

SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA

Wednesday, October 8, 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 September 10, 2025

3. Public Comment Period

- a. Persons who have registered to address Town Council

4. Briefing

- a. Shepherdstown Historical Association -- Jerry Bock.

5. Event Requests, Committee Appointments, and Community Grants

- a. Event Requests
- b. Commission and Committee Appointments

6. Ongoing Business

- a. Town Council Committee Structure
- b. Shepherdstown Community Grants Policy
- c. Review / Status of Projects Approved in FY26 Budget
- d. Status of Current Infrastructure Projects
 - i. Chesapeake Green Infrastructure projects
 - ii. State DOT Grant for Engineering re Princess Sidewalk
 - iii. State DOT Management of Path Project (Duke Street)
- e. Planning for December 9 Public Meeting on Comprehensive Plan Implementation
- f. Town Real Estate Matters

7. New Business

- b. Annexation Request (Introduction and Schedule Public Hearing)
- c. Change in Historic Landmarks Committee meeting date

- d. Proposed Shepherdstown Donations Review / Acceptance Policy
- e. Consultant to assist with Planning and Zoning Matters
- f. Legal Advisor for the Board of Zoning and Appeals and for Annexation, Building Commission, and Planning and Zoning Matters

8. Reports of Committees, Commissions, and Boards Since September 10, 2025

Draft and/or approved minutes from meetings held since September 10, 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

9. Staff Reports

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

10. Mayor's Report

September 10, 2025 Draft Town Council Minutes

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, September 10, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

1. Call to Order

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

Members absent: Cheryl Roberts

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

Visitors Present: See attached sign-in sheet

2. Approval of Minutes

- a. Town Council Meeting Minutes of August 13, 2025- Moved by M. Amerikaner, second by L. Bicker to approve. Unanimous.

3. Public Comment Period

- a. Persons who have registered to address Town Council – no one registered.

4. Public Hearing

- a. Amendment to Town Zoning Ordinance to comply with State Statute – Town Council agreed to move forward with the amendment.

5. Event Requests, Committee Appointments, and Community Grants

- a. Committee Appointments – Moved by J. Gatz, second by M. Bartlett, to appoint Lauren Chapalee to the Planning Commission. Passed 4 yeas (Gatz, Amerikaner, Bartlett, Thomas) to 2 nays (Bicker, Blessing)
Action on the Historic Landmarks vacancy was deferred.
- b. Event Requests
 - Constitution Day Parade, September 20, revised – Moved by M. Bartlett, second by M. Amerikaner, to approve revised route. Unanimous.
 - Shepherdstown Yard Sale, Oct 18 – Moved by L. Bicker, second by S. Thomas, to approve. Unanimous. Note – efforts will be made to ensure that pedestrians will have clear passage on sidewalks.

- c. Finance Committee Recommendations - Community Grant Requests
 - Constitution Day Parade, September 20 – Moved by M. Bartlett, second by M. Amerikaner, to approve grant in the amount of \$1,500. Passed 4 Yea (Gatz, Bartlett, Amerikaner, Thomas) 2 - Nea (Bicker, Blessing)
 - Film- “This Land Is Cursed” – Moved by M. Bartlett, second by S. Thomas, to accept the recommendation not to fund this project. Unanimous.

6. Ongoing Business

- a. Comprehensive Plan Update Meeting – Tentative Date: December 9
- b. Audio / Visual System in Town Council Meeting Room – Training September 18 at 6:00 p.m.
- c. Status of Projects Approved in FY26 Budget
 - Artistic Benches – L. Bicker reported the theme is “Dog”. Public Works will provide the materials. Two benches are currently in the planning stage.
 - Bike Path to Parks - markings / signs – M. Amerikaner reported as soon as the signs and sharrows come in, they will be installed.
 - Composting Initiative – M. Bartlett reported they are making good progress.
- d. Status of Green Infrastructure projects – Mayor Gatz reported obstacles with the Chesapeake Bay Fund Trust Project – the engineers determined the proposed project (bioswale) is not appropriate for the sites. They are looking at the Town for other potential sites. Need to pay the consultants for work done.
- e. Status of State Grant for Princess Sidewalk – It was suggested to look at a different project location as this project location is cost prohibitive. The grant is for engineering services.
- f. Status of State Management of Path Project (Duke Street) – This is a lengthy process. Work will not take place during the winter months.
- g. Town Real Estate Matters – deferred until the end of the meeting.

7. New Business

- a. Open Town Hall Meeting Room for Town organizations – Resolution
- b. Street Banners – Resolution – Moved by S. Thomas, second by L. Bicker to approve resolution. Unanimous.
- c. Holiday Decorations – Resolution – Moved by S. Thomas, second by L. Bicker, to approve resolution. Unanimous.
- d. Records Management – James provided a reminder that the Town has rented 102 N. King Street. One of the uses will be to store records.
- e. Town Council Committee Structure – information in packet; discussion deferred until next month.

- f. Selection of Attorney with specific expertise to support Comprehensive Plan Implementation

8. Staff Reports

- a. Staff Reports - enclosed
- b. Town Financial Status - enclosed
- c. Approval of Town Expenditures – Moved by M. Bartlett, second by M. Amerikaner, to approve as presented. Unanimous.

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 – S. Thomas reported about a matching \$25,000 grant like Shepherdstown's 250th Anniversary Celebration grant.
- d. Historic Landmarks Committee
- e. Parks and Recreation Committee
- f. Planning Commission – L. Bicker discussed the need for legal counsel assistance to review/update the Planning Ordinances. Mayor Gatz reported he was pursuing the possibility of having a consultant assist with the Planning Commission functions until we fill the vacant position. This person could also assist with the ordinance review.
- g. Public Works Committee
- h. Tree Commission
- i. Water Board and Sanitary Board – M. Bartlett reported on the Town Run Watershed baseline study. A kick-off meeting is being planned with the date TBD.

10. Mayor's Report

- a. Program Manager search – readvertised – applications due October 6
- b. Enterprise Resource Planning (ERP) system search – Two proposals have been submitted. The deadline has been extended.
- d. Building Commission – J. Gatz reported a call for volunteers will be made to fill this membership. The Building Commission will be helpful in studying and planning for annexation efforts that the town might undertake and for other projects throughout town.
- e. Partnerships with Shepherd University – Mayor Gatz reported he has been meeting with President Hendrix. Discussions have occurred about directional signs for parking, the clock on McMurrin Hall, the Business Department's eagerness to assist businesses, and opportunities for renting the Dining Hall (17,000 sq. ft.).

Moved by M. Amerikaner, second by M. Bartlett, to go in executive session at 9:18 p.m.
Unanimous.

Moved by L. Bicker, second by S. Thomas, to leave executive session at 9:50 p.m.
Unanimous.

11. Moved by M. Bartlett, second by M. Amerikaner, meeting adjourned at 9:51 p.m.
Unanimous.

Special Events Applications

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 FIRST FRIDAY

Event Date OCT 3, 2025

Event Sponsor EXPERIENCE SHEPHERDSTOWN

Secondary Date _____

Organizer's Contact Information

Name: Shannon Thomas

Cell: 651-329-7063

Address: PO Box 1563 Shepherdstown

Email Shanpur@gmail.com

Alt. Phone _____

Event Information

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

Location of Event KING ST between German & Old Queens Alley

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

Event Hours 5⁰⁰ until 7⁰⁰ Set up start time 4⁰⁰ pm Clean up end time 8⁰⁰ pm

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

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

Event Information

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

Name of Event First Friday

Brief Description of Event: Live music on McMurran lawn. King St closed from German to Old Queens

Alley for overflow seating and mingling

Has your organization held this event in the past? YES

When and Where? Same location, previous First Fridays

Is the event a fundraiser? No, although this month may allow for cancer orgs

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

Will streets YES or intersections NO be blocked? Requires police department assistance. List streets and/or intersections King St between German St and Old Queens Alley

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

Will you be using loudspeakers or amplification devices? YES Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? Tentativelyq What and where? Small tents for Game Knights and Cancer awareness orgs. Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? Ensure an ADA spot outside closed area

What and where? Please consider free parking for First Friday evenings Check with Parking for costs and arrangements

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Event Title Shepherdstown StreetFest

Event Date 6/6/2026

Event Sponsor Multiple

Secondary Date

Organizer's Contact Information

Name: David Billmyer

Cell: 304-671-~~2673~~ 3673

Address: 187 Ashley Drive, Shepherdstown, WV 25443

Email billmyer.david@gmail.com

Alt. Phone N/A

Event Information

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

Location of Event East & West German Street, South & North King Street

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

Event Hours 10:00AM until 8:30PM

Set up start time 5:00PM 6/5/2026

Clean up end time 12:00PM 6/7/2026

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

Anticipated Attendance (per day): Participants 150-200 Spectators 5,000-8,000

Office Use Only

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

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

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



Event Information

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

Name of Event Shepherdstown StreetFest 2026

Brief Description of Event: A vibrant, free, family-friendly, annual street fair that celebrates the unique artistic and welcoming spirit of Shepherdstown

and includes local and regional artisans, live music on two stages, diverse food vendors, a kids' camp, a beer garden, with proceeds donated to local charities.

Has your organization held this event in the past? Yes

When and Where? 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2020, 2022, 2023, 2024, 2025; German/King Street

Is the event a fundraiser? Yes

Will you require assistance from Fire/EMS? Yes (additional fees apply) **How many units?** _____ Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? Yes (additional fees apply) **How many units?** _____ Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? Yes **What and where?** Main Stage/Town Hall, Sanitary Facilities/N. King, Dumpster/N. King
Hazmat items must be attended constantly.

Will you be providing private security? Yes

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

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

Will streets Yes **or intersections** Yes **be blocked?** Requires police department assistance.
List streets and/or intersections German Street, King Street

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

Will you be using loudspeakers or amplification devices? Yes **Will you be installing temporary structures, such as tents, bleachers, stages, inflatables?** Yes **What and where?** Main Stage/N. King St, Second Stage/S. King St
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? _____


What and where? No parking signs that indicate parking is not allowed after X time.
Check with Parking for costs and arrangements

I David Billmyer 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 Shepherdstown Street Fest WV, Inc. (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 David Billmyer Digitally signed by David Billmyer
Date: 2025.09.22 16:12:02 -04'00' Date 9/22/2025

Title Board President 

FEE SCHEDULE

Application Fee--\$25

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

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

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

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

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

2026 Shepherdstown StreetFest Map



Special Events Application

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Event Title HALLOWEEN TRICK OR TREAT

Event Date 31 OCT 2025

Event Sponsor EXPERIENCE SHEPHERDSTOWN

Secondary Date

Organizer's Contact Information

Name: MEREDITH MOORE

Cell: 301-991-0265

Address: 129 E. GERMAN ST #C103, SHEPHERDSTOWN

Email smalltownghosttours@gmail.com

Alt. Phone

Event Information

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

* Location of Event German St. (Church to Mill St.) / King St. (New St to Old Queen Alley)
Attach route for processional events. Be precise when indicating location.

Event Hours 5 until 8 Set up start time 430 Clean up end time 900

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

Anticipated Attendance (per day): Participants 1200 Spectators

Office Use Only

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

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

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

* Please note - Street closure is extended further than previous years to enhance public safety.

Event Information

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

Name of Event BOOFEST / HALLOWEEN TRICK OR TREAT

Brief Description of Event: Trick or treating on German; Witches Dance / Thriller Flash Mob; potential food vendor to help w/ extra crowd.

Has your organization held this event in the past? Yes

When and Where? Same location

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? Yes (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 Yes be served? Additional approvals may be necessary through the ABCA or Health Department.

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

Will streets Yes or intersections Yes be blocked? Requires police department assistance.

List streets and/or intersections German - Church to Mill St.
King - New to Old Queen Alley.

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

Will you be using loudspeakers or amplification devices? Yes Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? Yes What and where? potentially port-a-potties on King near Town Hall
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? No

What and where? * Ghostbusters will arrive after Trick or Treat starts. Will come up King from High St. and will park on King next to China Kitchen. (Fireman)
Check with Parking for costs and arrangements

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

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

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

Signature  Date 1 Oct 2025

Title Expenience Shepherdstown

FEE SCHEDULE

Application Fee--\$25

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

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

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

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

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

HALLOWEEN / BOOFEST

SHEPHERDSTOWN, WV 2025

SUN SEPT 28TH

10am-4pm – Metaphysical Market
@Community Club 1st Floor

WED, OCT 1ST

6pm – Spooky Paint & Sip*
@Cellar at Panagiota's

THURS, OCT 2ND

7pm – Shepherdstown Ghost Tours
(EVERY THURS, FRI & SAT until 10/24)
@Meet at Panagiota's

FRI, OCT 3RD

5pm-7pm – 1st Fri FREE Live Music
& Biz Halloween Decor Contest winners announced
@Lawn at McMurrin Hall

7pm – Mrs. Roper Romp Bar Crawl*
Varying pm – Shep Mystery Walks
(EVERY FRI & SAT in OCT)
@Meet at Sheptwn Welcome Center

SAT, OCT 4TH

8pm-11pm – Tarot Card Reader*
@Cellar at Panagiota's
(EVERY SAT in OCT)
10pm – Rocky Horror Party*
@Panagiota's

SUN, OCT 5TH

7:30pm – Silent Horror Movie*
(EVERY SUN in OCT)
@Cellar at Panagiota's

TUES, OCT 7TH

6:30pm – Spooky Trivia*
(EVERY TUES in OCT)
@Panagiota's

THURS, OCT 9TH

6pm – Ghost Stories of Appalachia
@Alma Bea
6pm-7pm – Speakeasy Ghost Tour*
(EVERY following THURS in OCT)
@Cellar at Panagiota's
7pm-8pm – Bone Casting Readings
@Alma Bea

SAT, OCT 11TH

4pm-7pm – Mystery Knights
(FOR TEENS & TWEENS) @Game Knights
8pm – Pirate Halloween Party*
@Cellar at Panagiota's

FRI, OCT 17TH

7pm – Great Gatsby Casino Night*
@Game Knights

SAT, OCT 18TH

4pm – BOO-tiful Botox & Blowouts
@Monarch Beauty Lounge

THURS, OCT 23RD

6pm – America's Most Gothic by
Leanna Renee Hieber
Special Ghost Tour following book signing.
@Four Seasons Books
7pm – Shepherdstown Ghost Tours
Shepherd Alumni Fundraiser
(THURS, FRI & SAT OCT 23rd-25th)
@Meet at Panagiota's

FRI, OCT 24TH

Haunted Hallway Oct. 24-26
1st Floor of the Community Club
5pm – Night of the Living Dead '68
@Shepherdstown Opera House
6pm-12am – Ghstbstr's Investigation
@Panagiota's
6pm – Shepherdstown Ghost Tour
(EVERY NIGHT OCT 24th-30th)
@Meet at Panagiota's
7:30pm – House on Haunt'd Hill '59
@Shepherdstown Opera House
7pm – Paranormal Investigation
@Historic Entler Hotel and Museum
9pm-12am – Vampire Ball*
& Rez Halloween Decor Contest winners announced
@Community Club

SAT, OCT 25TH

10am – Rams Homecoming Parade
11am-1pm – Spooky Stories for kids
@Shepherd U's Little House
12pm – ShepU Game
@Monte Cater Field at Ram Stadium
12pm – Li'l Shop Horrors & Spooky Toons
@Shepherdstown Opera House
1pm – Face Painting @Panagiota's
(SAT & SUN OCT 25th-26th)
1:30-3:30pm – Museum Ghost Tours
(EVERY 30 MINS)
@Historic Entler Hotel and Museum

SAT, OCT 25TH CONT'D

6pm – Solve the Cold Case
(FOR TEENS & ADULTS) @Game Knights
7pm – Paranormal Investigation
@Historic Entler Hotel and Museum
9:30pm – 80s-90s Halloween Party*
@Panagiota's

SUN, OCT 26TH

9am-1pm – Market Trick-or-Treat
@Shepherdstown Farmers Mkt
1pm-3pm – Enchanted Tea Party
@Community Club, 2nd Floor
1pm-2:30pm – Black Cats & Yoga
Mats, w/Yoga in Color - kids
@Mohalu Wellness
3pm – Carnival of Souls '62
@Shepherdstown Opera House
7pm – The Transylvanian Trap*
(SUN-TU 26th-28th) @Game Knights

WED, OCT 29TH

6pm-8pm – Shep-or-Treat
@Lower pking lot ShepU's Wllnss Ctr

THURS, OCT 30TH

6pm – Ghost Stories of Appalachia
@Alma Bea
6pm-8pm – Halloween Bash by
Shep U's School of Nursing
@Erma Ora Byrd Ctr
7pm – Bone Casting Readings
@Alma Bea

FRI, OCT 31ST

6pm-8pm – Trick-or-Treating
& Halloween Party
@German St (closed)
7pm – Call of Cthulu RPG
(FOR TEENS & ADULTS)
7pm – Gloom DEMO Game
(FOR OLDER TEENS & ADULTS)
@Game Knights
8:30pm – Shep Ghost Tour
@Meet at Panagiota's
9pm-12am – Halloween Party &
Costume Contest (w/Live Music)
@The Mecklenburg Inn

*Events are 18 or 21+
Some events require admission fee

Like and follow Halloween in Shepherdstown
EXPERIENCE SHEPHERDSTOWN – WWW.SHEPHERDSTOWN.INFO

Committee and Commission Appointments



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 Tamasee 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.

Town Council Committee 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	<p>Rename “Budget and Finance Committee.”</p> <p>Make Grants a Subcommittee to align the two groups.</p>	<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

Shepherdstown Community Grant Program

DRAFT

Shepherdstown Community Grant Program

I. Purpose

The purpose of the Shepherdstown Community Grant Program (SCGP) is to enhance and strengthen the Shepherdstown community by awarding grants (financial and/or in-kind) in support of community events and initiatives.

II. Town Funding and Administration

The program will be funded by the Town and administered by Town staff.

- The Town will allocate funding for the program as part of the annual budget process.
- Town staff will be responsible for such activities as producing publicity to ensure residents are aware of the program; managing the receipt of applications; facilitating the application review and award of grants; monitoring grant recipients' uses of award funds; and providing quarterly reports to Town Council on program status.

III. Alignment with Town Priorities

All SCGP grants must support and align with Town priorities such as the goals articulated in the Town current fiscal year budget or goals of the 2025 Shepherdstown Comprehensive Plan.

The Town Council may establish specific goals, themes, or types of grants for the fiscal year.

In general, it is anticipated that the program will support such projects as art exhibits and appreciation events, cultural events, historic commemorations and preservation, town beautification or enhancements, environmental activities, recreation, and support for specific initiatives to be produced by local organizations or businesses.

IV. Eligibility for Grant Funding

The following are eligible to receive a grant under the SCGP.

- Individual town residents.
- Town-based non-profits with 501(c)(3) status or similar credentials; and
- Town-based business with a town Business License.

- Individuals, non-profits, and businesses outside the Corporation of Shepherdstown boundaries proposing Town-focused activities and/or events.

V. Timeline for Acceptance of Applications

The Town will accept application for SCGP grants on a rolling basis throughout each fiscal year. The Town may stop accepting applications at any time and for any reason.

VI. Submittal of Applications

Applicants will be required to submit a standard SCGP application form including a detailed description of their proposed project or initiative; a complete proposed budget; and detailed information on the history and capacity of the applicant organization.

V. Application Review and Funding Decisions

The Town will commit to review and provide a response to all applicants within six weeks of receipt of a completed SCGP application.

All applications will be vetted for completeness and applicant eligibility by Town staff.

Applications that pass the staff review will be rated by the Finance Committee using the following factors:

Review Factors

- **Applicant Qualifications.** Does the applicant have the qualifications and experience needed to implement the project?
- **Alignment with Town Priorities.** Does the proposed project align with Shepherdstown's priorities and is it compelling?
- **Timeline.** Will the project be completed within 12 months of award?
- **Will the project be implemented in Shepherdstown?**
- **Access to matching funds.** Priority will be given to applications where the applicant secured matching funds or in-kind resources.

The Finance committee will present its recommendations to the Town Council and funding decisions will be made by vote of the Council.

Petition for Annexation

217 S. DUKE STREET
SUITE 100
SHEPHERDSTOWN, WV
25443

DGZLAW.COM



ADMITTED TO PRACTICE
IN DC, MD, & WV
P. 304-519-9200

September 24, 2025

Corporation of Shepherdstown
P.O. Box 248
108 N. King Street
Shepherdstown, WV 25443

Attn: Amy L. Boyd, Town Clerk

Re: Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley Petition For Annexation

Dear Ms. Boyd:

On behalf of Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley, I have attached a Petition seeking annexation of two parcels containing 4.37 acres adjacent to the eastern boundary of Shepherdstown.

It is requested that this Petition be placed on the agenda for the Council's October meeting and that it proceed in accordance with the Town's practices.

Please contact me should you have any questions.

Sincerely,

Eric C. Gavin, Esq.



12:55 PM

PETITION FOR ANNEXATION

TO: The Honorable Gino Sisco, Mayor
Town Council Members

FROM: Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley

DATE: September 24, 2025

Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley (the "Petitioners") petitions the Corporation of Shepherdstown ("the Town"), pursuant to West Virginia Code §8-6-4 (Annexation without an election), to annex two (2) contiguous parcels of real estate (the "Property") containing 4.37 acres in the aggregate.

The Property is located between the south side of High Street, and the north side of River Road, in the Shepherdstown Magisterial District and is contiguous with the municipal boundary of the Town of Shepherdstown. (See Annexation Exhibit).

The Property is described, in a Deed from Michael G. Kalathas, individually, and as Executor of the Estate of George Kalathas, deceased, Nicholas George Kalathas, also known of record as Nicholas George Kalathas, Christina G. Kalathas, and Odessa Kalathas, to Earl C. Young, Samantha P. Young, Garry H. Shipley, and Michelle A. Shipley, in a Deed dated September 8, 2023, and recorded September 15, 2023, in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1308, at page 687, as a parcel fronting the south side of High Street extended a distance of 60 feet and extending back between parallel lines a distance of 266 feet in a southerly direction to the property owned by the Board of Education of Jefferson County, AND a second parcel described in a Deed from Equity Systems Corporation to George Kalathas, dated December 11, 1997, as containing 4 acres, 3 rods and 20 poles. Having, at this time, real property identification numbers 19-09-0008-0041-0000 AND 19-09-0008-0044-0001. (See Annexation Exhibit).

OWNERSHIP

The Petitioners are the sole freeholders of the Property. The entire western boundary of the Property (596.46 feet) is adjacent to and contiguous with the existing municipal boundary of the Town. The two adjacent parcels, within the corporate boundary of the Town, are owned by (the Estate of) Herbert E. May and

by Shepherdstown Day Care, Inc. which are shown on the Jefferson County tax maps as 19-10-0003-0144-0000 AND 19-10-0001-0088-0000.

QUALIFIED VOTERS

The Property is unoccupied; there are no persons/voters who reside on the property.

REQUIREMENTS OF TITLE 9 OF THE TOWN CODE

In accordance with the provisions of Section 9-1424, Annexation, of the Town Code, the Petitioners submit the following information:

BASIS FOR ANNEXATION REQUEST

The Property is currently unimproved. The Petitioners desire to annex the Property and begin construction of a 148 Unit Condominium for owners 55+ years old.

LEGAL DESCRIPTION AND PLAT

A legal description of the Property, prepared by Civil & Environmental Consultants, Inc., dated July 25, 2025, is attached as Exhibit A which describes the Property as a single parcel.

The most recent and only plat of the Property is attached as Annexation Exhibit.

STATEMENT OF PROJECTED IMPACTS TO THE TOWN

1. **Utilities.** Water and sewer services are or will need to be furnished to the Property by the Town, the costs of which were or shall be paid by the Petitioners. Electric service to the Property shall be furnished by Potomac Edison. Internet services to the property shall be furnished by Comcast or other telecommunication company servicing the area.
2. **Proffers.** No proffers will be made to the Town.

3. **Financial Impact.** There is no anticipated detrimental financial impact to the Town resulting from the annexation of the Property. The overall project will be a financial benefit to the Town from various sources. The Town will receive significant additional real estate taxes and additional residential living within walking distance of shops and restaurants within the Town. The Petitioners envision a modest convenience store located on site which will provide additional tax revenue for the Town.
4. **Traffic Study.** The West Virginia Department of Transportation has informed the engineering firm, Civil & Environmental Consultants, Inc., that the state is not interested in conducting a traffic study. The Annexation of the Property, once developed, will result in a generation of additional traffic. The Petitioners would like to create a sidewalk along the length of their property up to the Town sidewalks and proposes that the Town improve their existing sidewalks. Such extension would provide residents with the opportunity to walk to downtown shopping and restaurants while reducing traffic impacts. The nature of the proposed 55+ community does not anticipate any school or bus traffic to the Property.
5. **Adequate Public Facilities.** The Petitioners is aware that the annexation and subsequent development will result in increased water, and sanitary sewer, through the Town systems. Any such increase would be subject to review and approval by the appropriate commissions of the Town. The Property is located close to the Town sanitary sewer treatment plant and sewer lines, of sufficient size, are pre-existing on the Property. The engineering firm, Civil & Environmental Consultants, Inc. has informed the Petitioners that the Town has stated, by and through its officers, that the Town systems have adequate capacity. It is further expected that the 55+ community residents are likely to use less water than a conventional single family home.

SUMMARY

For the above reasons, the Petitioners respectfully pray that the Town Council approve this Petition.


Earl Young, Owner


Samantha Young, Owner

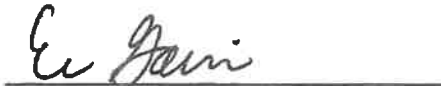

Garry Shipley, Owner


Michelle Shipley, Owner

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

The foregoing Petition For Annexation was acknowledged before me in my said county and state by Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley, Owners, this 24 day of September, 2025.


Notary Public

My commission expires: September 29, 2028

Prepared and submitted by:



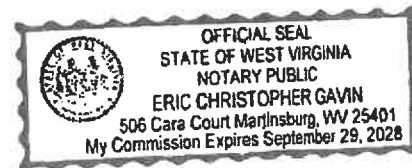
Eric C. Gavin, Esq.

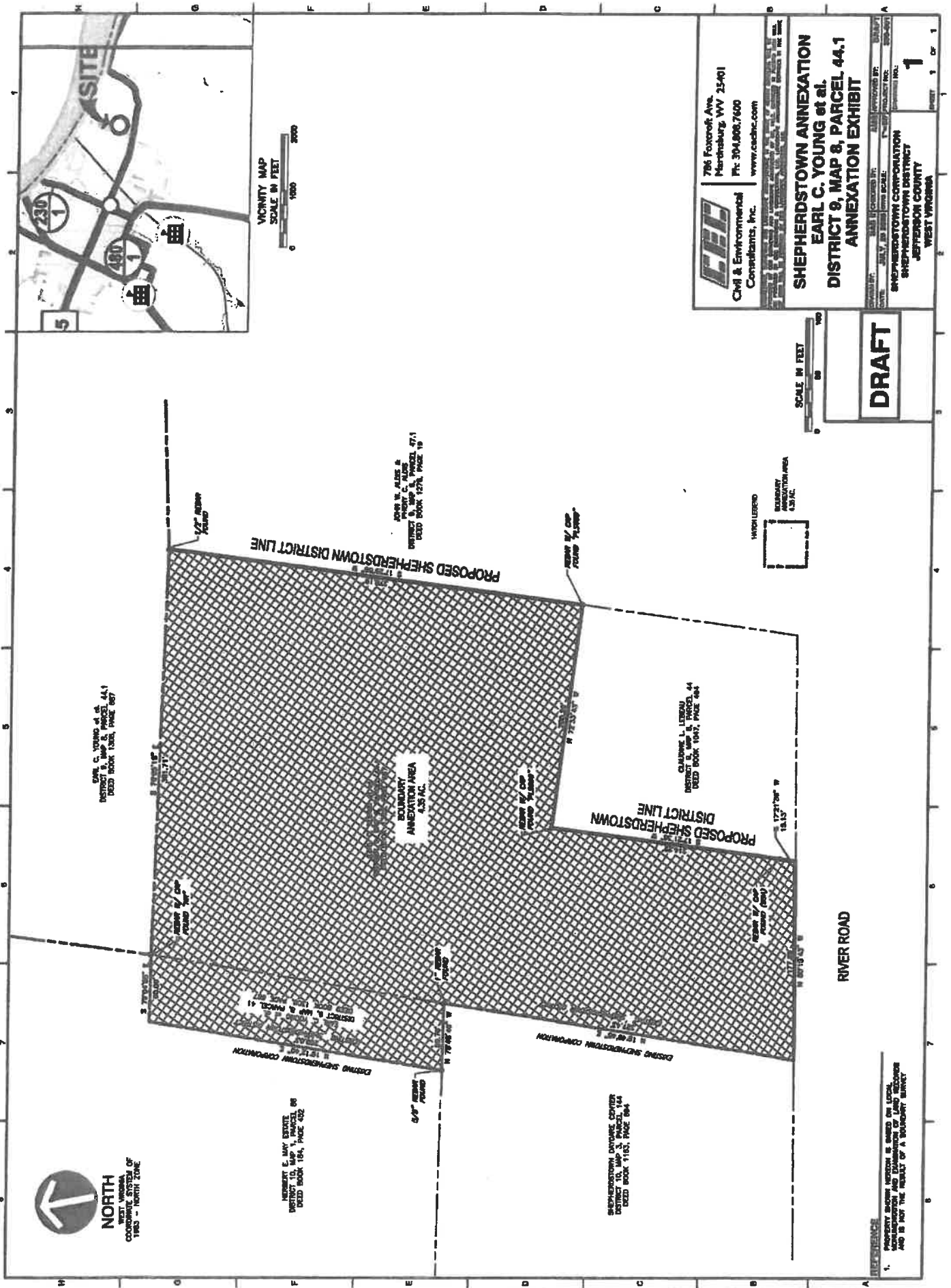
217 S. Duke Street, Suite 100

Shepherdstown, WV 25443

(304) 519 9200

West Virginia Bar No. 14558





Proposed Shepherdstown Donations Review / Acceptance Policy

Resolution Establishing the Shepherdstown Donations Review and Acceptance Policy

WHEREAS, the Town of Shepherdstown (the "Town") occasionally receives offers of donations, and contributions from individuals, organizations, and other entities; and

WHEREAS, such donations may be monetary, in-kind, or services intended for the benefit of the Town; and

WHEREAS, the Town does not have a formal documented policy or procedure for reviewing and approving proposed donations to ensure any proposed donation is consistent with the public interest, complies with applicable laws and policies, and contributes to the welfare and advancement of the community;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Shepherdstown, in regular session assembled, that:

1. The Town hereby establishes the Shepherdstown Donation Review and Acceptance Policy and establishes the process the Town will use in reviewing and approving proposed donations offered to the Town, whether property, monetary, material, or in-kind.
2. The Town and each of its component committees, commissions, boards, and departments, will follow the Shepherdstown Donation Review and Acceptance Policy when receiving offers of donations.
3. The Town Council shall be the only authorized entity to review and accept proposed donations valued at \$5,000 or more.
4. The Town Council hereby delegates to the Town Administrator authority to review and accept proposed donations valued at less than \$5,000, unless the Town Administrator determines it is appropriate to refer donations of that value to the Town Council for review.
5. The Town shall maintain an official record of all approved gifts to the Town, including a description of the gift, its value (if applicable), the donor, and the purpose or intended use.
6. The Town Council extends its appreciation to all individuals and organizations whose generosity enhances the quality of life and services provided to the residents of Shepherdstown.

Adopted this _____, 2025.

James Gatz, Mayor
Shepherdstown

DRAFT

Shepherdstown Donation Review and Acceptance Policy

I. Purpose and Policy

This policy establishes a process for review, acceptance, and documentation of donations offered to the Town of Shepherdstown. The policy establishes guidance for situations where individuals, community groups and businesses wish to make donations to the Town, including when donors expect to be able to claim Federal Tax benefits related to the donations.

This policy applies to all donations accepted by the Town Council after the effective date of this policy. The policy may be amended or repealed, in whole or in part, by the Town Council.

II. Definitions

“Donation.” Donations are any tangible or intangible asset, in whatever condition, or service that the Town is prepared to accept pursuant to the Donation Review and Acceptance Policy and related administrative guidelines. Donations are synonymous with “gifts” for purposes of this policy.

“Donor” means an individual or legal entity who make a donation to the Town.

III. Consistence with Town Interests and Goals

The Town of Shepherdstown may accept a donation when it is in the best interest of the town, when acceptance of the donated item or service is consistent with the goals and objectives of the Town, and when the Town has a valid use for the donated item or service. The Town must always consider public trust and comply with all applicable laws when accepting donations.

IV. Guidelines / Standards for Accepting Donations

The Town shall use the following criteria to evaluate whether to accept any donation:

- 1) Donations must be in the best interests of the Town and community.
- 2) Donations must be consistent with such Town policies as: the Town Comprehensive Plan, Historic District guidelines, parks and recreation plans or designs, and must not be in conflict with any Town policy or ordinance or other laws.
- 3) Preference will be given to donations that have historical or cultural relevance.

- 4) Donations of real property or related items must reflect the character and be consistent with the intended surroundings and complement the aesthetics of the proposed site.
- 5) Donated property and items must not substantially interfere with the intended current or future planned use of the land or facility where it is proposed to be located.
- 6) Donations should not create additional workload for the Town without creating a net benefit for the Town.
- 7) The terms of a donation may not restrict the Town's authority in any way unless approved by the Town Council.
- 8) Donated property and items shall become the sole property of the Town unless determined otherwise by the Town Council.
- 9) Donations shall be irrevocable and otherwise final upon receipt by the Town.
- 10) The Town may choose to relocate, remove or dispose of any donated item at any time, with or without notice to the donor.

V. Costs Related to Donations and Donated Items

The Town Council will consider the short- and long-term costs of any donated property, item or service including such costs as for installation, maintenance and operation. The costs to install, operate, repair, and/or maintain a mechanical and/or electric system proposed for use in conjunction with a donation shall be identified prior to acceptance by the Town Council.

VI. Committee Review and Public Input

When considering donations that may affect the immediate surroundings, the Town Council may request (but is not required to) that the Town Planning Commission, Finance Committee, Parks and Recreation Committee, and/or other entities to review the proposed donation. The Town Council may request public comment on any proposed donation, including by convening a Public Hearing to obtain community input on such issues as: impact on view sheds; safety concerns; potential for noise generation; compatibility with the aesthetic features of parks or park plans or public lands in general.

VII. Donations Valued at \$5,000 or More

The Town Council shall review vote to accept or reject proposed donations valued at \$5,000 or more.

VIII. Donations Valued at Less than \$5,000

The Town Administrator shall be authorized to determine whether to accept or reject proposed donations valued at less than \$5,000 per donation. The Administrator shall follow the principles of the Town Donation Policy to determine whether to accept any donation.

IX. Recognition of Donors

The Town shall recognize all donors in a manner appropriate to the level and nature of the donation as determined by the Town Council. For donations of a capital nature (such as facilities), the recognition may be in the form of signage, plaques, markings or other means the Town shall deem appropriate. Regardless of the recognition strategy selected, the intent shall be to appropriately honor the donor for their contribution to the community. The appearance of traditional commercial advertising shall be avoided.

X. Procedures

Potential Donors must submit a Town Donation Application Form with detailed information about the proposed donation. The Town Administrator and Town Council may meet with prospective donors to discuss proposed donations. Such meetings should ensure both the donor and the Town have a full understanding of the proposed donations and the Town's procedures for reviewing and accepting donated items.

Town Administrator and Town Council may request additional information including but not limited to: scaled drawings; artists' renderings; or other documents to better illustrate the exact nature of the proposed donation. The Town may choose to consult with other agencies or organizations in the review process.

Consultant and Legal Advisors for Planning and Zoning Matters

TO: Town Council

FROM: James Gatz, Mayor

SUBJECT: Consultant and Legal Advisors for Planning and Zoning Matters

Town Hall needs to procure legal assistance for the Board of Zoning Appeals. We also need additional expertise on planning and zoning administration, at least on a temporary basis until a full-time staff person is on-board to assist with these matters.

These two needs align with the Council's push to move forward on components of Goal 3 of the Comprehensive Plan, namely, to develop a strategic annexation plan, update annexation policies, and address related activities. In addition, the FY25 and FY26 Town Budgets both allocate Town funds to pay consultants and legal advisors on these topics.

With these needs in mind, I propose that the Town enter into retainer agreements with the following firms. Associated costs would be funded with amounts authorized in the FY25 and FY26 budgets:

- Urban Design Ventures, LLC, Homestead, PA – to assist Town staff with planning and zoning administration, including staff training, assistance with establishing processes and procedures, and, as needed, to provide the Town (Town Council, the Planning Commission, and the Historic Landmarks Commission) with input and expertise on policy development. For example, the Planning Commission has requested assistance with exploring ordinances to allow Accessory Dwelling Units in our town, and the Historic Landmarks Commission has asked for expert assistance in considering development of a Demolition by Neglect ordinance. This firm provides expertise to several towns in West Virginia and has done work in Jefferson County.
- Kay Castro & Chaney Law Firm, Morgantown, WV – to assist the Town Board of Zoning and Appeals and to provide legal advice and expertise to the Town Council with respect to Comprehensive Plan implementation and such planning and zoning matters as updates to existing ordinances, annexation planning, and real estate transactions, and related matters. This firm is based in Morgantown with offices in Martinsburg. It has provided legal assistance on planning and zoning matters to many towns including Morgantown and Ranson.



ORGANIZATIONAL PROFILE

Urban Design Ventures, LLC, was established as a planning consulting firm in 2002. After 36 years in the field, Walter J. Haglund, A.I.A., founded the firm along with Karl M. Haglund. Our main office is located in the Historic District of Homestead, PA, with satellite offices and Waynesboro, PA and Punxsutawney, PA. We have worked with 60+ communities on diverse planning assignments across 14 States - Pennsylvania, West Virginia, Maryland, Virginia, Indiana, North Carolina, South Carolina, Connecticut, Ohio, Illinois, Wisconsin, Georgia, Florida, and Mississippi.

UDV provides unique and advantageous planning perspectives and customized services to all our clients. We leverage our team's diverse passions, inspirations, and expertise and capitalize on our individual strengths, providing superior planning products and experience to both private- and public-sector clients. We uphold the principle that success lies in effective communication and teamwork. With our experts integrated into your team, we seamlessly handle your project's complexities.

UDV regularly provides training for our clients in the areas of federal regulations and HUD policies governing housing, community, and economic development programs. We provide training for our clients' new hires who will be operating these programs as well as local staff responsible for short-range development regulation, long-range land use planning and policy implementation, and working with planning and zoning appeals regulatory bodies.

Community Development

Revitalizing through the development of attainable housing, community facilities, & economic development.

Redevelopment Planning

Revitalizing declining residential and commercial areas through sound planning and creativity.

Urban Design

Creating architectural and urban design that promotes attractive, desirable, and sustainable communities.

Historic Preservation

Supporting the preservation, rehabilitation, and adaptive reuse of historic structures.

Housing Development

Rehabilitating and constructing decent, safe, and attainable places to live.

Land Use Planning

Planning today to elevate potential and create a more vibrant, sustainable tomorrow.

Wanting to become something and getting there are two different things. Even through uncertainty, every community has the potential to become better. Reimagining the possibilities and pathways for the future is our specialty. Experience is everything and we make it easy for communities to do hard things.

Why Choose UDV

150+ Years of Experience

Certified Professionals

Quick Engagement

23 Years in Business

Multidisciplinary Expertise

Long Lasting Relationships

RELEVANT EXPERIENCE



Christopher M. Fletcher, FAICP

Director of Planning + Visioning

YEARS AT UDV **5**

YEARS IN INDUSTRY **30+**

Leveraging 30 years of public and private sector professional evolution in the dedicated service to people, place, and community, Chris delivers clarity of both purpose and value to the variety of endeavors that make communities vibrant, memorable, and lasting. He fosters genuinely inclusive and collaborative processes to build environments of trust and care where local stories are found, ideas are fairly and safely tested, and shared vision and objectives stand in bold relief against divisive perspectives.

Chris is the Director of Planning + Visioning at UDV, responsible for overseeing planning projects and related assignment of personnel and workload distribution. His professional experience and service includes the following assignments:

EDUCATION

Harvard University
Graduate School of Design
Executive Certificates in Real
Estate and Development

Muskingum College
Bachelor of Arts in Business and
Communications

REGISTRATIONS/ AFFILIATIONS

American Institute of Certified
Planners College of Fellows, 2022

WV Chapter of the American
Planning Association
Chapter President 2002-2020

PA Chapter of the American
Planning Association

International City/County
Management Association

RELEVANT EXPERIENCE

Delivered WV Citizen Planner Training – Hurricane, Martinsburg, Morgantown, Moundsville, Shepherdstown, Star City, Westover, Wheeling, Monongalia County, Putnam County, RPDC Regions 3 and 6, WV Municipal League, and WV Association of Counties

Development Services Director, City of Morgantown 2005-2020

- Managed the preparation of the 2013 Comprehensive Plan
- Administered City's Zoning and Subdivision Regulations
- Conducted Plans Review and prepared Staff Reports including multi-million-dollar developments
- Staffed City's Planning Commission and BZA
- Prepared numerous Findings of Fact and Conclusions of Law
- Involved in zoning case Circuit Court appeals, depositions, and provided expert witness testimony
- Five-Year Consolidated Plans– Clients: Charleston, Morgantown, Weirton, and Wheeling
- Planning & Zoning Technical Assistance – Clients: Beckley, Huntington, and Wheeling

West Virginia Municipal Home Rule Board – 2007-2020

Planning Commissioner, City of Weirton – 1996-2003

Negotiated and drafted Senate Bill 454 (2004) repealing §8-24 that replaced the State's current Planning Enabling Law §8A

Draft/Approved Minutes Of Meetings Held Since September 10, 2025

Shepherdstown Finance Committee Minutes
Wednesday, September 3, 2025
6:30PM.
Town Hall
104 N. King Street

1. Call to order: 6:37PM

Committee members: Mayor Gatz, Marcy Bartlett, Marty Amerikaner

Staff members: Gino Sisco, Maged Kirolos

2. Approval of Minutes – No Minutes to Approve

3. Visitors: Jim Auxer, Jan Hafer, Mark Kohut, Nancy Stewart

4. Introduction of New Finance Director

5. Ongoing Business

a. Purchase of Financial Reporting System

- a. Members discussed the potential financial reporting (ERP) software,
- b. The RFP for the ERP system was updated with an extended deadline to encourage more bidders,
- c. Marcy Bartlett discussed her proposal analysis for the two proposals that have been submitted,
- d. Members indicated that a demonstration for all systems should occur in October,

b. Funding Requests

- a. Film Project – Motion to not provide support to film project from Marcy Bartlett, James Gatz second, all members voted against providing financial support to the film project.
- b. Constitution Day Parade – Motion to provide \$1,500.00 to Constitution Day Parade from Marty Amerikaner, second from Marcy Bartlett, unanimously passed,
- c. Banners and Holiday Decorations – Motion to recommend that Town Council purchase winter decorations from Marty Amerikaner, Marcy Bartlett seconded, unanimously approved,
- d. Stormwater projects and State grant funding – Committee discussed different stormwater projects and how they are funded.
 - i. There was a motion by Marty Amerikaner, seconded by Marcy Bartlett, to recommend that Town Council pay an outstanding bill

for the engineering company that worked on the Fairfax Field bioswale on High Street, unanimously approved.

- ii. Marty Amerikaner motioned that the committee ask Town Council to allocate \$15,000.00 to match state funding for a sidewalk study, Marcy Bartlett seconded, passed unanimously.

6. Adjourned: 7:30PM Moved: Marcy Bartlett, Second: James Gatz, unanimous

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 Tree Commission draft minutes
Thursday, September 11, 2025 at 6 PM -- Town Hall

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

Visitors: Jim Auxer

1. Linus called the meeting to order at 6:15 PM.

2. Approval of August 14, 2025 Minutes

Charlotte offered an amendment to the minutes to add that the Tree Commission approved a cap of \$600 for planting the groundcover plugs in Sage Place tree wells. Robin moved to approve the minutes with that amendment. Approved unanimously.

3. Public comments.

Jim Auxer gave general complimentary comments to the work that the Tree Commission is doing.

4. Unfinished Business

Town Hall sugar maple

Linus and Charlotte observed the severe erosion at that tree caused by downward slope. Commission discussed ways to remedy that situation before considering replanting with a different tree. Tree Commission held discussion about possible options for building a box around the tree well, planting it closer to the sidewalk and use a grate that can be walked on and integrated with sidewalk. Robin will assess and provide recommendations at October meeting.

Sage Place tree wells-- Ground cover planting (*Carex woodii*) in Tree Wells. Green is Great bid \$1000 to plant the plugs. Ecological Services bid \$600 for the same work. The Commission approved the lower bid. Linus will coordinate with Ecological Services for procurement.

Landscaping Contract - Linus advised the members that the Mayor had received a bid for a contract related to flower bed/tree well maintenance of the town's areas.

307 W. German— Linus will coordinate with Viking for additional pruning needs.

410–412 E. German— Work completed – Tree removed.

309 W. German— **Linus** will contact Trees 101 to check on bacterial leaf scorch and also coordinate with Viking to take photos as a visual record for where die back is occurring to inform pruning in the upcoming dormant season.

#276 108 E.New— Viking is scheduled to prune.

German and Duke stop sign visibility concern. Ecological Services to provide bid for this work.

German and princess Japanese lilac tree. Robin assessed the tree and saw the deadwood. Linus will coordinate with Ecological Services for a bid.

Watering. Trees being watered during extended periods of no rain.

State Forestry Grant Funding: No update. We will know in October if the funding will become available. Linus recommends waiting till we hear if it's forthcoming, and then take the time to rewrite the grant proposal.

Bartlett Arborscope. Renewal cost is \$2400. We will wait to make payment to see if we can use grant funding for this.

Fall Planting Plan:

James replied to Robin's email request and offered recommendations for tree selections which were given consideration in the following list:

Town Hall sugar maple. Tree commission decided on an Accolade Elm which is a tall and fast growing tree.

Hawthorne outside, Bistro 112, James asked if it could be nursed back to health but further discussion indicated that was unlikely. It is clear that the tree hole needs to be enlarged. Commission will discuss shifting the tree well so that there is no interference of access to the front door of the storefront. Linus and Ecological Services to discuss moving the location as indicated and add a tree grate so there is better water access to the tree that still allows proper sidewalk use. Tree Commission decided to plant a pink dogwood in this location as it will be a suitable understory tree.

220 W.German. Linus will contact public works to find out why the tree well located there previously was removed and to coordinate adding a tree well to replace the one that was covered up. Charlotte will research the previous action for removing previous tree/tree well. Tree Commission decided to plant Okame Cherry in this location.

213 W.German — This is the location where a large tree was removed previously, assuming that basement flooding was due to tree roots. Since then, we have learned that the problem may instead be due to improper grading. Linus will coordinate with Ecological Services about the previous proposal to remedy the grading problem as well as tree well preparation. Tree Commission decided to plant a Red Rage Black Gum in this location.

The Tree Planting Plan was further discussed and suggestion was made to wait until spring for tree planting because of the drought and how dry the soil is. Tree Commission agreed to defer most of the planting until Spring and to choose sites for fall planting on an ad-hoc basis.

335 W.German (north side) needs stump removal. Linus will contact Viking to do a deep grind for spring planting. Tree Commission decided to plant a Jefferson Elm here.

337 W.German . Tree Commission decided to plant a thornless honey locust
“Skyline”

]

310-314 W.German (south side which is beneath powerlines) – Tree Commission decided to plant 3 trees in this location to augment the streetscape in the approach to town: an American Hornbeam, flowering dogwood, and a fringetree. Linus will coordinate with Public Works about any infrastructure concerns in this planting location.

Linus observed that the Hophornbeams in front of the Good Shop are not doing well. Later in the meeting, Jamie from Ecological Services was contacted by phone during the meeting and reported that the trees should come back fine in the spring. Charlotte will ask Jamie if we also planted any American hornbeam.

5. New Business

Linus advised the Tree Commission that the mayor is asking the commission to implement the Jefferson County tree canopy plan which is in support of the Shepherdstown Comprehensive Plan(LU23). **Linus** will send this document to members of the tree commission for review and discussion at our next meeting.

Tree Commission discussed the concern about boxwood tree moths. Tree Commission does not believe that the town owns any boxwood.

Tree Commission discussed using compost to amend the soil in tree wells. Tree Commission will assess best seasonal time for using such amendments in the tree wells.

6. Meeting adjourned at 8:05 PM.

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Board

September 25, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Members Present

Water Board: Marcy Bartlett, Dan Shelton, and Sue Kemnitzer

Sanitary Board: Harvey Heyser and Bob Keller

3. Staff Present: Woody Coe, Kenny Shipley, Duane Swisher, Gino Sisco and Maged Kirolos

4. Visitors: Jeff Ekstrom of Gosh Engineering.

3. Minutes of August 28 Meeting

Vote to Approve by Sanitary Board – vote postponed until next meeting because of the lack of a quorum. (Bob Keller was absent from the September meeting and James Gatz was absent for this meeting)

Vote to Approve by Water Board – vote postponed until next meeting because of the lack of a quorum.

4. Flow and Quality Reports from Staff – All measures were within acceptable limits.

5. Financial Reports

a. Budget v Actuals – Both boards continue to be concerned that the numbers lag by two months.

b. Balances in Reserve Accounts –

Both boards find the reserve accounts difficult to track because titles of the accounts are inconsistent and do not track with the Public Service Commission report.

Also, the Sanitary Board asks for a more detailed analysis and plan for the Membrane Replacement Account. The plan should present the timeline for replacement of the membranes, the estimated costs, the balances currently in the account, and the projected need for annual payments into the account.

6. Unfinished Business

a. Status of the new drinking water chlorination system – The new hypochlorite system has been in operation for two weeks and is performing well. The Board thanked the staff for completing the changeover.

b. Hydrant Report and Meeting with Fire Department – James Gatz, Sue Kemnitzer, Gino Sisco, Woody Coe and Duane Swisher met with the leadership of the Shepherdstown Fire Department. Woody Coe briefed them on the extensive work the water department has done to install new hydrants and ensure that all hydrants are up to the standard required by the state. We asked the department to notify the Water Department about training exercises that create more demand on the delivery system, and to help us better estimate that amount of water that the department is using. The Water Department does not charge the Fire Department for the water it uses. However, a better estimate would improve our explanation of why our “unaccounted for” water is at 21% when the state standard is 15%.

c. Sanitary Service for Elmwood Cemetery - Bob Keller renewed his suggestion to build out sewer service to the house in Elmwood and those in the adjacent neighborhood. He requested that our consulting engineer look at the situation again and prepare suggestions and cost estimates for the project. Sue Kemnitzer reported that the mayor (as chair of the Sanitary Board) wants to be involved and suggested that the Sanitary Board could have a special meeting to discuss this. She offered to brief the mayor today so the special meeting could happen soon.

7. New Business

a. Plans audits and preparation of the annual Public Service Commission Reports – Maged Kirolos reported that preparation of the report is well underway. The Boards asked for a detailed briefing on the meaning of the numbers in the report.

8. Next Meeting October 23 and discuss date of November meeting

Given the holidays in November and December, we agreed to combine the meetings into one. December 11 is a suggested date.

9. Adjournment

Staff Reports

October 2025

Staff Report

Shepherdstown Wastewater, Water and Streets

Water/Sewer Leaks / Issues

- 1) Bon Aire- Hydrant valve leaking- (awaiting parts)
- 2) Chatfield Dr- Service line leak 9/8
- 3) German St. Civil War Bldg- Service line leak 9/15
- 4) Rt 230- Service Main leak- 9/15
- 5) Perth Way- Service line leak- 9/22
- 6) Exeter Ct.- Service line leak- 9/19

Water plant/Wastewater plant

Water plant-

- Chemical changes from CL2 gas to now CL2 liquid-Operator safety

Wastewater plant-

- Tow motor service
- Crane service

Lead and Copper rule

All lead and copper results did not exceed the 90th percentile

Streets

Fix street signs/ Loading zones

Paving

Mowing Trimming Weeding

Event prep

October 2025

Clean street drains/ leaves

Hometown Hero Banners

PW yard clean-up

Curb painting

Loading zone painting

Trash/Recycling/Yard waste/Rough cost

Glass- 10 tons Dump cost \$2000

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- 15 loads. Dump cost \$750

New Park Property

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

PATH Project update (Kenny Shipley)

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

October 2025

Shepherdstown Police Department

Over the past month, the police department has provided monitoring and support for several special events, including:

- **First Friday**
- **Appalachian Heritage Festival**
- **80th Anniversary Farm to Table Event**
- **Constitution Day Parade**

Additionally, we assisted **West Virginia Tourism** during their recent video production in Shepherdstown.

Upcoming Events:

- **Freedom's Run** – *Saturday, October 4th*
- **"No Kings Day 2"** – *Saturday, October 18th, 4:00 PM to 5:30 PM*
- **Shepherd University Homecoming Parade** – *Saturday, October 25th*

At this time, we have not received any additional event applications.

Personnel Update:

The department recently conducted interviews with two candidates for employment. One candidate has withdrawn from the process. The second candidate is currently undergoing a background check.

Town Financial Status

The Corporation of Shepherdstown has recorded the following (results for FY26): As of August 31, 2025:

- Total Budgeted Revenue (YTD): \$636,008 (including Rollover amount of \$384K)
- Total Actual Revenue (YTD): \$679,319
- Overall Variance: \$43,311 Actual above budget by 6 %
- Total Budgeted Expenditures (YTD): \$486,733
- Total Actual Expenditures (YTD): \$404,227
- Overall Variance: –\$82,507 Actual below budget by ~17 %

Key Insights:

- The town's actual financial activity is slightly above budget, with total revenues 6% higher and expenditures by about 17% below planned levels as of the end of August.
- This modest surplus indicates the town is generally tracking close to its fiscal plan, but should monitor underperforming revenue streams or deferred expenses contributing to any gap.
- Certain categories, like property taxes, seem to have front-loaded collections, while others, like supplemental taxes or specific fees, are lagging behind expectations.

Top Over-Performing Categories (ahead of budget)

1. **Property Taxes (Ad Valorem):** +\$63,465
 - Strong collections, especially front-loaded in August.
2. **Total Revenues (category roll-up):** +\$43,311
 - Driven by stronger-than-expected tax inflows and contributions.
3. **Business Licenses:** +\$ \$7,281
 - Revenue received at the beginning of FY26
4. **Interest Income (Operating Account):** +\$12,338
 - Higher returns from cash balances due to interest rate conditions.

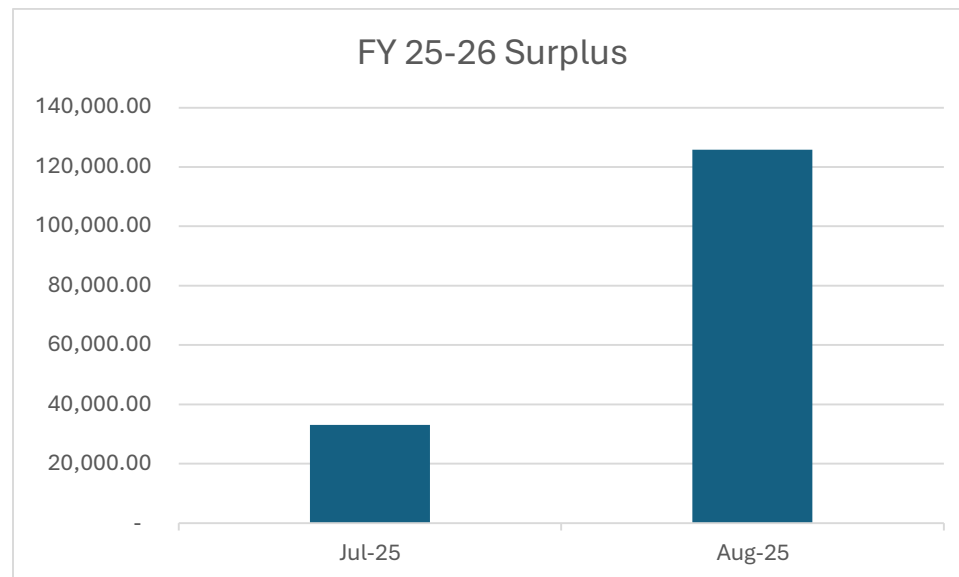
Top Under-Performing Categories (behind budget)

- **Total Expenses:** –\$82,507
 - Spending is **significantly below plan**, possibly due to timing delays in programs/projects.
- **Contingencies:** –\$35,991
 - No contingency funds have been spent yet by YTD.

- **Hotel/Motel Tax: –\$20,015**
 - Tourism-related revenue is weaker than forecast.

Interpretation

- Positive drivers are concentrated in core taxes, interest earnings, and grants, which are ahead of plan.
- Underperformance is more visible in spending categories (expenses, contingencies, planning, promotions), suggesting a timing lag in expenditures rather than overspending.
- The Hotel/Motel Tax and Video Lottery shortfall are the most notable revenue concerns, likely tied to slower activity.



Maged A. Kirollos

Corporation of Shepherdstown

FY26 Budget vs Actuals

Through August 31, 2025

	REVENUES	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	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	\$ 42,241	\$105,705	\$63,465	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 23,100	\$ 26,155	\$ 26,155	\$ 4,359	\$0	(\$4,359)	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	\$ 13,333	\$11,033	(\$2,300)	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	\$ 67	\$127	\$60	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 300,000	\$ 300,000	\$ 300,000	\$ 50,000	\$29,985	(\$20,015)	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	\$ 9,167	\$8,547	(\$620)	
321	Parking Violations	\$ 30,000	\$ 12,000	\$ 12,000	\$ 2,000	\$0	(\$2,000)	
325	Business Licenses	\$ 20,000	\$ 10,000	\$ 10,000	\$ 1,667	\$8,948	\$7,281	Revenue received as beginning of FY26
326	Building Permits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 667	\$605	(\$62)	
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	\$ 833	\$304	(\$530)	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	\$ 25,833	\$20,048	(\$5,786)	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,000	\$ 45,000	\$ 45,000	\$ 7,500	\$9,500	\$2,000	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,000	\$ 175,000	\$ 175,000	\$ 29,167	\$26,762	(\$2,405)	Monthly refuse collection revenue
368	Contributions from Other Entities	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	
374	Payroll Reimbursement	\$ 1,095,600	\$ 0	\$ 0	\$ 0	\$1,551	\$1,551	
376	Gaming Income	\$ 110,000	\$ 90,000	\$ 90,000	\$ 15,000	\$17,949	\$2,949	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 80,000	\$ 130,000	\$ 130,000	\$ 21,667	\$34,005	\$12,338	
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	\$ 1,667	\$3,057	\$1,390	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,000	\$ 36,000	\$ 36,000	\$ 6,000	\$8,105	\$2,105	Monthly recycling collection revenue
397	Video Lottery	\$ 240,000	\$ 243,129	\$ 243,129	\$ 20,261	\$9,953	(\$10,308)	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 350	\$ 350	\$ 350	\$ 58	\$0	(\$58)	Payroll Reimbursement for Police grant work
	Total Revenues	\$ 3,746,181	\$ 2,645,928	\$ 2,855,500	\$ 636,008	\$ 679,319	\$ 43,311	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
409	Mayor's Office - 409	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 333		(\$333)	
104	FICA	\$ 151	\$ 0	\$ 0	\$ 0		\$0	
111	Telephone	\$ 970	\$ 500	\$ 500	\$ 83		(\$83)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 17		(\$17)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 2,600	\$ 2,600	\$ 433	\$ 0	(\$433)	
410	City Council -410	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 1,000	\$ 0	(\$1,000)	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 75	\$ 0	(\$75)	
226	Liability /Workers Comp Insurance	\$ 550	\$ 250	\$ 250	\$ 42	\$ 0	(\$42)	Workers Comp
	Total Council	\$ 7,000	\$ 6,700	\$ 6,700	\$ 1,117	\$ 0	(\$1,117)	
87								
411	City Recorder	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 250		(\$250)	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 19		(\$19)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 11		(\$11)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,679	\$ 280	\$ 0	(\$280)	
141								
416	Police Judges - 416	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 9,900	\$ 9,900	\$ 1,650	\$ 400	(\$1,250)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 8,900	\$ 9,900	\$ 9,900	\$ 1,650	\$ 400	(\$1,250)	
435	Regional Dev Authority - 435	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
222	Dues & Subscriptions	\$ 1,439	\$ 2,649	\$ 2,649	\$ 442	\$ 0	(\$442)	Annual Bill from Regional Development Authority
	Total Regional Dev. Authority	\$ 1,439	\$ 2,649	\$ 2,649	\$ 442	\$ 0	(\$442)	
437	Planning & Zoning - 437	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
103	Salaries	\$ 75,200	\$ 85,508	\$ 85,508	\$ 14,251		(\$14,251)	
104	FICA	\$ 6,169	\$ 6,541	\$ 6,541	\$ 1,090		(\$1,090)	
105	Group Insurance	\$ 14,364	\$ 12,000	\$ 12,000	\$ 2,000		(\$2,000)	
106	Retirement	\$ 8,000	\$ 8,550	\$ 8,550	\$ 1,425		(\$1,425)	
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	\$ 63	\$63	
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	\$ 1,417		(\$1,417)	legal costs
226	Insurance & Bonds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 333		(\$333)	Workers Comp
230	Contracted Services	\$ 0	\$ 2,000	\$ 2,000	\$ 333		(\$333)	
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 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
	Total Planning and Zoning	\$ 130,543	\$ 125,099	\$ 125,099	\$ 20,850	\$ 63	(\$20,787)	
438	Elections - 438	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
103	Salaries	\$ 0	\$ 1,000	\$ 1,000	\$ 167	\$ 0	(\$167)	
222	Departmental Supplies	\$ 0	\$ 4,500	\$ 4,500	\$ 750	\$ 0	(\$750)	
223	Total Elections	\$ 0	\$ 5,500	\$ 5,500	\$ 917	\$ 0	(\$917)	No election in FY 25
440	City Hall - 440	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
103	Salaries	\$ 161,173	\$ 202,008	\$ 202,008	\$ 33,668	\$ 30,299	(\$3,369)	
104	FICA	\$ 12,330	\$ 15,454	\$ 15,454	\$ 2,576	\$ 2,300	(\$276)	
105	Group Insurance	\$ 21,500	\$ 32,000	\$ 32,000	\$ 5,333	\$ 5,695	\$361	
106	Retirement	\$ 7,797	\$ 25,930	\$ 25,930	\$ 4,322	\$ 2,604	(\$1,718)	
108	Overtime/Extra Help	\$ 4,000	\$ 2,000	\$ 2,000	\$ 333		(\$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	\$ 9,000	\$ 8,000	\$ 8,000	\$ 1,333		(\$1,333)	
213	Utilities	\$ 10,000	\$ 12,000	\$ 12,000	\$ 2,000	\$ 2,710	\$710	
214	Travel	\$ 2,000	\$ 2,000	\$ 2,000	\$ 333		(\$333)	
215	R&M Building & Grounds	\$ 3,800	\$ 8,000	\$ 8,000	\$ 1,333	\$ 12,961	\$11,628	Oracle Elevator - Replace door operator board on elevator
216	R&M Equipment	\$ 2,100	\$ 2,000	\$ 2,000	\$ 333	\$ 151	(\$182)	
218	Postage	\$ 2,500	\$ 4,000	\$ 4,000	\$ 667	\$ 9	(\$658)	Mail Machine
219	Building & Equipment Rental	\$ 850	\$ 700	\$ 700	\$ 117	\$ 176	\$59	
221	Training and Education	\$ 1,500	\$ 2,000	\$ 2,000	\$ 333		(\$333)	
220	Advertising/Legal Publications	\$ 1,200	\$ 1,200	\$ 1,200	\$ 200	\$ 1,162	\$962	
222	Dues & Subscriptions	\$ 1,450	\$ 0	\$ 0	\$ 0	\$ 202	\$202	
223	Professional Services	\$ 50,000	\$ 25,000	\$ 25,000	\$ 4,167	\$ 6,002	\$1,835	
224	Audit Costs	\$ 12,000	\$ 8,100	\$ 8,000	\$ 8,000	\$ 8,748	\$748	Yearly Audit Costs - BHM, CPA HRP - CH Audit Cost June 30, 2024
226	Insurance & Bonds	\$ 42,000	\$ 35,000	\$ 35,000	\$ 5,833	\$ 3,957	(\$1,877)	Workers Comp and liability insurance
230	Contracted Services	\$ 57,850	\$ 41,000	\$ 41,000	\$ 6,833	\$ 9,277	\$2,444	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	\$ 3,833	\$ 3,108	(\$725)	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT	\$ 20,000	\$ 30,000	\$ 30,000	\$ 5,000	\$ 4,200	(\$800)	IT subscriptions like adobe, zoom, quickbooks, etc; moving into correct line
	Total City Hall	\$ 443,050	\$ 479,392	\$ 479,292	\$ 86,549	\$ 93,562	\$7,013	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 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	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	\$ 2,500	\$ 17,350	\$14,850	Shepherdstown Visitor's Center - Community Grant - PYMT # 1
568-1	Fire Dept	\$ 4,700	\$ 8,000	\$ 8,000	\$ 1,333		(\$1,333)	
	Total Contributions/Transfers	\$ 33,439	\$ 23,000	\$ 23,000	\$ 3,833	\$ 17,350	\$13,517	
571	Parking-571	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
103	Salaries	\$ 0	\$ 51,084	\$ 51,084	\$ 8,514		(\$8,514)	New Dept for FY 26 - will allocate from Police Dept moving forward.
104	FICA	\$ 0	\$ 3,908	\$ 3,908	\$ 651		(\$651)	
105	Group Insurance	\$ 0	\$ 6,800	\$ 6,800	\$ 1,133		(\$1,133)	
106	Retirement	\$ 0	\$ 8,000	\$ 8,000	\$ 1,333		(\$1,333)	
216	R&M Equipment	\$ 0	\$ 2,000	\$ 2,000	\$ 333		(\$333)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
345	Uniforms	\$ 0	\$ 750	\$ 750	\$ 125		(\$125)	
	Total Parking	\$ 0	\$ 72,542	\$ 72,542	\$ 12,090	\$ 0	(\$12,090)	
699	Contingencies-699	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
566	Merit	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
	COLA	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
566	Unexpected Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 35,991		(\$35,991)	
	Total Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 35,991	\$ 0	(\$35,991)	
700	Police Department - 700	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
103	Salaries	\$ 445,000	\$ 467,725	\$ 467,725	\$ 77,954	\$ 85,156	\$7,202	Inlcudes Parking Enforcement and Admin Support - Parking will be allocated to new created dept (Parking)
104	FICA	\$ 40,545	\$ 35,781	\$ 35,781	\$ 5,964	\$ 6,396	\$432	
105	Group Insurance	\$ 92,000	\$ 106,720	\$ 106,720	\$ 17,787	\$ 17,419	(\$368)	
106	Retirement	\$ 30,000	\$ 53,000	\$ 53,000	\$ 8,833	\$ 3,816	(\$5,018)	
108	Overtime/Extra Help	\$ 85,000	\$ 40,000	\$ 40,000	\$ 6,667		(\$6,667)	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	\$ 1,667	\$ 866	(\$800)	
213	Utilities	\$ 5,000	\$ 5,000	\$ 5,000	\$ 833	\$ 4,272	\$3,439	
215	R&M Building & Grounds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 2,500		(\$2,500)	
216	R&M Equipment	\$ 4,000	\$ 5,000	\$ 5,000	\$ 833	\$ 1,599	\$766	
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 2,333	\$ 1,337	(\$996)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 350	\$ 401	\$51	
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 167		(\$167)	
221	Training & Education	\$ 4,000	\$ 5,000	\$ 5,000	\$ 833	\$ 895	\$62	
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
223	Professional Services	\$ 17,000	\$ 6,000	\$ 6,000	\$ 1,000		(\$1,000)	Law Firm Fees
226	Insurance & Bonds	\$ 65,000	\$ 77,500	\$ 77,500	\$ 12,917	\$ 12,103	(\$814)	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,000	\$ 1,000	\$ 1,000	\$ 167		(\$167)	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 575	\$ 1,878	\$1,303	Magistrate and Police Court Attorney
235	Police Remittance Fees	\$ 6,000	\$ 7,000	\$ 7,000	\$ 1,167	\$ 1,125	(\$42)	
307	Bank Charges	\$ 0	\$ 0	\$ 0	\$ 0	\$ 64	\$64	
341	Departmental Supplies	\$ 35,210	\$ 35,000	\$ 35,000	\$ 5,833	\$ 1,935	(\$3,898)	
343	Police Gas/Fuel	\$ 20,000	\$ 20,000	\$ 20,000	\$ 3,333	\$ 1,795	(\$1,538)	
345	Uniforms	\$ 5,000	\$ 6,400	\$ 6,400	\$ 1,067	\$ 622	(\$444)	Mostly for new officers
353	Computer Software/IT	\$ 15,000	\$ 47,000	\$ 47,000	\$ 7,833	\$ 9,018	\$1,185	Software costs, Tek Advisors Etc - (Notebooks for 2 police vehicles)
	Total Police Dept	\$ 919,305	\$ 963,676	\$ 963,676	\$ 160,613	\$ 150,698	(\$9,915)	
750	Streets - 750	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
103	Salaries	\$ 130,000	\$ 123,963	\$ 123,963	\$ 20,661	\$ 18,773	(\$1,887)	
104	FICA	\$ 10,000	\$ 9,483	\$ 9,483	\$ 1,581	\$ 1,421	(\$159)	
105	Group Insurance	\$ 23,000	\$ 29,500	\$ 29,500	\$ 4,917	\$ 4,422	(\$495)	
106	Retirement	\$ 7,000	\$ 6,500	\$ 6,500	\$ 1,083	\$ 1,063	(\$20)	
211	Telephone	\$ 700	\$ 600	\$ 600	\$ 100	\$ 311	\$211	
213	Utilities	\$ 25,000	\$ 28,000	\$ 28,000	\$ 4,667	\$ 5,523	\$856	Potomac Edison - Street Lights/Master Bill Account
215	R&M Buildings & Grounds	\$ 40,000	\$ 7,000	\$ 7,000	\$ 1,167	\$ 3,163	\$1,996	Street Maintenance - Panhandle Dumpsters invoice "Standard 30 yd pricing 409 E. High Street \$1847"

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
216	R&M Equipment	\$ 9,000	\$ 5,000	\$ 5,000	\$ 833	\$ 7,908	\$ 7,074	Shepherdstown Ash Treatments x 31 trees \$4k, Mini Excavator tracks \$1.5k, Mini Excavator tracks rental \$1.2k
217	R&M Auto	\$ 9,000	\$ 11,000	\$ 11,000	\$ 1,833	\$ 1,759	(\$75)	
220	Advertising/Legal Publications/Postage	\$ 250	\$ 250	\$ 250	\$ 42	\$ 0	(\$42)	
221	Training & Education	\$ 255	\$ 250	\$ 250	\$ 42	\$ 0	(\$42)	
226	Insurance & Bonds	\$ 20,000	\$ 22,000	\$ 22,000	\$ 3,667	\$ 3,074	(\$593)	Workers Comp and Liability Insurance
230	Contracted Services	\$ 70,000	\$ 72,500	\$ 72,500	\$ 12,083	\$ 6,815	(\$5,268)	Includes Tree Maintenance - Street Grant Expense
341	Departmental Supplies	\$ 30,400	\$ 35,000	\$ 35,000	\$ 5,833	\$ 2,102	(\$3,731)	
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 1,250	\$ 415	(\$835)	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 833	\$ 384	(\$449)	
	Total Streets	\$ 387,105	\$ 363,546	\$ 363,546	\$ 60,591	\$ 57,133	(\$3,458)	
800	Sanitation-800	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
103	Salaries	\$ 126,600	\$ 137,780	\$ 137,780	\$ 22,963	\$ 26,944	\$3,980	
104	FICA	\$ 5,800	\$ 10,540	\$ 10,540	\$ 1,757	\$ 2,047	\$290	
105	Group Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 1,667	\$ 1,608	(\$59)	
106	Retirement	\$ 5,000	\$ 12,200	\$ 12,200	\$ 2,033	\$ 2,408	\$375	
216	R&M Equipment	\$ 15,000	\$ 1,000	\$ 1,000	\$ 167		(\$167)	
217	R&M Auto	\$ 10,000	\$ 10,000	\$ 10,000	\$ 1,667		(\$1,667)	
218	Postage	\$ 5,000	\$ 250	\$ 250	\$ 42		(\$42)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 17		(\$17)	
221	Training & Education	\$ 400	\$ 200	\$ 200	\$ 33		(\$33)	
226	Insurance & Bonds	\$ 35,000	\$ 1,200	\$ 1,200	\$ 200	\$ 106	(\$94)	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	\$ 2,000	\$ 2,607	\$607	
343	Auto Supplies	\$ 12,000	\$ 5,000	\$ 5,000	\$ 833	\$ 290	(\$543)	
345	Uniforms	\$ 3,000	\$ 4,000	\$ 4,000	\$ 667	\$ 577	(\$90)	
349	001-Landfill	\$ 28,400	\$ 28,000	\$ 28,000	\$ 4,667	\$ 5,919	\$1,252	Landfill Fees
349	002-Recycling	\$ 15,000	\$ 20,000	\$ 20,000	\$ 3,333	\$ 2,597	(\$736)	Recycling Fees
353	Software/IT	\$ 12,000	\$ 6,000	\$ 6,000	\$ 1,000	\$ 123	(\$877)	Intuit, Tek Advisors Etc
	Total Sanitation	\$ 313,300	\$ 283,270	\$ 283,270	\$ 51,378	\$ 52,635	\$1,256	
806	Water & Sewer-806	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	Notes and Explanations
103	Salaries	\$ 798,600	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 62,000	\$ 0	\$ 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	\$0	
106	Retirement	\$ 65,000	\$ 0	\$ 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 8/31/25	FY 26 Actuals Thru 8/31/25	Over/(Under) Budget Thru 8/31/25	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	\$ 417	\$ 670	\$253	
106	Retirement	\$ 200	\$ 0	\$ 0	\$ 0		\$0	
213	Utilities	\$ 250	\$ 250	\$ 250	\$ 42	\$ 32	(\$10)	
215	R&M Buildings & Grounds	\$ 5,000	\$ 8,000	\$ 8,000	\$ 1,333		(\$1,333)	
216	R&M Equipment	\$ 0	\$ 1,000	\$ 1,000	\$ 167		(\$167)	

Corporation of Shepherdstown

Balance Sheet

As of August 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	5,026,116.17
RESTRICTED FUNDS	324,200.28
RESTRICTED FUNDS ICS ACCOUNTS	3,295.84
Undeposited Funds	617.98
Total Bank Accounts	\$5,354,670.27
Accounts Receivable	
General Funds A/R	203,380.81
Total Accounts Receivable	\$203,380.81
Other Current Assets	
150.00 Net OPEB Asset	19,086.00
Total Other Current Assets	\$19,086.00
Total Current Assets	\$5,577,137.08
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	\$11,123,898.54
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	29,200.53
Total Accounts Payable	\$29,200.53
Credit Cards	
213 Purchase Card Payable	54,635.45

Corporation of Shepherdstown

Balance Sheet

As of August 31, 2025

	TOTAL
Total Credit Cards	\$54,635.45
Other Current Liabilities	
140.02 DO - Change in Proportionate	-1,320.00
140.5 DO - Change in Assumptions	-2,695.00
2104 PEIA Payable	4,356.00
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
290.50 Restricted for Equipment	96,206.00
292.20 PPA-Beginning OPEB Liability	927.00
292.30 PPA-2017 RHBT Payment	-12,526.00
Child Support	-297.69
Christmas Club	40.00
Due to (from) Coal Severance	-22,750.31
Due to (from) Sewer	-421,008.15
Due to (from) Water	-789,288.00
Garnishments	3,907.65
Gen Fund Other Current Liab.	70,353.20
Payroll Liabilities	23,277.64
VALIC Retirement Payable	17,305.19
Total Other Current Liabilities	\$ -913,663.88
Total Current Liabilities	\$ -829,827.90
Total Liabilities	\$ -829,827.90
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Retained Earnings	650,295.88
Net Income	-109,430.27
Total Equity	\$11,953,726.44
TOTAL LIABILITIES AND EQUITY	\$11,123,898.54

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Transaction Detail by Account
Corporation of Shepherdstown
September 1-30, 2025

GENERAL FUNDS BANKING						Amount
101.011 General Operating Funds 6209						
09/03/2025	Expense	Municipal Court	WV Treasury	Remittance by Municipal Court fees- August 2025		-420.00
09/03/2025	Bill Payment (Check)	23679	Ligush Cleaning Service	Cleaning Service		-800.00
09/03/2025	Bill Payment (Check)	23680	Shepherdstown Public Library	Monthly donation for September 2025		-2,070.00
09/03/2025	Bill Payment (Check)	23681	D. Frank Hill, III, Municipal Judge	Municipal Judge for September 2025		-200.00
09/03/2025	Bill Payment (Check)	23682	United Way of the Eastern Panhandle	Teen Court Remittance - August 2025		-125.00
09/03/2025	Bill Payment (Check)	23683	Michael G. McCleave	Reimbursement per court order on 8/20/2025		-750.00
09/03/2025	Bill Payment (Check)	23684	Naquan Anthony Elijah Greene	Reimbursement per court order 8/20/2025		-90.00
09/03/2025	Bill Payment (Check)	23685	Tyler M. Hanley	Reimbursement per court order 8/20/2025		-25.00
09/03/2025	Bill Payment (Check)	23686	Jonah L. Smolen-Jacobson	Reimbursement per court 8/20/2025		-750.00
09/03/2025	Expense		Travelers-legal	BUS INSUR TRAVELERS XXXXXX8976 BUS INSUR TRAVELERS XXXXXX8976 09/03/25		-72,867.75
09/08/2025	Bill Payment (Check)	23687	Michael Chalmers	Work Completed within the Communication Director role per contract - August 2025		-1,700.00
09/09/2025	Bill Payment (Check)	E-Check	Corporation of Shepherdstown	Water Bill for Town Hall--August 2025		-439.67
09/09/2025	Bill Payment (Check)	ACH Payment	Pitney Bowes-police lease	Postage		-85.41
09/09/2025	Bill Payment (Check)	ACH Payment	Pitney Bowes	Postage		-103.98
09/09/2025	Bill Payment (Check)	23689	Arthur J. Auxer, III	2 calls in August 2025		-80.00
09/09/2025	Expense		US Bank	PAYMENT U.S. BANK Credit card payment		-54,553.47
09/10/2025	Expense		Fogle Accounting and Consulting	Accounting Services		-3,250.00
09/12/2025	Bill Payment (Check)	23688	Tek Advisors	IT Services		-4,034.50
09/12/2025	Bill Payment (Check)	23690	Antietam Tractor and Equipment	Kubota SSV75PHC - Service/Labor		-484.54
09/12/2025	Bill Payment (Check)	23691	Kable Excavating	Excavation Services, Landscaping, Junk Removal & Hauling		-1,482.06
09/12/2025	Bill Payment (Check)	23692	Bob's Tire Service, Inc.	Auto Repair - Tires		-785.60
09/16/2025	Bill Payment (Check)	ACH Payment	Jefferson County CVB	Hotel/Motel 50%--Receipts--August payment (July's receipts)		-14,814.43
09/18/2025	Bill Payment (Check)	23693	Storm, LLC	Lease of 102 N. King Street, Shepherdstown, WV		-1,250.00
09/19/2025	Bill Payment (Check)	23694	Potomac Edison Company	Utilities CH, ST, Police and Parks		-693.72
09/19/2025	Bill Payment (Check)	23695	Storm, LLC	Lease of 102 N. King Street, Shepherdstown, WV		-1,250.00
09/22/2025	Bill Payment (Check)	ACH Payment	Viking Tree Service LLC	Tree Services - Contracted Services - Streets		-1,050.00
09/22/2025	Bill Payment (Check)	ACH Payment	Viking Tree Service	Tree Services - Contracted Services - Streets		-1,200.00
09/22/2025	Bill Payment (Check)	23699	Branden Buckler	Removal, cutting & disposal of bamboo - Rose Hill Cemetery		-100.00
09/22/2025	Bill Payment (Check)	23700	Mark Kohut	Shepherdstown Community Grant		-1,500.00
09/25/2025	Bill Payment (Check)	23701	Storm, LLC	Security Deposit for Lease of 102 N. King Street, Shepherdstown, WV		-1,250.00
09/29/2025	Bill Payment (Check)	23702	Ligush Cleaning Service	Cleaning Service for September 2025		-800.00
Total for 101.011 General Operating Funds 6209						-\$169,005.13
101.09 PoliceDR/CR Acct-all 6798						
09/02/2025	Expense		Merch SETL EPX	Merchant Fees		-7.99
09/02/2025	Expense		Merch SETL EPX	Merchant Fees		-0.35
09/03/2025	Expense		Merch SETL EPX	Merchant Fees		-55.95
09/09/2025	Expense		Merch SETL EPX	Merchant Fees		-0.35
Total for 101.09 PoliceDR/CR Acct-all 6798						-\$64.64
101.50 Payroll Checking 0471						
09/04/2025	Expense		Gusto	GUSTO PR SYS Fees		-733.52
09/05/2025	Expense		Aflac	AFLAC Insurance		-567.52
09/09/2025	Check	23556	JSB	PPE: 09/06/2025 Christmas Club		-180.00
09/11/2025	Expense		Bureau for Child Support	Child Support		-168.46
09/15/2025	Expense		VALIC	EREMIT PRM - Retirement		-8,143.14
09/16/2025	Bill Payment (Check)	23557	WV Mountaineer Flexible Benefits	WV Flex benefits - Removal of David Kelvington and Alan Thomas		-1,429.86
09/16/2025	Expense		PEIA	PEIAPREALT WVTREASURY 1556000814		-633.00
09/19/2025	Bill Payment (Check)	23558	JSB	Christmas Club PPE: 09/20/2025		-180.00
09/22/2025	Check	23559	JSB	PPE: 02/22/25 and 8/22/25 Christmas Club		-360.00
Total for 101.50 Payroll Checking 0471						-\$12,395.50
Total for GENERAL FUNDS BANKING						-\$181,465.27

RESTRICTED FUNDS

103 Customer Deposit Accounts 3194							
	09/02/2025	Check	224	Corporation of Shepherdstown	Customer Deposit Refunds		-185.54
	09/02/2025	Check	224	Corporation of Shepherdstown	Customer Deposit Refunds		-185.54
	09/02/2025	Check	224	Corporation of Shepherdstown	Customer Deposit Refunds		-185.54
	09/17/2025	Check	225	Megan Camilletti	Customer Deposit Refunds		-122.77
	09/17/2025	Check	226	Brian Vasquez	Customer Deposit Refunds		-92.77
	09/17/2025	Check	227	Morgan Dearborn	Customer Deposit Refunds		-122.77
Total for 103 Customer Deposit Accounts 3194							-\$894.93
Total for RESTRICTED FUNDS							-\$894.93

213 Purchase Card Payable - September Statement

	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	Tools (401.42 sewer)		113.97
	08/13/2025	Expense	3082	Amazon.com	Electric Tankless Water Heater (401.42 water)		639.38
	08/13/2025	Expense	4258	Napa Parts	Brake Parts Cleaner/Oil (750.1 sewer)		125.15
	08/14/2025	Expense	4802	Food Lion	Propane for hive torch		97.48
	08/14/2025	Expense	5623	Kershner Controls	Invoice #166 - Starkeys Landing-- installed, programmed new pump controller/Ordered new transformer (401.49 sewer)		845.00
	08/14/2025	Expense	4802	Chewy.com	Dogpot litter pick up bags--refills		450.00
	08/15/2025	Expense	5623	Fastenal Company	Invoice # WVMAR226467		96.15
	08/17/2025	Expense	5623	T-Mobile	Water/Sewer/CH,Street, and Police communication		3,759.52
	08/18/2025	Expense	3082	Home Depot	Market House Stage		905.32
	08/18/2025	Expense	5623	Core & Main	Invoice #X173016 and Invoice #X148186 (401.46 sewer)		1,904.36
	08/18/2025	Expense	5623	Waste Management Inc	Sludge, Landfill		3,035.61
	08/19/2025	Expense	3082	Suncoast Learning	WV RWA Maintaining water quality in dist. systems class (601.20 water)		440.00
	08/19/2025	Expense	4802	Craig Paving	Mecklenburg Asphalt (401.42 water)		303.51
	08/19/2025	Expense	3082	Suncoast Learning	WV RWA Maintaining water quality in dist. systems class (601.20 water)		440.00
	08/19/2025	Expense	5623	American Water Works	AWWA Membership Renewal - (401.211 water)		240.00
	08/19/2025	Expense	3082	Sheetz	Truck Wash		15.00
	08/20/2025	Expense	3082	Panhandle Dumpsters	409 E. High Street		613.60
	08/20/2025	Expense	5623	Oldcastle APG	Sanitation - Mulch tip fee trucks/trailers - Invoice #104002737		500.00
	08/20/2025	Expense	3082	Home Depot	PC Univ. Start HAndle/Pine Board (401.42 water)		63.64
	08/21/2025	Expense	5623	Rentals Unlimited	4x10 inch hose		349.85
	08/21/2025	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)		138.00
	08/21/2025	Expense	5623	Kershner Controls	Invoice #168 (401.4 water)		390.00
	08/21/2025	Expense	5623	Rentals Unlimited	Invoice 2575015-0001 - (401.49 water) Heavy Equipment		921.19
	08/22/2025	Expense	4802	Tractor Supply Company	Safe T Sorb Oil Dry 33 lb bags x 2		16.98
	08/22/2025	Expense	4802	Home Depot	Triple Action Seeding		229.82
	08/22/2025	Expense	5623	WV State Auditor	Annual Audit		648.00
	08/22/2025	Expense	5623	Miss Utility of West Virginia Inc	Message Fees		80.50
	08/22/2025	Expense	5623	Frontier	Phone line at the Market House		150.97
	08/22/2025	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)		69.00
	08/22/2025	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)		20.00
	08/26/2025	Expense	5687	Axon.com	Taser Instruction training		895.00
	08/26/2025	Expense	5687	Amazon.com	Black Toner Cartridge for Laser Jet Printer		230.01
	08/26/2025	Expense	3009	Les's Auto & Truck Repair	Unit 800 Police Vehicle - Wheel Sensor repairs		179.90
	08/27/2025	Expense	3009	CDW Government	Zebra Batteries/Parking Printers		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							- \$ 27,848.24