

November 12 Town Council Meeting Agenda

SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA

Wednesday, November 12, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

Join Zoom

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

Meeting ID: 860 6712 0451

Passcode: 818383

1. Call to Order

2. Approval of Minutes

- a. Town Council Meeting Minutes of October 8, 2025

3. Public Comment Period

- a. Persons who have registered to address Town Council

4. Public Hearing

- a. Second Reading Ordinance Amendment re: Planning Commission Membership

5. Event Requests, Committee Appointments, and Community Grants

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

6. Ongoing Business

- a. Town Project Manager Position
- b. Town Hall Interns
- c. Town Council Committee Structure
- d. Shepherdstown Community Grants Policy
- e. Planning for December 9 Public Meeting on Comprehensive Plan Implementation
- f. Consultant to assist with Planning and Zoning Matters
- g. Status of Hurley Park Property

7. New Business

- a. Annexation Request
- b. Holiday event plans
- c. Town honorarium

8. Reports of Committees, Commissions, and Boards Since October 8, 2025

Draft and/or approved minutes from meetings held since October 8, 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

**Draft Minutes,
Town Council Meeting, October 8, 2025**

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, October 8, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

1. Call to Order

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

Staff Present: Amy Boyd, Sgt. Jeffries, Gino Sisco, Maged Kirollos

Visitors Present: See attached sign-in sheet

2. Approval of Minutes

- a. Town Council Meeting Minutes of September 10, 2025 – Moved by M. Bartlett, second by M. Amerikaner. Unanimous.

3. Public Comment Period

- a. Claudine

4. Briefing

- a. Shepherdstown Historical Association -- Jerry Bock, former President, provided an update on the Shepherdstown Historic Commission and to introduce the new President, Stephanie Unger.

5. Event Requests, Committee Appointments, and Community Grants

- a. Event Requests
Trick or Treat – Presented by Meredith Moore. Moved by C. Roberts, second by S. Thomas, to approve request. Unanimous.
- b. Commission and Committee Appointments

6. Ongoing Business

- a. Town Council Committee Structure- M. Bartlett will work on this with member's input to present at next month's meeting.
- b. Shepherdstown Community Grants Policy - M. Bartlett presented. Revised document will be presented next month.
- c. Review / Status of Projects Approved in FY26 Budget – Will be provided next month.
- 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 – Need volunteers
- f. Town Real Estate Matters- deferred to end of meeting.

7. New Business

- b. Annexation Request (Introduction and Schedule Public Hearing) – Reviewed and discussed with no action.
- c. Change in Historic Landmarks Committee meeting date – Mayor Gatz reported the possibility of moving the meeting to the first Monday of the month which would allow for better planning.
- d. Proposed Shepherdstown Donations Review / Acceptance Policy – Moved by S. Thomas, second by M. Bartlett, approve resolution and policy as modified. Unanimous.
- e. Mayor Gatz reported that the Town has engaged the law firm Kay Casto & Chaney PLLC to provide legal assistance with planning and zoning matters, and to serve as legal counsel for the Board of Zoning Appeals, Annexation, and the Building Commission.

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

- a. Age Friendly Shepherdstown Committee – M. Amerikaner reported the sharrows have been installed on some streets– with signs being placed on Shepherd Campus directing bike traffic around the stadium and down to King Street. Shepherd will install the signs.
- b. Finance Committee
- c. Grants Committee
- d. Historic Landmarks Committee
- e. Parks and Recreation Committee – C. Roberts reported that Christy Hendricks is here today to thank the Town Council for the memorial bench in honor of her parents. A “thank you” letter will be sent to Carla Grantham for her efforts in creating and maintaining a “Fairy Garden” at Bane-Harris Park. The letter will be presented to her at the next Parks and Recreation Committee meeting. At Cullison Park, the stairway has been damaged for years and Public Works has replaced them with newly constructed stairs. Squeaking swings are being addressed. Town Run Watershed signs – looking at the appropriate location to place these signs. Rumsey Park – the stair rail had been vandalized and is now repaired along with the rail being extended with a path being installed with a rope rail being added. There will be some lighting installed to assist visitor’s on the steps along with lighting of the Rumsey Monument. The WV Swing has been approved.
- f. Planning Commission
- g. Public Works Committee

- h. Tree Commission
- i. Water Board and Sanitary Board

9. Staff Reports

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

10. Mayor's Report

- a. First Friday was a success – thanks to all.
- b. Newsletter released
- c. Call for more volunteers – Water Board, Building Commission, Grants Committee, Planning Commission.

Motion by L. Bicker, second by C. Roberts, to go in executive session at 9:11 p.m.

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

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

In keeping with advice from Attorney Chazz Printz, we presented the proposed amendment for review by the Planning Commission. The Commission reviewed the ordinance at its October 2025 meeting and had no comments.

**

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

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

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

Background

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

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

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

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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

Section 9-104 Members, terms of office, vacancies

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

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

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

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

Reference: W. Va. Code § 8A-2-3

Mayor

Recorder

First Reading: _____

Second Reading: _____

Adopted: _____

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



BOARDS AND COMMISSIONS APPLICATION

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

You are also welcome to submit a résumé.

Name: ☒ Mr. ☐ Ms. Stephen Skinner Address: 213 W New St. PO Box 366

Phone numbers – Home: _____ Work: 304.725.7029 Cell: 304.202.1633

Email address: sgskinner@mac.com Employer: Skinner Law Firm

Occupation: Lawyer

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

Please describe your background and education.

A native of Jefferson County, I am a graduate of Jefferson High School, West Virginia Wesleyan College, and the WVU College of Law. I am admitted to the bars of West Virginia, New York, Maryland and D.C. and have lived and practiced law in West Virginia, New York and D.C. I have been primarily based in Jefferson County since 2005. In 2007, my brother and I took over our father's firm and have narrowed its focus to help people who have been injured or harmed by others negligence. Besides a practice helping seriously injured people, I focus on consumer rights and mass torts. Since 2016, I have represented multiple local governments in West Virginia in the national

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

I have previously served on the West Virginia Commission on the Arts and from 2013-2016, I served in the West Virginia House of Delegates including on committees that worked on economic development issues. I have legal training in real property law.

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

As Shepherdstown looks to deal with the pressures of growth, I want to serve in a constructive way that positively recognizes the current nature of Shepherdstown and the issues of navigating the pressures of that growth with the management of its own buildings.

Please describe what you know about this board/commission.

Like municipal building commissions throughout the state, the Shepherdstown Municipal Building Commission can be used for a variety of purposes including the construction, financing and maintenance of municipal buildings and properties.

How did you hear about this board/commission?

I am generally aware of building commissions in West Virginia and their roles.

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

Becky Phipps 304-876-0298
Elizabeth McGowen 304.283.1395

Signature: 

Date submitted: 10/28/25

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

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

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



BOARDS AND COMMISSIONS APPLICATION

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

You are also welcome to submit a résumé.

Name: ☐ Mr. ☒ Ms. Elise Baach Address: 110 S. King Street
Phone numbers – Home: 304-876-7060 Work: _____ Cell: 301-938-6002
Email address: etbaach@gmail.com Employer: self
Occupation: Retired attorney

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

Please describe your background and education.

Originally from Fresno, California, I received a B.A. and law degree from the University of California. My legal career began in Washington D.C. and my final position, before retirement, was as a special master for the US District Court in DC in class action litigation involving DC Public Schools. While living in the MD suburbs, my husband and I bought what we thought would be a weekend in house in Shepherdstown in 2000. It was that for the next 15 years until I retired in 2015. We formally became Shepherdstown residents in 2019.

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

Although not a professional in the building or real estate industries, my husband and I have had a fair amount of involvement in Shepherdstown building issues (virtually all positive) with the Planning Commission and Historic Shepherdstown. When we purchased our house at 110 S. King Street in 2000, a substantial amount of renovation was needed and received an award from Historic Shepherdstown in 2003 when the project was completed. Several years later, we purchased the house next to the Post Office for our son with a disability. With the assistance of our architect, David Kemnitzer, we made the entrance accessible and in keeping with the surrounding neighborhood. During our time in Shepherdstown I have followed the Town's adoption of the International Property Maintenance Code and the Historic District Design Guidelines, where I made some suggestions to assure its compliance with the ADA. I also attended the recent Shepherdstown Heritage Education Forum. On the broader issues, I have researched the actual boundaries of the town and the historic district and have a clear understanding of what is in the town proper and what is not.

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

The experience I have had has been on what I would call the "micro" level of town historic preservation - the fine details. As I understand it, the building commission will be dealing with the "macro" level of what could and should happen to structures and open space within the town boundaries, or the historic district, or beyond both. This is a hot, sometimes very contentious, subject. Although I have opinions based on knowledge I have at this point, I feel that my years as a mediator have trained me to see issues from various points of view. The outside world is fast approaching Shepherdstown and this is an opportunity to assess how best to handle that in a way that is consistent with the goals that were identified in the Comprehensive Plan.

Please describe what you know about this board/commission.

I know very little about this Commission since since, as far as I know, it has not been active for quite a few years. I know that it is not designed to supplant or interfere with Planning and Historic. Instead, I believe this commission will work on strategies set out Goal 3 of the Comprehensive Plan.

How did you hear about this board/commission?

I listened to the October 8 Town Council meeting remotely and read the accompanying packet, including the Mayor's description of the mission. I assume the structure and specific objectives of the Building Commission will be addressed in the near future.

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

Mario Quispe - neighbor on New Street - 727-492-1321

Hilary Lo - ACFF Ex Dir - 304-876-0242

Signature: Elise Baach  Date submitted: Oct 15, 2025

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

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

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



BOARDS AND COMMISSIONS APPLICATION

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

You are also welcome to submit a résumé.

Name: ☐ Mr. ☐ Ms. Andrew Singletary Address: 100 E New St

Phone numbers – Home: _____ Work: _____ Cell: 202-674-3369

Email address: awsarch@gmail.com Employer: Retired

Occupation: Architect

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

Please describe your background and education.

Bachelor of Architecture, School of Art and Architecture, Cornell University, Ithaca, NY, 1982

Architectural Registration, State of Maryland, 1987 (current). NCARB Member, 1990.

Private practice 1987-2010

US State Department Architect 2010-2025

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

Zoning Officer, Corporation of Shepherdstown 1997-8

Planning Commission member, Corporation of Shepherdstown, 1998-9

Shepherdstown Comprehensive Plan, 2000

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

I'm retired.

Please describe what you know about this board/commission.

Only that it would have a general outlook for properties and/or structures that affect the urban fabric of the town.

How did you hear about this board/commission?


Neighbor

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

Stephen Skinner (202) 309-2113

Thompson Mayes (202) 549-5052

Signature: _____



Date submitted: October 28 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.

Event Requests

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 **14 days** prior to the proposed special event.

Event Title CHRISTMAS IN SHEPHERDSTOWN KICK-OFF / TREE-LIGHTING

Event Date 11-28-2025

Event Sponsor EXPERIENCE SHEPHERDSTOWN

Secondary Date

Organizer's Contact Information

Name: JUDY SHEPHERD or ASHLEY NEASE

Cell: 304-279-3806 (Judy)

Address: PO Box 2131 SHEPHERDSTOWN (Judy)

Email: JUDITH.SHEPHERD@LCPS.ORG and ACNEASE@GMAIL.COM

Alt. Phone (347) 489-8385 (Ashley)

Event Information

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

Location of Event KING AND GERMAN STREETS

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

Event Hours 4pm until 9pm

Set up start time Noon on King (SFD) and 4pm on German

Clean up end time 9pm

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

Anticipated Attendance (per day): Participants 20 Spectators 1200

Office Use Only

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

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

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

[Handwritten signatures]

(Car 11)

Event Information

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

Name of Event CHRISTMAS IN SHEPHERDSTOWN – WELCOME CHRISTMAS

Brief Description of Event: THE START OF THE CHRISTMAS SEASON IN SHEPHERDSTOWN

Has your organization held this event in the past? YES
When and Where? ANNUALLY, SAME LOCATION

Is the event a fundraiser? NO

Will you require assistance from Fire/EMS? YES – Bonfire, same as previous year's events
(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 NO be served?
Additional approvals may be necessary through the ABCA or Health Department.

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

Will streets YES or intersections YES be blocked? Requires police department assistance.
List streets and/or intersections KING AND GERMAN STREETS

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

Will you be using loud speakers or amplification devices? YES, WELSH SOUND

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? NO What and where? _____
Check with Planning for U&O Requirements

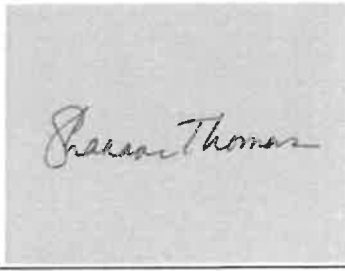
Will you require dedicated parking or bagged meters? YES
What and where? 3 SPOTS RESERVED IN FRONT OF MCMURRAN FOR SANTA'S ARRIVAL
Check with Parking for costs and arrangements

Indemnification

I N/A – TOWN-SPONSORED 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 10-30-2025

Title BOARD PRESIDENT, EXPERIENCE SHEPHERDSTOWN

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 December First Friday

Event Date 12/5/2025

Event Sponsor Experience Shepherdstown

Secondary Date

Organizer's Contact Information

Name: Ashley Nease

Cell: 347-489-8285

Address: 55 Swearingen Way, Shepherdstown, WV 25443

Email acnease@gmail.com

Alt. Phone

Event Information

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

Location of Event King Street

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

Event Hours 5pm until 8pm Set up start time 3pm Clean up end time 9pm

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

Anticipated Attendance (per day): Participants 20 Spectators 1200

Office Use Only

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

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

Recorder ☐ Amount Due ☐ Amount Paid ☐ Insurance Provided ☐ Council Agenda ☐

Permit No. ☐ Conditions Attached? ☐

EPB - JHR

Event Information

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

Name of Event Shepherdstown December First Friday

Brief Description of Event: SFD will have a bonfire on King St, there will be live music, carolers, and a few vendors selling holiday-themed items.

Has your organization held this event in the past? Yes
When and Where? Annually December First Friday, Monthly First Fridays - Same location

Is the event a fundraiser? No

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? 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? Maybe 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 Street, from German St to Old Queens Alley

Public Works assistance needed? _____ Street Sweeping X 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, Welsh Sound Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? A few tents for vendors on King Street
What and where? _____
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? No

What and where? _____
Check with Parking for costs and arrangements

I N/A Town Sponsored 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 11/04/2025

Title Marketing & Events Coordinator, Experience 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***

Special Events Application

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Event Title CHRISTMAS PARADE

Event Date 12/6/2025

Event Sponsor ROTARY CLUB OF SHEPHERDSTOWN

Secondary Date

Organizers Contact Information

Name: KIRSTEN MARTIN

Cell: 202 436 5020

Address: 69 THATCHER COURT SHEPHERDSTOWN WV 25443

Email kirsten.c.martin@gmail.com

Alt. Phone N/A

Event Information

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

Location of Event SEE ATTACHED MAPS

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

Event Hours 1000 until 1100 Set up start time 0830 Clean up end time 1130

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

Anticipated Attendance (per day): Participants 250 Spectators 000

Office Use Only

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

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

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

7/11/25
fee for 1 officer
for 2 hours,
officer fee should
be \$50.00 @ hour

C. C. Hill

Event Information

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

Name of Event CHRISTMAS PARADE

Brief Description of Event: SEE ATTACHED ADDENDUM

Has your organization held this event in the past? _____

When and Where? _____

Is the event a fundraiser? NO

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

Will you require assistance from the Police Department? 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? N/A
Hazmat items must be attended constantly.

Will you be providing private security? NO

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

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

Will streets YES or intersections YES be blocked? Requires police department assistance.
List streets and/or intersections SEE ATTACHED ADDENDUM

Public Works assistance needed? NO Street Sweeping X ^{see addendum} Barricades or fencing
Material _____ (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? YES Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? YES What and where? TENT FOR PARADE ANNOUNCER ON MCMURRAN HALL LAWN (SEE MAP)
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? YES

What and where? SEE ATTACHED ADDENDUM
Check with Parking for costs and arrangements

I KIRSTEN MARTIN 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 Kirsten Martin Date 10/14/2025

Title PACADE COORDINATOR for the
ROTARY CLUB OF 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***

Addendum to 2025 Christmas Parade event request

BRIEF DESCRIPTION & HISTORY OF EVENT.

There has been a Christmas in Shepherdstown celebration in the town annually since 1988, and this parade has been part of that celebration for most of those years. The Shepherdstown Rotary Club has been organizing the parade since 2012.

Participation in the parade is open to any area institution, organization, business, or individual in good standing. There is no fee to participate but participants must register beforehand. The parade has grown over the years, and last year's parade had 81 entries and lasted about an hour.

The parade has always been held on the first Saturday of December. In 2015, when Shepherd University hosted a NCAA Division II playoff football game on that date, the parade's traditional 11:00 a.m. start time exacerbated traffic and parking problems. Therefore, in 2016 the parade start time was moved up one hour, to 10:00 a.m. The start time has remained there ever since, in large part because—regardless of whether a football game is being held—the earlier start makes it easier for parade entries to participate in both our parade and Charles Town's, which is held in the afternoon of the same day.

The town of Shepherdstown has traditionally paid for the sound system used by the parade's announcer, folding this cost into the contract for the sound system used for the activities associated with the arrival of Santa Claus the Friday evening after Thanksgiving. In recent years, Welsh Sound LLC has provided the sound system for both these events.

STREET CLOSURES.

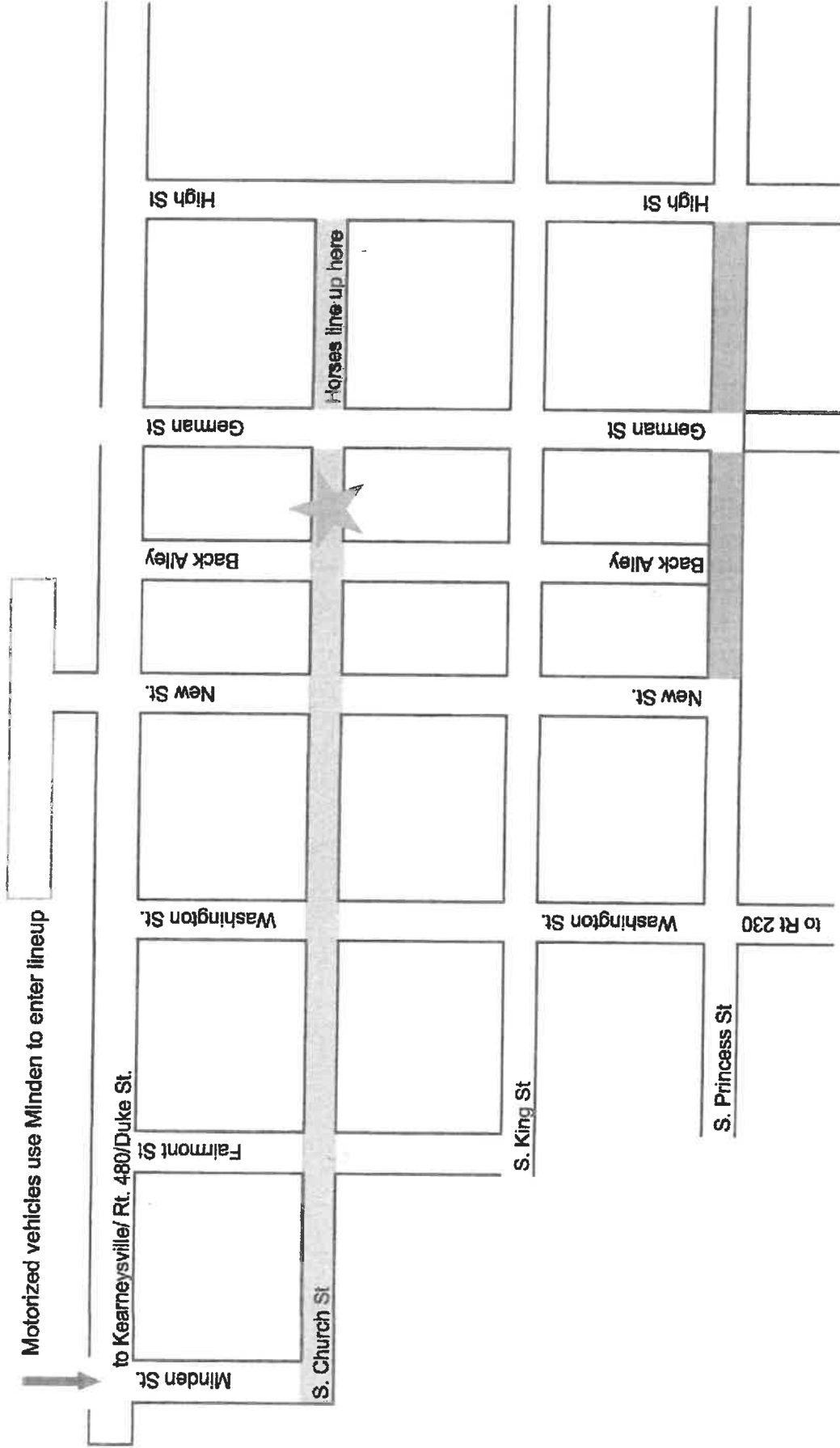
As in previous years, this year's parade route will be limited to the section of German Street between Church and Princess streets. The parade will form up on Church Street, with most of the units in the blocks south of German Street, and horses and horse-drawn units in the block between German and High streets. The parade will disperse on Princess Street.

Therefore, we are requesting the following closures:

- 1) The two + blocks of Church Street between German Street and the town line just south of Washington Street and the block between German and High streets from 8:30 am until approximately 11:00 a.m. (We also ask that the meters in the block between German and Church streets be hooded the night before, with "no parking" signs or cones posted in that area.)**
- 2) German Street, between Church and Princess streets, from 9:30 a.m. until the end of the parade at 11:00 a.m. or so.**
- 3) The block of Princess Street between German and High streets from 10:00 a.m. until 11:00 a.m.**

In addition, we are asking that the King Street parking spaces designated for Town Hall business along the McMurran Hall wall across from Town Hall be blocked off the night before with "no parking" signs or cones, so that the parade sound system provider can use this area to park its truck and offload sound equipment for the parade starting about 8:30 a.m.

Shepherdstown Xmas parade



Parade entries will line up on Church Street (access restricted 8:30-11:00 am)

Parade coordinator will be stationed here

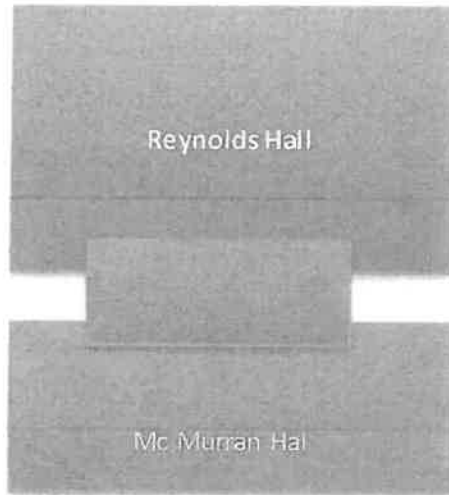
Parade route (closed to traffic 10:00 am-11:00)

Parade entries disperse here (closed to traffic 1 10:00 am-11:00 am)

Parade announcer location

Old Queen's Alley

King Street



Parade announcer location

German Street



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant Group Inc. 811 Madison Ave. Toledo, OH 43604		CONTACT NAME: Sara Humphries / Macy Gorrell PHONE (A/C, No, Ext): (419) 259-2710 FAX (A/C, No): (419) 255-7557 E-MAIL ADDRESS: Rotary@hylant.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Westchester Surplus Lines Ins	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	G73578917 004	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	G73578917 004	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Per accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

Corporation of Shepherdstown
PO Box 248
Shepherdstown WV 25443

2025 Christmas in Shepherdstown Parade

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

Special Events Application

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

Event Title Shepherdstown 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 6:00PM 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 checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Planning: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Public Works: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Town Manager: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Town Council: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional

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

ESB JRL COE



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 15:12:02 -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



Ongoing Business

Town Project Manager Position

TO: Shepherdstown Town Council|
FROM: James Gatz, Mayor
DATE: November 7, 2025
SUBJECT: Status of Hiring of Town Project Manager

The Personnel Committee has identified a small number of “finalist” candidates. Second interviews are being scheduled for the week of November 17. The committee plans to make a hiring decision by the end of that week.

If the Town Council would like to review the selection before the Town makes a job offer, we will convene a special Town Council meeting the week of November 24 for that purpose.

Town Hall Interns

TO: Shepherdstown Town Council
FROM: James Gatz, Mayor
DATE: November 7, 2025
SUBJECT: Status of Spring 2026 Town Hall Interns

- We are inaugurating the “Shepherdstown Historic Preservation Internship” this year and will host one Shepherd University student in the fall and spring semesters annually going forward.
 - We made a tentative offer to a Shepherd University Senior student for the spring 2026 internship. She is very enthusiastic and has worked as an archival intern and at the Byrd Center.
- Town Administrator Gino Sisco is collaborating with Shepherd University to advertise openings for additional Town Hall intern positions for the Spring 2026 semester. These include internships focused on accounting/financial matters, communications, and public administration projects. We estimate providing stipends of between \$2,700 - \$3,000 for each internship (assuming 15 hours per week).

Town Council Committee Structure

Information will be distributed to Town Council members at the November 12 meeting.

Shepherdstown Community Grants Policy

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; requiring recipients to submit complete and timely reports; closely 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; and a commitment to submit complete and timely reports to the Town.

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.
- Commitment to provide complete and timely reports and other information for monitoring purposes as requested by the Town

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

Planning for December 9 Public Meeting on Comprehensive Plan Implementation

Information will be distributed to Town Council members at the November 12 meeting.

Consultant to Assist with Planning and Zoning Matters

Information will be distributed to Town Council members at the November 12 meeting.

TO: Shepherdstown Town Council
FROM: James Gatz, Mayor
DATE: November 7, 2025
SUBJECT: Status of Agreement for Legal Services – Kay Castro & Chaney

Please see the attached copy of the signed engagement letter with Kay Castro & Chaney. Attorney Ryan Simonton has started assisting the Shepherdstown Board of Zoning and Appeals and has provide input on town planning topics.



150 Clay Street • Suite 100 • Morgantown WV 26501

Telephone (304) 225-0970 • Fax (304) 225-0974

www.kaycasto.com

E-mail: rsimonton@kaycasto.com

Extension # 320

September 16, 2025

Town of Shepherdstown
c/o James Gatz, Mayor
104 North King Street
P.O. Box 248
Shepherdstown, WV 25443

RE: Engagement letter for legal services –
The Town of Shepherdstown
Development and Annexation Planning

Dear Mayor Gatz:

We are pleased that the Town of Shepherdstown ("Client") has selected the law firm of Kay Casto & Chaney, PLLC to assist it with its legal needs. West Virginia Rules of Professional Conduct suggest that attorneys have written fee agreements with their clients. This letter, when signed by the duly authorized representative(s) of Client and returned to our office, will constitute the written Retainer Agreement ("Agreement") with our firm.

1. CONDITIONS

This Agreement will not take effect and we will have no obligation to provide legal services until we receive a signed copy of this Agreement.

2. SCOPE OF SERVICE

Client is hiring us to provide the following services: representation in planning for the orderly development of the Town and its surroundings, including its urban growth boundary, including exploration of options to enter into partnerships or contractual agreements with property owners in support of those goals, options to annex property, updates to or implementation of the Town's comprehensive plan and zoning ordinances, establishment and operation of a municipal building commission, and related matters.

We are undertaking this work as an independent law firm organized as a professional limited liability company as determined under the laws of the State of West Virginia and not as an employee of any other firm. At this time, we have designated Ryan Simonton as the Responsible Attorney with other Kay Casto & Chaney attorneys also providing legal services as needed. If, in the future, a different attorney at our firm is required to substitute as Responsible Attorney in place of Ryan Simonton, we will discuss that substitution with you

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 MERITAS LAW FIRMS WORLDWIDE

and obtain your consent in advance of any such change.

Additional Services beyond those specifically described in this Scope of Services will be provided by us only (1) with prior authorization of the authorized representative of Client, and (2) upon terms authorized by the authorized representative and accepted by us.

We will provide those legal services reasonably required to represent Client, and we will take reasonable steps to keep you informed of progress and respond to your inquiries. Unless you and we make a different agreement in writing, this Agreement will govern all future service we may have the privilege of performing for you. We hope you will understand that we can make no guarantee of a successful conclusion in any case or matter.

3. LEGAL FEES AND BILLING PRACTICES

Services described in this Agreement will be provided at the following rates:

Members of the Firm - \$315.00 per hour
Associate Attorneys - \$195.00 per hour
Paralegals - \$110.00 per hour

Services performed by other attorneys in the firm will be charged at the same rate or at other rates specified by agreement. We will bill our time in 1/10 hour increments.

If Client desires us to represent or assist it as its counsel in any matter pertaining to additional services outside the scope of the services described in this Agreement, we will execute a separate Engagement Letter for that matter upon mutually agreed upon terms and conditions.

4. COSTS AND OTHER CHARGES

(A) **In General.** We will charge for various costs in performing legal services under this Agreement. We will make our best efforts to inform Client and seek its approval prior to incurring any costs that would be chargeable to Client under this Agreement. Client agrees to pay those charges in addition to the monthly retainer noted above. The charges include, but are not limited to, court and other filing fees, e-discovery costs, expert witness fees, private investigator fees, consultant fees, court reporter costs, transcript costs, other litigation support services fees and costs, transfer or other taxes, recording fees, and other similar charges. For purposes of this Agreement, the terms "fees" and "costs" are used interchangeably and shall be interpreted to include any all sums charged or incurred in connection with services rendered.

(B) Out-of-Town Travel. If our work requires that we travel, and Client authorizes our travel, Client agrees to pay transportation at the current IRS mileage rate, meals, lodging and all other costs of any reasonable necessary out-of-town travel by our personnel.

(C) Experts, Consultants and Investigators. It may become necessary to hire experts, consultants or investigators in the course of our work for Client. However, we will not hire such persons unless Client agrees to pay for their fees and charges after consultation with us.

5. BILLING STATEMENTS

We will send you monthly statements for any fees and costs incurred by us consistent with this Agreement, and the unpaid balance for each such statement will be due in thirty (30) days of its date.

6. CONFLICT OF INTEREST

We have performed a formal conflicts check within our office. We have found no apparent conflicts relative to representation of Client's interests.

As you understand, we represent numerous clients on numerous matters. If we become aware of a conflict in the future, we will discuss it with you. We specifically reserve the right to withdraw from representation if we believe that we cannot properly represent Client's interests or if representation of Client's interests would harm Client or another client. Further, if, during the course of our representation of Client in a particular matter, the existence of potential claims against Client in such matter, we reserve the right to withdraw from your representation on that particular matter and/or, after consultation with you, refer that matter out to other counsel to handle.

Your execution and return of an original of this letter shall constitute your consent to this conflicts policy.

7. FILE MAINTENANCE

Kay Casto & Chaney typically maintains files in electronic and paper form during the pendency of a matter. At the conclusion of a particular matter, any paper file will be returned to you for appropriate storage (subject to any Protective Order or other requirement that certain documents within that file be destroyed or returned to another party before we return the file to you for storage). We reserve the right, but have no duty,

to maintain an electronic copy of all records related to matters that we have handled on behalf of Client.

8. GOVERNING LAW AND DISPUTE RESOLUTION

We look forward to a long and mutually productive relationship with Client. However, if you become dissatisfied for any reason, we encourage you to bring that to our attention immediately as we believe that most problems can be resolved through good faith discussions between the parties. If, however, a disagreement exists that cannot be worked out between us, this agreement and its enforcement shall be governed by the laws of the State of West Virginia without reference to conflict of law rules. In signing this agreement, Client further agrees to submit to the personal jurisdiction of the Courts of the State of West Virginia and that the sole and exclusive jurisdiction and venue for any disputes arising hereunder shall be the Circuit Court of Monongalia County, West Virginia.

9. DISCHARGE AND WITHDRAWAL

You may discharge us at any time, and we may withdraw at any time.

We look forward to the privilege of working with you. Please sign and return a copy of this letter to me.

Very truly yours,

/s/ Ryan Simonton

Ryan Simonton

Client

By:


Name: James Gatz

Date: 10.13.2025

Title: Mayor

Status of Mill Street Property

TO: Shepherdstown Town Council
FROM: James Gatz, Mayor
DATE: November 7, 2025
SUBJECT: Status of Mill Street Property

As approved by Town Council on Thursday, November 6, 2025, I signed the "Agreement Regarding Use and Occupancy of the Rumsey Mobile Home Park Property," and Attorney Chazz Printz has filed the document with the County.

For next steps, Town staff will:

- 1) Complete arrangements with First Energy Corporation regarding utility poles and electrical service on the property.
- 2) Develop land leases with Mr. and Mrs. King and Mr. and Mrs. Saylor.
- 3) Develop a month-to-month lease with Mr. Breeden and/or his family.
- 4) Explore options for assisting Mr. Breeden to relocate from the property.
- 5) Enforce removal notices for trailers owned by Sam Jannotta; Simon Hepburn; and Sven Nielsen.

New Business

Annexation Request

TO: Shepherdstown Town Council
FROM: James Gatz, Mayor
DATE: November 7, 2025
SUBJECT: Status of Annexation Request

As discussed at the October meeting, the Town has received a request to annex two parcels containing 4.37 acres adjacent to Shepherdstown's eastern boundary (see the attached documents). The request is asking for annexation only, without reference to development plans.

On November 4, Attorney Chazz Printz advised me that the petition includes incomplete information about the two plats. He has asked the owners to provide separate legal descriptions and plats for each of the two parcels, for clarity. The owners have not submitted the requested information as of November 7, 2025.

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

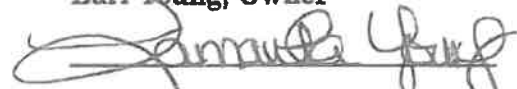
1. **Utilities.** Water and sewer services are or will need to be furnished to the Property by the Town, the costs of which were or shall be paid by the Petitioners. Electric service to the Property shall be furnished by Potomac Edison. Internet services to the property shall be furnished by Comcast 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 it's 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.

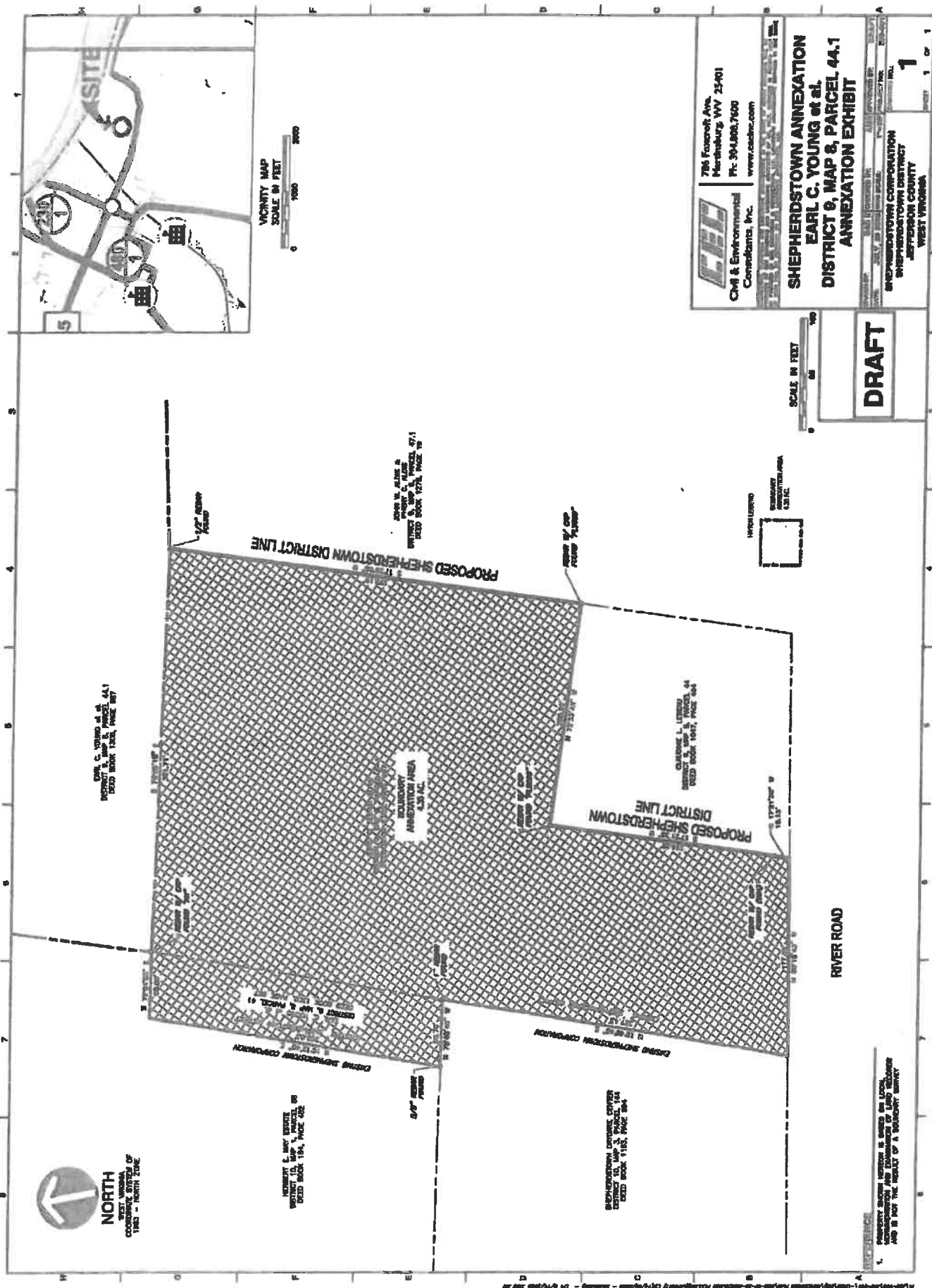
217 S. Duke Street, Suite 100

Shepherdstown, WV 25443

(304) 519 9200

West Virginia Bar No. 14558





Holiday Events Plans

TO: Shepherdstown Town Council
FROM: James Gatz, Mayor
DATE: November 7, 2025
SUBJECT: 2025 Holiday Events

- Reminders:
 - Christmas in Shepherdstown, Friday, November 28
 - December First Friday events, Friday, December 5
 - Christmas Parade (sponsored and managed by the Rotary Club), Saturday, December 6, 10:00 a.m.
- Town Banners and Decorations
 - Town Public Works staff will hang the new holiday banners on German Street, Princess Street and related streets on Wednesday, November 26.
 - Due to a delay with the utility company, it is possible that the town will not be able to have electric snowflake decorations as previously discussed. However, we are exploring other options such as hanging additional lights near the Market House and providing glow sticks for the crowd at the Christmas in Shepherdstown evening event.
- Christmas parade
 - Please plan to participate!
 - The Town will use a new town banner at the parade, and we plan to have holiday items for distribution along the parade route.
 - We will invite town employees to walk with the elected officials in the parade.

Town Honorarium and Personnel Matters

Information will be distributed to Town Council members at the November 12 meeting.

Reports of Committees, Commissions, and Boards

Information will be distributed to Town Council members at the November 12 meeting.

Staff Reports

November 2025 Staff Report

Wastewater, Water and Streets

Water/Sewer Leaks / Issues

- 1) Bon Aire- Hydrant valve leaking- (awaiting parts)
- 2) River Rd- 1 inch service line leak-10/22
- 3) German St.- Sewer back up 10/7
- 4) Market house- Sewer back up 10/7
- 5) German St- Service main leak 10/21
- 6) Exeter Ct.- Corp stop leak 10/27
- 7) German St.- 2-inch cap leak 10/21

Water plant/Wastewater plant

Water plant-

- New Bleach system fine tuning. Installed 5 check valves and vacuum breaker to help with back siphonage

- Leak detection in town complete (found 8 leaks)

Wastewater plant-

- New Tow Motor Demo
- Rebuild Feed pump 4
- Blower rebuild

Lead and Copper rule

Applying for grant for the Lead goosenecks and galvanized lines requiring replacement

Streets

Fix street signs/ Loading zones

Mowing Trimming Weeding

Event prep

Clean street drains/ leaves

Boo fest

November 2025 Staff Report

New Banner brackets installed

Hometown Hero Banners

PW yard clean-up

Clean up week 11/6-11/10

Dig found leak marked locations

Benches complete ready for artist

Trash/Recycling/Yard waste/Rough cost

Glass- 11 tons Dump cost \$2400

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

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

Yard Waste- 10 loads. Dump cost \$500

New Park Property

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

Posting NO DUMPING signs

PATH Project update (Kenny Shipley)

Oct 2025- Easements are updated/complete- Project to go to bid 2026

Operator update

As of October 31st, 2025, we are no longer in an emergency state we are back to normal operations with adequate operators for both water and wastewater.



Shepherdstown Police Department

Michael L. King, Chief of Police

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

October 2025 report,

Attached is a list of police service calls for the month of October 2025. A total of 529 police service calls include 25 assists for the Jefferson County Sheriff's Office. That is 4.7% of the calls being an assist to another agency. The Jefferson County Sheriff's assisted us with 14 calls for service.

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

Note Worthy Events:

On 10/20/25 Sgt. Jeffries found an abandoned vehicle on N Duke St at the foot bridge. The vehicle had considerable damage that was consistent with an off-road accident. The location of the accident was not located and Sgt. Jeffries towed the vehicle. Later that day he received a call from the Pennsylvania State Police advising that the same vehicle had been reported stolen to them but had not been entered into the computer when Sgt. Jeffries located it. They indicated that they had a suspect and would take possession of the vehicle.

On 10/20/25 Officer Simms responded to a reported Threat which was found to be an internet extortion complaint. An investigation is ongoing, but all participants have been identified.

On 10/25/25 Officers safely staffed the largest "No Kings Protest" to date with the assistance of West Virginia State Police and Jefferson County Sheriff's Office.

On 10/31/25 Officers safely staffed a very large "Trick or Treat" event that brought many ghosts, ghouls, and goblins to Shepherdstown. Many compliments from the citizens on the safety of the event.

Sincerely,



Michael L. King

Chief of Police

To: Mayor and Town Council

From: Maged Kirollos, Director of Finance

Re: Engagement with Cox Hollida Young, PLLC.

We are requesting to formally engage CoxHollidaYoung, PLLC, firm to provide compilation services for our financial statements for the fiscal year ending 2025 in preparation for a required state audit. This engagement follows a transition from our previous accounting firm, "*J.C. Kunkle & Associates, A.C.*" **(Retired)**. We are confident that CoxHollidaYoung, PLLC team's expertise and professionalism will support a smooth and timely process

Town Financial Status

Here's the analysis of the **FY26 Corporation of Shepherdstown Budget vs. Actuals (as of 9/30/25)**:

Key Financial Summary

- **Total Revenue**
 - **Budgeted:** \$508,750
 - **Actual:** \$583,341
 - Over budget by \$74,591**
 - **Total Expenses**
 - **Budgeted:** \$719,850
 - **Actual:** \$602,299
 - Under budget by \$117,551**
 - **Current Position:**

While the surplus line was not clearly defined in the file, based on revenue and expense data, the Town is in a **positive position** (revenues exceed expenses by roughly \$-18,958 for this period).
-

Top Overperforming Revenue Categories

1. **Taxes Ad Valorem:** +\$91,009
 2. **Interest Income (Operating Account):** +\$17,661
 3. **Utility Tax:** +\$7,670
 4. **Business Licenses:** +\$6,886
 5. **Gaming Income:** +\$3,468
-

Top Underperforming Revenue Categories

1. **Video Lottery:** -\$29,105
 2. **Hotel/Motel Tax:** -\$19,132
 3. **Supplemental Taxes:** -\$6,539
 4. **Parking Meters:** -\$5,272
-

Top Expense Insights

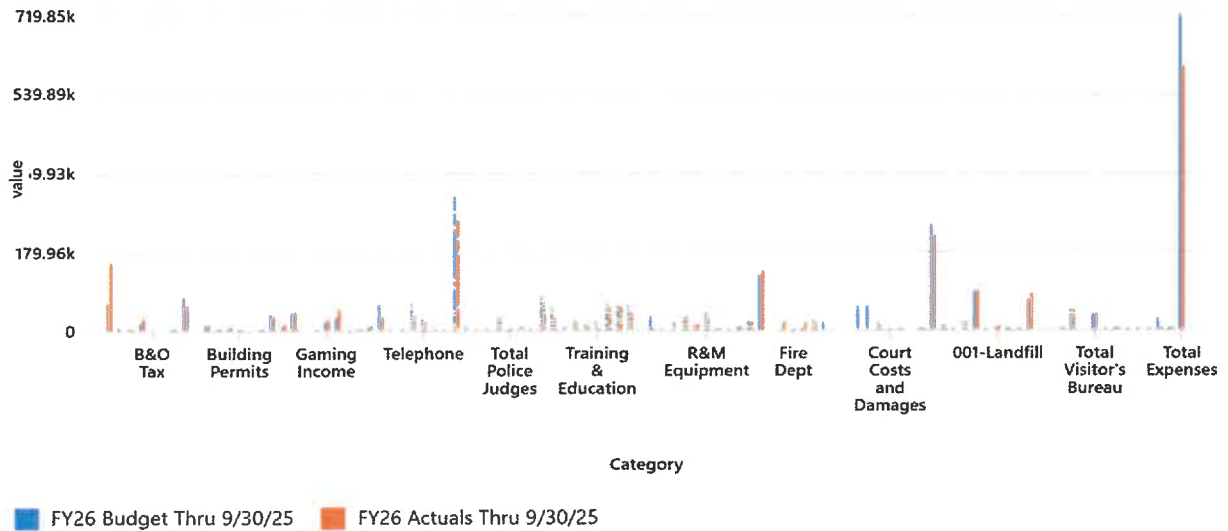
- **Largest Under-Budget Areas (Savings):**
 - Contingencies: -\$53,987
 - Planning & Zoning: -\$27,711
 - Police Department: -\$24,828
 - Civic Promotions: -\$21,662
- **Over-Budget Areas:**

Most expense categories are under budget; over-budget items were not clearly defined in the dataset (some rows had missing data).

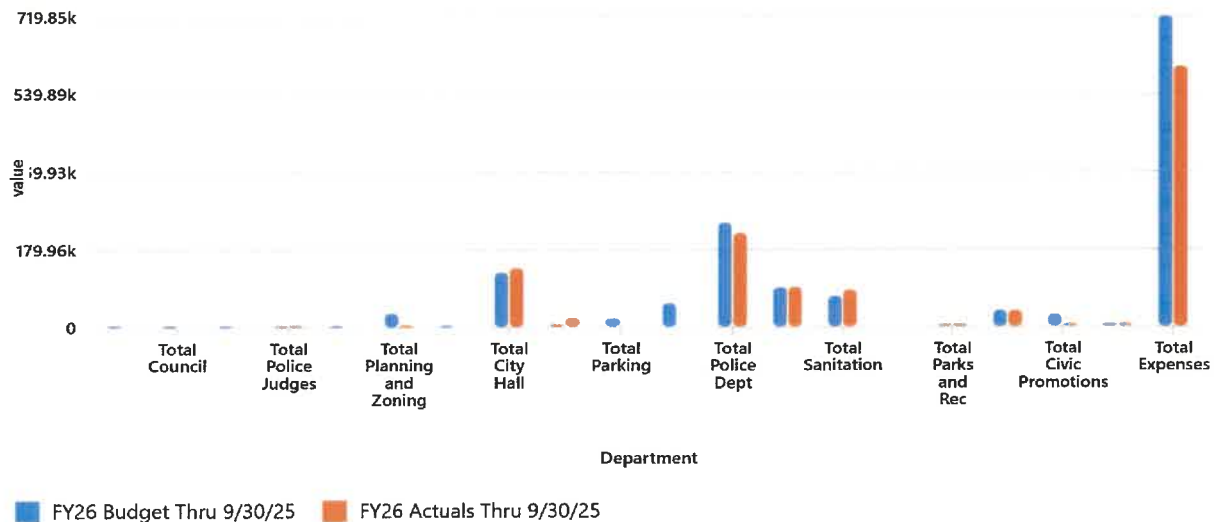
Key Takeaways

- Strong revenue performance driven by property taxes and interest income.
- Significant shortfall in Hotel/Motel Tax and Video Lottery revenue.
- Expenses are well-controlled, with major savings in contingency and departmental budgets.
- Overall, Shepherdstown is in a favorable financial position for Q1 FY26.

1. Revenue Breakdown (Budget vs Actual)



2. Expense Breakdown (Budget vs Actual)



Balance Sheet
Corporation of Shepherdstown
As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
106 Petty Cash	\$440.00
GENERAL FUNDS BANKING	
101.011 General Operating Funds 6209	-\$4,525.31
101.040 DR/CR Revenue Checking 8818	10,030.40
101.09 PoliceDR/CR Acct-all 6798	10,476.81
101.50 Payroll Checking 0471	2,692.91
102 Global (was WSG) 6039	12,349.00
GENERAL FUNDS ICS ACCOUNTS	\$5,031,378.88
Total for GENERAL FUNDS BANKING	\$5,062,402.69
RESTRICTED FUNDS	\$324,279.55
RESTRICTED FUNDS BANKING	\$0.00
RESTRICTED FUNDS ICS ACCOUNTS	\$4,352.37
Undeposited Funds	617.98
Total for Bank Accounts	\$5,392,092.59
Accounts Receivable	
General Funds A/R	\$0.00
108 Other Accrued Receivables	\$778.28
109 Accrued Taxes Receivable	\$147,697.89
111 Garbage Billing	\$24,963.65
Total for General Funds A/R	\$173,439.82
Total for Accounts Receivable	\$173,439.82
Other Current Assets	\$42,301.75
Total for Current Assets	\$5,607,834.16
Fixed Assets	\$5,478,314.36
Other Assets	\$68,447.10
Total for Assets	\$11,154,595.62
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
244.01 General Fund Payable - Payroll	0.00
General Funds A/P	
201 Accounts Payable, Vendor	11,766.76

Balance Sheet

Corporation of Shepherdstown

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Total for General Funds A/P	\$11,766.76
Total for Accounts Payable	\$11,766.76
Credit Cards	
213 Purchase Card Payable	\$45,917.19
213.1 PCard-Gen Fund Operating Funds	0.00
Total for 213 Purchase Card Payable	\$45,917.19
Fifth Third	0.00
Total for Credit Cards	\$45,917.19
Other Current Liabilities	
140.01 DO-RHBT Payments Subsequer	0.00
140.02 DO - Change in Proportionate	-1,320.00
140.3 DO - Difference in Earnings	0.00
140.4 DO-Reallocation of Opt. Out	0.00
140.5 DO - Change in Assumptions	-2,695.00
200.02 EVCF Endowment Fund	0.00
2104 PEIA Payable	4,356.00
242 Sewer Payable - Payroll Fund	0.00
243 Water Payable - Payroll Fund	0.00
245 Unreceipted Cash W/S G Dept)	0.00
250.10 Net OPEB Liability	0.00
260 Accrued Compensated Absences	84,750.59
280.10 DI-Different Expected/Actual I	11,110.00
280.20 DI-Difference Proj/Actual Earn	318.00
280.30 DI-Changes/Differences Prop. S	13,022.00
280.40 DI - Changes in Assumptions	10,648.00
280.5 DI-Reallocation of Opt. Out	0.00
290.50 Restricted for Equipment	96,206.00
292.20 PPA-Beginning OPEB Liability	927.00
292.30 PPA-2017 RHBT Payment	-12,850.00
292.40 PPA-Beginning Net OPEB Obligati	0.00
Child Support	-634.61
Christmas Club	-320.00
Due to (from) Coal Severance	-22,750.31
Due to (from) Sewer	-394,334.44
Due to (from) Water	-752,938.30
Garnishments	5,840.83
Gen Fund Other Current Liab.	
220 Accrued Wages & Taxes Payable	44,926.43
235 Customer Dep Funds/Int Payable	\$0.00
Customer Deposit Funds Payable	21,891.22
Customer Deposit Interest Payable	3,325.55

Balance Sheet

Corporation of Shepherdstown

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Total for 235 Customer Dep Funds/Int Payable	\$25,216.77
239 Deferred Revenue	\$0.00
239.10 Deferred Revenue - Other	0.00
Deferred Property Tax Revenue	0.00
Total for 239 Deferred Revenue	\$0.00
240 Other Current Liabilities	
Appeal Bonds-Police court	0.00
Board of Appeals Fee Bond	300.00
Total for 240 Other Current Liabilities	\$300.00
Total for Gen Fund Other Current Liab.	\$70,443.20
Payroll Liabilities	21,759.63
VALIC Retirement Payable	17,305.19
Total for Other Current Liabilities	-\$851,156.22
Total for Current Liabilities	-\$793,472.27
Long-term Liabilities	
Total for Liabilities	-\$793,472.27
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Retained Earnings	650,295.88
Net Income	-115,088.82
Total for Equity	\$11,948,067.89
Total for Liabilities and Equity	\$11,154,595.62

Corporation of Shepherdstown									
FY26 Budget vs Actuals									
Through September 30, 2025									
	REVENUES	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations	
299	Carryover	\$ 240,000	\$ 174,950	\$ 384,522	\$ 96,131	\$96,131	\$ 0		
301	Taxes Ad Valorem	\$ 239,731	\$ 253,444	\$ 253,444	\$ 63,361	\$154,370	\$ 91,009	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)	
301-06	Supplemental Taxes	\$ 23,100	\$ 26,155	\$ 26,155	\$ 6,539	\$ 0	(\$6,539)	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	\$ 5,000	\$ 3,817	(\$1,183)	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	\$ 20,000	\$27,670	\$ 7,670	Monthly Utility Taxes assessed on all utilities	
305	B&O Tax	\$ 83,000	\$ 85,000	\$ 85,000	\$ 0	\$ 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	\$ 400	\$ 146	\$ 46	Fees for dog tags collected by Jefferson County	
308	Hotel/Motel Tax	\$ 300,000	\$ 300,000	\$ 300,000	\$ 75,000	\$55,868	(\$19,132)	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	\$ 13,750	\$13,447	(\$303)		
321	Parking Violations	\$ 30,000	\$ 12,000	\$ 12,000	\$ 3,000	\$4,875	\$ 1,875		
325	Business Licenses	\$ 20,000	\$ 10,000	\$ 10,000	\$ 2,500	\$9,386	\$6,886	Revenue received as beginning of FY26	
326	Building Permits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 1,000	\$780	(\$220)		
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	\$ 1,250	\$1,633	\$383	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	\$ 38,750	\$32,478	(\$5,272)	Includes Parking Meter and Parking Permit Revenue	
345	Rent and Concession Revenue	\$ 45,000	\$ 45,000	\$ 45,000	\$ 11,250	\$14,250	\$3,000	Monthly rent from the Water and Sewer Departments (\$1,800 each)	
350	Refuse Collection	\$ 175,000	\$ 175,000	\$ 175,000	\$ 43,750	\$42,968	(\$782)	Monthly refuse collection revenue	
368	Contributions from Other Entities	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0		
374	Payroll Reimbursement	\$ 1,095,600	\$ 0	\$ 0	\$ 0	\$3,131	\$3,131		
376	Gaming Income	\$ 110,000	\$ 90,000	\$ 90,000	\$ 22,500	\$25,968	\$3,468	Monthly Tax assessed by WV on gaming revenue in The State	
380	Interest Income - Operating Account	\$ 80,000	\$ 130,000	\$ 130,000	\$ 32,500	\$50,161	\$17,661		
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	\$ 2,500	\$3,057	\$557	Quarterly Rebate from WV Purchasing Card	
391	Recycling Program	\$ 34,000	\$ 36,000	\$ 36,000	\$ 9,000	\$11,915	\$2,915	Monthly recycling collection revenue	
397	Video Lottery	\$ 240,000	\$ 243,129	\$ 243,129	\$ 60,782	\$31,678	(\$29,109)	Weekly Tax assessed by WV on Video Lottery Games	
399	Miscellaneous Revenue	\$ 350	\$ 350	\$ 350	\$ 88	\$ 0	(\$88)	Payroll Reimbursement for Police grant work	
	Total Revenues	\$ 3,746,181	\$ 2,645,928	\$ 2,855,500	\$ 508,750	\$ 563,341	\$ 74,591		

Department Expense Line Items				FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
409 Mayor's Office - 409				FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
101	Salary			\$ 2,000	\$ 2,000	\$ 2,000	\$ 500		(\$500)	
104	FICA			\$ 151	\$ 0	\$ 0	\$ 0		\$ 0	
111	Telephone			\$ 970	\$ 500	\$ 500	\$ 125		(\$125)	
226	Liability Insurance			\$ 100	\$ 100	\$ 100	\$ 25		(\$25)	Workers Comp
	Total Mayor's Office			\$ 3,221	\$ 2,600	\$ 2,600	\$ 650	\$ 0	(\$650)	
410 City Council - 410				FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
101	Salaries			\$ 6,000	\$ 6,000	\$ 6,000	\$ 1,500	\$ 0	(\$1,500)	
104	FICA			\$ 450	\$ 450	\$ 450	\$ 113	\$ 0	(\$113)	
226	Liability /Workers Comp Insurance			\$ 550	\$ 250	\$ 250	\$ 63	\$ 0	(\$63)	Workers Comp
	Total Council			\$ 7,000	\$ 6,700	\$ 6,700	\$ 1,675	\$ 0	(\$1,675)	
87										
411 City Recorder				FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
101	Salaries			\$ 1,500	\$ 1,500	\$ 1,500	\$ 375		(\$375)	
104	FICA			\$ 115	\$ 115	\$ 115	\$ 29		(\$29)	
226	Liability /Workers Comp Insurance			\$ 64	\$ 64	\$ 64	\$ 16		(\$16)	Workers Comp
	Total Recorder			\$ 1,679	\$ 1,679	\$ 1,679	\$ 420	\$ 0	(\$420)	
141										
416 Police Judges - 416				FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
223	Professional Services			\$ 8,900	\$ 9,900	\$ 9,900	\$ 2,475	\$ 800	(\$1,875)	One Municipal Court Judge and one prosecutor
	Total Police Judges			\$ 8,900	\$ 9,900	\$ 9,900	\$ 2,475	\$ 800	(\$1,875)	
435 Regional Dev Authority - 435				FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
222	Dues & Subscriptions			\$ 1,439	\$ 2,649	\$ 2,649	\$ 662	\$ 0	(\$662)	Annual Bill from Regional Development Authority
	Total Regional Dev. Authority			\$ 1,439	\$ 2,649	\$ 2,649	\$ 662	\$ 0	(\$662)	
437 Planning & Zoning - 437				FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
103	Salaries			\$ 75,200	\$ 85,508	\$ 85,508	\$ 21,377		(\$21,377)	
104	FICA			\$ 6,169	\$ 6,541	\$ 6,541	\$ 1,635		(\$1,635)	
105	Group Insurance			\$ 14,364	\$ 12,000	\$ 12,000	\$ 3,000		(\$3,000)	
106	Retirement			\$ 8,000	\$ 8,550	\$ 8,550	\$ 2,138		(\$2,138)	
211	Telephone			\$ 2,000	\$ 0	\$ 0	\$ 0		\$ 0	
214	Travel			\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
218	Postage			\$ 105	\$ 0	\$ 0	\$ 0	\$ 9	\$ 9	
220	Advertising/Legal Publications			\$ 1,000	\$ 0	\$ 0	\$ 0	\$ 216	\$ 216	
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	\$ 2,125	\$ 3,339	\$ 1,214	legal costs
226	Insurance & Bonds			\$ 2,000	\$ 2,000	\$ 2,000	\$ 500		(\$500)	Workers Comp
230	Contracted Services			\$ 0	\$ 2,000	\$ 2,000	\$ 500		(\$500)	
341	Departmental Supplies			\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	

Department Expense Line Items					FY26 Budget		FY26 Budget		FY26 Actuals		(Under) Budget		Notes and Explanations
		FY25 Budget	FY26 Budget	FY26 Budget	Rev 1	Approved	Rev 1	Thru 9/30/25	Thru 9/30/25	Thru 9/30/25	Thru 9/30/25	Thru 9/30/25	
216	R&M Equipment	\$ 0	\$ 2,000	\$ 2,000				\$ 500			(\$500)		
345	Uniforms	\$ 0	\$ 750	\$ 750				\$ 188			(\$168)		
	Total Parking	\$ 0	\$ 72,542	\$ 72,542				\$ 18,136	\$ 0		(\$18,136)		
699	Contingencies-699	FY25 Budget	FY26 Budget	FY26 Budget				FY26 Budget	FY26 Actuals	Over/(Under) Budget			Notes and Explanations
		Rev 1	Approved	Rev 1				Thru 9/30/25	Thru 9/30/25	Thru 9/30/25			
566	Merit	\$ 0	\$ 0	\$ 0				\$ 0			\$ 0		
	COLA	\$ 0	\$ 0	\$ 0				\$ 0			\$ 0		
566	Unexpected Contingencies	\$ 0	\$ 6,375	\$ 215,947				\$ 53,987			(\$53,987)		
	Total Contingencies	\$ 0	\$ 6,375	\$ 215,947				\$ 53,987	\$ 0		(\$53,987)		
700	Police Department - 700	FY25 Budget	FY26 Budget	FY26 Budget				FY26 Budget	FY26 Actuals	Over/(Under) Budget			Notes and Explanations
		Rev 1	Approved	Rev 1				Thru 9/30/25	Thru 9/30/25	Thru 9/30/25			
103	Salaries	\$ 445,000	\$ 467,725	\$ 467,725				\$ 116,931	\$ 120,446		\$ 3,515		
104	FICA	\$ 40,545	\$ 35,781	\$ 35,781				\$ 8,945	\$ 9,041		\$ 96		
105	Group Insurance	\$ 92,000	\$ 106,720	\$ 106,720				\$ 26,680	\$ 26,032		(\$648)		
106	Retirement	\$ 30,000	\$ 53,000	\$ 53,000				\$ 13,250	\$ 5,695		(\$7,555)		
108	Overtime/Extra Help	\$ 85,000	\$ 40,000	\$ 40,000				\$ 10,000			(\$10,000)		
211	Telephone	\$ 10,000	\$ 10,000	\$ 10,000				\$ 2,500	\$ 1,101		(\$1,399)		
213	Utilities	\$ 5,000	\$ 5,000	\$ 5,000				\$ 1,250	\$ 5,288		\$ 4,038		
215	R&M Building & Grounds	\$ 15,000	\$ 15,000	\$ 15,000				\$ 3,750			(\$3,750)		
216	R&M Equipment	\$ 4,000	\$ 5,000	\$ 5,000				\$ 1,250	\$ 1,517		\$ 267		
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000				\$ 3,500	\$ 3,322		(\$178)		
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100				\$ 525	\$ 401		(\$124)		
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0				\$ 0			\$ 0		
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000				\$ 250			(\$250)		
221	Training & Education	\$ 4,000	\$ 5,000	\$ 5,000				\$ 1,250	\$ 895		(\$355)		
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0				\$ 0			\$ 0		
223	Professional Services	\$ 17,000	\$ 6,000	\$ 6,000				\$ 1,500	\$ 322		(\$1,178)		
226	Insurance & Bonds	\$ 65,000	\$ 77,500	\$ 77,500				\$ 19,375	\$ 18,557		(\$818)		
229	Court Costs and Damages	\$ 5,000	\$ 1,000	\$ 1,000				\$ 250			(\$250)		
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450				\$ 863	\$ 2,358		\$ 1,496		
235	Police Remittance Fees	\$ 6,000	\$ 7,000	\$ 7,000				\$ 1,750	\$ 1,670		(\$80)		
307	Bank Charges	\$ 0	\$ 0	\$ 0				\$ 0	\$ 0		\$ 0		
341	Departmental Supplies	\$ 35,210	\$ 35,000	\$ 35,000				\$ 8,750	\$ 2,438		(\$6,312)		
343	Police Gas/Fuel	\$ 20,000	\$ 20,000	\$ 20,000				\$ 5,000	\$ 4,897		(\$103)		
345	Uniforms	\$ 5,000	\$ 6,400	\$ 6,400				\$ 1,600	\$ 774		(\$826)		
353	Computer Software/IT	\$ 15,000	\$ 47,000	\$ 47,000				\$ 11,750	\$ 11,336		(\$414)		
	Total Police Dept	\$ 919,305	\$ 963,676	\$ 963,676				\$ 240,919	\$ 216,091		(\$24,828)		
750	Streets - 750	FY25 Budget	FY26 Budget	FY26 Budget				FY26 Budget	FY26 Actuals	Over/(Under) Budget			Notes and Explanations
		Rev 1	Approved	Rev 1				Thru 9/30/25	Thru 9/30/25	Thru 9/30/25			
103	Salaries	\$ 130,000	\$ 123,963	\$ 123,963				\$ 30,991	\$ 29,204		(\$1,787)		
104	FICA	\$ 10,000	\$ 9,483	\$ 9,483				\$ 2,371	\$ 2,212		(\$159)		
105	Group Insurance	\$ 23,000	\$ 29,500	\$ 29,500				\$ 7,375	\$ 6,608		(\$767)		
106	Retirement	\$ 7,000	\$ 6,500	\$ 6,500				\$ 1,625	\$ 1,602		(\$23)		
211	Telephone	\$ 700	\$ 600	\$ 600				\$ 150	\$ 311		\$ 161		
213	Utilities	\$ 25,000	\$ 28,000	\$ 28,000				\$ 7,000	\$ 7,494		\$ 494		Potomac Edison - Street Lights/Master Bill Account

Department Expense Line Items										
	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY 26 Actuals Thru 9/30/25	(Under) Budget Thru 9/30/25	Notes and Explanations			
215										
216										
217										
220										
221										
226										
230										
341										
343										
345										

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
216	R&M Equipment	\$ 0	\$ 1,000	\$ 1,000	\$ 250		(\$250)	
226	Insurance & Bonds	\$ 1,137	\$ 1,500	\$ 1,500	\$ 375	\$ 716	\$341	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 500		(\$500)	
343	Auto Supplies	\$ 2,000	\$ 1,000	\$ 1,000	\$ 250	\$ 304	\$54	
459	Capital Outlay-Equipment	\$ 60,200	\$ 0	\$ 0	\$ 0		\$ 0	
	Total Parks and Rec	\$ 80,000	\$ 16,250	\$ 16,250	\$ 4,063	\$ 4,428	\$366	
901	Visitor's Bureau - 901	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
567	Contributions	\$ 150,000	\$ 150,000	\$ 150,000	\$ 37,500	\$ 36,214	(\$1,286)	50% of Hotel/Motel Tax Collections
480	Construction In progress	\$ 150,000	\$ 0	\$ 0	\$ 0		\$ 0	
	Total Visitor's Bureau	\$ 300,000	\$ 150,000	\$ 150,000	\$ 37,500	\$ 36,214	(\$1,286)	
912	Civic Promotions-912	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
568	Contributions	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	50% of Hotel/Motel Tax Collections - New Department
568-001	Contributions-Vibrant Downtown & Support the Businesses	\$ 0	\$ 21,782	\$ 21,782	\$ 5,446		(\$5,446)	
568-002	Contributions-Housing & Historical Preservation	\$ 0	\$ 21,782	\$ 21,782	\$ 5,446	\$ 5,566	\$121	Tobacco Warehouse Flood Insurance
568-003	Contributions-Land Use Planning	\$ 0	\$ 21,782	\$ 21,782	\$ 5,446		(\$5,446)	
568-004	Contributions-Sustainable Services	\$ 0	\$ 21,782	\$ 21,782	\$ 5,446		(\$5,446)	
568-005	Contributions-Town Facilities & Parks	\$ 0	\$ 21,782	\$ 21,782	\$ 5,446		(\$5,446)	
	Total Civic Promotions	\$ 0	\$ 108,910	\$ 108,910	\$ 27,228	\$ 5,566	(\$21,662)	
916	Library 916	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 9/30/25	FY26 Actuals Thru 9/30/25	Over/(Under) Budget Thru 9/30/25	Notes and Explanations
567	Contributions	\$ 21,600	\$ 24,840	\$ 24,840	\$ 6,210	\$ 6,210	\$ 0	Monthly Contribution from Shepherdstown to the library of \$2,070
	Total Library	\$ 21,600	\$ 24,840	\$ 24,840	\$ 6,210	\$ 6,210	\$ 0	
381	Total Expenses	\$ 3,746,181	\$ 2,645,928	\$ 2,855,400	\$ 719,850	\$ 602,299	(\$117,551)	
382								
383	Surplus or (Deficit)						192,142	Transfer to Capital Outlay
	True Surplus or (Deficit)						192,142	

Approval of Town Expenditures

Transaction Detail by Account
Corporation of Shepherdstown
October 1-31, 2025

Transaction date	Transaction type	Num	Name	Class full name	Memo/Description	Amount
GENERAL FUNDS BANKING						
101.011 General Operating Funds 4209						
10/01/2025	Expense	Court fees - Sept. 25	WV Treasury		Remittance by Municipal Court fees- Sept. 2025	-760.00
10/02/2025	Bill Payment (Check)	ACH Payment	USI Insurance Services		Policy Renewal - License and Permit Bond - State of WV Dept. of Transportation	-250.00
10/02/2025	Bill Payment (Check)	ACH Payment	USI Insurance Services		CH Insurance Public Official Bond	-100.00
10/02/2025	Bill Payment (Check)	ACH Payment	USI Insurance Services		CH Commercial Insurance for Cyber Liability	-410.00
10/02/2025	Bill Payment (Check)	ACH Payment	USI Insurance Services		Work Completed within the Communication Director role per contract - Sept. 2025	-1,700.00
10/02/2025	Bill Payment (Check)	23704	Moore's Crime Services		Street Maintenance Invoice #627 - Crime	-560.00
10/02/2025	Bill Payment (Check)	23705	Police/Edison Company		Street Utilities	-1,827.83
10/02/2025	Bill Payment (Check)	23705	The Bowman Inn		Waste Management servs - Bowler Inn	-7,772.34
10/02/2025	Bill Payment (Check)	ACH Payment	SmartBill		CH Billing Supplies and Expense	-1,717.12
10/02/2025	Bill Payment (Check)	ACH Payment	Shepherdstown Valley's Center for the Arts		Contribution - Community Grant - FY25-26 - Payment #2	-13,050.00
10/02/2025	Bill Payment (Check)	ACH Payment	Shepherdstown Public Library		Monthly donation for October 2025	-2,070.00
10/02/2025	Bill Payment (Check)	23708	D. Frank Hill, III, Municipal Judge		Municipal Judge (October 2023 payment)	-250.00
10/12/2025	Expense	23707	Fogel Accounting and Consulting		Accounting Services	-3,250.00
10/14/2025	Bill Payment (Check)	ACH Payment	Kenny-Horn and Associates, Inc.		Hill Street Drainage Project	-12,300.00
10/14/2025	Bill Payment (Check)	ACH Payment	Corporation of Shepherdstown		Water Bill for Town Hall-Sept. 2025	-439.67
10/15/2025	Bill Payment (Check)	ACH Payment	Kenny-Horn and Associates, Inc.		Hill Street Drainage Project	-8,300.00
10/17/2025	Bill Payment (Check)	ACH Payment	Jefferson County CVB		Hill/Mt. Lebanon-Roads-September payment - Value Bureau	-13,859.33
10/20/2025	Bill Payment (Check)	23708	Tax Auditors		IT Services	-2,353.32
10/20/2025	Bill Payment (Check)	23709	United Way of the Eastern Panhandle		Town Court Remittance for September 2025	-46.00
10/20/2025	Bill Payment (Check)	23710	Jefferson County Emergency Communications		Franklin Neighborhoods CAD/Mobile Data - 76525 - 84525	-494.20
10/20/2025	Bill Payment (Check)	23711	Police/Edison Company		Street/CH Police Office	-598.76
10/20/2025	Bill Payment (Check)	23712	Yates		Paint/Supplies - Street Equipment	-855.00
10/20/2025	Bill Payment (Check)	23713	Ecological Services LLC		Reimbursement for purchase of 2 vehicles for Police vehicle Unit 604	-450.00
10/22/2025	Check	23715	Austin Strim		173 demurrage for palling of the Market House	-41.72
10/23/2025	Bill Payment (Check)	23716	Handy Printing		Cleaning Services	-2,577.00
10/27/2025	Bill Payment (Check)	23717	Liquid Cleaning Service		Haul 2 loads of Chert & Stone from Inwood Quarry	-1,012.99
10/31/2025	Bill Payment (Check)	23718	Mobile Estimating		Street Utilities	-1,827.64
10/31/2025	Bill Payment (Check)	23719	Police/Edison Company			-377,930.32
10/02/2025	Expense		March SETL EPX		Merchant Fees	-55.95
10/07/2025	Expense		March SETL EPX		Merchant Fees	-0.35
						-499.30
10/05/2025	Expense		Quabo		GUSTO PR SYS Fee	-680.17
10/07/2025	Check	23581	JSB		Police/Edison Company	-100.00
10/08/2025	Expense		Alco		Crime/Club	-487.52
10/17/2025	Bill Payment (Check)	23582	WV-Monitoring Public Benefits		AV/AG Insurance	-1,428.86
10/17/2025	Bill Payment (Check)	23583	City Hospital, Inc.		WV Plan benefits	-753.47
10/17/2025	Bill Payment (Check)	23584	Kath D. Warner & Associates Co., L.P.A.		Gem/Minerit	-2,732.30
10/28/2025	Check	23585	JSB		Police/Edison Company	-320.00
						-45,433.32
						-484,429.84
213 Purchase Card Payable						
10/01/2025	Expense	5623	T-Mobile		Communication - Cell phones	1,424.85
10/01/2025	Expense	5623	Mass Utility of West Virginia Inc		Message Fees (Water & Sewer)	56.89
10/01/2025	Expense	5623	Moore Design		Shepherdstown Historic Barriers - Home Town Hero	815.57
10/01/2025	Expense	5623	Criss Corporation		Uniforms (Town, Sewer, Water, Streets, Sanitation, and Police)	508.85

10/1/2025	Expense	5823	Disciple APG	Sanitation - Match Up fee Incubators - Invoice #130720172		
10/1/2025	Expense	5823	Apple Valley Waste Inc	Sanitation Dumping Fee		359.00
10/1/2025	Expense	5823	Waste Management Inc	711 sewer		753.85
10/1/2025	Expense	5823	Isart	QuickBooks - CH (Old Corporation)		2,073.38
10/1/2025	Expense	5823	Isart	QuickBooks - City Hall Water, Sewer		68.25
10/1/2025	Expense	5823	Isart	QuickBooks - City Hall Water, Sewer		123.05
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		123.05
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		68.85
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		569.54
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		517.19
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		508.85
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		358.80
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		853.82
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		175.08
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		284.25
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		176.84
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		6,420.00
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		1,488.88
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		51.74
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		702.38
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		129.27
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		42.49
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		1,811.82
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		2,018.76
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		309.15
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		3,402.80
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		256.89
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		934.99
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		59.44
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		1,424.85
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		438.97
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		183.85
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		11.11
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		950.00
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		1,189.14
10/1/2025	Expense	5823	Orla Corporation	QuickBooks - City Hall Water, Sewer		21.19
						\$32,171.76
10/1/2025	Check		Customer Deposit Refunds			-20.49
10/2/2025	Check		Customer Deposit Refunds			0.00
10/3/2025	Check		Customer Deposit Refunds			0.00
10/7/2025	Check		Customer Deposit Refunds			0.00
						-539.60
						59.60
						-539.60

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101 North Spring Street
Suite 200
Martinsburg WV 25401
Phone 304.263.0891
Fax 304.263.0997
www.chycpa.com



October 21, 2025

Corporation of Shepherdstown, WV
104 North King Street
Shepherdstown, WV 25443

We are pleased to confirm our acceptance and understanding of the services we are to provide for the Corporation of Shepherdstown, WV for the year ended June 30, 2025.

You have requested that we prepare the financial statements of the Corporation of Shepherdstown, WV, which comprise the annual financial statements of the governmental activities, the business activities, and each major fund of the Corporation of Shepherdstown, WV, for the year ended June 30, 2025, and the related notes to the financial statements, and perform a compilation engagement with respect to those financial statements.

The supplementary information accompanying the financial statements will be presented for the purposes of additional analysis. Such information is the responsibility of management. The supplementary will not be subject to our compilation engagement. We will not audit or review the supplementary information and will not express an opinion, a conclusion, nor provide any assurance on such information.

Our Responsibilities

The objective of our engagement is to –

1. prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you and
2. apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the accounting principles generally accepted in the United States of America.

We will conduct our compilation engagement in accordance with Statement on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care when preparing the financial statements and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking in the engagement in accordance with SSARS:

1. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with accounting principles general accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that Corporation of Shepherdstown, WV complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with-
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the compilation engagement.
 - unrestricted access to persons within the entity of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

We are not independent with respect to the Corporation of Shepherdstown, WV and will disclose that we are not independent in our compilation report.

You agree to include our accountants' compilation report in any document containing financial statements that indicates we have performed a compilation engagement on such financial statements and, prior to inclusion of the report, to obtain our permission to do so.

Other Relevant Information

Charli Heilmann, CPA is the engagement partner and is responsible and signing the report or authorizing another individual to sign it and is responsible for supervising the engagement.

Our fees for the annual compiled financial statement will be based on our discounted rates and will range from \$9,000 to \$12,500. The fee estimate is based on anticipated cooperation from personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return a copy to us.

Sincerely,
CoxHollidaYoung PLLC



Charli E. Heilmann, CPA
Partner

ACKNOWLEDGED:

By: _____

Title: _____

Date: _____

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, November 10, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Commissioner Ashley Reynolds (AR), Commissioner Cheryl Brown (CB), Commissioner Rebecca Bicker (RB), Commissioner Tom Mayes (TM), Architectural Consultant Jim King (JK) (via Zoom), and Gino Sisco, Town Administrator

In absentia: None

In audience: Jim Auxer, former mayor of Shepherdstown, 25-32 (205 N Duke St) Robert (Bob) Keller, 25-33 (213 W High St) Jack and Amy Childers, 25-37 (335 W German St) Brett Sinning (via Zoom)

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:** October 2025 – proposed changes to strike Carmen Slater’s title as a commissioner. TM proposed to approve CB seconded. All in favor. None opposed. Passed.
3. **Visitor Comments:** None outside of applications and workshops.
4. **Conflicts of Interest:** None noted.
5. **Applications:**

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

25-32 (205 N Duke St) Robert (Bob) Keller

Application Summary- Fence Project – Construction of a six-foot privacy fence for protection of private pool from deer intrusion and to restrict accidental access to children in back yard.

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. Fence proposed is wood with decorative caps. TM moved to recommend for approval by the planning commission application 25-32 wood fence in accordance with PG 68 of the Guidelines part A “Fences”. RB seconded. No voting is required as this is a recommendation only.

25-33 (213 W High St) Jack and Amy Childers

Application Summary- Fence Project – Construction of six-foot board fence along Duke St and interior property line (not street facing, faces 205 N Duke St), add black metal wire to existing 3 slat fence between property and 211 W High St interior property boundary (not street facing), addition of three gates for existing picket fence facing W High St.

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 white picket. AR

inquired about the black metal to be added to 3 slat fence with the homeowner noting it will be black hardware cloth attached to the existing wood foundation/slats of the 3 slat fence. TM noted that the proposed fence on the Duke St side would impede the public view of the historic home. The homeowners noted that the safety of the property is impaired due to the stone wall with only a 4 foot fence (a trespasser could leverage the stone wall to hop a 4 foot fence) and that the Duke St facing lot is actually vacant and does not include a home in its applicability to the zoning regulations making it a back line of the property. KA and TM noted that they had no issue with the metal fence from point A to B and the wood fence from B to E, but do not believe that the portion of the wood fence from point E to G is in accordance with the guidelines as it would impair the historic sense of place of the property overall. The majority of commissioners moved to recommend for approval by the planning commission application 25-33 for a metal fence from point A to B conditioned that the existing 3 slat fence remains as the support for the black hardware cloth fencing material between the boards to be installed upon; as well as approve the 6 ft wood fence from points B to C to D to E and as far as the start of the stone wall along line E to G (see pg 30 of agenda for diagram), but not the portion of the 6 ft wood fence from the start of the stone wall to point G as it would impair the historic sense of place of the property overall. Recommend that the white picket fence existing from point A to G be continued along the portion of the stone wall from point G to F to the end of the stone wall along line F to E, noting some opposed disapproving the wood fence portion along the stone wall. TM so moved. CB seconded. No voting is required as this is a recommendation only.

25-37 (335 W German St) Lanita Stevenson (homeowner not in attendance) & Brett Sinning (contractor via Zoom)

Application Summary- Installation of 121 feet of gutter protection with 12 feet of existing gutter height will be adjusted. No new gutters, elbows or downspouts.

Discussion- PG 50 of the guidelines under gutters and downspouts part C states “Replacement gutters within the public view should feature a half-round, rather than a “K” or ogee, profile. Round downspouts are strongly recommended. If located out of the public view, ogee gutters of aluminum or vinyl are acceptable.” The existing gutters are k/ogee style. TM moved to approve application 25-37 in accordance with guidelines on page 50 noting no change to the down spouts or elbows. CB seconded. All in favor. None opposed. Passed.

6. Workshop Sessions: None

7. Ongoing Business:

- **101 S. Princess Street** – no response on correcting noncompliant door, town will follow standard procedure.

8. New Business:

- **New meeting schedule-** Discussion of HLC’s consideration of moving HLC meetings to 1st Monday of the month instead of the 2nd Monday of the month to give the town more time to ensure that the planning commission is prepared with the HLC info from the 2 weeks prior. RB moved to change the meeting day for the HLC

to the 1st Monday of the month starting January 5, 2026. TM seconded. All in favor. None opposed. Passed.

- Discussion of draft education materials with feedback for the Mills Group
 - Shepherdstown Commercial Guide – intended audience – businesses:
 - Font size is small making it hard to read.
 - The picture is not as fresh as it could be (old picture is being used with old shops and vehicles).
 - Too much emphasis on the DOI Preservation Briefs in lieu of the Corporation of Shepherdstown’s Historic Preservation Guidelines.
 - KA noted that the information provided does not answer ‘why’ the HLC exists and ‘when’ the reader needs to have their work approved by the HLC.
 - All commissioners noted that the town map is incorrect.
 - Remove the annual maintenance checklist.
 - Needs information added on the economics of why historic preservation makes sense.
 - Add list of ‘things I can do’ and ‘things I can’t do’ re: historic preservation in town.
 - None of the QR codes work currently.
 - Shepherdstown Residential Guide – intended audience – homeowners/realtors:
 - Same comments as above.
 - Plus a feeling that AI wrote the information and it does not feel genuine.
 - Repetition of verbiage is not professional sounding.
 - HLC is never mentioned.
 - Curriculum document - audience unknown:
 - HLC cannot understand the intended audience of the document.
 - It does not mention revolutionary war.
 - Discussion on partnerships mentions ‘heritage organization’ but does not mention the HLC or other appropriate organizations like the Shepherdstown Museum.
 - In lieu of the curriculum document it would be more beneficial to have a document specifically for realtors/potential home buyers as the historic requirements are material information in buying the home.
 - **Overall HLC would like a copy of the statement of work/scope of work that the Mills Group was to perform to review against the materials and provide formal feedback to the Mills Group for a complete rework of the materials before the revised materials are reviewed in detail by the HLC.**

9. Adjournment: TM moved to adjourn at 7:41p.m. RB seconded. All in favor. None opposed. Passed.

Shepherdstown Parks & Recreation Committee

Draft Minutes – October 28, 2025

Attendance: Cheryl Roberts, Chair; Marty Amerikaner, Tobi Moriarty, Adam Thomas
Visitors: Tabitha Johnston (Shepherdstown Chronicle), Carla Grantham, Curtis Grantham, Gary Grantham, Sandi Grantham, Francine Kidrick.

1. Call to Order

- Meeting called to order by Chair, C. Roberts at 6:05 p.m.

2. Approval of Agenda

- Motion by M. Amerikaner/Seconded by T. Moriarty to approve agenda. Motion passed unanimously.

3. Approval of Previous Minutes

- Motion by T. Moriarty/Seconded by M. Amerikaner to approve September 23rd minutes. Approved unanimously.

4. Welcome Visitors:

- T. Johnston (Shepherdstown Chronicle); Carla Grantham, Curtis Grantham, Gary Grantham, Sandi Grantham, Francine Kidrick.
-

5. Unfinished Business: Park Reports

5.1 Bane-Harris Park – C. Roberts

- Letter of Commendation presented to resident, Carla Grantham, thanking her for the creation and maintenance of a Fairy Garden.
- T. Johnston to cover story in up-coming Shepherdstown Chronicle.
- Playground equipment is used daily
- Pickle Ball Courts not used much during the past month
- Basketball Court is used daily
- Fairy Garden is visited daily

5.2 Cullison Park – M. Amerikaner

- Public Works Department plans to move forward with the installation or application of asphalt surface walking path joining Cullison and Rumsey Parks. – Date TBD
- Stairway Replacement from Mill Street to Cullison Park is complete.

5.3 Riverfront Park – T. Moriarty

- Town Run Watershed Posts and Signs are awaiting approval from the Planning Commission regarding exact placement.
- Larger Rocks have been installed on sides of Boat Ramp for stabilization.
- Large Tree needs to be removed
- Picnic Table removed, misplaced, or stolen? C. Roberts and A. Thomas will inquire.

5.4 Rumsey Park – A. Thomas

- WV Swing project: awaiting installation date.
- H. Walter has applied for a grant to support funding of a Rain Garden in the area below the monument, which is currently a hole/caved in area.

- Flowers/Plantings Project is in progress.
- Town Run Watershed Posts and Signs are awaiting approval from the Planning Commission regarding exact placement.
- Lighting for Monument –In progress.

5.5 Devonshire Park – C. Roberts

- Pickleball court unused this season. Area needs to be better maintained. Leaf removal and equipment placed back into the black box for winter.
- C. Roberts will follow up with Public Works to confirm responsibility for Landscaping maintenance unclear.

6. Ongoing Projects & Issues

6.1 Safety Issues

- None reported

6.2 Cullison–Rumsey Pathway

- Next Up

6.4 Bookmark the Park

- Review for continuation in 2026

6.5 Hurley Donated Property

- Ownership transfer expected to settle in November

6.6 Library Park Extension – Closed

6.8 Boat Ramp Proposal

- Additional information requested from interested citizen

6.7 New Business

6.8 Additional Topics for Future Planning

- None

7. Meeting Business

- Next meeting confirmed for **November 25, 2025** - via Zoom

8. Adjournment

- Motion by M. Amerikaner; Seconded by T. Moriarty to adjourn at 6:45 p.m.

Respectfully Submitted:

Cheryl Roberts, Chair

Shepherdstown Tree Commission draft minutes
Thursday , October 9, 2025 at 6 PM – Town Hall

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

Absent: James Dillon

Visitors: Johnson Lagan, Jamie Byron (via phone periodically)

1. Linus called the meeting to order at 6:06 PM.

2. Approval of September 11, 2025 Minutes.

Charlotte offered an amendment to the minutes, adding and correcting an address. “207 S. King— Action: **Linus** recontact Viking to see if the hazard tree has been removed.”

Robin moved to approve the minutes with that amendment. Approved unanimously.

3. Public comments

John Laggan (403 E High) has a sugar maple (#1098) that he thinks needs pruning of deadwood and portions that are dying.

Action: **Robin** will monitor the tree, report to Linus, who will then get a bid from Viking if the work is needed.

4. Unfinished business

a. Review pending tree actions:

Town Hall Sugar Maple

Viking removed the tree, but the stump still needs grinding.

Action: **Linus** request bid from Viking.

A tree box or well needs to be constructed before spring re-planting. Commissioners looked at the site and agreed that some kind of 1 foot high, half moon-shaped wall might work well, to prevent erosion and rapid runoff of water.

Action: **Linus** will ask Ecological Solutions to offer a bid to construct the half moon box.

Sage Place Tree Wells

Jamie has been unable to source the *Carex woodii* specified by James Dillon. So we will be unable to plant plugs this fall. If we can get an order in January/February, there are six vendors who said they can get starter plugs.

New Landscaping Company Hired

Linus reported that the town has hired a new landscaping company which has been working on tree beds. Some concern was expressed that they may have dug up the ground covers we planted to benefit the trees. Also concerned that they seem to have used dyed

mulch— in contrast to what we had recommended last spring (dyed mulch does not break down to feed the trees).

Action: Charlotte will contact Gino/Mayor to find out if the new landscaping company has a copy of the guidelines/recommendations from the commission. Also, discuss with Terry Hadley about requesting “natives” for plantings in tree boxes.

103 E New St

The tree was removed. Linus asked Jamie to plant a dogwood there. Done.

307 W German (Amerikaners) --Viking to remove branch on roof.

Action: Linus will check status.

207 S King --Viking to remove hazard limb.

Action: Linus will check status.

108 W New (Auxer) - Viking to prune.

Action: Linus will check status.

German & Duke. Branches creating visibility hazard.

Action: Ecological Solutions will remedy problem with stop sign visibility.

German & Princess

Lilac tree near Dogwood store— some deadwood

Action: Ecological Solutions will offer bid.

299 E German

Two cherries across the street from 206 E German seemed to have been badly pruned: dying back, tree decline.

Action: Robin will discuss with owner and assess trees.

310 W German

Action: Robin will coordinate with Ecological Solutions to check on possible tree plantings in this area this fall, in front of blue and white houses.

Bistro tree well that was bricked over (Hawthorn gone). Commission recommends to move tree well eastward approximately 1-2 feet to create better flow/access to the building entrance. Commission recommends use of a grate to maximize walkable space.

Action: Ecological Services to provide bid on moving the tree well. Needs research and planning.

Action: Linus will ask public works about temporary bricks there.

309 W German

Linus talked with Shawn about potential bacterial leaf scorch. Turns out lab tests were negative. Shawn thinks the leaf spot disease was exacerbated by drought. Shawn

recommends fall and spring treatments with phosphojets or similar phosphate product, and then continue to monitor the tree

Action: Linus will coordinate with Trees 101 to do the fall treatment, if needed.

Action: Linus will check with Viking to see if they have taken the requested photos showing areas of die back for later pruning.

335 W German --Stump grinding needed

Action: Linus will check with Viking on this location as well as the others needing grinding (eg Town Hall sugar maple).

310-314 W German

Linus is awaiting a response from public works about any infrastructure piping, etc.

220 W German

Plan for tree grate of some type for new tree well into brick walkway.

213 W German

Action: Linus will talk with Ecological Services about his bid to remedy improper grading that led to flooding in neighbors' home. Also about construction of new tree well there.

Tree Well Soil Quality

Commission had discussion about what can we do to improve soil quality for town trees. Jamie recommends use of perennial ground covers, "living mulch". Can also add some LeafGro.

Observations of Town Beds, recently landscaped by new company:

Jamie thinks they used dyed mulch (contrary to recommendations we offered last spring). Dyed mulch is not healthy because it doesn't break down to become soil. Mulch should be aged hardwood, brown mulch. It also may be the case that the landscaping team dug up the ground covers that we planted in several of the boxes to help feed the soil and trees.

Action: Jamie will assess root collar situation.

Action: Charlotte will talk with Gino to see if the new landscaping team saw the criteria/recommendations we had sent to the mayor and to address issue about ground covers and to build relationship with landscaping team.

Approved Species List

Action: Linus will ask James and Jamie what is a reasonable timeline for creating this revised list.

Tree Planting Plan

Since the ground continues to be overly dry, it seems wise to postpone planting most of the trees until the spring. It may be possible to do plantings on 310-314 W German because of their location.

Action: make final decision and then submit order for spring planting trees in January to Sunny Meadows.

Grant Funding

Action: Linus will check with WV State Forestry to see if funding will indeed be available this year.

5. New Business

Review of Jefferson County tree canopy plan (created in 2011).

Commission discussed the PUD language concerning “green space” and discussed what options exist for planting of trees as a riparian buffer along Town Run recognizing that there is not public property surrounding the town run within the Corporation. Commission broached the idea of pursuing grant funding from Cacapon Institute. Action: Charlotte will talk with Kay Schultz about that idea and how we can be supportive.

Also in support of the plan, we discussed the the need to update our tree inventory to reflect the new planting and trees that died.

Commission discussed the open area next to McMurrin Hall to the east where the sycamore was taken down. There is an open question whether the Corporation should offer to plant a tree there.

Also in support of the Tree Canopy Plan, an idea was proposed to create a list of “less hazardous” trees to suggest for parking areas (eg at Food Lion and at Shepherd University) to mitigate heat Islands. Action: Commmissioners will will try to make contact with university personnel we know to see who we should be talking with about all this.

6. Meeting adjourned at 8:25 PM.

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Board

October 23, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Visitors - Greg Welter

3. Members Present

Sanitary Board – James Gatz, Bob Keller, and Harvey Heyser

Water Board – Marcy Bartlett, John Bresland, James Gatz, Sue Kemnitzer, and Dan Shelton

4. Staff Present – Woody Coe, Kenny Shipley, Duane Swisher, Gino Sisco and Maged Kirolios

5. Meeting Minutes

Vote - August 28 Sanitary Board Minutes approved.

Vote - August 28 Water Board Minutes approved.

Vote - September 25 Sanitary Board Minutes approved with corrected spelling of Ghosh.

Vote - September 25 Water Board Minutes approved with corrected spelling of Ghosh.

6. Flow and Quality Reports - 6. Flow and Quality Reports - Ongoing adjustments needed for sodium hypochlorite system because of variations in concentration of sodium hypochlorite solution delivered by the supplier. Advertised concentration is 12.5% but delivered concentration can be as much as 8% higher. This causes problems with non-steady residual chlorine in drinking water. Staff are working with suppliers to remedy the problem.

Staff are working with suppliers to remedy the problem.

7. Financial Reports

- a. Budget v Actuals – Water Board asks staff for more information on overpayment of bonds and a recommendation on seeking reimbursements.
- b. Balances in Reserve Accounts – Discussion of Membrane Replacement Reserve and plan for using it. Sanitary Board asks staff for a written report including recommendations for size and frequency of future payments.
- c. Status of Public Service Commission Reports – Staff states that the report will not be ready by the PSC submission deadline of October 30 but that a one-month waiver has been granted. Boards reiterated their request for a full briefing on the reports at the Dec 4 meeting.

8. Unfinished Business

- a. Town Run Watershed Initial Baseline Study - Schedule has been adjusted so first sampling will be in January 2026.
- b. Hydrant Report and Cooperation with Fire Department – Repairs underway and communication between the fire department and the water department is improving.
- c. Vote – Rebuilding Sewer Feed Pumps. Sanitary Board voted to authorize spending up to \$18,000 on replacement parts.
- d. Vote – Sanitary Board voted to authorize purchase of a new Toyota Fork Lift. Cost is estimated to be \$38,000 and funds should be taken from the Sanitary Depreciation account. .
- e. Elmwood Sewer Service – discussion is deferred until more information is gathered.

9. New Business

a. Water Basin Building Estimate – initial estimates are very high so redesign is underway.

10. Next Meeting – December 4 (to accommodate holiday schedule)

11. Adjournment