

Shepherdstown Finance Committee Agenda
Wednesday, December 3, 2025
6:30 P.M.
Town Hall
104 N. King Street

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
3. Visitors
4. Ongoing Business
 - a. Proposals for Audit / Review services for FY25
 - b. Financial Reporting Software (status)
5. New Business
 - a. Staff Holiday bonuses
 - b. Police Salary Scale

DRAFT

Shepherdstown Finance Committee Agenda

Wednesday November 5, 2025

6:30 p.m.

Town Hall

104 N. King St

1. Call to Order: 6:40

Members Attending: Mayor Gatz, Marcy Bartlett, Marty Amerikaner

Staff: Gino Cisco, Maged Kirolos

2. Approval of Minutes: Moved by Marcy, second by Marty, unanimous

3. Visitors: Jim Auxer

4. Ongoing business:

- a. Review of Projects/Initiatives approved with FY26 Budget: Maged reported his plans for “project tracking” whereby each project will be part of a Sharepoint site, with budgets and expenses included; these will be reported within monthly finance reports in TC packets.
- b. Community Grant Procedure: A sentence will be added to the written document to reflect Carrie’s suggestion concerning monitoring of grants.
- c. Purchase of Financial Reporting Software – Discussion: Maged reported that 3 presentations by bidding companies have been seen; the last (Accufund) is to occur later this week. A rating process for evaluating the proposals is needed.
- d. Proposals for compiling information for financial reporting: Maged strongly recommended Cox Holliday for compilation responsibilities for FY 25 reporting; Marty moved, Marcy seconded motion to recommend to TC that this group be awarded the compilation contract for FY 25; unanimous
- e. Proposals for Audit/Review services for FY 25: BHM will charge approximately \$16000 for conducting the necessary audits for FY 25 and 26. We will need to identify an Audit Committee to meet State requirements.
- f. Proposal for review of Planning/Zoning ordinances, assisting with review of planning/zoning applications and related matters: Motion to approve Urban Design Ventures to assist with planning and zoning issues: Marty moved, James second; unanimous
- g. FY project tracking and project budget revision: see “a” above

- h. Proposal to Close Sewer Working Capital acct **5846 and transfer its balance to “cash working cap reserve **8615”: Maged will write up a rationale for the closing and transfer he recommends; all funds will remain within the Water and Sewer funds.

Adjourn: Motion to adjourn at 8:04; Marty moved, James second; unanimous