

September 10 Meeting Agenda

SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA

Wednesday, September 10, 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 August 13, 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. Event Requests, Committee Appointments, and Community Grants

- a. Committee Appointments
- b. Event Requests
 - Constitution Day Parade, September 20, revised
 - Shepherdstown Yard Sale, Oct
- c. Finance Committee Recommendations - Community Grant Requests
 - Constitution Day Parade, September 20
 - Film- "This Land Is Cursed"

6. Ongoing Business

- a. Comprehensive Plan Update Meeting – Tentative Date: December 9
- b. Audio / Visual System in Town Council Meeting Room
- c. Status of Projects Approved in FY26 Budget
 - Artistic Benches
 - Bike path to parks - markings / signs
 - Composting Initiative
- d. Status of Green Infrastructure projects
- e. Status of State Grant for Princess Sidewalk

- f. Status of State Management of Path Project (Duke Street)
- g. Town Real Estate Matters

7. New Business

- a. Open Town Hall Meeting Room for Town organizations – Resolution
- b. Street Banners – Resolution
- c. Holiday Decorations - Resolution
- d. Records Management
- e. Town Council Committee Structure
- f. Selection of Attorney with specific expertise to support Comprehensive Plan Implementation

8. Staff Reports

- a. Staff Reports
- b. Town Financial Status
- c. Approval of Town Expenditures

9. Reports of Committees, Commissions, and Boards Since August 13, 2025

Draft and/or approved minutes from meetings held since August 13, 2025

- a. Age Friendly Shepherdstown Committee
- b. Finance Committee
- c. Grants Committee
- d. Historic Landmarks Committee
- e. Parks and Recreation Committee
- f. Planning Commission
- g. Public Works Committee
- h. Tree Commission
- i. Water Board and Sanitary Board

10. Mayor's Report

- a. Program Manager search
- b. Enterprise Resource Planning (ERP) system search
- c. Building Commission
- d. Partnerships with Shepherd University

Draft Minutes, August 13, 2025, Meeting

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

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

Staff Present: Amy Boyd, Charles Coe, Mike King, Gino Sisco

Visitors Present: See attached sign-in sheet

Approval of Minutes

- a. Town Council Meeting Minutes of July 9 and 28, 2025 – Moved by S. Thomas, seconded M. Bartlett, the July 9 Town Council minutes were approved. Motion passed with C. Roberts abstained as she was not present at the July 9 meeting.
Moved by C. Roberts, seconded by M. Bartlett, the July 28 minutes were approved.
Unanimous

3. Public Comment Period

- a. Persons who have registered to address Town Council
Jamie Byron – Spoke about the Hurley Trailer Park
Elizabeth Ricketts – Spoke about the recent action by the Jefferson County Commission to remove municipal representation from the Jefferson County Development Authority.

4. Public Hearing

- a. Amendment to Town Zoning Ordinance to comply with State Statute – Mayor Gatz provided a handout for future consideration.

5. Ongoing Business

- a. Comprehensive Plan Implementation – Mayor Gatz provided a handout with the suggested time line and process for implementation.
- b. Selection of Town Financial Director and Program Manager – Mayor Gatz announced the hiring of the Town Financial Director Maged Kirolos.
- c. Shepherdstown Historic Education Initiative – Mayor Gatz reported that a public input session is planned as the survey did not provide enough input.
- d. Rental of Temporary Office Space –Finance Committee recommended approval of rental for one year; Moved by M. Bartlett, second by L. Bicker to approve resolution authorizing the rental of additional office space. Unanimous
- e. Audio / Visual System in Town Council Meeting Room- Mayor Gatz provided a handout with instructions for using the system.
- f. Town Newsletter and Alerts – Mike Chalmers encouraged the members to contribute information for the alerts.
- g. Town Real Estate and Legal Matters – deferred until the end of the meeting
- h. Staff Reports - enclosed
- i. Town Financial Status and Review and Approval of Town Expenditures - enclosed

6. New Business

- a. Planning for Municipal Elections – Changes must be implemented by 2032. Additional information is forthcoming.
- b. Event Requests
 - Appalachian Festival – September 13 – Moved to approve by S. Thomas, seconded by M. Bartlett. Unanimous.
 - Shepherd Homecoming - October 25 – Moved to approve by C. Blessing, seconded by M. Bartlett. Unanimous.
 - Constitution Day Parade – September 20 – Moved to approve by M. Amerikaner, seconded by M. Bartlett. Unanimous.
 - Shepherdstown Community Club 80th Anniversary – (previously approved – requesting a date change) – Moved to approve by C. Roberts, seconded by S. Thomas. Unanimous.
- c. Town Run Water Shed Signs – Moved by S. Thomas, seconded by M. Amerikaner, to approve pending Parks and Recreation Committee’s review. Unanimous.
- d. Community Grant Requests
 - Town Run Watershed – Kay Schultz presented - Moved by C. Roberts, seconded by M. Bartlett, approve grant application. Unanimous.

- Local WV Short Film- Jillian Sobrino “This Land Is Cursed” – referred to Finance Committee.
- e. FEMA Flood Insurance Study and Revised Flood Insurance Rate Map – Mayor Gatz Offered a summary of the report.

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 – enclosed Presented by M. Amerikaner.
- 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

9. Town Real Estate and Legal Matters – Moved by M. Amerikaner, seconded by M. Bartlett, to go in executive session at 8:55 a.m. Unanimous

Moved by C. Roberts, seconded by M. Amerikaner, to come out of executive session at 9:23 p.m.

Moved to adjourned meeting at 9:25 p.m. by S. Thomas, seconded by M. Bartlett. Unanimous.

**Public Hearing – Draft Amendments to Town Ordinance
RE: Planning Commission**

TO: Shepherdstown Town Council|
FROM: James Gatz, Mayor
DATE: September 7, 2025
SUBJECT: Proposed Amendment to Town Ordinance Re: Planning Commission

Due to changes in State law, Shepherdstown's ordinance on qualifications of individuals appointed to the town Planning Commission does not align with State requirements.

Please see the attached redline document which displays suggested edits needed to make the ordinance comply with the updated State law.

Background

Senate Bill 459, which became effective in early July 2025, the Legislature imposed new requirements on membership of municipal planning commissions, specifically requiring that members be State residents for three years and town residents for one year, prior to appointment. In addition, any current member of the Planning Commission not meeting those requirements is not protected by a grandfather clause and must immediately resign. To the extent these changes conflict with Town Code, state law has priority.

Town Ordinance Section 9-104 requires three-fifths of planning commission members to be Town residents for three years prior to appointment. This requirement is more rigorous than Senate Bill 459, which only requires one-year municipal residency prior to appointment. Because future appointments must conform to State law as revised, this section must be amended.

**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 shall be residents of the Town of Shepherdstown, who shall 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

Mayor

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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.

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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

Mayor

Recorder

**Applications for Appointments
to Town Boards and Commissions**



BOARDS AND COMMISSIONS APPLICATION

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

You are also welcome to submit a résumé.

Name: ☐ Mr. ☒ Ms. Cheryl A. Brown Address: 106 W New Street, Shepherdstown

Phone numbers – Home: _____ Work: _____ Cell: (304) 596-1868

Email address: cheryb1948@gmail.com Employer: N/A

Occupation: Retired

Which board/commission would you like to serve on? Historic Landmarks Commission

Please describe your background and education.

Background: I was in the military, 1974-1997, retiring as a colonel and then worked as a military contractor. Since 2010 I have served as Regent, Pack Horse Ford Chapter, NSDAR; State Treasurer, then State Regent, West Virginia DAR; Historic Shepherdstown Commission (HSC) Board member; 250th Anniversary of Shepherdstown committee member; and DAR representative to the Bee Line March 250th Celebration Committee.

Education: Samford University, BA with Honors, magna cum laude, with majors in History & French; University of Alabama, MA, in American History; and Army War College as a National Security Fellow at the John F. Kennedy School of Government, Harvard University

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

My major project as WV State Regent, was the successful restoration and refurbishment of the West Virginia cottage at Tamassée DAR School. At the conclusion of the project in 2022, the WV State Society, NSDAR added a marker from the South Carolina Department of Archives and History to commemorate the cottage's placement on the National Register of Historic Places as a contributing structure.

Through service on the finance committee of the HSC, I learned about the almost constant efforts required to maintain the Entler Hotel, which was built in 1786.

In completing various projects for the HSC and DAR, I researched, and thereby gained respect for, the people and structures of the Corporation of Shepherdstown's past.

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

While having lived in the Eastern Panhandle of West Virginia only since 1998, I am a descendant of two Revolutionary War Patriots from the area: James Verdier and Robert Snodgrass. James Verdier owned a lot in Mecklenburg where he had a tanning business. As a result, I am passionate about the history of Shepherdstown and environs. I especially want the Corporation of Shepherdstown to maintain its historic character while providing a vibrant space for its residents and businesses to flourish.

Please describe what you know about this board/commission.

I appeared before the Historic Landmarks Commission twice, requesting permission on both occasions for the Pack Horse Ford Chapter, NSDAR to place plaques on the Lutheran Graveyard wall and War Memorial Building. I also worked through the approval process, following the guidelines, to place an appropriate fence around a portion of the yard at 106 West New Street.

How did you hear about this board/commission?

In 2011, I appeared before the Historic Landmarks Commission during planning for the 250th Anniversary of Shepherdstown. In October 2012, my husband and I moved to the Corporation of Shepherdstown.

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

Peter Smith - (304) 876-1139

Donna Bertazzoni - (304) 876-2797

Signature:  Date submitted: August 31, 2025

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

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

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



BOARDS AND COMMISSIONS APPLICATION

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

You are also welcome to submit a résumé.

Name: ☐ Mr. ☒ Ms. Lauren Chapalee Address: 314 N Princess Street, Shepherdstown WV 25443

Phone numbers – Home: NA Work: NA Cell: (202) 285-6973

Email address: Lauren.Chapalee@gmail.com Employer: The Oakland REACH

Occupation: Director, REACH Parent District

Which board/commission would you like to serve on? Planning Commission

Please describe your background and education.

My background and education have been guided by a lifelong interest in building innovative solutions that benefit communities at scale. My passion for public service began in high school, where I served as a voting student member of the Maryland State Board of Education. In that role, I saw firsthand how public policies and programs influenced the experiences of my peers in diverse school communities. My academic background further solidified my commitment to building programs that create broad public good, including a Bachelor of Arts in Public Policy and Philosophy from the University of North Carolina at Chapel Hill, a Master of Education from George Mason University, and a Certificate in Innovation Strategy from Cornell University.

My career has been dedicated to translating this passion into action. Throughout my professional experience, I have focused on building solutions in partnership with the communities being served, whether through my work as a teacher in DC Public Schools or as an education innovation leader serving towns across the country. My approach is to work collaboratively with a diverse group of stakeholders, from community members to policy experts, to ensure that programs are both effective and equitable. This experience has taught me the importance of listening, understanding, and working together to build a shared vision.

Shepherdstown has become my home after living here for nearly a decade and raising my two young children in the historic bridge tollhouse. As a homeowner of a historic waterfront property, I understand the importance of preserving historical structures and natural beauty while living a modern life. I am an active member of our local Quaker community and frequent volunteer at Shepherdstown Elementary School. I am committed to building intergenerational connections, such as through a multigenerational aerial acrobatics class and inclusive neighborhood get-togethers. My deep ties to the Shepherdstown community, combined with my professional background, have prepared me to serve on the Planning Commission.

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

My professional experience is directly applicable to the work of the Planning Commission, particularly in the areas of project management, strategic planning, and group facilitation. I have a long track record of managing complex projects from conception through to implementation, including orchestrating a successful proposal that secured a \$600,000 investment for a new workforce development program and directing the evolution of large-scale education products, such as a curriculum with \$35 million in annual sales and users in all 50 states. My current work at The Oakland REACH involves directing a family-powered education program that is on track to scale from 47 learners to over 500 within one year, demonstrating my ability to guide a project from a small-scale pilot to a much larger initiative.

A core part of my work has been strategic planning and implementation. For nearly a decade at Great Minds, I was responsible for market research, vision-setting, and strategic planning to guide the company's entry into new educational markets. In my current role at The Oakland REACH, I translated an enterprise strategy into a user-centered, data-driven pilot program.

I have also developed strong skills in facilitating group agreement and joint work among diverse stakeholders. I am adept at fostering authentic relationships that lead to innovation, working with everyone from practitioners to senior executives to build a shared vision and achieve common goals. This collaborative approach has been central to my work, whether it was leading a 40-member curriculum design team or co-designing new programs with community members. My experiences in guiding complex projects from strategy to implementation, managing large-scale initiatives, and facilitating collaborative work among diverse stakeholders has prepared me to make a meaningful contribution to the Planning Commission.

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

My motivation for serving on the Planning Commission is rooted in both my personal investment in Shepherdstown and my professional commitment to community-driven solutions. Community is a core value for me, to the point that my young daughter recently asked me, "What does 'community' mean? You talk about it a lot." I want to proactively contribute to our community's strong foundation and growth.

I believe that lasting change comes from community-based relationships and shared purpose. I want to contribute to the important work of finding common ground among stakeholders who genuinely care about Shepherdstown. My professional experience in fostering collaboration among diverse groups has prepared me to engage in the kind of listening, understanding, and joint work that is essential to the Planning Commission's role. My goal is to help build a community in which my children's generation can thrive and create a better world.

Please describe what you know about this board/commission.

I understand the Planning Commission supervises Shepherdstown's physical development by reviewing applications for new structures, structural updates, and developments. This involves a detailed review of each proposal against the town's Title 9 Planning and Zoning ordinances. I have reviewed Title 9, and appreciate its clear guidance in key areas of development. I appreciate that the commission must weigh not only the letter of these ordinances, but also their spirit, ensuring that development aligns with the long-term vision for our town.

Following the recent adoption of Shepherdstown's 2025 Comprehensive Plan, the commission also supports the Town Council with the plan's implementation while envisioning Shepherdstown as the cultural hub of the WV Eastern Panhandle. I am prepared to contribute my professional skills in project management, strategic planning, and collaborative problem-solving to this important work, ensuring that Shepherdstown continues to grow in ways that sustain and evolve its unique character for generations to come.

How did you hear about this board/commission?

Linus Bicker and Ebonée Helmick

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

Theresa Trainor: 202-271-5044, theresatrainer@comcast.net

Sabrina Blair: 240-520-5424, blairsab01@gmail.com

Signature: Lauren W. Chapalee (electronic signature) Date submitted: 8/22/25

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

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P.O. Box 248
Shepherdstown, West Virginia 25443-0248
304-876-1473 (fax)
clerk@shepherdstown.us*

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

LAUREN CHAPALEE

she/her | (202) 285-6973 | Shepherdstown, WV | lauren.chapalee@gmail.com | linkedin.com/in/lauren-chapalee

Summary

Innovation leader with an entrepreneurial mindset and nearly 20 years of experience in education. Skilled in guiding large-scale initiatives from inception to delivery by uncovering customer needs, fostering a strategic vision, cultivating high-performing teams, and designing innovative solutions.

Work Experience

The Oakland REACH (April 2024 – Present)

National leader in building family-powered solutions to improve education for low-income Black and Brown families.

Director, REACH Parent District & Chief Program Officer

- Designed and launched a family-powered pilot program that secured a 100% Net Promoter Score from participants and drove exceptional academic growth, with students reading below grade level achieving 7 months of growth in just 3 months of AI tutoring.
- Directed and coached a team of Family Success Coaches that drove exceptional program engagement, with 100% of invited families choosing to continue in the program.
- Managed provider partnerships to achieve exceptional results, including AI tutoring usage more than double demographically similar districts using the same provider.
- Translated enterprise strategy into a user-centered, data-driven program on track to scale from 47 learners to over 500+ learners, exceeding initial enrollment by more than 10x in one year.

Great Minds PBC (July 2014 – December 2023)

National provider of PK-12 learning products and programs, expanding from 50 to 1400+ employees (2014-2023) to serve 4.2 million students.

Director, Innovation – Great Minds Schools (January 2022 – December 2023)

- Orchestrated a successful proposal to the Great Minds Board of Directors, securing a \$600,000 pilot investment by articulating the vision and strategy for the company's first integrated workforce development program.
- Prototyped and tested the workforce development program, resulting in a 50% reduction in student behavior referrals and surpassing national projections for academic growth in a Florence Unified Arizona K-8 school.
- Expanded the workforce development program to a 5-school pilot recommended by 100% of customers, leveraging data analytics to inform program decisions and shape future programs nationwide.
- Pioneered the instructional strategy for the company's inaugural virtual school, synthesizing input from cross-sector partners to design an innovative hybrid online learning model for 50 students nationwide.
- Elicited valuable customer insights by conducting interviews and observations in the virtual school and Florence Unified district, then iteratively designing and testing solutions to guide enterprise product strategy.
- Fostered enduring relationships with clients, community members, policy experts, researchers, funders, and senior executives to scale equity-driven strategies for system transformation.

Director – History (March 2021 – January 2022)

- Selected by the CEO/Founder to lead market research, vision-setting, strategic planning, cross-functional collaboration, and prototyping for a pivotal decision on entering the history education market.

Associate Director – Science (April 2018 – March 2021)

- Chosen by the CEO/Founder to oversee science product instructional strategy while entering a new market.
- Guided the conceptualization, iterative prototyping, and development of *PhD Science*, a K-5 science and engineering program with 650+ lessons, \$9 million annual sales, users in 40 states, and national quality awards.
- Managed product evolution in alignment with enterprise strategy, integrating regular input from the CEO/Founder, Chief Academic Officer, cross-functional teams, and cross-sector advisors.

- Collaborated on the science department's strategic plan as a Leadership Team member, making data-driven decisions to grow the department from 1 to 110+ employees with a \$10M operating budget.
- Founded and managed a 40-member curriculum design team with high talent retention and promotion rates.

Assistant Director, Learning Design – Humanities (July 2015 – April 2018)

- Promoted to oversee the instructional design of the company's first full-scale English language arts product.
- Coached teams to prototype, test, and develop *Wit & Wisdom*, a K-8 English language arts program with 1,100+ lessons, \$35 million annual sales, users in 50 states, and national quality awards.
- Shaped department culture as a Leadership Team member while growing the department from 3 to 130+ staff.

Lead Instructional Coach – Humanities (July 2014 – July 2015)

- Partnered with senior executives of a national charter school network to conceptualize, develop, and field test the client's first English language arts program aligned to new college and career readiness standards.
- Designed and executed training that empowered school leaders to implement the new program nationwide.

Office of Teaching and Learning, DC Public Schools (July 2013 – June 2014)

Instructional team serving 50,000+ students and 4,000+ educators in 117 Washington, DC public schools.

Coordinator – Literacy and Humanities

- Designed and co-led a yearlong workforce development program for 21 DC schools.
- Managed district-wide sharing of multimedia education resources for the system-level transition to new college and career readiness standards, garnering over 33,000 views on the district's inaugural online Educator Portal.

Walker-Jones Education Campus & Scott Montgomery Elementary, DC Public Schools (August 2008 – June 2013)

Public schools serving historically marginalized communities in Washington, DC.

Kindergarten Teacher

- Achieved 1.5+ years of math and literacy learning in an inclusion class in a historically low-performing school.
- Integrated strategy and systems on the School Leadership Team following a two-school merger.

Education & Professional Development

Cornell University | *Certificate in Innovation Strategy* (2022)

George Mason University | *Master of Education, Curriculum and Instruction* (2010)

Teach for America | *Corps Member, Metro DC Region* (2008)

University of North Carolina at Chapel Hill | *Bachelor of Arts with Honors, Public Policy & Philosophy* (2006)

Awards & Recognition

Hope Street Group National Teacher Fellow, selective national cohort of teacher leaders (2013)

DC Public Schools Distinguished Teacher & Highly Effective Teacher, highest performance achievement (2010 – 2013)

Truman Scholarship, national graduate award for achievements in public service leadership (2005)

Robertson Scholarship, full merit scholarship to UNC and Duke University for public service and leadership (2002)

Publications & Presentations

"Florence School Implementing Change Through Partnership," published in the *Daily Independent* (2022)

Authored and presented on student-centered topics, including writing instruction (ASCD Express 2016), teachers as policy analysts (Center for American Progress 2013), and community-school partnerships (CNN 2010)



BOARDS AND COMMISSIONS APPLICATION

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

You are also welcome to submit a résumé.

Name: Mr. J. Jim Auxer III Address: 108 E New St. Shepherdstown W. Va
Phone number: Home: Same as cell Work: Same as cell Cell: 717 319 2519 25443

Email address: jinauxer@yahoo.com Employer: Shepherd University

Occupation: Liaison

Which board/commission would you like to serve on? Planning Commission

Please describe your background and education.

Education: BA Elementary Education Shepherd University
MEd. Counseling Shippensburg University
1969
1971

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

20 plus years as member of the Shepherdstown
Planning Commission
Several stints as president of planning
commission
led numerous annexation projects
Supervised planning and zoning officer

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

It provides an opportunity to utilize my MANY years of experience in being involved in numerous projects. I also have benefitted to see progress take place but continue to maintain our historic preservation.

Please describe what you know about this board/commission.

I am familiar, more than familiar with Title 9. I have kept up to date with current planning projects by attending both planning commission meeting and meeting to Historic LANDMARKS.

How did you hear about this board/commission?

meeting agendas

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

FRANCINE Phillips 304 433 6777

LORI Robertson 540 386 4737

Signature:

Atty J. Austin

Date submitted:

1-10-25

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

Town Clerk's Office
104 North King Street
P.O. Box 248

Shepherdstown, West Virginia 25443-0248

304-876-1473 (fax)

clerk@shepherdstown.us

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



BOARDS AND COMMISSIONS APPLICATION

*Please write at least a paragraph for the sections that ask for a description
(attach additional sheets if necessary).
You are also welcome to submit a résumé.*

Name: ☐ Mr. ☐ Ms. Chloe Waldeck _____ Address: 316 West German Street _____

Phone numbers – Home: 3 0 4 9 9 5 1 7 5 7 Work: _____ Cell: _____

Email address: chloewaldeck@gmail.com _____

Employer: self employed _____

Occupation: Marketing Consultant _____

Which board/commission would you like to serve on? Historic Landmark _____

Please describe your background and education.

I have lived in Shepherdstown my whole life and have always had a passion for preserving the rich history in our small town. I am about to graduate from Shepherd University and as a property owner in town, I am looking for ways to become more involved. I am about to graduate from Shepherd University with two degrees, one in Sports Recreation and Administration, the other in Business Administration. I have vast working experience as I started my career in marketing at the age of 16 with my first full time position in Northern Virginia. I have since opened my own consulting company so I have a vast understanding of consumer needs, public relations, and market demand - which I believe will be valuable in this position.

Full transparency, I am pursuing a law degree and I will likely be moving a year from now for that, however, I would be more than happy to keep my position during my time in law school I just will not be living in town full time.

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

I wouldn't say I have special training, though I am always happy to learn more and pursue any education I may need. I worked in the marketing department for a construction company for 2 years and I am very familiar with construction vernacular and such through that. The company I worked for specialized in historic renovations, so through that I gained a decent bit of knowledge, and as I stated I am always happy to learn more.

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

Please describe what you know about this board/commission.

How did you hear about this board/commission?

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

Signature: _____ Date submitted: _____

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

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

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

Event Requests

Event Requests

More details about the following two requests will be shared with Town Council prior to the September 10 meeting.

- Constitution Day Parade – Previously approved. Requesting change in parade route. New route would be from intersection of German and Church to intersection of German and King, followed by a music and presentations on King Street adjacent to Town Hall.
- Shepherdstown Yard Sale – Proposal to support a town-wide yard sale on Saturday October 18 (rain day of Saturday, October 25).

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 SHEPHERDSTOWN ANNUAL YARD SALE

Event Date OCT 18TH

Event Sponsor SHEPHERDSTOWN

(3RD SAT. OF OCT)
Secondary Date OCT 25TH
(4TH SAT. OF OCT)

Organizer's Contact Information

Name: PIA PELTOLA

Cell: (202) 674 3364

Address: 100 E. NEW ST., SHEPHERDSTOWN, WV 25443

Email PIAKPELTOLA@GMAIL.COM

Alt. Phone —

Event Information

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

Location of Event SIDEWALKS IN FRONT OF A HOUSE

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

Event Hours 9 until 6 Set up start time 8 Clean up end time 7 OR ANY OTHER TIME
****NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants _____ Spectators _____

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? _____

NOTE:

THERE ARE NO OTHER TOWN-SPONSORED EVENTS ON THIS DAY,
~~ON THE SECONDARY DATE.~~ HOWEVER, THE 25TH OF OCTOBER IS

Homecoming and I would be reluctant to approve for
this date. we should request a different secondary date.
A secondary date is not available!

Event Information

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

Name of Event SHEPHERDSTOWN ANNUAL YARD SALE

Brief Description of Event: ANNUAL SHEPHERDSTOWN-WIDE YARD SALE. HOUSEHOLDS WOULD SET UP THEIR YARD SALE IN FRONT OF THEIR HOUSE ON THE SIDEWALK (NO STREETS WOULD BE BLOCKED). ONLY INVOLVEMENT FROM THE TOWN WOULD BE TO ADVERTISE THE EVENT (I CAN HELP WITH THAT IF NEEDED).

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? — 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? — 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? Each household would sell their own items.
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets NO or intersections NO be blocked? Requires police department assistance.
List streets and/or intersections —

Public Works assistance needed? NO Street Sweeping NO 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? 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? —
Check with Parking for costs and arrangements

Indemnification

I PIA PELTOLA 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 P. Peltola Date 9-2-2025

Title _____

FEE SCHEDULE

Application Fee--\$25

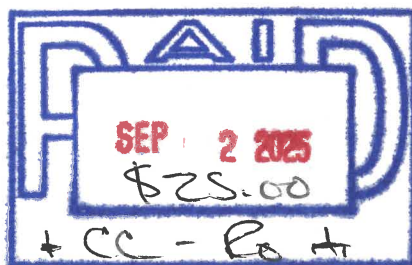
Police Fees--\$35 per hour or partial hour worked, per officer.

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--³⁰~~\$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***



Grant Requests

TO: Shepherdstown Town Council|
FROM: James Gatz, Mayor
DATE: September 7, 2025
SUBJECT: Finance Committee Recommendations on Two Grant Requests

The Finance Committee met on September 3 and voted as follows on the two outstanding grant requests:

Funding for Constitution Day Parade: The committee voted to recommend that Town Council award a one-time grant of \$1,500 to Mark Kohut to support the production of the Constitution Day Parade on September 20, 2025.

Film "This Land is Cursed": The committee voted to not recommend funding at this time.

Town Banner and Holiday Decorations

TO: Shepherdstown Town Council
FROM: James Gatz, Mayor
DATE: September 7, 2025
SUBJECT: Town Banners and Holiday Decorations

The following pages provide information in support of two draft resolutions to procure Town Banners and Holiday Decorations. The proposed approach is to purchase sets of banners and electric holiday decorations from Mosca Design, the firm that produces the "Hometown Heroes" banners currently on display along German Street.

See the following pages for details:

Current twelve-month schedule for hanging banners. The schedule provides the timeline for displays of sets of banners (including Hometown Hero, CATF, holiday, and other seasons banners) throughout the year.

Sets of Banners -- Each set would include 20-25 identical banners. However, it is possible to purchase individual banners, each with a unique design including different photographs.

Size and Design of Banners – We propose to purchase banners of the same size and quality as the Hometown Heros banners. The specific designs are to be determined, but Mosca has designs. Most of the designs can feature an imprinted message such as "Welcome to Shepherdstown." Please see the attached examples from the Mosca catalogue.

Cost of Banners – The cost varies by design. To move this project along, we suggest budgeting \$2500 per each set of 25 identical banners. Given that the town has already purchased brackets for hanging the Hometown Hero banners, there will be no additional cost for brackets.

Holiday Decorations – We propose to purchase 15-20 electric holiday decorations such as those depicted on the excerpts from the Mosca catalogue. The decorations would be hung along German and Princess streets, in particular, perhaps interspersed with holiday banners.

Cost of Holiday Decorations – The cost of the electric decorations varies by design. See the attached examples from Mosca. We suggest budgeting \$10,000 - \$15,000 for a set of 15-20 decorations. The decorations are made of aluminum, are very sturdy, and should last for many holiday seasons. Mosca advises they will last as long as 15 years.

The Town Council Public Works Committee has voted to recommend purchasing the banners and decorations, and the Town Council Finance Committee has voted to recommend allocating funds from the Reserve Fund for this purpose.

Updated September 7, 2025

Schedule for Displaying Town Banners

2025		Note
May 23 – July 10	Hometown Heroes	
July 10 – August 8	CATF	
August 10 – August 29	Welcome to Shepherdstown (summer)	
August 29 – September 15	Hometown Heroes	
September 15 – October 13	Welcome to Shepherdstown (fall)	
October 13 – November 3	Welcome to Shepherdstown (fall) + BooFest	
November 4 – November 20	Hometown Heroes	
November 20, 2025 – January 9	Holiday Banners	
2026		
January 9 – February 27	Welcome to Shepherdstown (winter) + some topical banners	
February 27 – March 16	American Conservation Film Festival	TBD, ACFF will submit a formal request.
March 16 – April 30	Welcome to Shepherdstown (winter) + some topical banners	
May 1 – May 25	Back Alley Garden Tour	
May 25 – July 6	Hometown Heroes	

BANNERS Examples

Mosca Design Banner & Pole Mount Proposal for Shepherdstown, WV

Fall Banners (30" x 60")

Design	Material	Price Each	Quantity	Imprint Option	Total
Autumn Breeze (K-17941)	Digital Vinyl	\$81.75	25	YES	\$2,043.75
Sunset Maple (K-07224)	Marine Acrylic	\$89.05	25	YES	\$2,225.25
Whispering Winds (K-13222)	Marine Acrylic	\$89.05	25	YES	\$2,225.25

☒ **Imprint Note:** Where imprinting is possible, the banner text would read "Welcome to Shepherdstown" (or another preferred custom imprint).

Holiday Banners (30" x 60")

! Important Note on Imprints:

When reviewing banner designs, pay close attention to whether the sample image shows an *imprint square* (a box with dimensions marked).

- If the imprint square is present → you can add custom text, such as "Welcome to Shepherdstown".
- If there is no imprint square → the design covers the entire banner, and **no imprint is possible** on that style.

Design	Material	Price Each	Quantity	Imprint Option	Total
All That Glitters (K-19940)	Digital Vinyl	\$81.75	25	YES	\$2,043.75
Bright Star Christmas Tree	—	—	—	NO	—
Falling Snow	—	—	—	NO	—
Filigree Tree	—	—	—	NO	—

FALL BANNERS



20821-SET
FALLING LEAVES



14121
WHEAT FIELD

13318
FALL DAY





20821-SET
FALLING LEAVES

16221-SET
AUTUMN CLASSIC

16216
AUTUMN ACORNS

14224-SET
OAK LEAVES



14121
WHEAT FIELD

13318
FALL DAY

13315-SET
MR. SCARECROW

13222
WHISPERING WINDS

09321
AUTUMN LEAVES

09314
LEAF COLLAGE

07224
SUNSET MAPLES



07222
COLOR RUSH

05322-SET
FALL MAPLES

20372
FALL PUMPKIN

20383
AUTUMN OAK

95214-SET
AUTUMN SPLENDOR

93661
AUTUMN SPLENDOR



Shepherdstown, WV		MOSCA <i>Design</i> 355 Park Ave. Youngsville, NC 27596 Phone: (919) 954-0200 Fax: (919) 954-0203 Toll Free: 800-332-6798	APPROVAL SIGNATURE _____
EDIT: 1	DATE: 9-9-25		
SIZE: 30" x 60"			
FABRIC: VINYL			
INKS: DIGITAL			
POCKETS: STANDARD 3.25"		PLEASE ORDER WITH A 48 HOUR LEAD TIME. PLEASE CALL US AT 800-332-6798 FOR A FREE COLOR MATCH SAMPLE. Illustrations are a reasonable representation of ink colors on banner fabrics. All monitors display differently, therefore a free color match sample is available upon request. We are not responsible for any errors after approval.	

Corporation of Shepherdstown
Resolution to Authorize Purchase of Banners

WHEREAS, the Shepherdstown Town Council is eager to support the vibrancy of our town, to ensure our town shopping district is lively, interesting, colorful, and accommodating to residents and others who visit and shop in our town, and to support the town's businesses; and

WHEREAS, the Town currently supports and maintains attractive banners along streets in the town shopping district, specifically banners celebrating Hometown Heroes and the Contemporary American Theater Festival; and

WHEREAS, residents and local organizations have suggested that the Town should display additional seasonal and topical banners where possible; and

WHEREAS, the Town Council Public Works Committee has voted to support the proposal to purchase and maintain additional banners, and the Town Council Finance Committee has voted to recommend allocation of funds from the Town's Reserve Account to the FY26 budget to support the purchase of additional banners,

NOW, THEREFORE, BE RESOLVED, that the Shepherdstown Town Council hereby declares that upwards of \$10,000 shall be allocated from the Town's Reserve Account to the FY26 Budget to purchase sets of seasonal and topical banners, along with mounting brackets, that will be used throughout the year over several years.

PASSED AND APPROVED this ____ day of September 2025.

James Gatz, Mayor

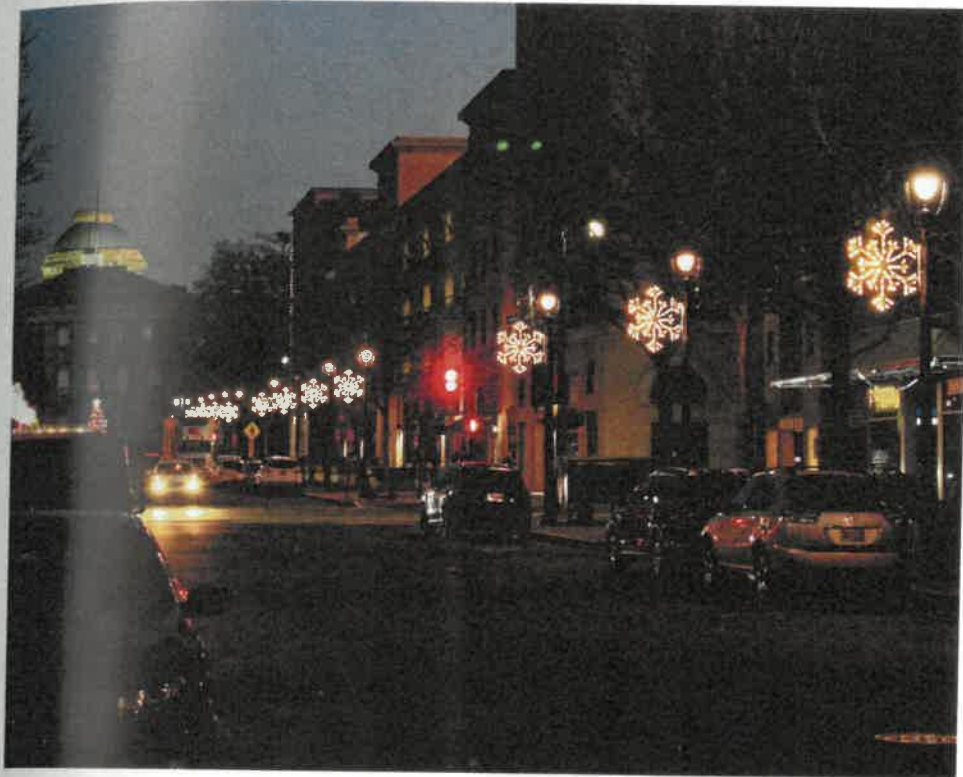
Holiday Lights Examples

Holiday Lights (Plan for 15 this year)

Note: Sale pricing below reflects a 13% Seasonal Discount through **September 25, 2025**.

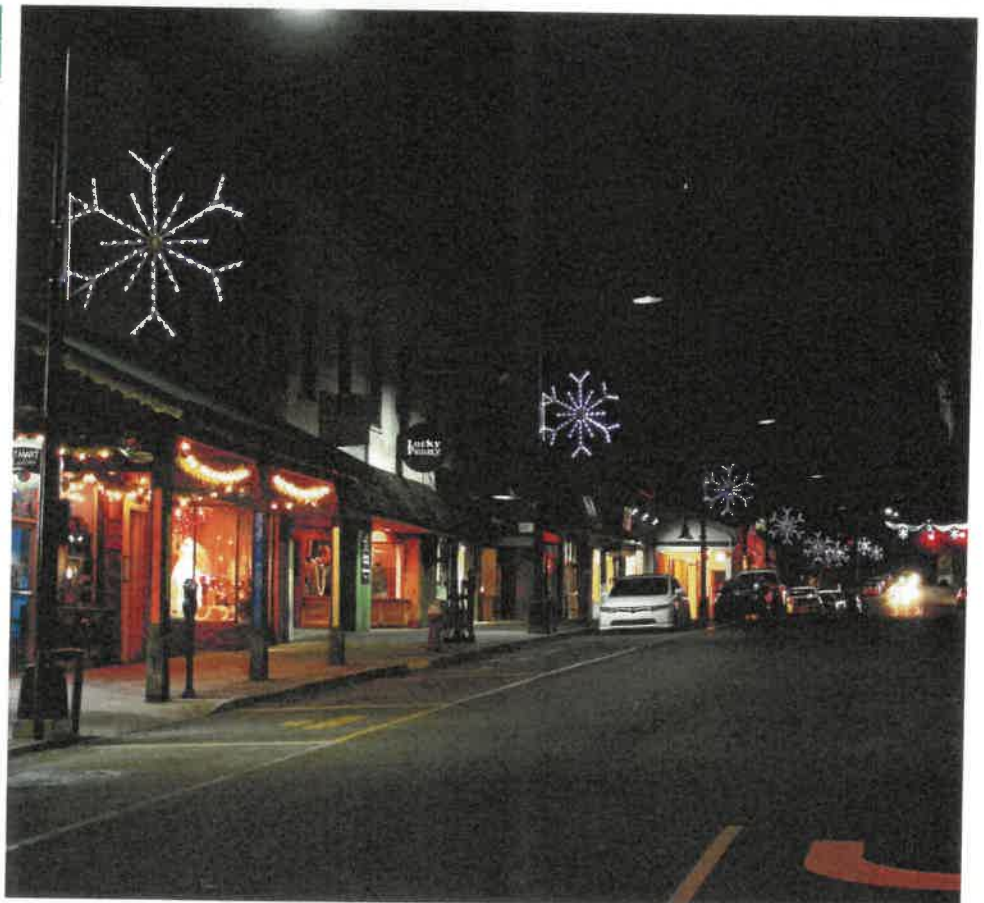
Style	Size	Price Each	Qty	Total
Presidential	3 ft	\$611.61	15	\$9,174.15
	4 ft	\$649.89	15	\$9,748.35
Silhouette	3 ft	\$483.72	15	\$7,255.80
	4 ft	\$552.45	15	\$8,286.75
Diamond	3 ft	\$460.23	15	\$6,903.45
	4 ft	\$553.32	15	\$8,299.80

POLE MOUNTED DECOR



Presidential Snowflake				
Item	Size	Lbs.	Bulb Count	LED
P-697	3'	21	66	\$703
P-698	4'	24	96	\$747
P-699	5'	26	108	\$837
P-700	6'	29	114	\$900

Silhouette Snowflake			
Item	Size	Bulb Count	LED
P-651	2'	36	\$442
P-652	3'	54	\$556
P-653	4'	72	\$635
P-654	5'	84	\$681
P-655	6'	90	\$712



Snowflakes available in warm white, cool white, or pure white LED lights



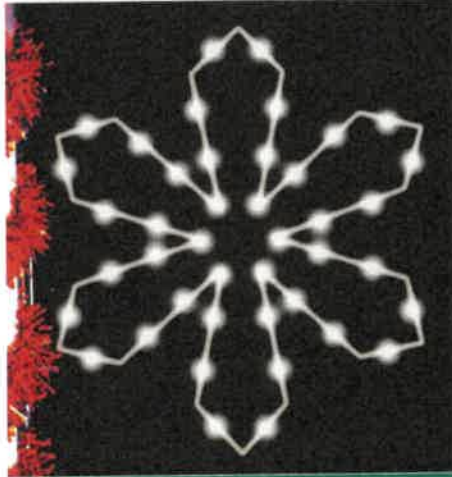
Winterfest Snowflake

Item	Size	Lbs.	Bulb Cnt.	LED
PWW-532	3'	20	54	\$620
PWW-531	4'	23	78	\$716
PWW-530	5'	26	93	\$797
PWW-529	6'	28	108	\$902



Star Snowflake

Item	Size	Lbs.	Bulb Cnt.	LED
PWW-107	3'	20	72	\$666



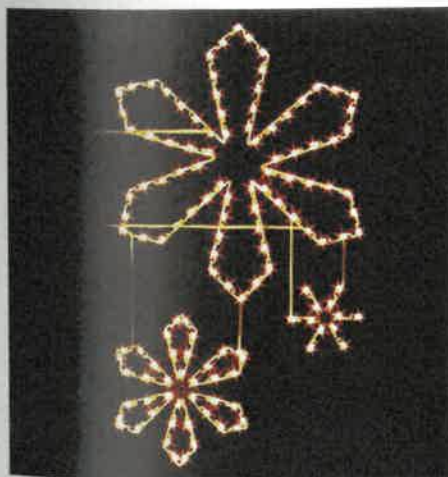
Alpine Snowflake

Item	Size	Lbs.	Bulb Cnt.	LED
PWW-108	3'	15	42	\$493



Arctic Snowflake

Item	Size	Lbs.	Bulb Cnt.	LED
PWW-560	6'	34	152	\$1,426



Snowflake Cascade

Item	Size	Lbs.	Bulb Cnt.	LED
PWW-44	4.5' x 8'	32	147	\$1,318



Garland Star Snowflake

Item	Size	Lbs.	Bulb Cnt.	LED
P-203	4' x 4'	29	60	\$688
P-204	5' x 5'	31	66	\$845
P-205	6' x 6'	33	72	\$943



Garland Snowflake

Item	Size	Lbs.	Bulb Cnt.	LED
P-200	4'	24	42	\$612
P-201	5'	27	48	\$777
P-202	6'	30	60	\$899

Corporation of Shepherdstown
Resolution to Authorize Purchase of Holiday Decorations

WHEREAS, the Shepherdstown Town Council, in keeping with core goals for the 2025 Comprehensive Plan, is eager to support the vibrancy of our town by bringing additional cheer to our main streets, particularly during the holiday season, and to make the shopping district more festive and accommodating for residents and others who visit and shop in our town; and to support our local downtown businesses;

WHEREAS, residents and local organizations have suggested that the town should display additional festive decorations in the town business district, particularly during the holiday season;

WHEREAS, the Town Council Public Works Committee has voted to support the proposal to purchase and maintain electric holiday decorations for the downtown area, and the Town Council Finance Committee has voted to recommend allocation of funds from the Town's Reserve Account to the FY26 budget to support acquisition of such decorations.

NOW, THEREFORE, BE RESOLVED, that the Shepherdstown Town Council hereby declares that upwards of \$15,000 - \$20,000 shall be allocated from the Town's Reserve Account to the FY26 Budget to acquire electrical holiday decorations that can be hung from utility poles and/or other locations that will be used in the 2025-2026 holiday season and in holiday seasons for many future years.

PASSED AND APPROVED this ____ day of September 2025.

James Gatz, Mayor

Town Committees Structure

September 10, 2025

Recommendations

Restructure Town Committees

- Realign committees / reduce the number of standing committees to increase efficiency.
- State clear purpose and roles for each committee.
- Role of Chair – Develops agendas, chairs meetings.
- Role of Vice Chair -- Keeps records, take minutes, and stands-in for the Chair in case of absence.
- Town Council Committees (limited to Mayor and Town Council Members)
 - Mayor/Council selects membership and chair/vice chairs in July / August following the municipal election.
- Town Council Committees that are authorized in Town Ordinance
 - Membership
 - Mayor and at least one Town Council member are members
 - Resident members are nominated and selected by vote of Mayor/Council
 - Resident members have staggered terms
 - Chair and Vice Chair are selected in July / August
 - Chair and Vice Chair terms are limited to two years.
- Committees based on State Statute
 - Membership requirements and number are specified by State Statute
 - Mayor and one or more Town Council membership as required by State Statute
 - Select Chair / Vice Chair at First of Fiscal Year (July/August meeting).
 - Chair and Vice Chair terms are limited to two years.
- Committee rules of order and requirements should be standardized, such as:
 - Each committee maintains a SharePoint site
 - Each committee is staffed by one Town staff member
 - Chair must provide agenda ten days prior to the monthly meeting.
 - Committee agenda must be posted one week prior to meeting; agenda can be adjusted in keeping with OMA rules.
 - Vice Chair provides draft minutes within one week of meeting.
 - Committee budget allocation is based on allocation by Mayor/Town Council vote.
 - Committee expenditures / contacts / grants are administered by town staff

- Committee expenditures / contracts more than \$5,000 must be approved by Mayor/Town Council
- Committee grant applications must be approved by Mayor/Town Council.
- Committee Chair must provide a brief written update monthly to Town Council for publication in TC meeting packets.
- Committee Vice Chair must provide draft minutes for posting on website (not needed for TC meeting).

Committees

Town Council Committee – Members are Mayor and TC only

- 1) Budget and Finance Committee
 - Grants Subcommittee
- 2) Public Works Committee
 - Building Maintenance Subcommittee
 - Streets and Sidewalks Subcommittee
 - Trash and Recycling Subcommittee
- 3) Human Resources (Mayor and TC only – meeting at least quarterly)
- 4) Police (Mayor and TC only – meet at least quarterly)

Committees - Town Council + Residents

- 5) Age Friendly Shepherdstown (add requirement for at least one Town Council member)
- 6) Historic Landmarks Commission (add requirement for at least one Town Council member)
- 7) Planning Commission
- 8) Sanitary Board
- 9) Tree Committee (add requirement for at least one Town Council member)
- 10) Water Board

Committees – Resident Only

- 11) Board of Appeals
- 12) Building Commission

Ad Hoc or Special Topic Committees

Social Services
 Transportation
 Town/College Partnership

Suggested Structure			
Committee	Authority	Change needed?	Membership
Age Friendly	Town ordinance	Put a clearer focus on needs of older residents or of families?	<ul style="list-style-type: none"> - At least one TC member. - TC must appoint members and have 3-year terms. - Staff support provided by one town staff member. - Expenditures, contracts and grants must be implemented by Town staff
Board of Appeals	Town Ordinance. Chapter 10, section 9-1001 State Law	No changes needed.	<ul style="list-style-type: none"> - Up to 5 residents. No elected individuals. - Staff support provided by one town staff member
Building Commission	Town Ordinance – Chapter 8, Title 2?? State Law – Section 8, chapter 33?	TBD: The town ordinance simply refers to State code	<ul style="list-style-type: none"> - Up to 5 residents. No elected individuals, State or Federal employees. - Staff support provided by one town staff member.
Budget and Finance, with Grants Subcommittee	Town ordinance	Rename “Budget and Finance Committee.” Make Grants a Subcommittee to align the two groups.	<ul style="list-style-type: none"> - Make Grants a subcommittee of the Budget and Finance Committee with one member from the Finance Committee. - Staff support from Finance Director - Expenditures, contracts and grants must be implemented by Town staff
Historic Landmarks Commission		Add one TC member as Commission member.	<ul style="list-style-type: none"> - Staff support by Project Manager - Expenditures, contracts and grants must be implemented by Town staff

Human Resources	Oversight of HR functions.	Personnel renamed “Town Human Resources.” Mayor as chair; Up to 3 TC members, can have ad-hod subcommittees with non-TC members.	<ul style="list-style-type: none"> - Meet as needed; at least quarterly. - Staff support by one town staff member - Expenditures, contracts and grants must be implemented by Town staff
Parks and Recreation Committee		<p>Must be chaired by a TC member. At least one other member must be TC member.</p> <p>Separate budget allocations for 1) events; 2) park development and maintenance.</p>	<ul style="list-style-type: none"> - Staff support by one town staff member. - Expenditures, contracts and grants must be implemented by Town staff
Planning Commission	Town Ordinance, Chapter 9 Advisory role. TC can task with policy development	Mayor and at least one TC member, plus up to 5 other members in line with State statute.	<ul style="list-style-type: none"> - Staff support provided by Project Manager - Contracts and Expenditures must be implemented by Town staff
Police Committee	Oversight of police policy. Current Town ordinance – Chapter 1, Section 2, 106.	Mayor as chair; up to two TC members	<ul style="list-style-type: none"> - Meet as needed; at least quarterly. - Staff support by Four members appointed by and from the council. - Mayor and at least one other TC member; up to 2 additional members (public or TC)

Public Works Committee	Ordinance	Streets, sanitation, streetscape, town-owned property (other than parks); recycling; cemeteries	<ul style="list-style-type: none"> - Chaired by a TC member; at least 2 other TC members; Mayor; can have ad-hoc subcommittees with Non-TC Members. - Contracts and Expenditures must be implemented by Town staff
Sanitary Board	Town Ordinance: Chapter 11: Chapter 2, section 202a State Law	Add additional Town Council members	<ul style="list-style-type: none"> - Chaired by Mayor; at least 2 other TC members; can have ad-hoc subcommittees with Non-TC Members. - Contracts and Expenditures must be implemented by Town staff
Social Services		New Ad Hoc TC and residents	<ul style="list-style-type: none"> - Chaired by TC member - Contracts and Expenditures must be implemented by Town staff
Town/College Partnership		New Ad Hoc TC, Residents and SU reps	<ul style="list-style-type: none"> - Co-Chaired by TC and SU Representatives - Contracts and Expenditures must be implemented by Town staff
Transportation		New Ad Hoc TC and residents	<ul style="list-style-type: none"> - Chaired by TC member - Contracts and Expenditures must be implemented by Town staff
Tree Committee	Town Ordinance Title 11	Chaired by TC member. Must have at least one other TC member.	<ul style="list-style-type: none"> - Contracts and Expenditures must be implemented by Town staff
Water Board	Town Ordinance Title 11; Chapter 2?	Mayor, One Town Council member, 5 water system customers	<ul style="list-style-type: none"> - Contracts and Expenditures must be implemented by Town staff

Staff Reports

September 2025

Staff Reports

Wastewater, Water and Streets

Water/Sewer Leaks / Issues

- 1) Bon Aire- Hydrant valve leaking- (awaiting parts)
- 2) New St- service line leak 8/11
- 3) Butcher Ct- service line leak 8/21
- 4) Sandpiper- service line leak 8/25
- 5) High St- service line leak 8/30

Water plant/Wastewater plant

Water plant-

-Chemical usage up due to algae

Wastewater plant-

- Sludge press service complete

Lead and Copper rule

Sampling complete awaiting results

Streets

Fix street signs

Paving

Mowing Trimming Weeding

Event prep

Clean street drains

Hometown Hero Banners

PW yard clean-up

Market house stage repair

September 2025

Trash/Recycling/Yard waste/Rough cost

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- 30 loads. Dump cost \$1500.00

Townhall and Town owned flower bed upkeep cost

-The beds and town hall take 3 employees 3 days (24 hours) a month to be upkeped. 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)

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

September 2025

Police Department

Attached is a list of police service calls for the month of August 2025. A total of 573 police service calls include 15 assists for the Jefferson County Sheriff's Office. That is 2.6% of the calls being an assist to another agency. The Jefferson County Sheriff's assisted us with 7 calls for service.

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

Note Worthy Events:

On 8/12/25 officers responded to the boat ramp for a report of an indecent act. It was reported that an older male exposed himself to a 14-year-old girl. The male had fled on foot towards the railroad bridge. He was located by the officer near the bridge. He was identified and released at that time. Statements were taken from the victim, and an arrest warrant was obtained for the suspect. He has been served with that warrant.

On 8/26/25 Officers responded to a reported domestic assault of a juvenile by a parent. An investigation was conducted and as result of that investigation, a warrant was obtained for the parent involved. That warrant has been served.

The students are back and there is a clear increase in both vehicular and foot traffic. We have seen a slight increase in motor vehicle accidents as well. Traffic enforcement is up 23% as well.

Town Financial Reporting

Corporation of Shepherdstown

Balance Sheet

As of July 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	5,149,712.63
RESTRICTED FUNDS	240,255.93
RESTRICTED FUNDS BANKING	0.00
RESTRICTED FUNDS ICS ACCOUNTS	3,269.48
Undeposited Funds	617.98
Total Bank Accounts	\$5,394,296.02
Accounts Receivable	
General Funds A/R	124,718.92
Total Accounts Receivable	\$124,718.92
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	0.00
Uncategorized Asset	0.00
Total Other Current Assets	\$19,086.00
Total Current Assets	\$5,538,100.94
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,478,314.36
Total Fixed Assets	\$5,478,314.36
Other Assets	
Beneficial Interest in Assets Held by Others	53,343.10
Due from Market House Legal Settlement	15,104.00
Total Other Assets	\$68,447.10
TOTAL ASSETS	\$11,084,862.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
244.01 General Fund Payable - Payroll	0.00
General Funds A/P	29,658.72
Total Accounts Payable	\$29,658.72
Credit Cards	
213 Purchase Card Payable	51,614.79
Fifth Third	0.00

Corporation of Shepherdstown

Balance Sheet

As of July 31, 2025

	TOTAL
Total Credit Cards	\$51,614.79
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	84,750.59
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	618.00
292.30 PPA-2017 RHBT Payment	-12,178.00
292.40 PPA-Beginning Net OPEB Obligati	0.00
Child Support	39.23
Christmas Club	40.00
Due to (from) Coal Severance	-22,750.31
Due to (from) Sewer	-440,622.87
Due to (from) Water	-804,936.81
Garnishments	3,338.22
Gen Fund Other Current Liab.	70,493.56
Payroll Liabilities	21,267.82
VALIC Retirement Payable	25,406.17
Total Other Current Liabilities	\$ -942,889.40
Total Current Liabilities	\$ -861,615.89
Total Liabilities	\$ -861,615.89
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Retained Earnings	650,295.88
Net Income	-116,678.42
Total Equity	\$11,946,478.29
TOTAL LIABILITIES AND EQUITY	\$11,084,862.40

Corporation of Shepherdstown								
FY26 Budget vs Actuals								
Through July 31, 2025								
	REVENUES	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
299	Carryover	\$ 240,000	\$ 174,950	\$ 384,522	\$ 384,522	\$384,522	\$0	
301	Taxes Ad Valorem	\$ 239,731	\$ 253,444	\$ 253,444	\$ 21,120	\$18,060	(\$3,061)	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 23,100	\$ 26,155	\$ 26,155	\$ 2,180	\$0	(\$2,180)	These are additional Property Taxes that are collected on reassessed values of properties throughout the year
303	Gas & Oil Severance Tax	\$ 20,000	\$ 5,000	\$ 5,000	\$ 0	\$0	\$0	Annual distribution from WV for Gas and Oil mining taxes imposed on businesses (Distribution occurs in October)
304	Utility Tax	\$ 56,000	\$ 80,000	\$ 80,000	\$ 6,667	\$3,820	(\$2,846)	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 83,000	\$ 85,000	\$ 85,000	\$ 0		\$0	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 185,000	\$ 185,000	\$ 185,000	\$ 0	\$0	\$0	Quarterly tax assessed on the sale of Wine, Liquor, and Private Clubs by WV
307	Animal Control Tax	\$ 400	\$ 400	\$ 400	\$ 33	\$92	\$58	Fees for dog tages collected by Jefferson County
308	Hotel/Motel Tax	\$ 300,000	\$ 300,000	\$ 300,000	\$ 25,000	\$28,082	\$3,082	Monthly Tax assessed on local hotels, motels, and short term rentals
314	Sales Tax	\$ 560,000	\$ 560,000	\$ 560,000	\$ 0	\$0	\$0	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	\$ 57,000	\$ 55,000	\$ 55,000	\$ 4,583	\$5,520	\$937	
321	Parking Violations	\$ 30,000	\$ 12,000	\$ 12,000	\$ 1,000	\$1,600	\$600	
325	Business Licenses	\$ 20,000	\$ 10,000	\$ 10,000	\$ 5,000	\$8,433	\$3,433	Revenue received as beginning of FY26
326	Building Permits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 333	\$195	(\$138)	
328	Franchise Tax	\$ 9,000	\$ 5,500	\$ 5,500	\$ 0	\$0	\$0	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 7,000	\$ 5,000	\$ 5,000	\$ 417	\$0	(\$417)	Fees assessed by WV on commercial vehicles using the roads in The State (Usually collected monthly, but they are sporadic)
342	Parking Meters	\$ 120,000	\$ 155,000	\$ 155,000	\$ 12,917	\$9,002	(\$3,915)	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,000	\$ 45,000	\$ 45,000	\$ 3,750	\$4,750	\$1,000	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,000	\$ 175,000	\$ 175,000	\$ 14,583	\$12,520	(\$2,063)	Monthly refuse collection revenue
368	Contributions from Other Entities	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	
374	Payroll Reimbursement	\$ 1,095,600	\$ 0	\$ 0	\$ 0	\$0	\$0	
376	Gaming Income	\$ 110,000	\$ 90,000	\$ 90,000	\$ 7,500	\$8,322	\$822	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 80,000	\$ 130,000	\$ 130,000	\$ 10,833	\$16,889	\$6,056	
381	Misc. Reimbursements	\$ 2,000	\$ 0	\$ 0	\$ 0	(\$1,386)	(\$1,386)	Window Replacement - Dr. Paul Davis
382	Refunds and Rebates	\$ 10,000	\$ 10,000	\$ 10,000	\$ 833	\$235	(\$598)	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,000	\$ 36,000	\$ 36,000	\$ 3,000	\$3,663	\$663	Monthly recycling collection revenue
397	Video Lottery	\$ 240,000	\$ 243,129	\$ 243,129	\$ 10,130	\$9,424	(\$706)	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 350	\$ 350	\$ 350	\$ 29	\$835	\$806	Payroll Reimbursement for Police grant work
	Total Revenues	\$ 3,746,181	\$ 2,645,928	\$ 2,855,500	\$ 514,431	\$ 514,577	\$146	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
409	Mayor's Office - 409	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 167		(\$167)	
104	FICA	\$ 151	\$ 0	\$ 0	\$ 0		\$0	
111	Telephone	\$ 970	\$ 500	\$ 500	\$ 42		(\$42)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 8		(\$8)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 2,600	\$ 2,600	\$ 217	\$ 0	(\$217)	
410	City Council -410	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 500	\$ 0	(\$500)	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 38	\$ 0	(\$38)	
226	Liability /Workers Comp Insurance	\$ 550	\$ 250	\$ 250	\$ 21	\$ 0	(\$21)	Workers Comp
	Total Council	\$ 7,000	\$ 6,700	\$ 6,700	\$ 558	\$ 0	(\$558)	
87								
411	City Recorder	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 125		(\$125)	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 10		(\$10)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 5		(\$5)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,679	\$ 140	\$ 0	(\$140)	
141								
416	Police Judges - 416	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 9,900	\$ 9,900	\$ 825	\$ 200	(\$625)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 8,900	\$ 9,900	\$ 9,900	\$ 825	\$ 200	(\$625)	
435	Regional Dev Authority - 435	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
222	Dues & Subscriptions	\$ 1,439	\$ 2,649	\$ 2,649	\$ 221	\$ 2,649	\$2,428	Annual Bill from Regional Development Authority
	Total Regional Dev. Authority	\$ 1,439	\$ 2,649	\$ 2,649	\$ 221	\$ 2,649	\$2,428	
437	Planning & Zoning - 437	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
103	Salaries	\$ 75,200	\$ 85,508	\$ 85,508	\$ 7,126		(\$7,126)	
104	FICA	\$ 6,169	\$ 6,541	\$ 6,541	\$ 545		(\$545)	
105	Group Insurance	\$ 14,364	\$ 12,000	\$ 12,000	\$ 1,000		(\$1,000)	
106	Retirement	\$ 8,000	\$ 8,550	\$ 8,550	\$ 713		(\$713)	
211	Telephone	\$ 2,000	\$ 0	\$ 0	\$ 0		\$0	
214	Travel	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
218	Postage	\$ 105	\$ 0	\$ 0	\$ 0		\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 0	\$ 0	\$ 0	\$ 46	\$46	
221	Training & Education	\$ 300	\$ 0	\$ 0	\$ 0		\$0	
222	Dues & Subscriptions	\$ 105	\$ 0	\$ 0	\$ 0		\$0	
209	Professional Services	\$ 21,300	\$ 8,500	\$ 8,500	\$ 708		(\$708)	legal costs
226	Insurance & Bonds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 167		(\$167)	Workers Comp
230	Contracted Services	\$ 0	\$ 2,000	\$ 2,000	\$ 167		(\$167)	
341	Departmental Supplies	\$ 0	\$ 0	\$ 0	\$ 0		\$0	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
	Total Planning and Zoning	\$ 130,543	\$ 125,099	\$ 125,099	\$ 10,425	\$ 46	(\$10,379)	
438	Elections - 438	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
103	Salaries	\$ 0	\$ 1,000	\$ 1,000	\$ 83	\$ 0	(\$83)	
222	Departmental Supplies	\$ 0	\$ 4,500	\$ 4,500	\$ 375	\$ 0	(\$375)	
223	Total Elections	\$ 0	\$ 5,500	\$ 5,500	\$ 458	\$ 0	(\$458)	No election in FY 25
440	City Hall - 440	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
103	Salaries	\$ 161,173	\$ 202,008	\$ 202,008	\$ 16,834	\$ 15,015	(\$1,819)	
104	FICA	\$ 12,330	\$ 15,454	\$ 15,454	\$ 1,288	\$ 1,140	(\$148)	
105	Group Insurance	\$ 21,500	\$ 32,000	\$ 32,000	\$ 2,667	\$ 2,551	(\$116)	
106	Retirement	\$ 7,797	\$ 25,930	\$ 25,930	\$ 2,161	\$ 1,288	(\$873)	
108	Overtime/Extra Help	\$ 4,000	\$ 2,000	\$ 2,000	\$ 167		(\$167)	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	\$ 9,000	\$ 8,000	\$ 8,000	\$ 667		(\$667)	
213	Utilities	\$ 10,000	\$ 12,000	\$ 12,000	\$ 1,000	\$ 1,623	\$623	
214	Travel	\$ 2,000	\$ 2,000	\$ 2,000	\$ 167		(\$167)	
215	R&M Building & Grounds	\$ 3,800	\$ 8,000	\$ 8,000	\$ 667	\$ 7,551	\$6,885	Oracle Elevator - Replace door operator board on elevator
216	R&M Equipment	\$ 2,100	\$ 2,000	\$ 2,000	\$ 167		(\$167)	
218	Postage	\$ 2,500	\$ 4,000	\$ 4,000	\$ 333	\$ 9	(\$324)	
219	Building & Equipment Rental	\$ 850	\$ 700	\$ 700	\$ 58	\$ 176	\$118	Mail Machine
221	Training and Education	\$ 1,500	\$ 2,000	\$ 2,000	\$ 167		(\$167)	
220	Advertising/Legal Publications	\$ 1,200	\$ 1,200	\$ 1,200	\$ 100	\$ 208	\$108	
222	Dues & Subscriptions	\$ 1,450	\$ 0	\$ 0	\$ 0	\$ 171	\$171	
223	Professional Services	\$ 50,000	\$ 25,000	\$ 25,000	\$ 2,083	\$ 2,666	\$583	
224	Audit Costs	\$ 12,000	\$ 8,100	\$ 8,000	\$ 8,000	\$ 8,100	\$100	Yearly Audit Costs - BHM, CPA HRP - CH Audit Cost June 30, 2024
226	Insurance & Bonds	\$ 42,000	\$ 35,000	\$ 35,000	\$ 2,917	\$ 1,847	(\$1,070)	Workers Comp and liability insurance
230	Contracted Services	\$ 57,850	\$ 41,000	\$ 41,000	\$ 3,417	\$ 3,918	\$501	Gusto Payroll Fees and Dana Fogle CPA fees - FY26 Local Assessment for the Eastern Panhandle Regional Planning & Dev. - Region 9
341	Departmental Supplies	\$ 20,000	\$ 23,000	\$ 23,000	\$ 1,917	\$ 2,142	\$225	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT	\$ 20,000	\$ 30,000	\$ 30,000	\$ 2,500	\$ 2,171	(\$329)	IT subscriptions like adobe, zoom, quickbooks, etc; moving into correct line
	Total City Hall	\$ 443,050	\$ 479,392	\$ 479,292	\$ 47,274	\$ 50,574	\$3,300	Even though appears to be an increase reflects lines that are underbudgeted in the current year
444	Contributions/Transfers-444	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
566	Contributions/Transfers to Other Funds	\$ 13,739	\$ 0	\$ 0	\$ 0		\$0	
568	Contributions - Community Grants	\$ 15,000	\$ 15,000	\$ 15,000	\$ 1,250	\$ 13,500	\$12,250	Shepherdstown Visitor's Center - Community Grant - PYMT # 1
568-1	Fire Dept	\$ 4,700	\$ 8,000	\$ 8,000	\$ 667		(\$667)	
	Total Contributions/Transfers	\$ 33,439	\$ 23,000	\$ 23,000	\$ 1,917	\$ 13,500	\$11,583	
571	Parking-571	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
103	Salaries	\$ 0	\$ 51,084	\$ 51,084	\$ 4,257		(\$4,257)	New Dept for FY 26 - will allocate from Police Dept moving forward.
104	FICA	\$ 0	\$ 3,908	\$ 3,908	\$ 326		(\$326)	
105	Group Insurance	\$ 0	\$ 6,800	\$ 6,800	\$ 567		(\$567)	
106	Retirement	\$ 0	\$ 8,000	\$ 8,000	\$ 667		(\$667)	
216	R&M Equipment	\$ 0	\$ 2,000	\$ 2,000	\$ 167		(\$167)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
345	Uniforms	\$ 0	\$ 750	\$ 750	\$ 63		(\$63)	
	Total Parking	\$ 0	\$ 72,542	\$ 72,542	\$ 6,045	\$ 0	(\$6,045)	
699	Contingencies-699	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
566	Merit	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
	COLA	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
566	Unexpected Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 17,996		(\$17,996)	
	Total Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 17,996	\$ 0	(\$17,996)	
700	Police Department - 700	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
103	Salaries	\$ 445,000	\$ 467,725	\$ 467,725	\$ 38,977	\$ 47,229	\$8,252	Inlcudes Parking Enforcement and Admin Support - Parking will be allocated to new created dept (Parking)
104	FICA	\$ 40,545	\$ 35,781	\$ 35,781	\$ 2,982	\$ 3,549	\$567	
105	Group Insurance	\$ 92,000	\$ 106,720	\$ 106,720	\$ 8,893	\$ 7,803	(\$1,090)	
106	Retirement	\$ 30,000	\$ 53,000	\$ 53,000	\$ 4,417	\$ 1,795	(\$2,622)	
108	Overtime/Extra Help	\$ 85,000	\$ 40,000	\$ 40,000	\$ 3,333		(\$3,333)	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	\$ 10,000	\$ 10,000	\$ 10,000	\$ 833	\$ 431	(\$402)	
213	Utilities	\$ 5,000	\$ 5,000	\$ 5,000	\$ 417	\$ 625	\$208	
215	R&M Building & Grounds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 1,250		(\$1,250)	
216	R&M Equipment	\$ 4,000	\$ 5,000	\$ 5,000	\$ 417	\$ 1,527	\$1,111	
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 1,167	\$ 1,157	(\$9)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 175	\$ 85	(\$90)	
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 83		(\$83)	
221	Training & Education	\$ 4,000	\$ 5,000	\$ 5,000	\$ 417		(\$417)	
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
223	Professional Services	\$ 17,000	\$ 6,000	\$ 6,000	\$ 500		(\$500)	Law Firm Fees
226	Insurance & Bonds	\$ 65,000	\$ 77,500	\$ 77,500	\$ 6,458	\$ 5,649	(\$810)	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,000	\$ 1,000	\$ 1,000	\$ 83		(\$83)	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 288	\$ 812	\$524	Magistrate and Tek Advisors hitting here (Tek should be moved to 353)
235	Police Remittance Fees	\$ 6,000	\$ 7,000	\$ 7,000	\$ 583	\$ 530	(\$53)	
307	Bank Charges	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,000	\$ 35,000	\$ 2,917	\$ 904	(\$2,012)	
343	Police Gas/Fuel	\$ 20,000	\$ 20,000	\$ 20,000	\$ 1,667	\$ 1,795	\$128	
345	Uniforms	\$ 5,000	\$ 6,400	\$ 6,400	\$ 533	\$ 492	(\$41)	Mostly for new officers
353	Computer Software/IT	\$ 15,000	\$ 47,000	\$ 47,000	\$ 3,917	\$ 6,793	\$2,876	Software costs, Tek Advisors Etc - (Notebooks for 2 police vehicles)
	Total Police Dept	\$ 919,305	\$ 963,676	\$ 963,676	\$ 80,306	\$ 81,177	\$871	
750	Streets - 750	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
103	Salaries	\$ 130,000	\$ 123,963	\$ 123,963	\$ 10,330	\$ 8,929	(\$1,401)	
104	FICA	\$ 10,000	\$ 9,483	\$ 9,483	\$ 790	\$ 676	(\$115)	
105	Group Insurance	\$ 23,000	\$ 29,500	\$ 29,500	\$ 2,458	\$ 1,981	(\$477)	
106	Retirement	\$ 7,000	\$ 6,500	\$ 6,500	\$ 542	\$ 524	(\$18)	
211	Telephone	\$ 700	\$ 600	\$ 600	\$ 50	\$ 122	\$72	
213	Utilities	\$ 25,000	\$ 28,000	\$ 28,000	\$ 2,333	\$ 5,503	\$3,170	Potomac Edison - Street Lights/Master Bill Account
215	R&M Buildings & Grounds	\$ 40,000	\$ 7,000	\$ 7,000	\$ 583	\$ 1,114	\$530	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
216	R&M Equipment	\$ 9,000	\$ 5,000	\$ 5,000	\$ 417	\$ 2,885	\$2,468	
217	R&M Auto	\$ 9,000	\$ 11,000	\$ 11,000	\$ 917	\$ 161	(\$755)	
220	Advertising/Legal Publications/Postage	\$ 250	\$ 250	\$ 250	\$ 21		(\$21)	
221	Training & Education	\$ 255	\$ 250	\$ 250	\$ 21		(\$21)	
226	Insurance & Bonds	\$ 20,000	\$ 22,000	\$ 22,000	\$ 1,833	\$ 1,435	(\$399)	Workers Comp and Liability Insurance
230	Contracted Services	\$ 70,000	\$ 72,500	\$ 72,500	\$ 6,042	\$ 6,815	\$774	Includes Tree Maintenance
341	Departmental Supplies	\$ 30,400	\$ 35,000	\$ 35,000	\$ 2,917	\$ 1,443	(\$1,474)	
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 625	\$ 415	(\$210)	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 417	\$ 168	(\$248)	
	Total Streets	\$ 387,105	\$ 363,546	\$ 363,546	\$ 30,296	\$ 32,171	\$1,875	
800	Sanitation-800	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
103	Salaries	\$ 126,600	\$ 137,780	\$ 137,780	\$ 11,482	\$ 13,096	\$1,615	
104	FICA	\$ 5,800	\$ 10,540	\$ 10,540	\$ 878	\$ 995	\$116	
105	Group Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 833	\$ 720	(\$113)	
106	Retirement	\$ 5,000	\$ 12,200	\$ 12,200	\$ 1,017	\$ 1,188	\$171	
216	R&M Equipment	\$ 15,000	\$ 1,000	\$ 1,000	\$ 83		(\$83)	
217	R&M Auto	\$ 10,000	\$ 10,000	\$ 10,000	\$ 833		(\$833)	
218	Postage	\$ 5,000	\$ 250	\$ 250	\$ 21		(\$21)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 8		(\$8)	
221	Training & Education	\$ 400	\$ 200	\$ 200	\$ 17		(\$17)	
226	Insurance & Bonds	\$ 35,000	\$ 1,200	\$ 1,200	\$ 100	\$ 16	(\$84)	Workers Comp
230	Contracted Services	\$ 20,000	\$ 25,000	\$ 25,000	\$ 8,333	\$ 7,410	(\$923)	Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 10,000	\$ 12,000	\$ 12,000	\$ 1,000	\$ 450	(\$550)	
343	Auto Supplies	\$ 12,000	\$ 5,000	\$ 5,000	\$ 417	\$ 290	(\$126)	
345	Uniforms	\$ 3,000	\$ 4,000	\$ 4,000	\$ 333	\$ 252	(\$81)	
349	001-Landfill	\$ 28,400	\$ 28,000	\$ 28,000	\$ 2,333	\$ 650	(\$1,683)	Landfill Fees
349	002-Recycling	\$ 15,000	\$ 20,000	\$ 20,000	\$ 1,667	\$ 1,116	(\$551)	Recycling Fees
353	Software/IT	\$ 12,000	\$ 6,000	\$ 6,000	\$ 500	\$ 62	(\$438)	Intuit, Tek Advisors Etc
	Total Sanitation	\$ 313,300	\$ 283,270	\$ 283,270	\$ 29,856	\$ 26,246	(\$3,610)	
806	Water & Sewer-806	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
103	Salaries	\$ 798,600	\$ 0	\$ 0	\$ 0		\$0	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 62,000	\$ 0	\$ 0	\$ 0		\$0	FICA is being recorded in Due To/From Account Instead of here
105	Group Insurance	\$ 170,000	\$ 0	\$ 0	\$ 0		\$0	
106	Retirement	\$ 65,000	\$ 0	\$ 0	\$ 0		\$0	Retirement is being recorded in Due To/From Account Instead of here
	Total Water & Sewer	\$ 1,095,600	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Water and Sewer will reimburse for these expenses
900	Parks and Rec - 900	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
103	Salaries	\$ 7,000	\$ 0	\$ 0	\$ 0		\$0	
104	FICA	\$ 536	\$ 0	\$ 0	\$ 0		\$0	
105	Group Insurance	\$ 1,677	\$ 2,500	\$ 2,500	\$ 208	\$ 300	\$92	
106	Retirement	\$ 200	\$ 0	\$ 0	\$ 0		\$0	
213	Utilities	\$ 250	\$ 250	\$ 250	\$ 21	\$ 21	\$1	
215	R&M Buildings & Grounds	\$ 5,000	\$ 8,000	\$ 8,000	\$ 667		(\$667)	
216	R&M Equipment	\$ 0	\$ 1,000	\$ 1,000	\$ 83		(\$83)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
226	Insurance & Bonds	\$ 1,137	\$ 1,500	\$ 1,500	\$ 125	\$ 218	\$93	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 167		(\$167)	
343	Auto Supplies	\$ 2,000	\$ 1,000	\$ 1,000	\$ 83	\$ 112	\$29	
459	Capital Outlay-Equipment	\$ 60,200	\$ 0	\$ 0	\$ 0		\$0	
	Total Parks and Rec	\$ 80,000	\$ 16,250	\$ 16,250	\$ 1,354	\$ 652	(\$702)	
901	Visitor's Bureau - 901	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
567	Contributions	\$ 150,000	\$ 150,000	\$ 150,000	\$ 12,500	\$ 9,366	(\$3,134)	50% of Hotel/Motel Tax Collections
460	Construction in progress	\$ 150,000	\$ 0	\$ 0	\$ 0		\$0	
	Total Visitor's Bureau	\$ 300,000	\$ 150,000	\$ 150,000	\$ 12,500	\$ 9,366	(\$3,134)	
912	Civic Promotions-912	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
568	Contributions	\$ 0	\$ 0	\$ 0	\$ 0		\$0	50% of Hotel/Motel Tax Collections - New Department
568-001	Contributions-Vibrant Downtown & Support the Businesses	\$ 0	\$ 21,782	\$ 21,782	\$ 1,815		(\$1,815)	
568-002	Contributions-Housing & Historical Preservation	\$ 0	\$ 21,782	\$ 21,782	\$ 1,815		(\$1,815)	
568-003	Contributions-Land Use Planning	\$ 0	\$ 21,782	\$ 21,782	\$ 1,815		(\$1,815)	
568-004	Contributions-Sustainable Services	\$ 0	\$ 21,782	\$ 21,782	\$ 1,815		(\$1,815)	
568-005	Contributions-Town Facilities & Parks	\$ 0	\$ 21,782	\$ 21,782	\$ 1,815		(\$1,815)	
	Total Civic Promotions	\$ 0	\$ 108,910	\$ 108,910	\$ 9,076	\$ 0	(\$9,076)	
916	Library 916	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 7/31/25	FY 26 Actuals Thru 7/31/25	Over/(Under) Budget Thru 7/31/25	Notes and Explanations
567	Contributions	\$ 21,600	\$ 24,840	\$ 24,840	\$ 2,070	\$ 2,070	\$0	Monthly Contribution from Shepherdstown to the library of \$2,070
	Total Library	\$ 21,600	\$ 24,840	\$ 24,840	\$ 2,070	\$ 2,070	\$0	
381	Total Expenses	\$ 3,746,181	\$ 2,645,928	\$ 2,855,400	\$ 251,533	\$ 218,651	(\$32,882)	
382								
383	Surplus or (Deficit)						33,027	Transfer to Capital Outlay
	True Surplus or (Deficit)						33,027	

Approval of Expenditures

	Date	Transaction Type	Num	Name	Memo/Description	Amount
GENERAL FUNDS BANKING						
101.011 General Operating Funds 6209						
	08/12/2025	Expense		US Bank	XXXXXX8799 08/12/25 ID #-XXXXXXXXX5001680 TRACE #-XXXXXXXXX6038315	-51,614.79
	08/13/2025	Bill Payment (Check)	ACH Payment	Oracle Elevator	Elevator repair	-4,334.70
	08/18/2025	Bill Payment (Check)	23670	Jefferson County Emergency Communications		-240.07
	08/18/2025	Bill Payment (Check)	23666	J. L. Moore, Inc.		-4,062.00
	08/18/2025	Bill Payment (Check)	23672	Potomac Edison Company	City Hall Electric	-722.25
	08/18/2025	Bill Payment (Check)	23667	Final Touch Construction LLC		-500.00
	08/18/2025	Bill Payment (Check)	23668	Law Offices of Hoy Shingleton, LC		-335.00
	08/18/2025	Bill Payment (Check)	23669	Arthur J. Auxer, III	July Arraignments	-80.00
	08/18/2025	Expense	Remittance-Mun. Court	WV Treasury		-460.00
	08/18/2025	Bill Payment (Check)	23671	Jefferson County Emergency Communications		-145.44
	08/21/2025	Bill Payment (Check)	23676	Corporation of Shepherdstown		-438.17
	08/21/2025	Bill Payment (Check)	23673	United Way of the Eastern Panhandle		-135.00
	08/21/2025	Bill Payment (Check)	23674	BHM, CPA Group, Inc.		-8,100.00
	08/21/2025	Bill Payment (Check)	23675	Kimley-Horn and Associates, Inc.		-6,150.00
	08/22/2025	Bill Payment (Check)	23677	Tek Advisors	IT services	-3,579.68
	09/03/2025	Bill Payment (Check)	23684	Naquan Anthony Elijah Greene		-90.00
	09/03/2025	Bill Payment (Check)	23682	United Way of the Eastern Panhandle		-125.00
	09/03/2025	Bill Payment (Check)	23681	D. Frank Hill, III, Municipal Judge		-200.00
	09/03/2025	Bill Payment (Check)	23680	Shepherdstown Public Library		-2,070.00
	09/03/2025	Bill Payment (Check)	23679	Ligush Cleaning Service		-800.00
	09/03/2025	Bill Payment (Check)	23683	Michael G. McCleave		-750.00
	09/03/2025	Bill Payment (Check)	23685	Tyler M. Hanley		-25.00
	09/03/2025	Bill Payment (Check)	23686	Jonah L. Smolen-Jacobson		-750.00
	09/03/2025	Expense	Municipal Court	WV Treasury		-420.00
	09/08/2025	Bill Payment (Check)	23687	Michael Chalmers		-1,700.00
	09/09/2025	Bill Payment (Check)	ACH Payment	Pitney Bowes		-103.98
	09/09/2025	Bill Payment (Check)	E-Check	Corporation of Shepherdstown		-439.67
	09/09/2025	Bill Payment (Check)	ACH Payment	Pitney Bowes-police lease		-85.41
Total for 101.011 General Operating Funds 6209						-\$ 88,456.16
101.09 PoliceDR/CR Acct-all 6798						
	08/12/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
	08/19/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
Total for 101.09 PoliceDR/CR Acct-all 6798						-\$ 0.70
101.50 Payroll Checking 0471						
	08/11/2025	Expense		Aflac	COLUMBUS XXXXXX3085 08/11/25 ID #-103836651 TRACE #-XXXXXXXXX9051970	-627.18
	08/13/2025	Expense		PEIA	PEIAPREAUT WVTREASURY 1556000814	-657.00
	08/13/2025	Expense		PEIA		-36,982.88
	08/14/2025	Expense		Bureau for Child Support	STATE OF WEST VA XXXXXX0771 08/14/25 ID #-XXXXXXXXX0000012 TRACE #-XXXXXXXXX3567067	-168.46
	08/18/2025	Expense		VALIC	EREMIT PRM VALIC 9728278001	-8,143.14
	08/19/2025	Check	23554	JSB	PPE: 08/08/2025 Christmas Club	-180.00
	08/25/2025	Bill Payment (Check)	23555	WV-Mountaineer Flexible Benefits		-3,737.35
	08/26/2025	Bill Payment (Check)	23678	West Virginia Community Advancement and Development Division		-3,750.00
Total for 101.50 Payroll Checking 0471						-\$ 54,246.01

Total for GENERAL FUNDS BANKING

- \$ 142,702.17

RESTRICTED FUNDS

103 Customer Deposit Accounts 3194

08/13/2025	Check	223	Andrew Kelvington		-14.02
08/13/2025	Check	216	Whitney Burgess		-122.77
08/13/2025	Check	217	Kileigh Susice		-122.77
08/13/2025	Check	218	Molly Kramer		-122.77
08/13/2025	Check	219	Devon Umstead		-122.77
08/13/2025	Check	220	Michael Mason	Voided	0.00
08/13/2025	Check	221	Charles Leadingham	Voided	0.00
08/13/2025	Check	222	Nadege Harrison		-14.02
				Green Pineapple	
				Nadege Harrison	
				Andrew Kelvington	
08/20/2025	Check	204	Corporation of Shepherdstown		-280.27
08/21/2025	Check	209	Ian King		-92.77
08/21/2025	Check	205	Keith Lamp		-122.77
08/21/2025	Check	210	Daniel Miles		-92.77
08/21/2025	Check	211	Nicholas Hampton		-122.77
08/21/2025	Check	212	Donna Miller		-92.77
08/21/2025	Check	213	Sarah Weber		-122.77
08/21/2025	Check	214	Sydney Witmer		-92.77
08/21/2025	Check	215	Kierra Anderson	Voided	0.00
08/21/2025	Check	208	Richard Deal		-122.77
08/21/2025	Check	207	Isabella Sager		-122.77
08/21/2025	Check	206	Jocelyn Stokes		-122.77
09/02/2025	Check	224	Corporation of Shepherdstown	Leadingham	-185.54
09/02/2025	Check	224	Corporation of Shepherdstown	Leadingham	-185.54
09/02/2025	Check	224	Corporation of Shepherdstown	Leadingham	-185.54

Total for 103 Customer Deposit Accounts 3194

- \$ 2,463.71

Total for RESTRICTED FUNDS

- \$ 2,463.71

213 Purchase Card Payable

08/11/2025	Expense	5623	Central Elevator Inspection Svc II, LLC	Annual Elevator Inspection	170.00
08/12/2025	Expense	9895	Home Depot	Tool bag/tools (401.42 sewer)	215.28
08/12/2025	Expense	5623	Trees 101,LLC	Shepherdstown Ash Treatments x 31 trees	4,114.00
08/12/2025	Expense		US Bank	PAYMENT U.S. BANK	-51,614.79
08/12/2025	Expense	9895	Harbor Freight	401.42 sewer	113.97
08/13/2025	Expense	3082	Amazon.com	401.42 water and sewer	639.38
08/13/2025	Expense	4258	Napa Parts	750.1 sewer	125.15
08/14/2025	Expense	4802	Food Lion		97.48
08/14/2025	Expense	5623	Kershner Controls	401.49 sewer	845.00
08/14/2025	Expense	4802	Chewy.com		450.00
08/15/2025	Expense	5623	Fastenal Company		96.15
08/17/2025	Expense	5623	T-Mobile	401.22 water and sewer	3,759.52
08/18/2025	Expense	3082	Home Depot		905.32
08/18/2025	Expense	5623	Core & Main	401.46 - sewer	1,904.36
08/18/2025	Expense	5623	Waste Management Inc	711 sewer	3,035.61
08/19/2025	Expense	3082	Suncoast Learning	601.2 water	440.00
08/19/2025	Expense	4802	Craig Paving	401.42 water	303.51
08/19/2025	Expense	3082	Suncoast Learning	601.2 water	440.00
08/19/2025	Expense	5623	American Water Works	401.211 water	240.00
08/19/2025	Expense	3082	Sheetz		15.00
08/20/2025	Expense	3082	Panhandle Dumpsters		613.60
08/20/2025	Expense	5623	Oldcastle APG		500.00

08/20/2025	Expense	3082	Home Depot	401.42 water	63.64
08/21/2025	Expense	5623	Rentals Unlimited		349.85
08/21/2025	Expense	5623	WV DHHR Bureau for Public Health	635.11 water	138.00
08/21/2025	Expense	5623	Kershner Controls	401.4 sewer	390.00
08/21/2025	Expense	5623	Rentals Unlimited	water 401.49	921.19
08/22/2025	Expense	4802	Tractor Supply Company		16.98
08/22/2025	Expense	4802	Home Depot		229.82
08/22/2025	Expense	5623	WV State Auditor		648.00
08/22/2025	Expense	5623	Miss Utility of West Virginia Inc	401.211 water and sewer	80.50
08/22/2025	Expense	5623	Frontier		150.97
08/22/2025	Expense	5623	WV DHHR Bureau for Public Health	635.11 water	69.00
08/22/2025	Expense	5623	WV DHHR Bureau for Public Health	635.11 water	20.00
08/26/2025	Expense	5687	Axon.com		895.00
08/26/2025	Expense	5687	Amazon.com		230.01
08/26/2025	Expense	3009	Les's Auto & Truck Repair		179.90
08/27/2025	Expense	3009	CDW Government		307.77
08/28/2025	Expense	5623	Adobe Acropro	July Subscription	21.19
08/28/2025	Expense	4258	USPS Shepherdstown	Postage	31.40
Total for 213 Purchase Card Payable					<u>- \$ 27,848.24</u>

Tuesday, Sep 09, 2025 11:43:57 AM GMT-7 - Accrual Basis

Reports of Committees, Commissions and Boards

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, September 8, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Commissioner Ashley Reynolds (AR), and Commissioner Rebecca Bicker (RB)

In absentia: Commissioner Carmen Slater (CS), Commissioner Tom Mayes (TM), Architectural Consultant Jim King (JK)

In audience: 25-17 Barbara and Tonica Thomas with their contractor Greg W. (501 E German St), 25-22 Elizabeth Reinhart (218 South Duke Street), 25-24 Nicole (Nikki) and James Stoneberger (107 South Princess Street), Teresa Meske (206 East High Street), 25-26 Rebecca Phipps (205 Rocky Street) Bonnie Casely and Jose Rubio (101 S Princess St workshop)

1. **Call to Order:** KA called the meeting to order at 6:00 p.m., made introductions of commissioners, and explained Roberts Rules Simplified.

2. **Approval of Minutes:** August 2025 – no proposed changes. Approved in accordance with Roberts Rules.

3. **Visitor Comments:** None outside of applications and workshops.

4. **Conflicts of Interest:** None noted.

5. **Applications:**

25-17 (501 East German Street) Barbara and Tonica Thomas

Application Summary- Siding is currently original wood Dutch lap siding. Proposed replacement with Charter Oak brand vinyl siding. Current 5” ogee/K-style gutter replacement with 6” inch ogee/k-style.

Discussion- Guidelines page 37 cover exterior walls and part A states that wood siding that is original to a house should be repaired rather than replaced. AR moved to reject the siding in application 25-17 in accordance with guidelines on page 37. RB seconded. All in favor. None opposed. Passed. Guidelines page 50 “roofs” sections “gutters and downspouts”, which states that replacement gutters within public view (German St facing for this application) should feature half-round profile gutters with round downspouts encouraged. Ogee/k-style gutters are allowable out of public view. The applicants withdrew their application and will arrange a workshop.

25-18 (101 Ray Street) Eric Citron – not in attendance

25-22 (218 South Duke Street) Charles Morris and Elizabeht Reinhart

Application Summary- Install wood privacy fence at the rear of property not visible to the public. 6’ height (total) solid board construction with lattice top, with two gates and posts will have Seneca tops and the color of fence will be black. Part of chain link fence is still standing and will remain.

Discussion- 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, or metal. Current front fence is black metal. Planning

does not allow 6' fences on the side, only 4'. RB moved to make a recommendation to the Planning Commission to approve 25-22 wood fence in accordance with PG 68 of the Guidelines part A "Fences". AR Seconded. All in favor. None opposed. Passed.

25-23 (407 East German Street) Edith Thompson – not in attendance

25-24 (107 South Princess Street) Nicole and James Stoneberger

Application Summary: Install business sign for Stoney's Pub on existing bracket that held the previous sign. Paint front door green (currently red).

Discussion- Commercial Signage page 63 of guidelines. HLC does not approve paint colors. AR moved to recommend for approval by the planning commission application 25-24 in accordance with guidelines on page 63 stipulating that the sign is installed in the existing mounting bracket on the building and displays on both sides with proper clearance. RB seconded. All in favor. None opposed. Passed.

25-25 (206 East High Street) Allen and Teresa Meske

Application Summary: Replace and widen walkway which is currently pebble surfaced concrete. Create new similar walkways on each side of the home using stone pavers. Sample of pavers provided.

Discussion- Sidewalks and Walkways page 65 of guidelines part B noting stone pavers may be an acceptable walkway material if the original walkway material is not present (current material pebble-surfaced concrete is specifically noted as not appropriate in part C). RB moved to approve application 25-25 in accordance with guidelines on page 65 A B and C. AR seconded. All in favor. None opposed. Passed.

25-26 (205 Rocky Street) Rebecca Phipps

Application Summary: Window replacement. Current windows are wood 6 over 6 in the front (2) and 2 over 2 on the west side (2) and 6 over 6 (1) on the east side. Proposed Ply Gem MIRA Aluminum-clad wood windows with matching panes/mullions to the existing windows.

Discussion- KA noted that the house was built in 1963 and is such considered historic as it is over 50 years old. Guidelines page 45 cover windows under "replacement of existing windows" which states that 'if replacement is necessary the replacement window should match the window being replaced in both material and design (part A) and that vinyl, vinyl-clad and aluminum windows should not be used (part B). RB moved to approve the replacement of the existing windows stipulating the same material and design be replaced in accordance with PG 45 of the Guidelines "Replacement of Existing Windows" part A and B. AR seconded. All in favor. None opposed. Passed.

6. Workshop Sessions: 101 S. Princess Street – Front Door

Discussion- the current door is not appropriate, and the previous materials are no longer in the owner's possession. The HLC will schedule a site visit once all commissioners are able to attend to aid the homeowners in determining appropriate modifications to the new door to achieve compliance.

7. Ongoing Business:

- **Appropriateness of Elmwood Cemetery new construction (lies in Shepherdstown's National Register of Historic Places, but not in the Corporation of Shepherdstown)**
Discussion- Not discussed.
- **Shepherdstown Visitors Center Sign**
Discussion- Not discussed.

8. New Business:

- **Demolition by Neglect Ordinance**
Discussion- TM and KA inquired with the WV SHPO on a standard policy noting that we are the first town in WV to attempt to do so. Commissioners will continue to investigate the possibility.
- **Timing of Monthly Agenda Packets from Town to HLC**
Discussion- HLC requests that meeting materials be provided to the HLC for review by the first Monday of the month which should be achievable as the Town is required to comply with Ordinance section 9-309(2) requiring newspaper publication of the HLC meeting and notification to applicants/property owners 7 days prior to the hearing/meeting. If the materials are not provided, the meeting will not proceed.
- **Staff Input Form**
Discussion- For this to be helpful, it would require substantially more Town time and effort to compile information needed by the HLC such as the Guidelines' pages and letters applicable to the application, age of the property, current composition, etc. and noted that the Town does not need to continue to provide the staff input forms to the HLC in the future.

9. **Adjournment:** RB moved to adjourn at 7:54p.m. KA seconded. All in favor. None opposed. Passed.

Shepherdstown Parks & Recreation Committee

Draft Minutes – August 26, 2025

Attendance: Cheryl Roberts, Chair; Marty Amerikaner, Tobi Moriarty, Adam Thomas; visitors Neal & Jane Super, Jim Auxer, Steve & Harriet Pearson

1. Call to Order

- Meeting called to order at 6:04 p.m.

2. Approval of Agenda

- Motion to approve agenda (with additions) passed.

3. Approval of Previous Minutes

- Motion to approve June 24 minutes by Tobi, seconded by Adam. Approved unanimously.

4. Visitor Presentation – Wind Phone Proposal

Presenters: Jane and Neal Roton

4.1 Overview

- Proposal to place a “*Wind Phone*” in a Shepherdstown park.
- Wind Phones are unconnected rotary phones, used as reflective spaces for people to “speak” to deceased loved ones.
- No Wind Phones currently exist in West Virginia. They could be a tourist draw

4.2 Initial Request

- Original site: Rumsey Monument Park.
- Declined due to limited space, ongoing projects (WV Swing, memorial benches, Cullison–Rumsey pathway).

4.3 Alternative Locations Discussed

- **Shepherdstown Library/Higbee Area**
 - Contact: Christy Haggerty (Library Director).
 - Concerns: privacy, maintenance, limited ownership (6 feet into wooded area), possible future development.
 - Neal/Jane encouraged to contact Christy directly.
- **Other Options**
 - Riverfront Park (wooded area across footbridge): private and peaceful.
 - Bane-Harris Park: lacks privacy.
 - Devonshire Park: more private, but small.

4.4 Wind Phone Details (provided by donors)

- Includes rotary phone, Wendell Berry poem, plaque, and journal.
- Gifted in memory of Jane’s sister, who passed from ALS (August 2024).
- Brochure provided from *MyWindPhone.org* registry.

4.5 Committee Discussion

- Privacy vs. visibility balance important.
- If library/Rumsey don’t work, referrals may be needed.
- General support for concept; recognized as a meaningful community addition.
-

4.6 Next Steps

- Jane/Neal to:
 - Reach out to Christy Haggerty.
 - Visit/evaluate library and alternate trail sites.
 - Committee to:
 - Stay informed and explore alternatives if library site isn't viable.
-

5. Park Reports

5.1 Bane-Harris Park

- Recent cleanup completed (grass cutting, weed whacking).
- Pickleball courts actively used; community instructed on setup/storage.
- Basketball courts heavily used until dark.
- Park is being used well overall.

5.2 Cullison Park

- Overall condition good.
- Playground needs weeding; Woody's crew responsible.
- Past practice: committee members weeded manually.
- Concern expressed about avoiding chemical use (e.g., Roundup).
- Mulch source may contribute to weed growth.

5.3 Riverfront Park

- Paths clear after recent flooding swept debris away.
- Park well-used for fishing and kayaking.
- Fallen trees an occasional recurring issue.
- Possible Wind Phone site.

5.4 Rumsey Park

- Stone wall repair completed.
- WV Swing project: approved locally and at county; now with state officials.
- Electrical box issue: missing lock, open but no power detected; needs secure lock for events. Needs to be tested to see if it is functional

5.5 Devonshire Park

- Pickleball court unused this season; residents prefer indoor facility.
 - Equipment box shows no activity.
 - Landscaping maintenance unclear; Public Works to confirm responsibility.
-

6. Ongoing Projects & Issues

6.1 Cullison Survey & Safety Issues

- Some metal posts sticking up in parks; Woody's crew to hammer down.

6.2 Cullison Stairway Repairs

- Railings need replacement; original artistic wooden rail not reproducible.
- New railings ordered.
- Responsibility/funding between Parks & Rec and Public Works to be clarified.

6.3 Cullison-Rumsey Pathway

- Discussion ongoing for 2+ years. Goal: accessible, durable connection.
- Options with Public Works labor:

- Asphalt: \$5,000 (accessible, durable, less natural).
- Gravel: \$3,500 (not accessible).
- Mulch: \$3,000 (natural, but muddy and less durable).
- Flexi-Pave and boardwalk options ruled out (too costly).
- Committee approved motion for Marty to continue asphalt plan with Woody.

6.4 Bookmark the Park Program

- Low turnout this year due to weather, scheduling, and low interest.
- Several events canceled.
- Only related activity: bookstore's event at McMurrin Hall.
- Committee may attempt one more season before discontinuing.

6.5 Hurley Donated Property

- Ownership transfer expected to settle by November.
- Planning for new park to begin once finalized.

6.6 Library Park Extension

- Proposed expansion behind Market House/Welcome Center unresolved.
- Currently used for festivals, music, and parking.
- Public Works reviewing as part of green infrastructure planning.
- Mixed committee opinions: community value vs. traffic/parking conflicts.

6.7 Rumsey Park Railing (New Business)

- Partial railing repairs complete; handgrip sections missing.
- Discussion whether railing should extend further down steps.
- Builder (Hank Young) and Public Works to be consulted.
- Chair to follow up between meetings to prevent delays.

7. Signage

7.1 Town Run Watershed Signs

- Request to place informational signs at Riverfront & Rumsey Parks.
- Approved by committee; Cheryl to coordinate with Kay Schultz.
- Signs intended to raise watershed awareness.

8. Community Contributions

- **Bane-Harris Park Fairy Garden**
 - New resident created/maintains a fairy garden (solar lights, beads, crayons).
 - Very popular with children.
 - Committee to send formal thank-you letter.

9. Meeting Business

- Next meeting confirmed for **September 23, 2025** (correction from Sept. 30).
- Meeting adjourned at 7:06 p.m.

Respectfully Submitted:
Tobi Moriarty, Member



Shepherdstown
WEST VIRGINIA

Parks & Recreation Committee DRAFT Minutes - Special Meeting

Wednesday, September 3, 2025

Location: Rumsey Park

The meeting was called to Order at 1:00 p.m.

Members Present: Cheryl Roberts, Chairperson; Marty Amerikaner, Tobi Moriarty, and Adam Thomas
Town Hall Staff: Gino Sisco

Approval of Agenda:

M. Amerikaner moved to approve the agenda; T. Moriarty seconded. Motion approved unanimously

Welcome Visitors:

Enrico Caruso

Hank Walter (via phone)

Unfinished Business:

Rumsey Park Update:

The railing for the staircase southeast of the monument has been on the agenda for many months without knowing exactly the issue, since we thought that it had been repaired/upgraded with a safety, full hand grip style railing in addition to the original railing. It was recently discovered that the full hand grip style railing had been reported as vandalized, and as of this meeting, has been replaced by Public Works. Completion of the stairs project will include additional railing to support safety of the additional steps added at the bottom, and a crushed gravel pathway leading from the top of the stairs to the existing concrete sidewalk on the backside of the monument.

The mystery of the electrical box has been solved. Electricity will be accessible for Town Hall approved events only.

The Town Run Watershed Signs have been received from Kay Shultz and are in the possession of Public Works awaiting the posts for installation at Riverfront and Rumsey Parks, respectively.

New Business:

Rumsey Park Enhancement project was presented to C. Roberts by community member and friend of Rumsey Park, Hank Walter. The Concept Plan displayed the addition of native plants surrounding the



Shepherdstown WEST VIRGINIA

ground area around the circle and adjacent to the stairs leading to the front side of the monument. A. Thomas moved to approve the planting by R&L Landscapes, LLC to commence as soon as possible; motion was seconded by T. Moriarty. Motion Passed unanimously.

In addition to approval of the planting, the Concept Plan also included an invitation to install a transformer, tied into existing electrical capabilities for a wired landscape lighting on one-foot-high posts, approximately 15 feet apart which will focus downward onto the stairs leading to the front side of the monument. This lighting will improve safety on the stairs particularly during cloudy days, dusk, and late fall/early spring as the time changes and sufficient light is desired. Additionally, wired lighting for special Town Hall approved events and activities for viewing the monument during the late evening hours to enhance the beauty and historic significance of the monument as drivers and pedestrians approach the bridge and boundary between Maryland and West Virginia state lines. The positioning of these LED spotlights will provide soft up light for an edifice façade, per Hank Walter, and the timing and frequency will be controlled by Parks & Recreation/Town Hall, as not to disturb bird roosting and natural migration factors or lighting of dark skies to view stars. This will be carefully monitored. In addition to the above, the committee wishes the consideration of outlets closer to other areas of the park, in addition to existing locations. This will be discussed with Hank Walter. Hank Walter has graciously donated the cost of all enhancements included during this special meeting.

The Rumsey Park Sign was recently noted as in need of repair/reattachment to the posts. (Note: Following the meeting, as members left the area, it was noted that new posts have been installed by Public Works and will be painted soon.)

A Thomas moved to adjourn; seconded by M. Amerikaner. Motion was approved unanimously and the meeting concluded at 1.58 p.m.

Respectfully Submitted:

Cheryl Roberts, Chairperson
Parks & Recreation Committee

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Monday, August 18, 2025
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

1. Call to Order: 6:00 p.m.

Commissioners Present:

Linus Bicker, James Gatz (Mayor), Ebonee Helmick, Madge Morningstar, Roger Munro,
Rebecca Parmesano

Commissioners Absent:

None

2. Approval of Previous Months' Minutes - July 21, 2025

Motion to approve July 21, 2025 Meeting Minutes: Madge Morningstar/2nd Roger Munro.
No Discussion. All Aye.

3. Visitors

Jim Auxer

4. Conflicts of Interest

None

5. Staff Report

None

6. Applications

a. **25-14** 306 West German Street

Revised Application to install an old board and batten 12 x 20 log cabin in parking area near
Back Alley.

Motion to approve application: 25-14 Rebecca Parmesano/2nd Linus Bicker. No Discussion.
All Aye.

b. **25-16** 103 Ray Street

Build new addition on back on existing home.

Motion to reject application 25-16 as lot does not meet minimum requirements per Title 9
Section 508 Required Lot Area, Lot Width, and Yards in Residential Districts: Rebecca
Parmesano/ 2nd James Gatz. No Discussion. All Aye.

c. **25-19** 141 West German Street

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Monday, August 18, 2025

6:00 p.m.

104 NORTH KING STREET, SHEPHERDSTOWN

Hang store signage

Motion to approve application 25-19: Roger Munro/2nd Linus Bicker. No Discussion. All Aye.

- d. **25-21** 407 East German Street

Placement & hook up of 1-2 120-gallon propane tanks on west side of house.

Motion to approve application 25-21: Rebecca Parmesano/2nd Linus Bicker. No Discussion. All Aye.

7. Continuing Business

None

8. New Business

- a. Discuss Update to Title 9-503:

The commissioners discussed updating Title 9 Section 503- Uses Permitted in the (R-1) low density district. Linus Bicker will request on behalf of the Planning Commission that Town Council provide financial support to the Planning Commission to hire a subject matter expert or attorney to revise the ordinance to allow for accessory dwelling units.

- b. Town Run Watershed- request to post informational signs about the watershed on privately owned property and in town parks. Referred by Town Council to the Planning Commission and Parks and Recreation Committee:

The commissioners requested the Town Run Watershed organization file a formal sign permit application for the six requested signs.

- c. 110 College Street –update on the developer’s request that the Board of Zoning Appeals review the Planning Commission’s decisions:

The commissioners advised that if J.L. Moore applied to build a home with the square footage of less than 1,500 square feet, the application would be rejected, and a formal appeal could be filed with the Board of Zoning and Appeals. Additionally, if the application was received prior to the deadline for the September Planning Commission meeting, the Planning Commission would hold a special meeting to reject the application.

9. Adjournment

Motion to adjourn at 7:35 p.m. Rebecca Parmesano/2nd Linus Bicker.

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Friday, September 5, 2025

5:30 p.m.

TOWN HALL

1. Call to Order: 5:40p, 104 NORTH KING STREET, SHEPHERDSTOWN

Commissioners Present:

Linus Bicker, Ebonée Helmick, Madge Morningstar, Roger Munro

Commissioners Absent:

James Gatz (Mayor), Rebecca Parmesano

2. Visitors:

None

3. Conflicts of Interest:

None

4. Applications

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

Request to build a 1302 square foot first floor fully finished with a 1302 square foot unfinished basement.

Motion to reject application 25-12 as the application does not meet the minimum 1,500 square feet required by Title 9 Section 503 Permitted Uses in R-1 (low density) District: Madge Morningstar/2nd Linus Bicker. No Discussion. All Aye.

4. Adjournment:

Motion to adjourn meeting at 5:47p.m: Ebonée Helmick/ 2nd Linus Bicker/ All Aye

Shepherdstown Tree Commission draft minutes
Thursday, August 14, 2025 at 6 PM – – Town Hall

Members present: Linus Bicker, Robin McGrorty, Charlotte Baker-Shenk

Absent: James Dillon

Visitors: none

Approval of July 10, 2025 minutes

Robin moved to approve the draft tree recommission minutes of July 10, 2025. Approved unanimously.

Robin reported he has only 1 more week of working for Viking. So then he will no longer need to recuse himself regarding any Viking concerns.

Unfinished Business

Town Hall sugar maple. Tree commission approved removal and replacement due to decline.

Sage Place Tree Wells

Town staff purchased mulch bags which were distributed at each tree well and around the circle. Linus moved to approve the bid from Ecological Services to purchase the 9 flats of *Carex woodii*, as was previously approved as a course of action by Tree Commission. Linus will contact Ecological Services to proceed with procurement. Charlotte will contact Green is Great for a bid to plant the 50 plugs per tree well and offer an estimate on the length of time needed for this fall planting.

Trees #1061, 1062 — Viking has completed this work.

103 E New – Viking completed removal.

307 W. German— Viking will remove the branch touching the roof.

306 West German – Pruning Completed.

410-412 East German – – Linus will coordinate with Viking for removal of tree due to decline.

207 S. King – Pruning complete with one hazard limb still remaining. Linus to coordinate with Viking for action.

309 W. German (red oak)—

Linus will ask Trees 101 to inspect for bacterial leaf scorch.

Linus will ask Viking to take a photo of the tree now so can see where the die back is occurring. Then during dormant season, we plan to prune the tree to remove any of the die back limbs in the crown, etc.

210 W. New Street— Viking has completed this pruning work.

New Business

Jim Auxer has requested #276 be pruned. Linus will ask Viking for a bid.

Driver visibility concern for stop sign at SW corner of Duke & German. Linus will ask Jamie to do this work.

Request from E. Cassel at German & Princess— says the Japanese lilac tree has some dead branches. Robin will assess tree.

Watering of new trees during this drought. Linus will water the new trees as needed. Slow water, several gallons per tree.

State forestry grant funding - October 1 begins the awarding period for the demonstration grants. Any work on this new grant application needs to begin after October 1. Linus will rewrite the grant application for this next cycle.

Bartlett Arborscope

Linus received online acknowledgment of our renewal application. We discussed pushing out the renewal into October so we could include that cost in the grant.

Fall planting. Robin and Jamie will create the tree recommendation list.

Possible site: 213 and 216 West German— will need to address infrastructure. Linus will contact Public Works about re-creating the tree well at 216, perhaps moving at 15 feet further west.

Robin will talk with Jamie concerning recommendation for the sugar maple and also for the Bistro Hawthorn.

Concerning 213 West German: Linus will coordinate with Ecological Services about previous bid for addressing infrastructure.

335 W. German (now just a stump there which needs deep grinding and removal, then add soil)

337 W. German

327 W. German - requires removal and has a hydrant nearby that will need to be assessed.

314 W German - consider for smaller tree due to telephone pole and signage.

310 W. German – potential for 3-4 smaller tree species

Summary — proposing 10 new trees

Replace Town Hall sugar maple

Bistro Hawthorn

216 W. German

213 West German

335

337

310-314 (4 trees)

Robin will check with Jamie and James on species recommendations. Also check with Sunny Meadows on availability. If need timely ordering, then Linus will call a special meeting of the commission.

Meeting adjourned at 7:45 pm