0471</b>						
	07/23/2025	Check	23552	JSB	PPE: 07/11/2025 Christmas Club	-180.00
	08/01/2025	Check	23553	JSB	PPE: 07/25/2025 Christmas Club	-180.00
<b>Total for 101.50 Payroll Checking 0471</b>						<b>-\$ 360.00</b>
<b>Total for GENERAL FUNDS BANKING</b>						<b>-\$ 84,887.02</b>

RESTRICTED FUNDS						
103 Customer Deposit Accounts 3194						
	07/21/2025	Bill Payment (Check)	201	Corp. of Shepherdstown	Customer Deposit Refunds	-2,339.62
	07/21/2025	Check	203	Tara Hahn	Customer Deposit Refunds	-20.33
	07/21/2025	Check	202	Daniel Wood	Customer Deposit Refunds	-9.68
Total for 103 Customer Deposit Accounts 3194						<b>-\$ 2,369.63</b>
Total for RESTRICTED FUNDS						<b>-\$ 2,369.63</b>
213 Purchase Card Payable						
	07/04/2025	Expense	3985	Comcast Phone of WV	Town Telephone Services	380.14
	07/04/2025	Expense	3985	Berkeley Club Beverages	Town Hall Water Cooler	51.94
	07/04/2025	Expense	3009	AT&T	PD Telephone Services	431.46
	07/07/2025	Expense	3985	Longerbeam Tax	Accounting Services	1,875.00
	07/07/2025	Expense	5623	Hach Company	Water Samples	1,176.00
	07/08/2025	Expense	5623	Intuit	Software	294.25
	07/08/2025	Expense	5623	Pitney Bowes-Town lease	Postage Machine Lease	175.98
	07/08/2025	Expense	3009	Badge and Wallet	PD Pin	46.00
	07/08/2025	Expense	2540	Quill Corporation	PD Office Supplies	441.15
	07/09/2025	Expense	3985	Comcast Business Class	Internet Services	1,107.58
	07/09/2025	Expense	3985	Comcast Phone of WV	Town Telephone Services	314.59
	07/10/2025	Expense	2540	Berkeley Club Beverages	PD Water Cooler	84.84
	07/10/2025	Expense	2540	Les's Auto & Truck Repair	PD Vehicle Repair	1,157.38
	07/11/2025	Expense	3985	Spirit of Jefferson	Water Project Bid Advertisement	207.58
	07/14/2025	Expense	5623	Core & Main	Due from Water	8,844.88
	07/14/2025	Expense	5623	Core & Main	Due from Water	2,600.00
	07/14/2025	Expense	5623	Core & Main	Due from Water	3,818.47
	07/14/2025	Expense	5623	Core & Main	Due from Sewer	636.16
	07/14/2025	Expense	3985	Everest Window Cleaning (Bolyard Ent.)	Town Hall Window Cleaning	91.80
	07/15/2025	Expense	5623	Berkeley Club Beverages	Monthly Cooler Rent	11.11
	07/15/2025	Expense	5623	WV DHHR Bureau for Public Health	Water Testing	69.00
	07/15/2025	Expense	5623	WV State Division of Labor	Elevator Certification	92.03
	07/15/2025	Expense	2540	Depot Florist	Flowers for Funeral	160.50
	07/16/2025	Expense	5623	Oldcastle APG	Dumping Fees	350.00
	07/16/2025	Expense	2540	Primo Water	PD Water Cooler Rental	165.30
	07/16/2025	Expense	2540	Berkeley Club Beverages	PD Water Cooler Rental	12.11
	07/17/2025	Expense	5623	Cintas Corporation	Uniforms	534.72
	07/17/2025	Expense	5623	Cintas Corporation	Uniforms	624.02
	07/17/2025	Expense	5623	Cintas Corporation	Uniforms	524.03
	07/18/2025	Expense	5623	T-Mobile	Telephone Services	544.98
	07/19/2025	Expense	3985	Quill Corporation	Town Hall Office Supplies	443.92
	07/22/2025	Expense	5623	Rentals Unlimited	Due from Water	814.74
	07/22/2025	Expense	3985	EVO GOV	Website Hosting	150.00
	07/23/2025	Expense	5623	Kershner Controls	Starkeys Landing Controller (Due from Sewer)	6,261.73
	07/23/2025	Expense	5623	Kershner Controls	Due from Sewer	325.00
	07/24/2025	Expense	3985	Everest Window Cleaning (Bolyard Ent.)	Window Cleaning	91.80
	07/25/2025	Expense	5623	Fastenal Company	Due from Sewer	157.32
	07/25/2025	Expense	5623	Griffith Energy Services, Inc. (gasoline)	Gasoline	2,243.79
	07/25/2025	Expense	5623	WV DHHR Bureau for Public Health	Water Tests	20.00
	07/25/2025	Expense	5623	Griffith Energy Services, Inc. (diesel)	Diesel	1,161.01
	07/28/2025	Expense	5623	Adobe Acropro	Software	21.19
	07/28/2025	Expense	3985	Amazon.com	Office Supplies	139.64
	07/28/2025	Expense	5623	Miss Utility of West Virginia Inc	Message Fees	105.40
	07/29/2025	Expense	5623	EVO GOV	Website Hosting	210.00
	07/29/2025	Expense	2540	Pitney Bowes-police lease	PD Postage Machine Lease	85.41
	07/30/2025	Expense	5586	USPS Shepherdstown	Postage	8.84
Total for 213 Purchase Card Payable						<b>\$ 39,062.79</b>



# Special Events Application

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Event Title Appalachian Heritage Festival

Event Date Sept. 13, 2025

Event Sponsor Shepherd University with support from Experience Shepherdstown

Secondary Date \_\_\_\_\_

## Organizer's Contact Information

Name: Rachael Meads

Cell: 304-620-4520

Address: PO Box 5000 - Shepherd University - Student Center 110, Shepherdstown, WV 25443

Email rmeads@shepherd.edu

Alt. Phone 304-876-5113

## Event Information

Requested Area(s) ☒ City Streets/Sidewalks \_\_\_\_\_ Sidewalks only \_\_\_\_\_ Other \_\_\_\_\_

Location of Event N. King Street block between German and High Streets

Attach route for processional events. Be precise when indicating location.

Event Hours 1 pm until 9 pm

Set up start time 9/12/25 4 pm

Clean up end time 9 pm end/loaded out by 11 pm

\*\*\*\*NOTE\*\*\*\* Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants 10 Artists Spectators 200+

## Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: <input checked="" type="checkbox"/> Approved _____ Denied _____ Conditional _____	Planning: <input checked="" type="checkbox"/> Approved _____ Denied _____ Conditional _____
Fire: _____ Approved _____ Denied _____ Conditional _____	Public Works: <input checked="" type="checkbox"/> Approved _____ Denied _____ Conditional _____
Town Manager: <input checked="" type="checkbox"/> Approved _____ Denied _____ Conditional _____	Town Council: _____ Approved _____ Denied _____ Conditional _____

Recorder \_\_\_\_\_ Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Insurance Provided \_\_\_\_\_ Council Agenda \_\_\_\_\_  
Permit No. \_\_\_\_\_ Conditions Attached? \_\_\_\_\_

# Event Information

Answer the following questions, in full, and attach any additional information

**Name of Event** 29th Annual Appalachian Heritage Festival

**Brief Description of Event:** for 29 years, Shepherd University's Appalachian Heritage Festival has showcased the culture and arts of our region by presenting free workshops and a showcase concert <https://www.shepherd.edu/appalachian-heritage-festival-2025/>

Has your organization held this event in the past? Yes

When and Where? Shepherd University for 29 years

Is the event a fundraiser? No

Will you require assistance from Fire/EMS? No (additional fees apply) How many units? NA Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? road closure only (additional fees apply) How many units? \_\_\_\_\_ Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? Yes What and where? Staging on King Street from Friday night to Saturday night  
Hazard items must be attended constantly.

Will you be providing private security? NO

Will alcohol NO or food NO be served?  
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? NO Are you charging admission NO?  
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets Yes or intersections \_\_\_\_\_ be blocked? Requires police department assistance.  
List streets and/or intersections N. King St block from German to High Street (Friday at 4 pm to Saturday at midnight)

Public Works assistance needed? No Street Sweeping \_\_\_\_\_ Barricades or fencing Material \_\_\_\_\_ (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? Yes Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? Yes What and where? Welsh sound will provide small stage with roof and sound equipment for evening concert  
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? Only on closed block

What and where? Signs on meters about street closure from Friday at 4 until after concert breakdown on Saturday  
Check with Parking for costs and arrangements

Indemnification

I \_\_\_\_\_ shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of \_\_\_\_\_ (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

SHEPHERD UNIVERSITY HAS LIABILITY AND EVENT INSURANCE AND IS AN ENTITY OF THE STATE OF WV. EXEMPT FROM THIS SECTION.

**FEE SCHEDULE**

Application Fee--\$25

Police Fees--\$35 per hour or partial hour worked, per officer.

Fire/EMS--\$35 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit

Public Works--\$20 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up

\*\*\*Additional fees for Town Service may be waived for all Town Funded Events and Town Co-Funded Events\*\*\*

\*\*\* The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council\*\*\*

# Special Events Application

The Corporation of Shepherdstown has enacted Ordinance 8-801 et seq. requiring a special events application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Sections 8-801 through 8-810 in the Corporation of Shepherdstown Codified Ordinances. All requests must be submitted for departmental and Town Council review. The information requested by this form will be used to determine eligibility for a special events permit. **The event will not be considered for approval until the entire application and all of its parts have been submitted.** Applications are due to the Office of the Town Administrator no later than **30 days** prior to the proposed special event.

Event Title Shepherd Homecoming Parade

Event Date 10/25/25

Event Sponsor Shepherd University

Secondary Date none

## Organizer's Contact Information

Name: Rachael Meads

Cell: 304-620-4520

Address: PO Box 5000 - Shepherd University - Student Center 110, Shepherdstown, WV 25443

Email rmeads@shepherd.edu

Alt. Phone 304-876-5113

## Event Information

Requested Area(s) ☒ City Streets/Sidewalks ☐ Sidewalks only ☐ Other

Location of Event German Street from Duke to Princess (and Church Street for line-up) – traditional Shepherdstown Parade route  
Attach route for processional events. Be precise when indicating location.

Event Hours 10 am until 11 am Set up start time 8 am Clean up end time 11 am

\*\*\*\*NOTE\*\*\*\* Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants 25 entries Spectators 500-1000

## Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Planning: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Public Works: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Town Manager: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Town Council: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional

Recorder \_\_\_\_\_ Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Insurance Provided \_\_\_\_\_ Council Agenda \_\_\_\_\_  
Permit No. \_\_\_\_\_ Conditions Attached? \_\_\_\_\_

# Event Information

Answer the following questions, in full, and attach any additional information

**Name of Event** Shepherd University Homecoming Parade

**Brief Description of Event:** Annual Homecoming parade bringing alumni, students, and community members  
to Shepherdstown

Has your organization held this event in the past? YES

When and Where? Every year for the past 50+ years

Is the event a fundraiser? NO

Will you require assistance from Fire/EMS? YES <sup>Fire Dept. trucks close the parade and block top of intersection</sup> (additional fees apply) How many units? \_\_\_\_\_ Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? YES <sup>Assistance closing street/detour traffic</sup> (additional fees apply) How many units? \_\_\_\_\_ Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? NO What and where? NA  
Hazmat items must be attended constantly.

Will you be providing private security? NO

Will alcohol NO or food NO be served?  
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? NO Are you charging admission NO ?  
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets YES or intersections YES be blocked? **Requires** police department assistance.  
List streets and/or intersections Typical parade line up and route (same as Christmas, 4th of July, etc)

Public Works assistance needed? NO Street Sweeping NO Barricades or fencing Material NO (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? YES Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? NO What and where? Welsh Sound provides small PA for announcer on McMurrin Lawn  
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? YES- notices on Church Street meters about Parade line up  
~~/bagged meters~~

What and where? \_\_\_\_\_  
Check with Parking for costs and arrangements

Indemnification

I \_\_\_\_\_ shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of \_\_\_\_\_ (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**FEE SCHEDULE**

Application Fee--\$25

Police Fees--\$35 per hour or partial hour worked, per officer.

Fire/EMS--\$35 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit

Public Works--\$20 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up

\*\*\*Additional fees for Town Service may be waived for all Town Funded Events and Town Co-Funded Events\*\*\*

\*\*\* The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council\*\*\*

# Special Events Application

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Event Title CONSTITUTION DAY PARADE Event Date SEPT 20, 2025  
Event Sponsor MARK KOHUT Secondary Date SEPT 17

## Organizer's Contact Information

Name: MARK KOHUT Cell: 646-519-1956  
Address: 104 W. HIGH ST., 25443  
Email: mark.kohut@gmail.com Alt. Phone 646-519-1941

## Event Information

Requested Area(s) ☒ City Streets/Sidewalks ☐ Sidewalks only ☐ Other

Location of Event PARADE ROUTE, GERMAN ST. FROM CHURCH TO PRINCESS  
Attach route for processional events. Be precise when indicating location.

Event Hours 10 until DONE Set up start time 9:30 Clean up end time probably 10:15 to 10:30  
\*\*\*NOTE\*\*\* Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

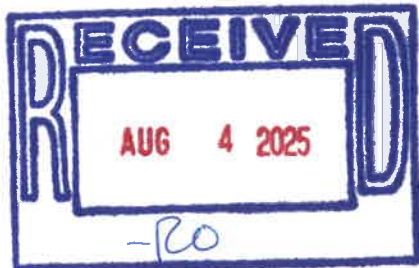
Anticipated Attendance (per day): Participants very hard to judge 25-50? Spectators couple hundred

## Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Planning: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Public Works <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Town Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Town Council: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional

Recorder \_\_\_\_\_ Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Insurance Provided \_\_\_\_\_ Council Agenda \_\_\_\_\_  
Permit No. \_\_\_\_\_ Conditions Attached? \_\_\_\_\_





## Event Information

Answer the following questions, in full, and attach any additional information.

Name of Event CONSTITUTION DAY PARADE

Brief Description of Event: TO DEEPEN THIS TOWN'S CONNECTION TO ROBERT BYRD'S CONSTITUTION DAY

Has your organization held this event in the past? NO

When and Where? \_\_\_\_\_

Is the event a fundraiser? No

Will you require assistance from Fire/EMS? NO (additional fees apply) How many units? 1 Council reserves the right to assign additional units at applicant cost. ONE

units? 1 Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? JUST THE USUAL (additional fees apply)

How many units? 1 Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? NO What and where? —  
 Hazmat items must be attended constantly.

Will you be providing private security? No

Will alcohol NO or food NO be served?  
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? No Are you charging admission No?  
Check with B&O Licensing to obtain additional licenses and tax information.

Check with B&O Licensing to obtain additional licenses and tax information.

Will streets GERMAN or intersections CHURCH - PRINCESS be blocked? Requires police department assistance.

List streets and/or intersections \_\_\_\_\_

Public Works assistance needed? NO Street Sweeping 7 USUAL Barricades or fencing  
Material NO (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? No Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? No What and where? \_\_\_\_\_  
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? NO

What and where? NO

Check with Parking for costs and arrangements

king for costs and arrangements

PS. I will have a small Committee  
if approved.



MARK KOHUT

Indemnification

Mark Kohut shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of MARK KOHUT (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs as necessary, and I am responsible for additional fees.

Signature

Mark Kohut

Date

August 4, 2025

Title

CONSTITUTION DAY PARADE

#### **FEE SCHEDULE**

Application Fee--\$25

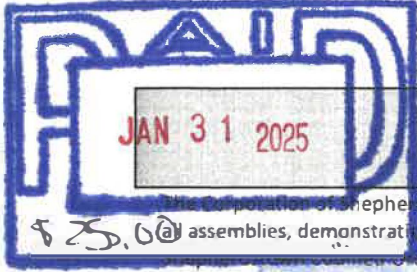
Police Fees--\$35 per hour or partial hour worked, per officer.

Fire/EMS--\$35 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit

Public Works--\$20 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up

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\*\*\* The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council\*\*\*



JAN 31 2025

## Special Events Application

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Event Title SCC 80<sup>th</sup> Anniversary Farm to Table

Event Date September 14, 2025

Event Sponsor Shep. Comm Club

Secondary Date N/A

### Organizer's Contact Information

Name: Carrie Blessing

Address: 102 Ray Street

Cell: 304-433-1411

Email carriejaneblessing@gmail.com

### Event Information

Alt. Phone N/A

Requested Area(s) ☒ City Streets/Sidewalks ☐ Sidewalks only ☐ Other

Location of Event Attached

Attach route for processional events. Be precise when indicating location.

Event Hours 4:30 until 8:30 Set up start time 1:30 Clean up end time 9:30

\*\*\*\*NOTE\*\*\*\* Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants 200 Spectators \_\_\_\_\_

### Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: ☐ Approved ☐ Denied ☐ Conditional

Planning: ☐ Approved ☐ Denied ☐ Conditional

Fire: ☐ Approved ☐ Denied ☐ Conditional

Public Works ☐ Approved ☐ Denied ☐ Conditional

Town Manager: ☐ Approved ☐ Denied ☐ Conditional

Town Council: ☐ Approved ☐ Denied ☐ Conditional

Recorder \_\_\_\_\_ Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Insurance Provided \_\_\_\_\_ Council Agenda \_\_\_\_\_

Permit No. \_\_\_\_\_ Conditions Attached? \_\_\_\_\_

## Event Information

Answer the following questions, in full, and attach any additional information

Name of Event 80<sup>th</sup> Anniversary Farm to Table

Brief Description of Event: A farm to table featuring local foods with light music, drink pairings, special raffles all to celebrate 80 years & raise funds for SCC.

Has your organization held this event in the past? No

When and Where? N/A

Is the event a fundraiser? Yes

Will you require assistance from Fire/EMS? No (additional fees apply) How many units? N/A Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? No (additional fees apply) How many units? N/A Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? No What and where? N/A  
Hazmat items must be attended constantly.

Will you be providing private security? No need

Will alcohol Yes or food Yes be served?  
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? No Are you charging admission Yes?  
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets Yes or intersections — be blocked? Requires police department assistance.  
List streets and/or intersections King Street to New St. behind Market House & King St at Back Alley

Public Works assistance needed? — Street Sweeping ✓ Barricades or fencing  
Material barricade (additional fees apply) — Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? Yes Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? Yes What and where? Tables, Chairs, poss. tents, risers  
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? No.

What and where? N/A  
Check with Parking for costs and arrangements

Indemnification

Carrie Blessing shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of Sheph. Community Club (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature Carrie Blessing Date 1/31/2025  
Title President

**FEE SCHEDULE**

Application Fee--\$25

Police Fees--\$35 per hour or partial hour worked, per officer.

Fire/EMS--\$35 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit

Public Works--\$20 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up

\*\*\*Additional fees for Town Service may be waived for all Town Funded Events and Town Co-Funded Events\*\*\*

\*\*\* The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council\*\*\*

← New St ~~closed~~

\* Back Alley

War Memorial  
German Street ~~closed~~  
Marker House  
Bakery ~~Closed~~

**Meeting Agenda Request Form**

**104 N King St**

**PO Box 248**

**Shepherdstown, WV 25443**

**304-876-2312**

**Contact Information:**

- Name: Kay Schultz
- Title: Founding Member, Town Run Watershed Steering Committee
- Organization: Town Run Watershed Group [Home - Town Run Watershed](#)
- Phone: 301 639-9337
- Email: [kay.nixschultz@gmail.com](mailto:kay.nixschultz@gmail.com)
- Physical Address: 78 Shepherd Village Circle, Shepherdstown WV 25443

**Date Requested:**

- Meeting Date: March 12, 2025

**Subject:**

(Suggested wording to be put on the agenda)

Town Run Watershed Steering Committee Report & Matching Grant Request

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V. 2.2025

**Brief Statement on Action Requested:**

(What action is being requested of the Town Council?)

Cooperation in a storm drain adoption and labeling project in 2025 and helping with a \$1,000 matching grant for a Track 1, Watershed Conceptual Planning Grant of \$20,000 for Morgan's Grove Park.

**Narrative Description of Presentation/Request:**

(Include background information)

We will report on our 2024 activities (adult education, stream clean ups, restoration at Back Alley, water quality monitoring results (in cooperation with the Upper Potomac Riverkeepers) and a description of our plans for 2025 (storm drain adoption/labeling, buffer plantings, adult education, stream clean up and monitoring, signage, and development of an overall Morgan's Grove Park watershed conservation concept plan, for which we are seeking \$20,000 in funding from the Chesapeake Bay Trust) in cooperation with the Shepherdstown Community Club and \$2,000 in local matching funds (10%).

**Is this a funding request?** Yes X No \_\_\_\_\_

If yes, what amount? \$1,000

**Supporting Documentation:**

- Attach supporting documents for the request (or documentation in support of denial).
- If no supporting documentation, please explain:

**Signature:** \_Kay Schultz, Founding Member, Town Run Steering Committee    **Date:** 3/03/25

**Corporation of Shepherdstown**  
**Shepherdstown Community Grant**  
**Application**

**Applicant Information**

Applicant Name: Jillian Sobrino

Applicant Mailing address: 140 Revere Dr. Charles Town, WV 25414

Applicant Physical address, if different: 1450 2nd Ave New York, NY 10021

Applicant's Website: <https://jilliansobrino.com/>

Year Applicant Organization was Founded:

Applicant's tax-exempt number (EIN):

Applicant's total operating budget for its current fiscal year:

Name and Title of Official Representative for the Application: Jillian Sobrino

Representative's Telephone: (703) 623-4780

Representative's Email: [jillian.sobrino@gmail.com](mailto:jillian.sobrino@gmail.com)



Jillian Sobrino is an award-winning filmmaker, video editor, and Shepherd University alum with a Master's degree in Film Directing from the School of Visual Arts in New York City. Her thesis film premiered at an Academy Award-qualifying festival and is now streaming globally.

With years of experience leading productions, managing budgets, and directing both commercial and creative film projects, Jillian has a strong track record of overseeing complex, multi-phase productions from development through post. She has successfully led multiple grassroots fundraising efforts. Jillian is currently based in New York, with ongoing collaboration and deep creative ties to the Shepherdstown and Jefferson County communities.

## **Grant Request**

Project Name: This Land Is Cursed

Grant Amount Requested: \$1,000 minimum

Amount of non-Grant funds and in-kind Services to be Provided by the Applicant:  
To date, over \$12,000 has been raised through individual contributions from 75+ grassroots donors, and the film has received backing from the Jefferson County Arts Council. The production is fiscally sponsored, allowing all contributions to be tax-deductible.

In-kind contributions include:

- Volunteer labor from cast and crew
- Free access to filming locations throughout Jefferson County
- Sponsored meals for our cast and crew
- Free lodging

Total estimated value of in-kind services: **\$4,000+**

Project description and implementation Timeline (not to exceed one page):

**Project Title:** *This Land Is Cursed*

**Type:** Short narrative film (approx. 15 minutes)

**Director:** Jillian Sobrino

**Location:** Jefferson County, WV

**Description:**

*This Land Is Cursed* is a short narrative film set in rural West Virginia. It follows three teenage girls — Devin, Cherry, and Ollie — as they navigate identity, friendship, change, and emotional unraveling in a region rarely seen through their eyes. This is a coming-of-age story rooted in Appalachia, told with nuance, care, and cultural specificity. It is led by a woman of color and created in collaboration with Appalachian locals, many of whom are emerging artists and first-time film contributors.

This project aims to uplift regional voices, provide paid opportunities for local creatives, and promote cultural visibility through an inclusive cinematic lens.

**Timeline:**

- **Pre-production (July–August 2025):** Casting, location scouting, production prep
- **Production (September 2025):** 3 shoot days entirely in Jefferson County
- **Post-production (October–November 2025):** Editing, color, sound, score
- **Festival Submissions (Beginning mid November 2026):** National and regional premiere, followed by community screenings

Please attach a project budget including uses of Shepherdstown Community Grant funds and all non-grant funds and in-kind services to be provided by the applicant.

Jillian Sobrino 8/6/25

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Applicant's Signature and Date

A close-up photograph of several light-colored antlers against a dark background, with the title text overlaid in a white script font.

# *This Land is Cursed*

## A SHORT FILM ROOTED IN APPALACHIA

Directed by Jillian Sobrino – Shepherd University Alumna

### Project Overview

*This Land Is Cursed* is a tender, coming-of-age short film set in rural West Virginia. The story follows three teenage girls as they navigate identity, friendship, and girlhood — all told through the eyes of a young woman of color. Filming will take place entirely in West Virginia using a majority local cast and crew.

This project has already received support from the **Jefferson County Arts Council**, and stars **Sam Morelos**, best known for her role on *That '90s Show* (Netflix).

### A Local Story with Local Roots

As a WV-raised filmmaker and proud Shepherd University graduate, I'm passionate about telling stories that reflect the spirit, beauty, and complexity of Appalachia. This film is my creative love letter (and exorcism) to the region that raised me.

We are currently in the final stages of fundraising, working to close a **\$7,500** gap before production begins in mid September.

### Additional Materials

I am currently based in NYC but would be happy to coordinate a virtual Q&A, share our pitch deck, or answer questions via email. Thank you for considering this request.

### Request for Support

I respectfully request consideration from the Shepherdstown Town Council for a one-time donation to help bring this film to life. Contributions would directly support local crew hires, authentic locations, and regional representation.

### Why It Matters to Shepherdstown

- Entirely filmed in West Virginia, spotlighting Appalachian identity.
- Showcases a Shepherd alumna and the town's artistic legacy.
- Employs and uplifts local artists, filmmakers, and small businesses.
- Tells a rare, resonant story of girlhood in Appalachia.
- Positions Shepherdstown as a hub for next-generation storytelling.

### How the Town Can Help

We welcome support from direct donation, to co-sponsorship, to public endorsement. All financial contributors will be acknowledged in our film credits and press materials. Donations can be made via Venmo, PayPal, or IndieGoGo. We are also able to accept tax-deductible donations via our 501(c)(3) fiscal sponsor.

insouciant.

# THIS LAND IS CURSED

Title: This Land is Cursed  
Director: Jillian Sobrino  
Producer: Paul-Lou Lemieux  
Maxime Allouche

Nb of films: 1  
Time: 3 Days  
Dates of shoot: 12-14 September  
Locations: West Virginia

## ONE SHEET BUDGET

Overview		\$
I.	CAST	\$2 010,00
II.	CREW	\$5 050,00
III.	EQUIPMENT	\$7 640,00
IV.	LOCATION	\$0,00
V.	PROPS & DECORATION	\$400,00
VI.	STYLISM & MAKE-UP	\$0,00
VII.	FOOD & TRANSPORTATION	\$2 100,00
VIII.	INSURANCES	\$375,00
IX.	POST-PRODUCTION	\$1 770,00
A	SUB-TOTAL	\$19 345,00
B	OVERHEAD COSTS (0%)	\$0,00
C	CONTINGENCY (5%)	\$967,25
D	ADMIN FEE (8%)	\$1 547,60
G	TOTAL	\$21 859,85

## Conditions

## PRODUCTION NOTE

I. CASTING	Qt.	Nb.	Unit	Prices/\$	Total/\$	
Devin	1	3	Day	\$250,00	\$750,00	
Ollie	1	3	Day	\$180,00	\$540,00	
Cherry	1	3	Day	\$180,00	\$540,00	
Devon	1	1	Day	\$180,00	\$180,00	
Extras	1	1	Day	\$0,00	\$0,00	
-	1	1	Day	\$0,00	\$0,00	
-	1	1	Day	\$0,00	\$0,00	
II. CREW	Qt.	Nb.	Unit	Prices/\$	Total/\$	
Producer	1	1	FLAT	\$500,00	\$500,00	
Production Assistant	2	3	FREE	\$0,00	\$0,00	
Driver Truck (pick-ups, drop-off etc)	1	5	FREE	\$0,00	\$0,00	
Location Manager	1	1	Flat-fee	\$0,00	\$0,00	
Director	1	1	FREE	\$0,00	\$0,00	Jillian
Art-Director	1	1	Flat-fee	\$0,00	\$0,00	
Casting-Director	1	1	Flat-fee	\$0,00	\$0,00	
Script Supervisor	1	1	FREE	\$0,00	\$0,00	
1st AD	1	1	FLAT	\$600,00	\$600,00	
Writer	1	1	Day	\$0,00	\$0,00	
Production Designer	1	3	Day	\$200,00	\$600,00	
Set-Dresser	0	3	Day	\$200,00	\$0,00	
Set-Designer /builders	1	1	Day	\$0,00	\$0,00	
Costume Designer	1	1	FREE	\$0,00	\$0,00	
Props-master	1	1	Day	\$0,00	\$0,00	
Makeup artist + KIT	1	1	Flat Fee	\$450,00	\$450,00	
Set Photographer	1	1	FREE	\$0,00	\$0,00	
EOO	1	1	Day	\$0,00	\$0,00	
Director of Photography	1	4	Day	\$150,00	\$600,00	
1st AC	1	4	Day	\$150,00	\$600,00	
2nd AC	0	4	Day	\$200,00	\$0,00	
Gaffer	1	4	Day	\$150,00	\$600,00	
BBE	1	3	Day	\$0,00	\$0,00	
Key Grip	1	4	Day	\$150,00	\$600,00	
Sound Engineer	1	1	Flat Fee	\$500,00	\$500,00	
Boom-Operator	0	3	Day	\$200,00	\$0,00	
III. EQUIPMENT	Qt.	Nb.	Unit	Prices/\$	Total/\$	
Camera	1	1	Flat fee	\$1 750,00	\$1 750,00	
Film Stock	1	12	Flat fee	\$210,00	\$2 520,00	
Film Scanning/Developping	1	12	Flat fee	\$210,00	\$2 520,00	
Light	1	1	Flat fee	\$500,00	\$500,00	
Grip	1	1	Flat fee	\$250,00	\$250,00	
Sound	1	1	Flat fee	\$0,00	\$0,00	
Expendables	1	1	Flat fee	\$100,00	\$100,00	
IV. LOCATION	Qt.	Nb.	Unit	Prices/\$	Total/\$	
ABANDONED CAR	1	1	FREE	\$0,00	\$0,00	
BRIDGE	1	1	FREE	\$0,00	\$0,00	
DEVIN'S BATHROOM	1	1	FREE	\$0,00	\$0,00	
DEVIN'S ROOM	1	1	FREE	\$0,00	\$0,00	
ICE CREAM SHOP	1	1	FREE	\$0,00	\$0,00	
RIVER	1	1	FREE	\$0,00	\$0,00	
WOODS	1	1	FREE	\$0,00	\$0,00	
V. PROPS & DECORATION	Qt.	Nb.	Unit	Prices/\$	Total/\$	
Deco	1	1	Flat fee	\$400,00	\$400,00	
VI. STYLISM & MAKE-UP	Qt.	Nb.	Unit	Prices/\$	Total/\$	
Makeup (INCLUDED IN MAKEUP ARTIST'S KIT)	1	3	Flat fee	\$0,00	\$0,00	
Costumes	1	1	Flat fee	\$200,00	\$200,00	
VII. FOOD, TRANSPORTATION & LOGISTICS	Qt.	Nb.	Unit	Prices/\$	Total/\$	
Breakfast	17	3	FREE	\$0	\$0	in-kind by Jillian
Lunch	17	3	FREE	\$0	\$0	in-kind by Jillian
Dinner	17	3	FREE	\$0	\$0	in-kind by Jillian
Crafty & finger food	1	1	FREE	\$0,00	\$0,00	in-kind by Jillian
Truck rental - CAMERA - LIGHT - ART	1	1	Flat fee	\$500,00	\$500,00	
Fuel / Gas Reimbursement	1	1	Flat fee	\$500,00	\$500,00	
Tolls / Reimbursement	1	2	Flat fee	\$300,00	\$600,00	
VAN	1	1	Flat-fee	\$500,00	\$500,00	
Housing for 8 ppl	1	1	FREE	\$0,00	\$0,00	in-kind by Jillian
VIII. INSURANCE	Qt.	Nb.	Unit	Prices/\$	Total/\$	
General Liability + Rental equipment	1	1	Flat fee	\$375,00	\$375,00	
IX. POST-PRODUCTION	Qt.	Nb.	Unit	Prices/\$	Total/\$	
Hard Drives	1	1	Flat fee	\$170,00	\$170,00	
Editor	1	1	Flat fee	\$0,00	\$0,00	
Composer	0	1	Flat-fee	\$750,00	\$0,00	
Color grading	1	1	Flat fee	\$0,00	\$0,00	
Sound editing & mixing	1	1	Hours	\$800,00	\$800,00	
Festivals	1	1	Flat fee	\$800,00	\$800,00	

## INSOUCIANT FILMS LLC

Account number: 891938273  
Routing number: 021000021  
SWIFT code: CHASUS33

195 Java st, Brooklyn, NY 11222  
contact@insouciantfilms.com

7500

# Responses Overview Active

Responses

323



Average Time

10:37



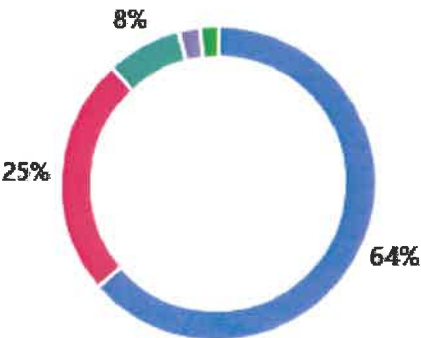
Duration

88 Days

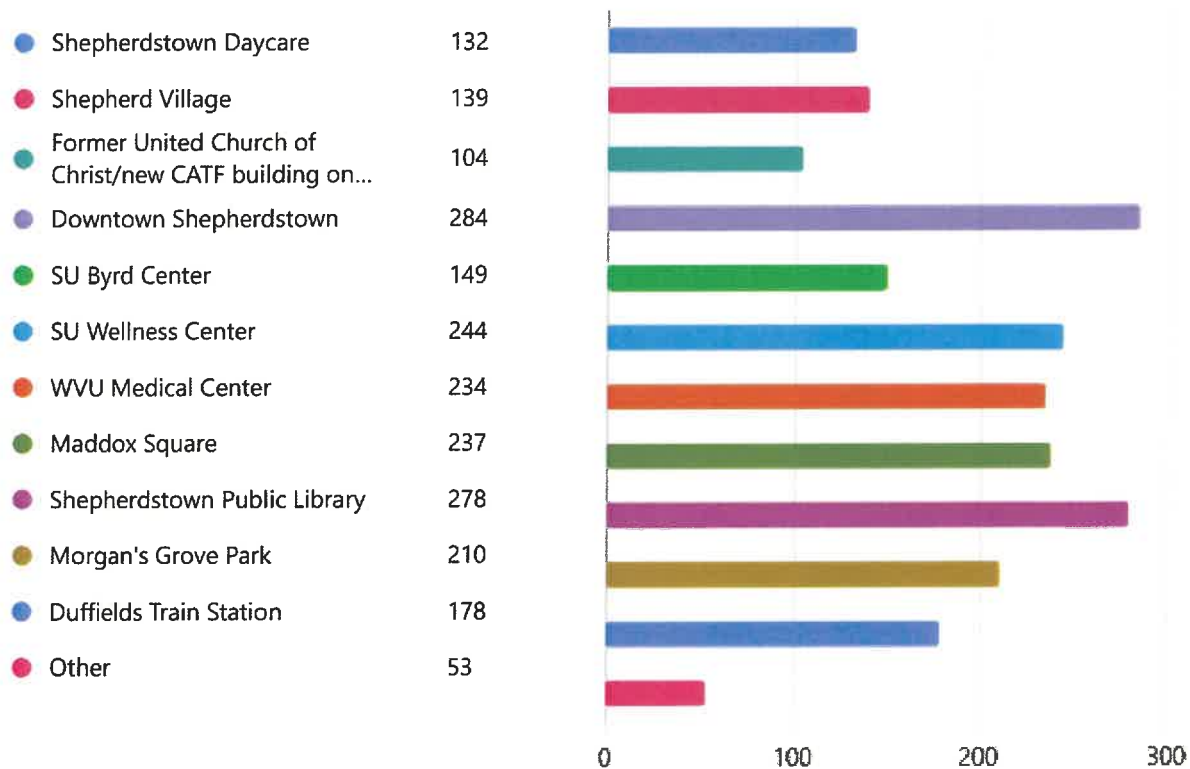


1. A local EPTA shuttle bus making regular stops in the Shepherdstown area is a good idea.

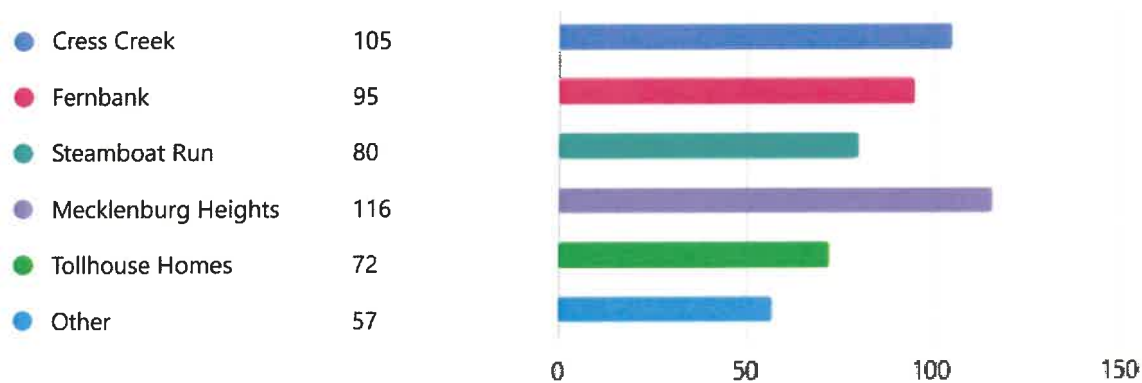
Strongly Agree	205
Agree	79
Neutral	25
Disagree	7
Strongly Disagree	6



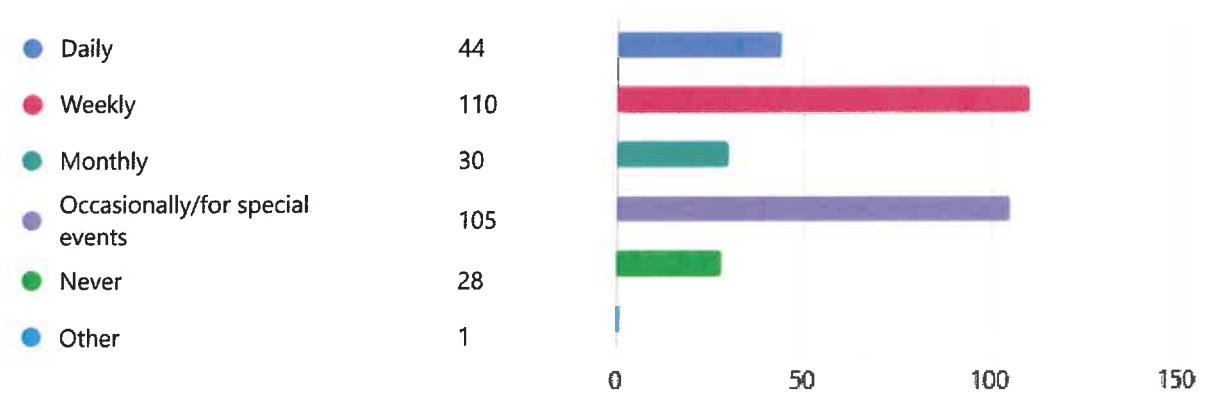
2. An EPTA shuttle bus in Shepherdstown should run throughout the town, and include stops such as:  
(mark all that apply)



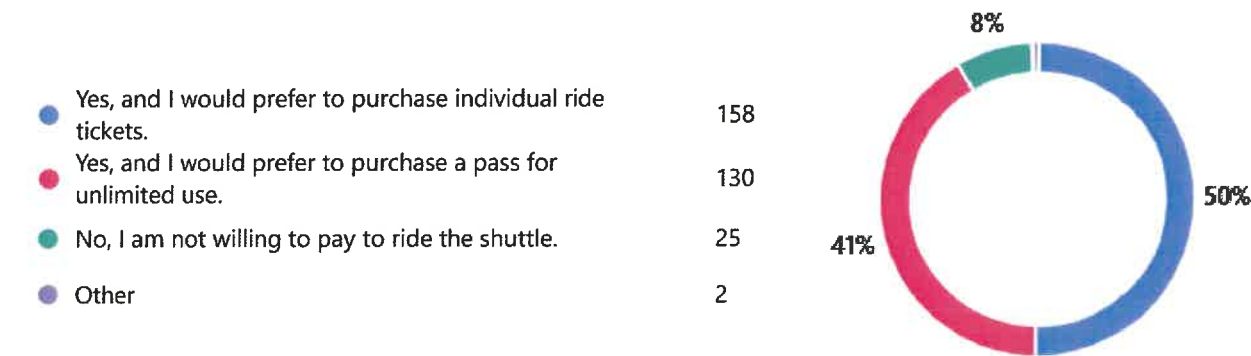
3. An EPTA shuttle bus in Shepherdstown should include additional stops in nearby communities such as:



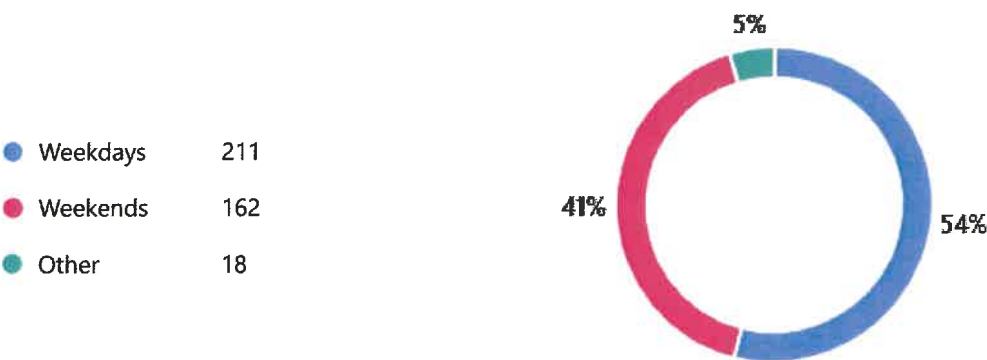
4. How often would you or your family be likely to use an EPTA shuttle bus in Shepherdstown?



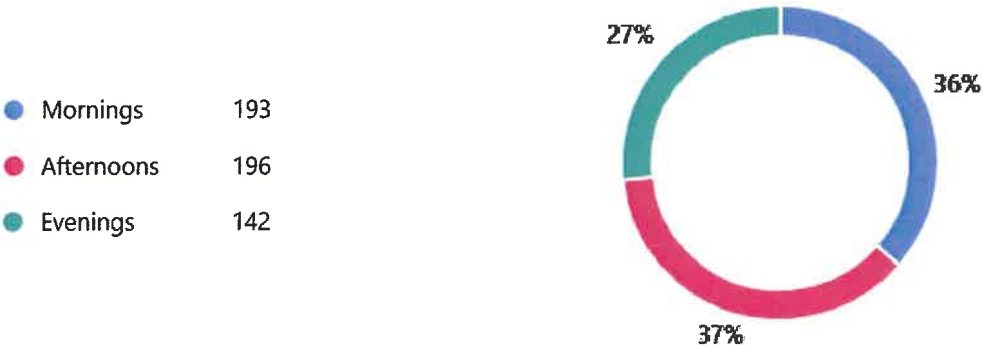
5. Are you willing to pay a fee to ride a shuttle bus in Shepherdstown?



6. Which days of the week would you be most likely to use a shuttle bus? (check all that apply)



7. What times of day would a shuttle bus be most useful for you? (Check all that apply)





8. What might prevent you from using an EPTA shuttle bus in Shepherdstown?

187  
Responses

Latest Responses

"I live out of town near the NCTC"

"I have a car"

...

37 respondents (21%) answered schedule for this question.

🔄 Update



9. What would make it easier for you to use an EPTA shuttle bus in Shepherdstown?

164  
Responses

Latest Responses

...

49 respondents (32%) answered stops for this question.

🔄 Update



10. Other comments/suggestions

98

Responses

Latest Responses

...

16 respondents (17%) answered Shepherdstown for this question.

 Update

events in town use time car public transportation idea of a shuttle runs  
shepherdstown area Thank Shepherdstown town shuttle bus  
wonderful idea shuttle idea Good idea people in town great idea need Love the idea  
downtown Shepherdstown

## **TOWN GRANTS COMMITTEE MINUTES**

**Saturday, July 19, 2025**

**11:00 a.m.**

**Town Hall**

**104 North King Street**

1. Call to Order: Mayor Gatz called the meeting to order at 11:00 a.m.
2. Visitors: There were no visitors
3. Public Comment: There were no comments from the public.
4. Unfinished Business: There was no discussion of unfinished business.
5. New Business:
  - A. Officers -- Shannon Thomas volunteered to serve as Interim Committee Chair and Emily Samide volunteered to serve as Interim Vice Chair. The consensus of the members is that the committee will select permanent chairs when more members have been appointed to the committee.
  - B. Meeting Schedule – The consensus of the members is that the committee will meet monthly on the first Tuesday of each month at 6:15 p.m. in person and via Zoom.
  - C. Update Committee Mission and Goals – The committee came to consensus on the following mission statement:
    - a. The mission of the Grants Committee is to actively seek grant funding from government agencies and private foundations to support the town's priorities and advance the goals outlined in the Comprehensive Plan.
    - b. The committee agreed to ask the Town to post information about the committee on the Town website and to advertise that the Town is accepting applications for appointments to the committee
6. Adjourn: The meeting adjourned at approximately Noon.

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday July 14, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET

**In attendance:** Commissioner Chair Keith Alexander (KA), Commissioner Carmen Slater (CS), Commissioner Ashley Reynolds (AR), Commissioner Rebecca Bickler (RB), Architectural Consultant Jim King (JK)

**In absentia:** Commissioner Tom Mayes (TM)

**In audience:** Jaime Disterhaupt and Jenn and Shawn of Modern Renovations (103 Ray St), Barbara Thomas (in person) and Tonica Thomas (Zoom) (501 E German St)

1. **Call to Order:** KA called the meeting to order at 6:01 p.m., made introductions of commissioners, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** June 9, 2025- JK noted that his title should say 'architectural consultant' only. AR moved to approve. RB seconded. None opposed, minutes are approved as amended.
3. **Visitors:** None comments outside of applications.
4. **Conflicts of Interest:** None noted.
5. **Applications:**

**25-16 103 Ray Street Construction of addition to existing structure**

Homeowner and contractors discussed the project plan. Current structure consists of the original structure plus an addition on the back. Plan is to renovate the existing structure, remove the current addition and add a new addition.

- **Removal of existing addition-** CS inquired about the demolition of the existing addition and its age. Homeowner noted that the existing addition is 1970s built and was very poorly constructed. KA noted that he viewed the addition in person and concurred. AR moved to approve removal of the existing addition in accordance with PG 31 "Demolition" part A of the Guidelines for structures under 50 years old. RB seconded. All in favor. None opposed. Passed.
- **Chimney move on original structure-** KA inquired about the existing chimney. The homeowner noted that the internal chimney is compromised, needs a footer, and is poorly placed in the home, so it has been proposed to move it to the exterior of the building. KA noted that the chimney movement would not be an act of preservation. The motion to approve the demolition of the existing chimney was not passed in accordance with PG 31 of the Guidelines "Demolition", but its repair 'like with like' is permitted.

- **New addition-** CS inquired about the scale of the new addition as compared to the existing structure. The homeowner noted that the scale for the addition is about the same as the existing structure. There will be no setback on the addition and the existing windows and doors on the back of the house will be maintained when adding the addition to the main structure. Scale will be smaller than original structure. CS moved to approve the addition in accordance with PG 33 “Design” of “Additions” part A with the stipulation that the new roof line will be lower in elevation, the overall addition smaller in scale than the existing structure, and the eaves of the addition’s roofline do not protrude beyond the profile of the original structure. RB seconded. All in favor. None opposed. Passed.
- **Addition’s Siding Material** - Vinyl siding is proposed and disallowed for the original structure and addition. RB moved to approve the addition’s siding in accordance with PG 59 of the Guidelines for “New Construction” part M.III for “Material and Material Color” of “Frame Dwellings” if the addition’s siding is comprised of wood and differentiated from the original building’s wood siding. CS seconded. All in favor. None opposed. Passed.
- **Addition’s Roof Material-** The asphalt/architectural shingles noted for the addition are acceptable, but not the HLC’s preference which is standing seam. CS moved to approve the addition’s roof in accordance with PG 33 of the Guidelines “Additions” part A-D “Design”. RB seconded. All in favor. None opposed. Passed.
- **Addition’s Foundation Material-** Addition will be cinderblock with parging. AR moved to approve the addition’s foundation in accordance with PG 59 of the Guidelines for “New Construction” part M.I “Foundations”. CS seconded. All in favor. None opposed. Passed.
- **Original Windows-** the proposed windows were vinyl clad, which is unallowed under the guidelines which require repair of original windows. There are currently no shutters and none will be placed. There is currently some added dental molding on the windows that is not original and is less than 50 years old (age determined by material - white pine). RB moved to approve the removal of the window dental molding and repair of the existing windows in accordance with PG 45 of the Guidelines “Windows” part A-C. CS seconded. All in favor. None opposed. Passed.
- **Original Siding** – Currently dutch lap wood siding on the original structure which will be repaired as needed. CS moved to approve the repair of the original structure’s siding in accordance with the PG 37 of the Guidelines “Exterior Walls” parts A and B for “Wood Siding” with the caveat that any replacement will be done in accordance with part A. RB seconded. All in favor. None opposed. Passed.
- **Addition’s windows-** the proposed addition windows are vinyl clad. Homeowner to provide samples. RB moved to approve the addition’s windows in accordance with PG 57 of the Guidelines “New Construction” part I “Windows”. CS seconded. All in favor. None opposed. Passed.

### **25-17 501 E. German Street Installation of chain link fence**

Owner gave a summary of the project- Proposed fence is on the left side and the rear of the lot. PG 68 of the guidelines part A under fences states “see Shepherdstown Zoning Ordinance (9.803(d)) for fence requirements such as allowable height, configuration, and placement. All fences in the Historic District are subject to review by the Planning Commission.” Preferred materials are wood, stone, brick, etc. The homeowner noted that there is an existing chain link fence which is 5ft and the new fence will be ‘like with like’. RB moved to make a recommendation to the Planning Commission to approve the fence replacement in accordance with PG 68 of the Guidelines part A “Fences” noting the fences’ consistency with its neighbors. CS Seconded. All in favor. None opposed. Passed.

### **6. Workshop Sessions: None.**

### **7. Ongoing Business:**

- **Site visit at 314 N Princess St as a result of June 2025 workshop** - homeowner will attend August 2025 meeting.
- **Stop work order issued to 101 S Princess St for unapproved door** - homeowner will attend August 2025 meeting.
- **Appropriateness of Elmwood Cemetery new construction** – The property is not in the Corporation of Shepherdstown but is in the Shepherdstown Historic District’s boundary as amended in 1987. The Corporation of Shepherdstown (Gino) will contact the Jefferson County Historic Landmarks Commission to ensure the property is assessed for appropriateness.
- **Mills Group Survey** – status of survey is still unknown.
- **Collaboration with Historic Shepherdstown & Museum** – the group will attend either the August or September 2025 to collaborate on a historic preservation awards plan for 2026.

### **8. New Business: None.**

### **9. Adjournment:** CS moved to adjourn at 8:10 p.m. RB seconded. All in favor. None opposed. Passed.

**Shepherdstown Tree Commission Draft Minutes**  
**Thursday, July 10, 2025 at 6 PM – Town Hall**

Members present: Linus Bicker, Robin McGrorty, Charlotte Baker-Shenk, James Dillon (for first part of meeting)

Visitors: Jim Auxer, Jamie Byron

**Approval of June 12, 2025 minutes**

Robin moved to approve the draft tree commission minutes of June 12, 2025

No objections noted.

**Public Comments**

Jim Auxer requested that the tree touching his house be trimmed (108 New St.)

Jamie observed that the hawthorn tree in front of Bistro 112 is possibly dead, has not leafed out; needs to be assessed.

**Unfinished Business**

Tree #137: Shawn Walker assessed this tree (was hit by car) and found no evidence of borers. No action needed.

Hazard trees at High & Mill: work is scheduled with Viking

Sage Place tree wells --mulch:

Woody Coe told Charlotte that he prefers purchasing a whole pallet from Sunny Meadows (60 bags per pallet). Public Works can deliver 3 to 4 bags at each tree (8 tree wells x 4 = 24 bags needed), and then save the rest for later.

Action: Linus will send in the request to Woody for oak bark mulch.

Charlotte reported that there will be some weeding needed before the mulch is added to the tree wells. She talked with Terry Hadley who volunteered to do the needed weeding (and expressed concern about having Public Works staff do that because of what she had seen in the past).

Sage Place tree wells -- ground cover

A year ago, James had a recommended purchase of Carex woodii, but has been unable to source the plants for purchase. It seems the plugs may now be available for fall purchase and planting.

Action: James will send around the budget information and vendor information. Jamie will plan to make the purchase (after registering with that vendor) and then apply for reimbursement from the town.

Linus reported that bids for landscaping team are due in next week. If this process works well, then the newly hired landscaping team could do the planting. Otherwise, we (Robin, Charlotte, Jamie) will organize and train volunteers to do the planting.

Jamie also expressed a willingness to train Public Works staff about how to do weeding if there is a problem with finding a new competent landscaping team for the town.

306 W. German- Pruning was completed by Ecological Services.

211 W. New St— trimming request. Both Robin and Linus checked the tree and did not observe it to be touching the home.

Sidewalk clearance/pruning on King Street and Welcome Center— Ecological Services completed all that pruning up to Washington Street. Cleaned up the underside and removed dead branches.

Note: Jamie observed that the crabapple tree in front of the welcome center has good structure up to about 7' and then goes into chaos.

Action: after lengthy discussion, the commission decided to commit to long-term slow rehabilitation of the crabapple tree by pruning out (perhaps twice a year) no more than 10% per year to slowly return the tree to a healthy structure. We recognize this tree is very important to the community; the process will take multiple years.

410-412 E. German— The trees in this location are not on town property and reportedly belong to the HOA. There was also discussion about the need for a sidewalk along German Street to Sage Place in front of the area where these trees are located. Such action is not within the scope of this commission.

Action: Linus will talk with Liz McGowen.

307 W. German— Shawn assessed the Norway maple tree and observed it to be in poor condition with a large cavity 7' up and decay across most of the trunk. Tree will need to be considered for removal and will continue to be monitored.

Action: Linus will check with Viking about pruning it back more so it doesn't threaten the roof. We will reassess the tree during the next 6-12 months.

309 W. German – Shawn also recommended that the red oak be inspected in late August/early September for signs of bacterial leaf scorch. He observed it needs to be pruned in mid summer or during the dormant season to remove dying back limbs in the crown, etc.

210 W. German— Linus received a good bid from Viking, but still needs to talk with the owner.

Action: Linus will talk with the owner



207 S.King— Heidi Glenn had expressed concerns about pruning needs. Bid received from Viking. Work is scheduled.

103 E. New— Bid received from Viking. Work is scheduled for completion.

### **Observations about new trees planted**

Some concerns about the hornbeams in front of the Good Shop. Jamie noted that one clearly needs staking because it's leaning. The other may be experiencing nutrient deficiency affecting older leaves; new leaves seem to be OK. Will wait and see.

Action: Jamie will stake the leaning horn beam. Charlotte will dig up more violets for fall planting which may help cool the soil around the hornbeam.

Action: Linus will request a bid from Viking for stump removal near the baseball field in anticipation of being able to plant a new tree there.

### **State forestry grant funding**

Linus reported that grant funding through the state is again available. Linus proposed that we consider using these funds for tree maintenance. The grant requires a 50-50 match.

Action: Linus will rewrite the grant proposal and coordinate with the state to identify the grant period.

### **Locations for FY26 new tree plantings.**

We agreed to prioritize plantings in historic neighborhoods on the east and west side of town.

Other suggested areas for new tree planting:

To replace the Town Hall sugar maple,  
To replace the hawthorn in front of Bistro 112  
216 West German  
213 W.German

Action: Robin will talk with Jamie to create a proposed list of tree species for FY 26 purchase and planting this fall.

### **Letter of Appreciation**

We will frame and present a letter to Cool Green owner Sam McMahon to express our appreciation for his willingness to save the very large fir tree in the area he was having cleared to increase space for parking.

### **Adjourn**

Meeting adjourned at 7:59pm.

# **Corporation of Shepherdstown**

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

July 24, 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 and Ms. Kemnitzer

Sanitary Board – Mr. Gatz, Mr. Heyser, Mr. Keller

### **3. Visitors –** Kay Shultz, Greg Welter, Jim Auxer, Jeff Ekstrom of Ghosh Engineers

### **4. Minutes Approval**

Vote - Approved minutes of May 29 Meeting by Sanitary Board

Vote - Approved minutes of June 26 Meeting by Sanitary Board

Vote - Approved minutes of June 26 Meeting by Water Board with an edit to note that Mr. Eggleston was present at the meeting.

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

All measurements are within normal range. Regarding leak detection, the contractor has tested a portion of the system. Six problems were found and town staff repaired them. Testing will be completed within a month.

### **5. Financial Reports**

a. Budget v Actuals were reported through May 31, 2025. The boards again expressed concern that the reports are two months behind the time that we receive them.

b. Balances in Reserve Accounts – The concern about lag in reporting was also expressed.

## **6. Unfinished Business**

a. Recommendations on drinking water chlorination systems – Mr. Ekstrom of Ghosh Engineers, our consulting engineer, recommended that we change our chlorination method from chlorine gas to hypochlorite. A proposal to make this change will be available for consideration at the August 28 board meeting.

b. Hydrant Report – Work is complete on testing and modifying all hydrants to meet the new state requirements. Mr. Coe and Ms. Kemnitzer will meet with the Shepherdstown Volunteer Fire Department to review our cooperative arrangements.

c. Replacement of Sewer Pumps in Fernbank.

Vote -The Sanitary Board voted to accept the bid for \$108,120 to replace the pump. Construction will begin in about two weeks.

d. Town Run Watershed Baseline Study – Proposal from Decota Consulting Company Inc Consulting Engineers. Members of both boards expressed support for Decota to undertake such a study. A few suggestions were offered such as shifting the timing of the study so that samples will also be collected in the summer months. A final proposal will be considered at the August 29 board meeting.

e. The mayor reported that the town will begin issuing a monthly newsletter and asks for input from the Water and Sanitary Boards. In the future, each board meeting will include a discussion of what information the boards would like to contribute to the newsletter.

## **7. Next Meetings August 28 and September 25 at 6 pm**

## **8. Adjournment**