

## Town Council Agenda

## **SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA**

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

Town Hall – 104 North King Street

Join By Zoom

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

Meeting ID: 860 6712 0451

Passcode: 818383

### **1. Call to Order**

### **2. Attendance**

### **3. Approval of Minutes**

- a. Town Council Meeting Minutes of October 8, 30 and November 5, 12 and 25, 2025

### **4. Public Comment Period**

- a. People who have registered to address Town Council

### **5. Event Requests, Committee Appointments, and Community Grants**

- a. Event Requests
  - 1. Frosty Fest
  - 2. Second Annual Gay Pride Parade
- b. Commission and Committee Appointments
  - 1. Age Friendly Shepherdstown
  - 2. Water Board

### **6. Ongoing Business**

- a. Grants Committee Policy
- b. Tenants and Remaining Trailers - Mill Street Property
- c. Schedule Town Hall on Status of Comprehensive Plan
- d. Benches Project - Status
- e. Historic Education Curriculum - Procurement
- f. Financial Management System - Procurement
- g. Town Ordinance Codification Service - Procurement

## **7. New Business**

- a. Community Composting Project – Status
- b. Proposed Police Personnel Pay Scale
- c. Staff Holiday Bonus

## **8. Reports by Committees, Commissions, and Boards**

Draft and/or approved meeting minutes

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

## **9. Staff / Department Reports**

- a. Department
- b. Town Financial Status
- c. Approval of Town Expenditures

## **10. Mayor's Report**

## Town Council Meeting Minutes

**DRAFT**  
**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: Cheryl Brown applied for membership on the HLC; her application was reviewed. Moved by C. Roberts, seconded by L. Bicker. Unanimous

**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: Bioswale can't be installed at original proposed site; work ongoing to develop a new plan.
  - ii. State DOT Grant for Engineering re Princess Sidewalk: State of WV reports that project is not realistic. Work is ongoing to develop alternative plans.
  - iii. State DOT Management of Path Project (Duke Street): No progress to report at this time.
- 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. Unanimous approval

Motion by m. Amerikaner, second by m bartlett to leave executive session at 9:40 unanimous approval

No actions were voted on upon coming out of executive session

Motion to adjourn at 9:42; approved unanimously

DRAFT

Special Shepherdstown Town Council Meeting Minutes

Thursday, October 30, 2025, 7:00 p.m.

Town Hall -104 North King Street

1. Call to Order: 7:07pm  
Members attending: Mayor Gatz, Marcy Barlett, Cheryl Roberts, Linus, Marty Amerikaner, Shannon Thomas  
Members absent: Carrie Blessing
2. Draft Agreement with Beneficiaries regarding Hurley Park
  - a. 7:09 p.m.: Marcy moved, Cheryl second: to go into Executive Session to discuss with our Town Attorney (Chazz Prinz) the draft agreement with beneficiaries regarding Hurley Park. Unanimous
  - b. 8:15pm: Marcy moved, Linus second: exit Executive Session (unanimous)
  - c. Cheryl moved, Marcy second: motion to approve the language in the draft agreement. Vote: Aye: 5 (Cheryl, Marcy, James, Marty, Shannon).  
No: 1. Linus. Motion carried
3. Motion to adjourn at 8:20 Marty moved, Cheryl second Unanimous



DRAFT

Special Shepherdstown Town Council Meeting Minutes

Thursday, November 6, 2025, 7:00 p.m.

Town Hall -104 North King Street

1. Call to Order: 7:30pm  
Members attending: Mayor James Gatz, Marcy Barlett, Cheryl Roberts, Linus, Bicker, Marty Amerikaner.  
Members absent: Carrie Blessing, Shannon Thomas  
Staff attending: Gino Sisco
2. Draft Agreement with Beneficiaries regarding Hurley Park
  - a. Motion to authorize Mayor Gatz to approve and sign the agreement reached with the Hurley beneficiaries regarding Hurley Park: Cheryl moved, Marty second. Aye: 3 (Cheryl, James, Marty). Opposed: 1 (Linus) Motion carried
3. Motion to adjourn at 7:35 Marty moved, Cheryl second Unanimous

**DRAFT**  
**SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES**

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

Town Hall – 104 North King Street

**1. Call to Order at 6:35 p.m.**

Members Present: Mayor Gatz, Marty Amerikaner, Cheryl Roberts, Marcy Bartlett, ,  
Linus Bicker

Members Absent: Shannon Thomas, Carrie Blessing

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 October 8, 2025 – postponed until next month.

**3. Public Comment Period**

- a. John Aldis – spoke about the current annexation request
- b. Mark Pfeiffer – Operations Manager for Community Markets Inc. provide a handout on their services to the community.

**4. Public Hearing**

- a. Second Reading Ordinance Amendment re: Planning Commission Membership – Moved to approve by M. Bartlett, second by C. Roberts. Unanimous.

**5. Event Requests, Committee Appointments, and Community Grants**

Event Requests -

Moved by M. Bartlett, second by L. Bicker, to approve the Christmas in Shepherdstown Kick-Off/Tree Lighting. Unanimous.

M. Amerikaner requested that Experience Shepherdstown consider expanding the name and the focus of the December events to “Holiday Season in Shepherdstown” or a similar title to expand inclusivity.

Moved by C. Roberts, second by L. Bicker, to approve the December First Friday Event as amended. Unanimous.

Moved by C. Roberts, second by M. Amerikaner, to approve the Rotary Club Christmas Parade. Unanimous.

Moved by C. Roberts, second by M. Amerikaner, to approve the Shepherdstown Street Fest Event. Unanimous.

a. Commission and Committee Appointments –

Moved by M. Amerikaner, second by M. Bartlett to approve Stephen Skinner to the Building Commission. Unanimous.

Moved by C. Roberts, second by M. Bartlett, to approve Elise Baach to the Building Commission. Unanimous.

Moved by L. Bicker, second by C. Roberts, to approve Andrew Singletary to the Building Commission. Unanimous.

## **6. Ongoing Business**

a. Town Project Manager Position – Mayor Gatz reported the Personnel Committee is in the final stages of interviews. M. Amerikaner recommended that the process include a special meeting of Town Council to receive the recommendation of the Personnel Committee and to vote on a recommendation to authorize the Mayor to negotiate the hire.

b. Town Hall Interns – Mayor Gatz reported that we offered a position to a senior student at Shepherd University focusing on updating the database on historic structures in town. We are also trying to recruit 1-2 others to assist with the finance work. Gino reported that he attended the SU intern fair. He's received several emails of interest

c. Town Council Committee Structure – more to report on next month.

d. Shepherdstown Community Grants Policy - Mayor Gatz reported that Carrie had some comments about the oversight and monitoring and those changes have been made. Moved by M. Bartlett, second by C. Roberts, to approve the revised Shepherdstown Community Grant Package. Unanimous.

e. Planning for December 9 Public Meeting on Comprehensive Plan Implementation – no action

f. Consultant to assist with Planning and Zoning Matters - The contract is broken into tasks for better monitoring. Moved by C. Roberts, second by M. Bartlett, to approve the draft contract for Urban Designs Ventures. Unanimous.

g. Status of Hurley Park Property – Agreement with beneficiaries has been signed and being recorded with the County. Next steps are included in the packet.

## **7. New Business**

a. Annexation Request – Applicants were asked to modify the petition with new legal descriptions of the parcels. M. Amerikaner – do we need to get a legal opinion that since they are explicit in what they want to do, if we approve the annexation, are we implying that we support

what they intend to do? Mayor Gatz reported that legal counsel did not think this to be the case.

- b. Holiday event plans – included in packet
- c. Town honorarium – See motion below to go into Executive Session for this discussion

## **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 – Emily Samide, Interim Chair, reported that the Committee updated the guidelines to streamline some processes to match the Comprehensive Plan. Some requirements were excessive. Instead of missing a grant opportunity, when a grant submittal deadline does not first allow for consideration by Town Council, the application will be submitted to the funding agency and then be submitted to the Town Council at their next meeting. The last item updated was the requisite form. These changes will be acted on at the December Town Council meeting.
- d. Historic Landmarks Committee
- e. Parks and Recreation Committee – C. Roberts reported that R & L is putting in flower beds for blooming in spring (gifted by Hank Walters). Incorporated with that project, was installing electrical work for lighting (gifted by Hank Walters). Electric will run to the Rumsey Monument to allow for future lighting. WV Swing being delivered to a Rotarian until the infrastructure is established for installation. R & L will be asked to assist with the installation. This is being done at no expense to the town. Mayor Gatz suggests that he will work with the Rotary Club to ask them to let the town announce this work. It was noted that a rain garden is in the works. C. Roberts reported that it is a goal for late 2026, early 2027. October's meeting presented a letter of commendation of Carla Branson for her care and maintenance in the fairy garden. The Shepherdstown Chronicle article highlighted this recognition as well as other things happening in the parks. Riverfront Park had a picnic table stolen.
- f. Planning Commission
- g. Public Works Committee
- h. Tree Commission
- i. Water Board and Sanitary Board : M. Bartlett provided a brief update on the town run study.

## **9. Staff Reports**

- a. Staff Reports – included in packet
- b. Town Financial Status – included in packet

c. Maged noted that the town needs a new CPA firm to replace John Kunkel, who has retired. Cox Hollida is being recommended to do the “compilation” work required for the audit process

d. Approval of Town Expenditures – included in packet

**8:24 p.m. Moved by M. Bartlett, seconded by M. Amerikaner, to go in executive session to avoid the premature disclosure of an award in accordance with WV Code Section 6 Article 9A Section 2. A. and 4. B. 10. Unanimous.**

**8:37: motion to end Executive Session (M. Amerikaner, second- L. Bicker). Motion to approve Town Honorarium (name to remain secret until appropriate time for revealing). L. Bicker moves, M. Bartlett seconds. Unanimous**

**Meeting Adjourned at 8:38. (Unanimous)**

DRAFT

Special Shepherdstown Town Council Meeting Minutes

Thursday, November 25, 2025, 7:00 p.m.

Town Hall -104 North King Street

1. Call to Order: 7:17pm  
Members attending: Mayor James Gatz, Marcy Barlett, Cheryl Roberts, Linus Bicker, Marty Amerikaner.  
Members absent: Carrie Blessing, Shannon Thomas  
Staff attending: Gino Sisco
2. Review recommendation for Project Manager position: no update at this time; personnel committee is continuing to review applications.
3. Town Council Committee communications and reporting procedures: consensus in discussion regarding desire for more communication between committees and full Council. In particular, emphasis was given to communicating about the status of projects initiated or being executed by committees, given the sometimes-challenging balance whereby committees function both relatively autonomously (particularly after being authorized to proceed on a budgeted project) and also as advisory to full Council. Council members agreed that committee chairs will be asked to prepare brief (up to 2 paragraphs) summaries of their meetings that will be included in the immediately upcoming Town Council meeting packets. Note that these summaries are not intended to replace formal minutes; rather, they are intended to keep Council updated on committees work even if minutes have not yet been completed or approved by the committee.
4. Motion to adjourn at 8:05 Marcy moved, Linus second Unanimous

## Special 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 Frosty Fest Skating Rink Event Date Jan 24-25 2026  
Event Sponsor Rotary Club of Shepherdstown Secondary Date \_\_\_\_\_

## Organizer's Contact Information

Name: Jennifer Wabnitz Cell: 304-995-6689  
Address: 1311 Persimmon Lane Shepherdstown WV 25443  
Email jennifer.wabnitz001@gmail.com Alt. Phone n/a

## Event Information

Requested Area(s) ☒ City Streets/Sidewalks \_\_\_\_\_ Sidewalks only \_\_\_\_\_ Other \_\_\_\_\_  
Location of Event King St. behind Market Bldg.  
Attach route for processional events. Be precise when indicating location.  
Event Hours 9am until 4pm Set up start time 8am Clean up end time 5pm  
\*\*\*\*NOTE\*\*\*\* Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.  
Anticipated Attendance (per day): Participants 200 Spectators 100 (guess)

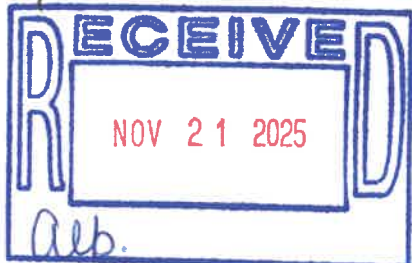
## Office Use Only

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

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

Recorder \_\_\_\_\_ Amount Due \_\_\_\_\_ Amount Paid 25- Insurance Provided ☒ Council Agenda \_\_\_\_\_  
Permit No. \_\_\_\_\_ Conditions Attached? \_\_\_\_\_

TOWN ADMIN / NO CONCERNS →





Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? ✓ What and where? pop up tents, tables, chairs  
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? no  
What and where? \_\_\_\_\_  
Check with Parking for costs and arrangements

Indemnification

I Jennifer Wahritz 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 Rotary Club of Shepherdstown (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 J M Wahritz Date Nov 20 2025  
Title vice-president

## Event Information

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

Name of Event Frosty Fest Skating Rink

Brief Description of Event: Rotary will rent a rubberized rink and boards and have skates to rent.

Has your organization held this event in the past? \_\_\_\_\_

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

Is the event a fundraiser? yes

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

Will you require assistance from the Police Department? no (additional fees apply) How many units? \_\_\_\_\_ Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? yes What and where? the rink, tables & chairs  
Hazmat items must be attended constantly.

Will you be providing private security? no

Will alcohol no or food yes be served? Coffee, hot chocolate, cookies  
Additional approvals may be necessary through the ABCA or Health Department.

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

Will streets yes or intersections \_\_\_\_\_ be blocked? Requires police department assistance.  
List streets and/or intersections King St closed

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

Will you be using loud speakers or amplification devices? yes

Continued on next page

music for the skaters



# CERTIFICATE OF LIABILITY INSURANCE

11-20-2025

DATE (MM/DD/YYYY)  
Enter today's date

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).

<b>PRODUCER</b> Hylant Group Inc 811 Madison Ave Toledo OH 43604	<b>CONTACT NAME:</b> Crystal Gleason <b>PHONE (A/C, No, Ext):</b> 419-259-2710 <b>E-MAIL ADDRESS:</b> <b>FAX (A/C, No):</b> 419-255-7557																					
<b>Insured</b> All Active US Rotary Clubs & Districts <u>Enter your club's name</u> Rotary Club of Shepherdstown Attn: Risk Management Dept. 1560 Sherman Avenue Evanston, IL 60201-3698	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Westchester Surplus Lines Insurance Company</td><td>10172</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Westchester Surplus Lines Insurance Company	10172	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	Westchester Surplus Lines Insurance Company	10172																				
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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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	G73578917002	7/1/2023	7/1/2024	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 - COMP/OP AGG	\$ 4,000,000
							\$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	G73578917002	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$		Not applicable			EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	Not applicable			PER STATUTE	OTH-ER
						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.

Do not add, alter, change or delete anything in the Description of Operations box

If you need assistance, contact Hylant:

Email: [rotary@hylant.com](mailto:rotary@hylant.com)

Phone: 1-419-259-2710

**CERTIFICATE HOLDER**

Enter the name of the party requesting proof of insurance

Corporation of Shepherdstown

**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

Gudgy K. Wilson

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Office Use Only			
Department Head: Please indicate disposition of event proposal and attach any comments or conditions.			
Police:	Approved	Denied	Conditional
Planning:	Approved	Denied	Conditional
Public Works:	Approved	Denied	Conditional
<p><b>Special Events Application</b></p> <p><b>Town Manager:</b> Approved Denied Conditional Town Council: Approved Denied</p> <p>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's 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 event permit. The event will not be considered for approval until the 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.</p>			

Name: Joan Moossy Cell: 212-254-1730  
Address: 103 W WASHINGTON ST  
Email: missmoossy@yahoo.com Alt. Phone:   
Event Information:

Location of Event GERMAN ST BETWEEN CHURCH + PRINCESS  
 Attach route for processional events. Be precise when indicating location

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

30 GROUPS  
AVERAGING 10 PEOPLE  
PER GROUP = 300

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

Brief Description of Event: PARADE

Is the event a fundraiser? **No**

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

WILL DEFER TO THE CHIEF

Will you be providing private security? **NO**

Additional approvals may be necessary through the ABCA or Health Department

7/1/82  
20 officers  
additionally  
needed



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

Will streets **YES** or intersections **YES** be blocked? Requires police department assistance  
List streets and/or intersections **GERMAN ST AT CHURCH AND PRINCESS**

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

Will you be using loud speakers or amplification devices? **NO**

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? **NO**  
What and where?  
Check with Parking for costs and arrangements

I shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of

(name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

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

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

Signature

Date **11-14-25**

Title

**PARADE ORGANIZER**

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\*\*\*

## Commission and Committee Appointments



## BOARDS AND COMMISSIONS APPLICATION

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

*You are also welcome to submit a résumé.*

Name: ☐ Mr. ☒ Ms. Leigh Ann Evanson Address: 220 West German St/PO Box 477

Phone numbers – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: 202-657-7269

Email address: laevanson@proton.me Employer: Self-employed

Occupation: Writer, facilitator, program manager

---

Which board/commission would you like to serve on? Age-Friendly Shepherdstown

---

Please describe your background and education.

I have spent three decades designing and implementing public health projects with communities and partners in lower- and middle-income countries.

For the last 12 years, I have run a consulting firm, working with clients to write proposals for US Government funding, designing programs, and telling the stories of the power, progress, and promise of development assistance.

I have a BA in English and Political Science and a Masters in International Affairs, along with a certificates in Instructional Design and Virtual Presentation Skills.

I am also a League Certified Cycling Instructor with the League of American Bicyclists.

---

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

I have written dozens of successful grants and know how to design and execute projects that meet people's needs. I also know how to design ways to monitor activities to make sure they are achieving their intended goals. My background in development has shown me the importance of listening to people and seeking out the voices of those \*not\* in the room.

I also have experience organizing special events and fundraising campaigns. While on the Board of Director for HIPS, a DC-based NGO, I co-chaired their 25th anniversary gala which raised more than \$60,000 and led their capital campaign that raised \$180,000 over 18 months.

Closer to home, I served as secretary for the Panhandle Pedalers Cycling Club from 2020 to 2022. I also organized the SES bike bus this fall, a weekly group bike ride escorting elementary school students between Maddex Farm and the elementary school.

---

---

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

I am a civic minded person who wants to contribute to my communities.  
I am interested in making Shepherdstown a community where everyone finds a friendly space for themselves - whether they are 8 or 80 years old.

---

Please describe what you know about this board/commission.

I understand this committee's mandate is to make the town 'work' for people of all ages and abilities, using the AARP's Age Friendly Community framework. I recognize that older and younger members of our community may need special focus to fully engage in our community, and I want to support efforts that improve that engagement.

---

How did you hear about this board/commission?

I met with Linda and Marty to discuss activities and they told me about the vacancy and invited me to apply

---

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

Ashleigh Sanders (703) 989-0155 ashleigh.sanders@gmail.com

Molly Cobbs (907) 250-5052 mollyrcobbs@gmail.com

---

Signature: \_\_\_\_\_ Date submitted: \_\_\_\_\_

---

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

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

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





## 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. HANK WALTER Address: 303 REACHLIFE DRIVE, SHEPHERDSTOWN, WV

Phone numbers – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: 304-676-7500

Email address: hwalter1228@outlook.com Employer: RETIRED

Occupation: \_\_\_\_\_

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

Please describe your background and education.

DUKE UNIVERSITY - 1968, A.B. ECONOMICS

UNIVERSITY OF DENVER - 1980, M.B.A. FINANCE

WE MOVED TO SHEPHERDSTOWN IN 1988,

DEVELOPER OF CRESS CREEK RESIDENTIAL GOLF COMMUNITY 1989-2022,

OF WHALE OF A WASH CARWASHES & LAUNDROMATS - 1995-2023

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

SERVED ON SHEPHERDSTOWN WATER BOARD 2003-2008(?)



---

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

I WAS INVITED TO SERVE AT THE TOWN COUNCIL MEETING -

---

Please describe what you know about this board/commission.

THEY MEET ONCE A MONTH  
I AM A WATER CUSTOMER FROM OUTSIDE TOWN LIMITS

---

How did you hear about this board/commission?

HEARD THEY NEED VOLUNTEERS AT THE COUNCIL MEETING LAST WEEK.

---

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

ERWIN ASAM - 304 876-2551

THOMAS OURS - 304 582-4444

---

Signature: \_\_\_\_\_

*H. Walter*

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

*10-16-2025*

---

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304-876-1473 (fax)  
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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. Greg Welter Address: 80 Shepherd Village Circle

Phone numbers – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: 301-275-3084

Email address: weltergj@gmail.com Employer: retired (prev O'Brien & Gere)

Occupation: Environmental Engineering Consultant

---

Which board/commission would you like to serve on? Water Board

---

Please describe your background and education.

I had a 45-year career working as an environmental engineer with the consulting engineering firm O'Brien & Gere (now Ramboll), working primarily for municipal water and wastewater utility clients. Principal clients were DC Water, the Washington Suburban Sanitary Commission, Anne Arundel County, the Metropolitan Washington Council of Governments, Providence RI, the Natural Resources Defense Council (NRDC) and the Water Research Foundation. During that time my principal technical areas included emergency water supply planning, lead in drinking water abatement (specifically lead service line replacement management), combined sewer overflow abatement planning, and biosolids management.

Prior to this I spent two years in the Peace Corps, serving in the Yemen Arab Republic assigned to a regional water utility. Following my retirement from O'Brien & Gere, I had a short-term consulting engagement with the River Alert Information Network (RAIN) in which I assisted ten West Virginia water utilities along the Monongahela River assessing their online source water monitoring systems. Following college graduation I spent a year working in the US Navy Oceanographic Office.

I have a masters degree in Environmental Engineering from the University of Michigan (1973) and a bachelors degree in Civil Engineering from the Catholic University of America (1971). I am a member of the American Water Works Association (AWWA), the Water Environment Federation (WEF) and the American Society of Civil Engineers (ASCE), and am a diplomate in the American Academy of Environmental Engineers and Scientists.

For further detail see attached professional resume.

---

Please describe your experience and any special training you may have that apply to this board/commission. Please see above career synopsis, and attached professional resume.

For the last two years I have been an active member of the Town Run Watershed Group, with particular engagement in bacterial monitoring of the stream. Also, have made volunteer contributions to WV DEP in PFAS source tracking in Jefferson County.

---

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

I enjoy living in Shepherdstown and want to see it prosper. I feel with my professional background I can best make meaningful contribution on either the Water Board or the Sewer Board.

---

Please describe what you know about this board/commission.

I have regularly attended Water and Sewer Board meetings for the last two years, and have toured both the water treatment plant and the wastewater treatment plant.

---

How did you hear about this board/commission? I first interacted with the water and sewer departments in my capacity as construction coordinator for the residential development Shepherd Village. I have since attended board meetings as regularly as I have been able.

---


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

Phil Baker-Shenk (Shepherd Village) – 301-520-0340

George Rest (Ramboll) – 301-332-7557

John Phillips (O'Brien & Gere Engineers) – 617-592-8331

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Signature:  Date submitted: 11/1/25

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304-876-1473 (fax)  
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*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. \_\_\_\_\_ Address: \_\_\_\_\_

Phone numbers – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_ Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

---

Which board/commission would you like to serve on? \_\_\_\_\_

---

Please describe your background and education.

---

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

---

---

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

---

Please describe what you know about this board/commission.

---

How did you hear about this board/commission?

---

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

---

Signature: \_\_\_\_\_ Date submitted: \_\_\_\_\_

---

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

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Shepherdstown, West Virginia 25443-0248  
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## Shepherdstown Grant Guidelines

## Corporation of Shepherdstown

### Resolution to Authorize the Shepherdstown Grant Guidelines

**WHEREAS**, the Town of Shepherdstown is eager to obtain grant funding from government and private entities to support programs and activities for residents and businesses, to improve Town facilities and infrastructure, and for purposes outlined in the Town Comprehensive Plan;

**WHEREAS**, the Town of Shepherdstown has established the Shepherdstown Grant Committee which has the mission of assisting the town in learning about grant opportunities and developing applications for grant funds to support town priorities;

**WHEREAS**, the Shepherdstown Grant Committee has developed guidelines that establish protocols for application, approval, accounting, financial administration, and reporting for grant and other funding opportunities;

**WHEREAS**, the Shepherdstown Grant Committee guidelines will increase uniformity in the grant seeking process and by doing so increase revenue for the Town and thereby elevate the impact of Town programs and services funded through grants;

**NOW, THEREFORE, BE RESOLVED**, that the Shepherdstown Town Council hereby approves and adopts the Shepherdstown Grant Guidelines for use by the Town, all Town Departments and all Town Commissions, Committees and Boards.

\_\_\_\_\_

Date \_\_\_\_\_

James Gatz, Mayor  
Town of Shepherdstown



## **SHEPHERDSTOWN GRANT COMMITTEE GUIDELINES**

### **OVERVIEW:**

Grant funds awarded to the Corporation of Shepherdstown support essential programs and services, allowing the Town to maintain existing services and fund new projects or purchase needed goods and services. Grant agreements are legal contracts. When a grant is awarded, the Town is obligated to carry out the activities associated with the funded project and to accomplish its objectives while adhering to all the terms and conditions prescribed by the grantor.

These Grant Guidelines create a protocol for application, approval, accounting, financial administration, and reporting for grant and other funding opportunities. This protocol will facilitate grant oversight and coordination, foster consistency with applications, and help ensure grant compliance. It will also foster good stewardship of the public trust. The goal of uniformity in the grant seeking process is to increase grant revenue, thereby elevating the impact of programs and services funded through grants.

### **SPECIFIC OBJECTIVES:**

1. Facilitate prioritized needs identification;
2. Create a standard approval process for projects and grant applications;
3. Establish a protocol for inter-departmental communication regarding the grant application process;
4. Promote transparency and public engagement regarding planning and funding;
5. Ensure the Town's readiness to apply for funding opportunities as they arrive; and
6. Establish the sustainability of projects beyond grant periods.

### **SCOPE:**

These Guidelines recognize two types of approvals related to grant seeking:

1. Project approval and
2. Approval of complete grant applications.

All Town entities that seek to apply for federal, state, local, public, and private funding, except those listed below under EXCEPTIONS, must adhere to these Guidelines. Town entities are defined as town-operated departments, offices, and town-owned infrastructure. Preliminary steps to grant proposals, such as initial letters of inquiry or pre-application submissions that do not require budgets, will not need Town Council approval. Grant renewal and/or grant continuation forms are considered applications.

### **COMMITTEE RESPONSIBILITIES:**

The Grant committee will be responsible for the following:

- Drafting proposals to include narrative and budget;

- Submitting draft proposals to Town Council for approval;
- Confirming matching funding as needed;
- Developing the draft to meet identified funding opportunity, other development support like additional documents;
- Sharing the complete grant proposals with Town Council, if possible before submission, and if necessary for next available meeting post-submission;
- Filing both draft and complete proposals on the centralized Grants SharePoint.

#### **INTERNALLY COMPETING APPLICATIONS:**

In some instances, grantors will not consider multiple applications from the same entity during the same application period. Coordination is vital among all Town entities. It is not in the Town's best interest to compete against itself or to risk the possibility of duplicating a request for funds.

#### **SIGNATORY AUTHORITY:**

Following the Town's approval process, applying entities will obtain Mayoral approval and signature on all funding applications.

#### **LETTERS OF SUPPORT:**

If the Town is requested to offer letters of support for grants submitted by entities outside of the Town, such a letter shall not conflict with the Town's positions or policies.

#### **NEEDS IDENTIFICATION:**

The Town will take a strategic approach to the grant seeking and application process to enhance the Town's ability to coordinate grant activity on a department-wide basis and to provide an overview of needs that could be met through grant funding. Town commissions, committees, and boards should work together when identifying and applying for grants. Members of committees or supportive community groups may act as subject matter expert liaisons to the sponsored project. Projects should be selected from the Comprehensive Plan to be developed and ready should an appropriate funding opportunity arise. Drafted project proposals should include 1) a Narrative including a needs and impact assessment, alignment with Comprehensive Plan, and sustainability and assessment plans; and 2) A simplified Budget with amounts per category, such as personnel, construction, supplies, and equipment. These drafted proposals should be stored in a centralized virtual location to be modified as needed for funding opportunities as they become available. The drafted proposal titles will be included on a streamlined sheet to track progress of applications.

#### **GRANTS MANAGEMENT DATABASE AND DOCUMENT RETENTION:**

The Grants Committee will maintain a master tracking list of grants, including both awarded and pending applications, stored on a centralized SharePoint. Pending grant information such as proposal drafts and resources will be organized in the SharePoint by the committee. Active grant

documents such as contracts and reports will be organized by the Town staff. Grant applications in process or pending as of the adoption of this policy will be added retroactively to the tracking list. A list of priority projects and awarded grants shall be made available to the public via the website and to all Town entities. The creation of this list will improve coordination, enhance oversight, and provide a snapshot of the Town's funding priorities.

#### **REQUIRED APPROVALS:**

**Project Approval:** All Town projects in need of funding shall obtain Project Approval from the Town Council. The two components – narrative and general budget – will be submitted to the Town Council for review and approval. Approvals are valid as long as the project remains a priority as outlined in the Comprehensive Plan and so long as no project variables have changed. Cost share commitments for projects are valid for one calendar year from initial approval. Variables include significant budget change or significant project scope changes. If full proposals cannot be reviewed during a regularly scheduled Town Council meeting due to timeline constraints, the full proposal as submitted will be submitted for review at the next scheduled meeting.

If the developed project is deemed to require public engagement, the Town Council will arrange the standard and process for that public engagement and provide feedback to the Grants Committee based on that engagement.

If a time sensitive priority funding opportunity becomes available and the Project Approval for that priority project has not yet been secured, a special Town Council meeting should be called.

**Complete Grant Application Approval:** When the timeline allows, the committee will share the complete proposal with the Town Council for review. Otherwise, share the complete proposal with the Council for review at the next available meeting.

#### **AWARD NOTIFICATION AND REVIEW:**

Grant award notifications will come in various forms and should be sent to the signing/authorized representative of the Town. This is currently the Town Clerk. Such award letters and grant contracts must be routed to the Program Manager after signature for processing and filing. The Program Manager shall:

- Save award letters electronically;
- Share copy of award with responsible department(s) and Finance Committee;
- Obtain legal review of grant award contracts as indicated or needed;
- Review grant contracts for terms and conditions and prepare a list of requirements in an easy-to-follow format for the responsible department(s);
- Obtain signatures for a fully executed contract as required;
- Set up timelines for reports and other tasks.

**TOWN COUNCIL AWARD APPROVAL:**

If local, state or federal regulations change such that the awarded project cannot be successfully implemented OR

The awarded amount is significantly lower than the requested amount, the Town Council may reject the grant award.

This option should be taken with the greatest consideration as rejecting awards can impact future awards and grantor-grantee relationship.

**REVIEW AND REVISIONS:**

These Guidelines will be reviewed and revised as necessary to ensure that they are following existing rules and regulations and that they serve the public effectively. Any such revisions will be executed with Town Council approval.

## Community Composting Project

## **Community Composting Project - To be presented to Town Council Meeting on Dec. 10, 2025**

The Community Composting study was launched to support the 2025 Comprehensive Plan's **Goal 4, PS25: Divert Food Waste from Landfills**. As the project progressed, its scope expanded to include diversion of yard waste as well as food waste and the development of a stronger partnership between Shepherdstown and Shepherd University. This collaboration aligns with **Goal 1, EC9: Strengthen Partnership between the Town and Shepherd University**.

The mission is multifaceted:

- Promote community composting through communication and educational outreach.
- Define process steps and responsibilities to enact the service and to integrate it into Town's existing services in collaboration with Tabler Farm, part of Shepherd University.
- Deliver yard waste to Tabler rather than pay to dispose of it as landfill
- Enable improvement to the service with feedback for the benefit of the community, the Town, and Tabler Farm.

An initial draft **Memorandum of Understanding (MOU)** has been submitted to Shepherd University outlining the details of this collaboration.

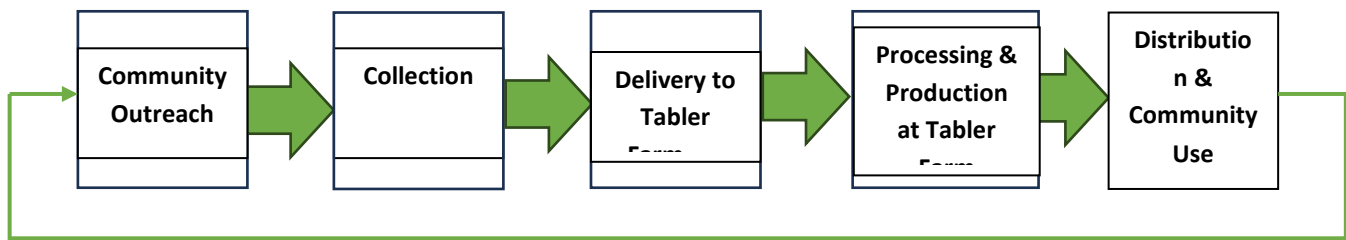
Biodegradable materials include kitchen waste, food-soiled paper, office paper, plant debris, cardboard, and yard waste. Tabler Farm will confirm which materials can be processed into compost and mulch.

Timeline:

- Last quarter FY26, April – June 2026: Launch pilot program, with potential for yard waste delivery to Tabler Farm even sooner if arrangements allow.
- FY27: Expand service to all residential households, followed by restaurants and businesses.

This initiative will reduce landfill volume and disposal costs while advancing sustainability for the Town and the greater Shepherdstown area.

## Community Composting (of Food Waste) Process Map and Responsibilities



**Community Outreach:** Promote program participation and educate residents on the benefits of composting and the steps involved.

**Collection:** Gather materials from households by either having the households drop at a collection point in Town or have food waste picked up on Wednesdays at the same time as yard waste is:

**Delivery:** Deliver collected materials to Tabler Farm and ensure proper handling upon arrival.

**Processing and Production:** Tabler Farm will break down the waste into usable compost and mulch.

**Distribution:** Determine how compost and mulch will be delivered to designated locations.

**Community Use:** Decide how the Town will utilize compost and mulch for local projects.

## Proposed Police Personnel Pay Scale



**Patrolman (not certified and must attend police academy)**

During academy	Upon graduation from academy
\$54,500.00	\$56,000.00

**Patrolman (certified)**

Hire Date	Year 1 anniversary	Year 2 anniversary	Year 3 anniversary	Year 4 anniversary	Year 5 anniversary	Year 6 anniversary	Year 7 anniversary
\$56,000.00	\$57,500.00	\$59,000.00	\$60,500.00	\$62,000.00	\$63,500.00	\$65,000.00	\$66,500.00

**Corporal (non-supervisory longevity promotion at year 8 anniversary)**

Year 8	Year 9	Year 10	Year 11	Year 12
\$68,000.00	\$69,750.00	\$71,500.00	\$73,250.00	\$75,000.00

**Sergeant (Supervisory position 2<sup>nd</sup> in command)**

Year 1 as Sgt.	Year 2 as Sgt.	Year 3 as Sgt.	Year 4 as Sgt.	Year 5 as Sgt.	Year 6 as Sgt.
\$70,000.00	\$72,000.00	\$74,000.00	\$76,000.00	\$78,000.00	\$80,000.00

**Chief of Police**

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
\$78,000.00	\$81,000.00	\$84,000.00	\$87,000.00	\$90,000.00	\$92,500.00	\$95,000.00

- 1) A new hire, certified police officer, with experience can be started between year 1 and year 5 on the patrolman pay scale depending on prior years of service. Year 5 slot is the highest lateral pay slot.
- 2) The Sergeant's position is typically appointed by the Chief of Police. If the appointee is from within the department, the pay increase will be that slot that provides a pay increase on the Sergeant pay scale.
- 3) Pay increases will be made on hire date anniversary.
- 4) Annual COLA rates should be applied to each slot, on each pay scale, each year to maintain a competitive compensation scale.

Officer Classification	Shepherdstown PD	Ranson PD	Boonsboro PD	Charles Town PD	Harpers Ferry PD	Martinsburg PD
Patrolman not Certified (entry-level)	\$54,500	\$57,586	\$37,300	\$56,060	\$55,827 - \$59,227	\$55,159 - \$77,937
Patrolman Certified (entry-level)	\$56,000 - \$66,500	\$59,026 - \$94,512	\$41,369 - \$45,032	\$57,642 - \$72,000	\$59,758 - \$77,971	\$57,917 - \$81,833
Corporal (8 - 12 years experience as an officer)	\$68,000 - \$75,000	\$61,674 - \$99,276	\$44,928 - \$65,978	\$63,000 - \$68,000	\$62,774 - \$81,906	\$65,488 - \$85,926
Sergeant (1 - 6 years experience in grade)	\$70,000 - \$80,000	\$72,932 - \$114,287	\$49,420 - \$72,571	\$70,000 - \$78,000	\$63,835 - \$83,290	\$70,482 - \$90,224
Chief of Police (1 - 7 years in grade)	\$78,000 - \$95,000	\$81,474 - \$112,787	\$56,826 - \$100,131	\$80,000 - \$137,000	\$66,976 - \$91,540	\$75,857 - \$99,471
		Estimated based on publicly available records		Estimated based on publicly available records		

# Ranson, WV Police Department Pay Scale & Benefits

Rank	Estimated Salary Range
Police Officer	\$57,586 (Uncertified) – \$59,026 (Certified) – up to \$94,512
Police Corporal	~\$99,276
Police Sergeant	~\$114,287
Police Lieutenant	~\$121,595
Police Captain	~\$128,847
Police Chief	\$112,787 – \$136,602

## Benefits

Work Schedule: 40 hours/week (four 10-hour shifts) Insurance: Fully paid family medical, dental, and vision Leave: Paid vacation and sick leave Retirement: State retirement plan Equipment: Take-home cruiser (with limitations)

## Police Department

Position	Hourly	Annually	Proposed Hourly	Proposed Annually
Administrative Specialist	\$15.89 - \$20.66	\$33,172 - \$43,119	\$19.53 - \$28.68	\$40,622 - \$59,654
Police Officer Trainee	\$13.87 - \$18.03	\$27,081 - \$34,087	\$17.94	\$37,300
Police Officer	\$19.82 - \$25.77	\$41,369 - \$53,774	\$19.82 - \$21.65	\$41,369 - \$45,032
Police Officer First Class	\$21.60 - \$28.08	\$44,928 - \$58,400	\$21.60 - \$31.72	\$44,928 - \$65,978
Police Sergeant	\$23.38 - \$30.39	\$48,630 - \$63,211	\$23.76 - \$34.89	\$49,420 - \$72,571
Police Lieutenant	\$25.16 - \$32.71	\$52,333 - \$68,034	\$27.32 - \$40.12	\$56,826 - \$83,450
Chief of Police	\$26.94 - \$35.02	\$56,035 - \$72,842	\$32.78 - \$48.14	\$68,182 - \$100,131

U.S. Bureau of Labor Statistics – May 2021 National Occupational Employment & Wage Estimates (Hagerstown-Martinsburg, MD-WV)

City of Brunswick – Fiscal Year 2023 City of Brunswick's Police Department Step and Grade Scale approved by Mayor & Council September 27, 2022; effective October 3, 2022.

## Charles Town Police Department Pay Schedule

Rank	Estimated Annual Salary
Probationary Officer	\$54,694 – \$57,462
Patrol Officer	\$55,534 (avg)
Sergeant	\$76,900 – \$106,400 (avg \$95,400)
Lieutenant	\$98,000 – \$115,000
Captain	\$115,000 – \$125,000
Chief of Police	\$125,000 – \$137,000

Benefits: - Health, vision, and dental insurance - State retirement plan (MPFRS) with 8.5% employee + 8.5% employer contribution - Merit-based pay scale with COLA adjustments - Clothing allowance - Four 10-hour work schedule - Tuition reimbursement - Longevity pay - Night/evening shift differential - Holiday, vacation, and sick leave - Take-home vehicle and all uniforms/equipment provided - Promotional opportunities after two years in grade

*Sources: Charles Town Police Department Careers page, Salary.com, City of Charles Town payroll data.*

# WAGE SCALE

## JULY 1, 2024 TO JUNE 30, 2025

Position	Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Ptl. Off. (Non-Cert.)	FT	\$55,827.20	\$57,502.02	\$59,227.08	\$61,003.89	\$62,834.01	\$64,719.03	\$66,660.60	\$68,660.41	\$70,720.23	\$72,841.83
Ptl. Off. (Cert.)	PT	\$29,879.20	\$30,775.58	\$31,698.84	\$32,649.81	\$33,629.30	\$34,638.18	\$35,677.33	\$36,747.65	\$37,850.08	\$38,985.58
Ptl. Off. (Cert.)	FT	\$59,758.40	\$61,551.15	\$63,397.69	\$65,299.62	\$67,258.61	\$69,276.36	\$71,354.65	\$73,495.29	\$75,700.15	\$77,971.16
Corporal	FT	\$62,774.40	\$64,657.63	\$66,597.36	\$68,595.28	\$70,653.14	\$72,772.73	\$74,955.92	\$77,204.59	\$79,520.73	\$81,906.35
Sergeant	FT	\$63,835.20	\$65,750.26	\$67,722.76	\$69,754.45	\$71,847.08	\$74,002.49	\$76,222.57	\$78,509.24	\$80,864.52	\$83,290.46
Lieutenant	FT	\$66,976.00	\$68,985.28	\$71,054.84	\$73,186.48	\$75,382.08	\$77,643.54	\$79,972.85	\$82,372.03	\$84,843.19	\$87,388.49
Captain	FT	\$70,158.40	\$72,263.15	\$74,431.05	\$76,663.98	\$78,963.90	\$81,332.81	\$83,772.80	\$86,285.98	\$88,874.56	\$91,540.80
Chief	PT	\$39,738.40	\$40,930.55	\$42,158.47	\$43,423.22	\$44,725.92	\$46,067.70	\$47,449.73	\$48,873.22	\$50,339.42	\$51,849.60

### NOTES:

- FT = Fulltime (up to 1664-2080 hours annually); PT = Parttime (up to 1040 hours annually)
- Step increases are not automatic. Two conditions must be met in order to advance from one step to another.
  1. Employee must receive a "fully successful" annual performance rating for the current year.
  2. Time-in-Service (salary step) requirement must be met.
- Time-in-Service requirement:
 

In order to progress through Step 1 to Step 10, there are specific waiting periods. If you are currently within Steps 1, 2, and 3 (yellow), your waiting period to progress to the next step is one year. If you are currently within Steps 4, 5, and 6 (green), your waiting period to progress to the step is two years. If you are currently within Steps 7, 8, and 9 (blue), your waiting period to progress to the next step is three years. Once you reach Step 10 (orange), no further salary increases occur except for Cost of Living Adjustment (COLA) increases or promotion.
- Promotion:
 

If an officer successfully passes the certification test for the next rank (e.g. Corporal to Sergeant), a pay increase associated with the new rank is not automatic. All promotions involving a pay increase must be approved by the Town Council. If the Town Council approves the pay increase, the promotion must be accompanied by a two-step increase at the officer's current level and rounded up. For example, if you are a Corporal Step 2, your promotion to Sergeant must be equivalent to a Corporal Step 4 and rounded up to the next closest Sergeant step.
- Progression through "Steps" is not considered a "promotion".
- The wage scale schedule will be revised each fiscal year to reflect COLA increase approval by Town Council.

Approved by Town Council: 06/10/2024

Effective Date: 07/01/2024

Revised: 07/30/2024

# Harpers Ferry

## WAGE SCALE

JULY 1, 2024 TO JUNE 30, 2025

Position	Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Patrolman (Non-Certified)	FT	\$26.84	\$27.65	\$28.47	\$29.33	\$30.21	\$31.11	\$32.05	\$33.01	\$34.00	\$35.02
Patrolman (Certified)	PT	\$28.73	\$29.59	\$30.48	\$31.39	\$32.34	\$33.31	\$34.31	\$35.33	\$36.39	\$37.49
Patrolman (Certified)	FT	\$28.73	\$29.59	\$30.48	\$31.39	\$32.34	\$33.31	\$34.31	\$35.33	\$36.39	\$37.49
Corporal	FT	\$30.18	\$31.09	\$32.02	\$32.98	\$33.97	\$34.99	\$36.04	\$37.12	\$38.23	\$39.38
Sergeant	FT	\$30.69	\$31.61	\$32.56	\$33.54	\$34.54	\$35.58	\$36.65	\$37.74	\$38.88	\$40.04
Lieutenant	FT	\$32.20	\$33.17	\$34.16	\$35.19	\$36.24	\$37.33	\$38.45	\$39.60	\$40.79	\$42.01
Captain	FT	\$33.73	\$34.74	\$35.78	\$36.86	\$37.96	\$39.10	\$40.28	\$41.48	\$42.73	\$44.01
Chief of Police	PT	\$38.21	\$39.36	\$40.54	\$41.75	\$43.01	\$44.30	\$45.62	\$46.99	\$48.40	\$49.86

### NOTES:

- FT = Fulltime (up to 1664-2080 hours annually); PT = Parttime (up to 1040 hours annually)
- Step increases are not automatic. Two conditions must be met in order to advance from one step to another.
  1. Employee must receive a "fully successful" annual performance rating for the current year.
  2. Time-in-Service (salary step) requirement must be met.
- Time-in-Service requirement:
 

In order to progress through Step 1 to Step 10, there are specific waiting periods. If you are currently within Steps 1, 2, and 3 (yellow), your waiting period to progress to the next step is one year. If you are currently within Steps 4, 5, and 6 (green), your waiting period to progress to the step is two years. If you are currently within Steps 7, 8, and 9 (blue), your waiting period to progress to the next step is three years. Once you reach Step 10 (orange), no further salary increases occur except for Cost of Living Adjustment (COLA) increases or promotion.
- Promotion:
 

If an officer successfully passes the certification test for the next rank (e.g. Corporal to Sergeant), a pay increase associated with the new rank is not automatic. All promotions involving a pay increase must be approved by the Town Council. If the Town Council approves the pay increase, the promotion must be accompanied by a two-step increase at the officer's current level and rounded up. For example, if you are a Corporal Step 2, your promotion to Sergeant must be equivalent to a Corporal Step 4 and rounded up to the next closest Sergeant step.
- Progression through "Steps" is not considered a "promotion".
- The wage scale schedule will be revised each fiscal year to reflect COLA increase approval by Town Council.

Approved by Town Council: 06/10/2024

Effective Date: 07/01/2024

Revised: 07/30/2024



**EXHIBIT C**

CITY OF MARTINSBURG, WV - CIVIL SERVICE WAGE SCALE																
RECOMMENDED - JUNE 23, 2024 (2.5% COLA PLUS 2.5% MERIT)																
5% GRADE/2.5% STEP																
GRADE	POSITION TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
110	Vacant	\$77,615	\$79,555	\$81,544	\$83,583	\$85,673	\$87,815	\$90,010	\$92,260	\$94,567	\$96,931	\$99,354	\$101,838	\$104,384	\$106,994	\$109,669
109	Vacant	\$73,919	\$75,767	\$77,661	\$79,603	\$81,593	\$83,633	\$85,724	\$87,867	\$90,064	\$92,316	\$94,624	\$96,990	\$99,415	\$101,900	\$104,448
108	Police Captain	\$70,399	\$72,159	\$73,963	\$75,812	\$77,707	\$79,650	\$81,641	\$83,682	\$85,774	\$87,918	\$90,116	\$92,369	\$94,678	\$97,045	\$99,471
107	Police Lieutenant, Fire Battalion Chief	\$67,047	\$68,723	\$70,441	\$72,202	\$74,007	\$75,857	\$77,753	\$79,697	\$81,689	\$83,731	\$85,824	\$87,970	\$90,169	\$92,423	\$94,734
106	Police Sergeant, Fire Lieutenant	\$63,854	\$65,450	\$67,086	\$68,763	\$70,482	\$72,244	\$74,050	\$75,901	\$77,799	\$79,744	\$81,738	\$83,781	\$85,876	\$88,023	\$90,224
105	Police Corporal	\$60,813	\$62,333	\$63,891	\$65,488	\$67,125	\$68,803	\$70,523	\$72,286	\$74,093	\$75,945	\$77,844	\$79,790	\$81,785	\$83,830	\$85,926
104	Police Officer (Certified), Firefighter EMT-Paramedic	\$57,917	\$59,365	\$60,849	\$62,370	\$63,929	\$65,527	\$67,165	\$68,844	\$70,565	\$72,329	\$74,137	\$75,990	\$77,890	\$79,837	\$81,833
103	Police Officer (Uncertified)	\$55,159	\$56,538	\$57,951	\$59,400	\$60,885	\$62,407	\$63,967	\$65,566	\$67,205	\$68,885	\$70,607	\$72,372	\$74,181	\$76,036	\$77,937
102	Firefighter EMT-Basic	\$52,532	\$53,845	\$55,191	\$56,571	\$57,985	\$59,435	\$60,921	\$62,444	\$64,005	\$65,605	\$67,245	\$68,926	\$70,649	\$72,415	\$74,225
101	Vacant	\$50,030	\$51,281	\$52,563	\$53,877	\$55,224	\$56,605	\$58,020	\$59,471	\$60,958	\$62,482	\$64,044	\$65,645	\$67,286	\$68,968	\$70,692
MINIMUM STARTING PAY																
NEW-HIRE POLICY Police Officer (Certified), Firefighter EMT-Paramedic - Step 1 (1-3 yrs.), Step 2 (4-6 yrs.), Step 3 (7-9 yrs.), Step 4 (10-12 yrs.), Step 5 (13-15 yrs.), Step 6 (16-18 yrs.), Step 7 (19+ yrs.)																
PROMOTION POLICY Step Minimum OR Step Equivalent To 7.5% Increase																



Reports of Committees, Commissions and Boards Since November 12, 2025

Draft

Age-Friendly Shepherdstown

Nov 19, 2025

## M I N U T E S

Attending: Marty Amerikaner, Marcy Bartlett, Jan Hafer, Linda Spatig

Visitor: Leigh Ann Evanson

Linda introduced Leigh Ann and then committee members unanimously approved September Minutes.

### Old Business

1. Bike Route. Marty gave an update on the installation of sharrows and pole signs. We discussed the pros and cons of pole sign placements and Marty explained a map that is being developed.

Leigh Ann explained her interest in applying for Shepherdstown to become a Bike-Friendly Town that would be affiliated with the League of American Cyclists. She plans to present her ideas to the Parks and Rec Committee next week. Age-Friendly Committee members expressed support for her work and invited her to apply to be a member of the Age-Friendly Committee because this overlaps with our Action Plan.

2. Morgan's Grove Park Path. Marty announced that bids for the work on the sidewalk from town to the park will go out for bid in spring, 2026. We discussed the possibility of sending the bids out in the winter to enable work to begin with good weather in late spring. Marty agreed to check on that possibility.
3. Safety and Fall Prevention. Marcy gave a progress report on repairs completed and in progress. We discussed the possibility of removing bricks in the tree wells on German St, as those are often trip hazards. Marcy reported that the town is contracting with a company to clear snow and ice off downtown sidewalks in situations when building owners fail to do so. We discussed a recent serious fall when someone was crossing the railroad tracks on German. We discussed the possibility of installing a handrail on one side.
4. Public Transportation. Linda reported that she and Marty attended a meeting including Age-Friendly SU and EPTA to discuss the online survey results. Currently,

the idea of a university-town collaboration using EPTA campus shuttle busses is off the table. However, AFS will continue to explore the issue of transportation in and around town and we are forming a work group to explore possibilities such as purchasing a minivan.

5. Hearing Accessibility. Linda reminded the group of the upcoming public meeting to discuss the Comprehensive Plan. The meeting will not be held in Town Hall. Linda asked Marty and Marcy to ensure that the town uses equipment and processes that enable everyone to hear and participate in the meeting.

#### New Business

1. Revision of Action Plan. Linda reported that she will begin work on that after the holidays.
2. **Next Meeting: December 17, 1:30pm, Zoom**

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

**TOWN GRANTS COMMITTEE MINUTES**  
**Tuesday, December 2, 2025, 6:15 pm**  
**Town Hall, 104 North King Street**

1. Call to Order: Emily called the meeting to order at 6:25pm.  
James Gatz, Emily Samide, Shannon Thomas. Absent: Carrie Blessing

Staff Present: none

Visitors: none

2. Public Comment: none

3. Ongoing Business:

- Updated Town Grant Committee Guidelines document is currently pending review/feedback from Town Council.
- Considering membership in GrantFinder search tool. Mayor Gatz will invite rep from National League of Cities to come meet with us and give a demo.
- Town grant writer position is still pending further interviews.
- Mary Fortuna has offered to fill vacant committee position, though she may often have to participate remotely (application pending).
- Mary is reviewing the Comprehensive Plan to build a list of potential Town grant projects that align with Town priorities. We'll incorporate this into the Town Grants Tracker spreadsheet. Committee members are asked to review the grant spreadsheet on Sharepoint before the next meeting.
- Prior to January meeting, we'll review the 2025 Congressionally Directed Spending requests (James has requested copies from Amy and will share). We need to refine these by Feb to be prepared for 2026 requests anticipated in March timeframe.

4. New Business:

- Upcoming grant opportunity: BUILD (Better Utilizing Investments to Leverage Development) Grant, from the US Dept of Transportation, for surface transportation infrastructure projects with significant local or regional impact. Considering potential projects, such as sidewalk repair or pedestrian safety near Sage Place. Deadline is Feb 24.

6. Adjourn: The meeting adjourned at approximately 7:25pm.

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 1<sup>st</sup> Monday of the month instead of the 2<sup>nd</sup> 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 1<sup>st</sup> 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 – November 25, 2025**

**Attendance:** Cheryl Roberts, Chair; Marty Amerikaner, Tobi Moriarty,  
Absent: Adam Thomas

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#### **1. Call to Order**

- Meeting called to order by Chair, C. Roberts at 6:01 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 October 28<sup>th</sup> minutes. Approved unanimously.

#### **4. Welcome Visitors:**

- Hank Walters, Enrico Caruso, Cara Keys, Dale Holman, Kristi Hendricks
- 

### **5. Unfinished Business: Park Reports**

#### **5.1 Bane-Harris Park – C. Roberts**

- Playground equipment is used daily
- Pickle Ball Courts not used in the past month
- Basketball Court is used a few times per week
- Fairy Garden is visited a few times per week

#### **5.2 Cullison Park – M. Amerikaner**

- Pending financial obligation and Town Council approval for Public Works to move forward with the installation or application of asphalt surface walking path joining Cullison and Rumsey Parks. Planned to commence in Spring 2026
- Stairway Replacement from Mill Street to Cullison Park is complete.

#### **5.3 Riverfront Park – T. Moriarty**

- Town Run Watershed Posts and Signs action item moved to Planning Commission. Closed.
- Previous picnic table was ruled to have been stolen. Police Report filed. Police Officers will be monitoring Princess Street access more frequently.
- A replacement picnic table has been installed.

#### **5.4 Rumsey Park – C. Roberts**

- WV Swing installation completed by Shepherdstown Rotary.
- H. Walter is waiting to receive approval for a grant to support funding of a Rain Garden in the small area below the monument, well-marked near designated parking spaces.
- Flowers/Plantings Project is complete in anticipation of spring blooming. The primary focus is on native plants and are not invasive. Other plants that were selected are of historical value (lilac, boxwoods, daffodils), great pollination and

feeder qualities, ornamental beauty, good behavior, durability under deer pressure and four-season interest. Highly invasive; non-natives were removed under the direction of P&R by R&L Landscaping. These were Tree of Heaven, Stilt Grass, Autumn Olive, Asian Raspberry, and multi-flora rose which are known to take over farmland and were overtaking Rumsey Park. R&L Landscaping removed the most-nasty plants. NCTC has the same issues and were consulted.

- Town Run Watershed Posts and Signs action item moved to Planning Commission. Closed.
- Low amp Lighting for Monument is complete. Currently on a timer between 5:30-9:00 p.m. M. Amerikaner questioned the 4 lights in the corner of the base of the monument being lighted. It was noted that all lights are on the same circuit. C. Roberts commented that there was another phase considered which included different colored lights and on a remote control managed by P&R Committee and/or Town Hall on special occasions. H. Walter commented that the colored lights with remote control have not been explored further. C. Roberts commented that, as Chair of P&R, she will manage the lighting.

#### **5.5 Devonshire Park – C. Roberts**

- Pickleball court unused this season. Area needs to be better maintained.
- C. Roberts will follow up with Public Works to confirm responsibility for Landscaping maintenance unclear.

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### **6. Ongoing Projects & Issues**

#### **6.1 Safety Issues**

- None reported

#### **6.2 Bookmark the Park**

- Plan to revive in 2026

#### **6.3 Hurley Donated Property**

- Closed until further notice

#### **6.4 Boat Ramp Proposal**

- Closed

### **7. New Business**

- Bike Friendly Community – Request for Application from Corporation of Shepherdstown
- Application is 80 pages and intense. A request is made every 4 years
- Deadline for application is mid-June
- Sample Scoresheet submitted for bronze level
- No application fee
- Leigh Ann Evanson provided information in support of an application and has willingly agreed to provide additional information and feedback to P&R Committee and to lead the effort.

### **8. Additional Topics for Future Planning**

- None

### **9. P&R Committee will resume meet on February 24, 2026 @ 6:00 p.m.**

**10. Adjournment**

- Motion by M. Amerikaner; Seconded by T. Moriarty to adjourn at 6:49p.m.

Respectfully Submitted:

Cheryl Roberts, Chair

# **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**

## Summaries of Committees, Commissions and Boards

### **Planning Commission Summary**

The Planning Commission reviewed six applications at its meeting on Nov 17.

Two applications for building porches in Shepherd Village were deferred at the applicants' request.

An application for building a fence at 101 Ray St was deferred due to the applicant's absence.

An application for a fence to surround a backyard pool on N. Duke was approved.

An application for building a fence at 212 West High was approved with the Commission noting that fencing criteria does not exist for the type of lot in question.

An application from St. Agnes Church for a large-scale storm water mitigation project was discussed. Members raised procedural questions as to whether this type of project is covered by the town's ordinance in Title 9 as requiring Planning Commission approval. Members also expressed concern about potential unintended impacts on neighboring properties and the need for review by an independent engineering firm selected by the Town. The Commission voted to defer the matter pending legal opinion as the town's authority and a technical review by an engineering firm chosen by the town to assess any unforeseen risks that are associated with the project design. The town will be working with a sense of urgency to resolve these open questions so as not to create undue burden or delays.

### **Tree Commission Summary**

The Tree Commission discussed the site in front of town hall where the sugar maple had been removed due to decline. There was discussion about installing a small knee wall with a root barrier, with an action item for preparing a proposal to be presented at HLC.



## Summaries of Committees, Commissions and Boards

At 112 W. German, the Commission evaluated options to enlarge the existing concrete tree well to improve doorway clearance, with site measurements and sidewalk assessments underway.

Members also discussed new planting opportunities which include the area on West High Street (west of Duke) and at key town entry points.

Additional updates covered stump grinding on West German Street and New Street, coordination challenges at a grading-problem site, and a recent pruning request at East High Street.

New business included evaluating a possibly dead tree on Old Queen Alley, setting guidance for decorations on the Welcome Center crabapple, and noting the removal of a storm-damaged tree at Rocky and High.

## Staff Reports

## December Staff Report

### **Wastewater, Water and Streets**

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

- 1) Bon Aire- Hydrant valve leaking- (awaiting parts)
- 2) E High St.- Sewer back up 11/5 and 11/12
- 3) Baseball Field- Sewer line back up- 11/23
- 4) Sandpiper Ln- Service Line leak- 11/20
- 5) King St- Marked leak location 11/17 (no leak found)

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

Water plant-

- New Bleach system Valves working properly

Wastewater plant-

- New Tow Motor Ordered
- Laser line feed pumps

#### **Lead and Copper rule**

Applying for grant for the Lead goosenecks and galvanized lines requiring replacement (awaiting update)

#### **Streets**

Fix street signs/ Loading zones

Event prep

Clean street drains/ leaves

Holiday Banners

PW yard clean-up

Clean up week 1- 11/3-11/7 week 2- 11/10-11/14

Dig leak marked locations (2 remaining)

## December Staff Report

Benches complete ready for artist (awaiting completion)

### **Trash/Recycling/Yard waste/Rough cost**

Glass- No glass dumping

Trash – 48 Tons collected in the month of Nov. including clean up weeks-Dump cost \$5544

Recycling- 12 Tons collected in the month of Nov.-Dump cost \$1360.00

Yard Waste- 10 loads. Including clean up weeks- Dump cost \$1000

Metal Waste- 2 loads to scrap- Return roughly \$300.00

### **New Park Property**

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

Posted NO DUMPING signs

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

Nov 2025- Project to go to bid 2026

### **Operator update**

Looking to hire Water/Wastewater OITs, and Laborer after the first of the year. We have an employee relocating, and 2 operators getting ready for retirement.

## December Staff Report

### Police Department

November 2025 report,

Attached is a list of police service calls for the month of October 2025. A total of 417 police service calls include 21 assists for the Jefferson County Sheriff's Office. We also assisted the University Police with 4 calls. That is 5.9% of the calls being an assist to another agency. The Jefferson County Sheriff's assisted us with 6 calls for service.

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

#### **Note Worthy Events:**

On 11/20/25 This department took a missing person complaint for an adult that was out of the country but failed to return as scheduled. Through our investigation, we requested assistance from ICE and FBI in an attempt to locate the person. The person was confirmed as returning safely on Nov. 30.

On 11/22/25 Off Dickens responded to a call for a person that may have jumped from the Potomac River Bridge. That information was found to be true and with the assistance of EMS and Washington County police, the male was retrieved from the river in relatively good condition considering the events. He was taken to Meritus Hospital for a mental health evaluation.

On 11/25/25 Sergeant Jeffries resigned from the police department for a job at another police department in Jefferson County. His last day will be 4 Dec 25.

## Town Financial Status

## Executive summary (YTD through 10/31/2025)

- **Revenues: \$965,948** actual vs **\$884,167** YTD budget → **+\$81,782** favorable.
- **Expenses: \$826,018** actual vs **\$957,133** YTD budget → **\$131,115** under (favorable).
- **Net position: +\$139,930** actual surplus YTD. Relative to the YTD budget (which implied a **–\$72,967** deficit), you're **+\$212,897** ahead of plan.

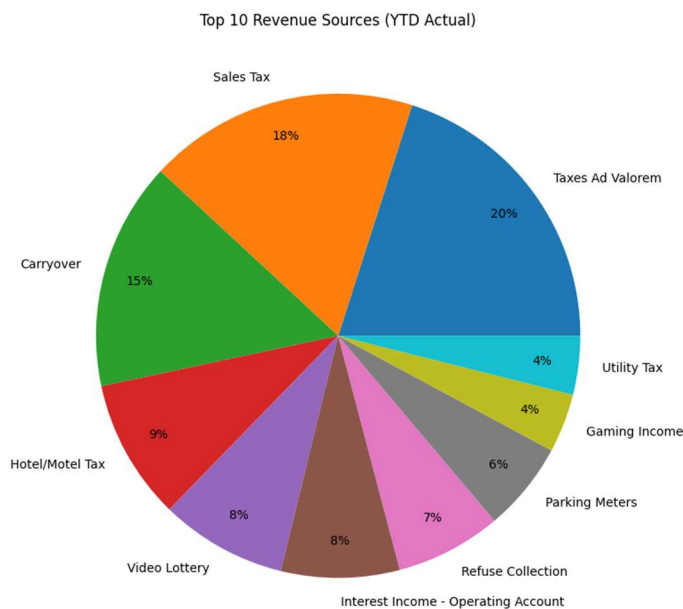
## What's driving revenue performance?

### Top favorable variances (Actual vs YTD Budget):

1. **Ad Valorem property taxes: +\$84,285** (collections heaviest in Aug/Sep & Feb/Mar).
2. **Interest income (Operating): +\$23,297.**
3. **Sales tax (1% WV distribution): +\$11,910** (WV remits in Oct/Jan/Apr/Jul).
4. **Business licenses: +\$6,356** (front-loaded at FY start)
5. **Utility tax: +\$6,338.**

### Top adverse variances:

- **Liquor tax: –\$29,362** (note anticipates higher Q2 receipts).
- **Hotel/Motel tax: –\$21,061** (remittances lag one month; Bavarian Inn ≈ \$19k noted).
- **Video lottery: –\$9,853.**
- **Parking meters/permits: –\$1,341.**



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## Where expenses are over/under (by department)

### Expense Highlights

- **Over Budget:**
  - **City Hall: +\$30,786** (due to elevator repair and drainage project)
  - **Community Grants: +\$24,233**
  - **Sanitation: +\$14,523**
  - **Visitor's Bureau: +\$12,837**
- **Under Budget:**
  - **Contingencies: -\$71,982**
  - **Planning & Zoning: -\$41,484**
  - **Police Department: -\$37,692**
  - **Civic Promotions: -\$30,631**

### Largest over-budget departments (YTD):

- **City Hall: +\$30,786** over (big drivers: **R&M Building & Grounds**—Oracle Elevator door board ≈ \$12k; **Professional Services**—Communication Director/Longerbeam Tax; **Kimley-Horn – Mill St drainage** ≈ \$19k).
- **Contributions/Transfers (Community Grants): +\$24,233** over (e.g., **Visitor's Center** payments; **WV Advancement & Development Division**).
- **Sanitation: +\$14,523** over (landfill fees; **Bavarian Inn trash reimbursement per annexation**) and higher wages/benefits YTD.
- **Visitor's Bureau: +\$12,837** over (includes **Market House painting** ≈ \$12k).

### Largest under budget departments (YTD):

- **Contingencies: -\$71,982** (unused to date).
- **Planning & Zoning: -\$41,484** (salary/benefits + services largely unspent YTD).
- **Police Department: -\$37,692** (lower benefits & retirement YTD; mixed utilities/IT).
- **Civic Promotions (new program areas): -\$30,631** (slow ramp across five contribution lines).
- **Parking (new department): -\$24,181** (allocation from Police slated “moving forward”).

### Overall Assessment

- The Town is in a **strong fiscal position** for FY26 so far:
  - **Revenues are ahead of budget** mainly due to property taxes and interest income.
  - **Expenses are significantly under budget**, driven by unspent contingency and delayed program spending.
- **Cash flow outlook:** Positive, with timing differences (Liquor, Hotel/Motel taxes) expected to normalize later in the year.



# Corporation of Shepherdstown

## Balance Sheet

As of October 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	5,173,442.07
RESTRICTED FUNDS	325,637.56
RESTRICTED FUNDS ICS ACCOUNTS	4,380.98
Undeposited Funds	617.98
<b>Total Bank Accounts</b>	<b>\$5,504,518.59</b>
Accounts Receivable	
General Funds A/R	128,317.59
<b>Total Accounts Receivable</b>	<b>\$128,317.59</b>
Other Current Assets	
150.00 Net OPEB Asset	19,086.00
Other Current Assets	66,669.50
<b>Total Other Current Assets</b>	<b>\$85,755.50</b>
<b>Total Current Assets</b>	<b>\$5,718,591.68</b>
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,478,314.36
<b>Total Fixed Assets</b>	<b>\$5,478,314.36</b>
Other Assets	
Beneficial Interest in Assets Held by Others	53,343.10
Due from Market House Legal Settlement	15,104.00
<b>Total Other Assets</b>	<b>\$68,447.10</b>
<b>TOTAL ASSETS</b>	<b>\$11,265,353.14</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	11,073.00
<b>Total Accounts Payable</b>	<b>\$11,073.00</b>
Credit Cards	
213 Purchase Card Payable	55,449.47

# Corporation of Shepherdstown

## Balance Sheet

As of October 31, 2025

	TOTAL
<b>Total Credit Cards</b>	<b>\$55,449.47</b>
Other Current Liabilities	
140.02 DO - Change in Proportionate	-1,320.00
140.5 DO - Change in Assumptions	-2,695.00
2104 PEIA Payable	4,356.00
260 Accrued Compensated Absences	84,750.59
280.10 DI-Different Expected/Actual I	11,110.00
280.20 DI-Difference Proj/Actual Earn	318.00
280.30 DI-Changes/Differences Prop. S	13,022.00
280.40 DI - Changes in Assumptions	10,648.00
290.50 Restricted for Equipment	96,206.00
292.20 PPA-Beginning OPEB Liability	927.00
292.30 PPA-2017 RHBT Payment	-13,186.00
Child Support	-971.53
Christmas Club	-320.00
Due to (from) Coal Severance	-22,750.31
Due to (from) Sewer	-412,374.90
Due to (from) Water	-757,732.66
Garnishments	3,655.54
Gen Fund Other Current Liab.	70,533.20
Payroll Liabilities	22,436.46
VALIC Retirement Payable	17,305.19
<b>Total Other Current Liabilities</b>	<b>\$ -876,082.42</b>
<b>Total Current Liabilities</b>	<b>\$ -809,559.95</b>
<b>Total Liabilities</b>	<b>\$ -809,559.95</b>
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Retained Earnings	650,295.88
Net Income	11,756.38
<b>Total Equity</b>	<b>\$12,074,913.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$11,265,353.14</b>

### Note

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

## Corporation of Shepherdstown

### FY26 Budget vs Actuals

Through October 31, 2025

	REVENUES	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
299	Carryover	\$ 240,000	\$ 174,950	\$ 384,522	\$ 128,174	\$128,174	\$0	
301	Taxes Ad Valorem	\$ 239,731	\$ 253,444	\$ 253,444	\$ 84,481	\$168,766	\$84,285	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 23,100	\$ 26,155	\$ 26,155	\$ 8,718		(\$8,718)	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	\$ 26,667	\$33,005	\$6,338	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 83,000	\$ 85,000	\$ 85,000	\$ 21,250	\$24,073	\$2,823	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 185,000	\$ 185,000	\$ 185,000	\$ 46,250	\$16,888	(\$29,362)	Quarterly tax assessed on the sale of Wine, Liquor, and Private Clubs by WV - Anticipation of higher revenue in Q2
307	Animal Control Tax	\$ 400	\$ 400	\$ 400	\$ 133	\$165	\$31	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 300,000	\$ 300,000	\$ 300,000	\$ 100,000	\$78,939	(\$21,061)	Monthly Tax assessed on local hotels, motels, and short term rentals - one month behind - Bevarian Inn - \$19K
314	Sales Tax	\$ 560,000	\$ 560,000	\$ 560,000	\$ 140,000	\$151,910	\$11,910	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	\$ 18,333	\$17,994	(\$339)	
321	Parking Violations	\$ 30,000	\$ 12,000	\$ 12,000	\$ 4,000	\$6,470	\$2,470	
325	Business Licenses	\$ 20,000	\$ 10,000	\$ 10,000	\$ 3,333	\$9,689	\$6,356	Revenue received as beginning of FY26
326	Building Permits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 1,333	\$1,125	(\$208)	
327	WV Opioid settlement fund	\$ 0	\$ 0	\$ 0	\$ 0	\$1,029	\$1,029	
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	\$ 1,667	\$891	(\$775)	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	\$ 51,667	\$50,326	(\$1,341)	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,000	\$ 45,000	\$ 45,000	\$ 15,000	\$19,000	\$4,000	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,000	\$ 175,000	\$ 175,000	\$ 58,333	\$59,435	\$1,102	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	\$ 30,000	\$33,066	\$3,066	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 80,000	\$ 130,000	\$ 130,000	\$ 43,333	\$66,631	\$23,297	
381	Misc. Reimbursements	\$ 2,000	\$ 0	\$ 0	\$ 0	(\$66)	(\$66)	Window Replacement - Dr. Paul Davis
382	Refunds and Rebates	\$ 10,000	\$ 10,000	\$ 10,000	\$ 3,333	\$3,057	(\$277)	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,000	\$ 36,000	\$ 36,000	\$ 12,000	\$15,222	\$3,222	Monthly recycling collection revenue
397	Video Lottery	\$ 240,000	\$ 243,129	\$ 243,129	\$ 81,043	\$71,190	(\$9,853)	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 350	\$ 350	\$ 350	\$ 117	\$2,021	\$1,904	Payroll Reimbursement for Police grant work
	<b>Total Revenues</b>	<b>\$ 3,746,181</b>	<b>\$ 2,645,928</b>	<b>\$ 2,855,500</b>	<b>\$ 884,167</b>	<b>\$ 965,948</b>	<b>\$81,782</b>	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
409	Mayor's Office - 409	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 667		(\$667)	
104	FICA	\$ 151	\$ 0	\$ 0	\$ 0		\$0	
111	Telephone	\$ 970	\$ 500	\$ 500	\$ 167		(\$167)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 33		(\$33)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 2,600	\$ 2,600	\$ 867	\$ 0	(\$867)	
410	City Council -410	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 2,000	\$ 1,500	(\$500)	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 150	\$ 115	(\$35)	
226	Liability /Workers Comp Insurance	\$ 550	\$ 250	\$ 250	\$ 83	\$ 0	(\$83)	Workers Comp
	Total Council	\$ 7,000	\$ 6,700	\$ 6,700	\$ 2,233	\$ 1,615	(\$619)	
87								
411	City Recorder	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 500	\$ 375	(\$125)	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 38	\$ 29	(\$10)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 21		(\$21)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,679	\$ 560	\$ 404	(\$156)	
141								
416	Police Judges - 416	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 9,900	\$ 9,900	\$ 3,300	\$ 800	(\$2,500)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 8,900	\$ 9,900	\$ 9,900	\$ 3,300	\$ 800	(\$2,500)	
435	Regional Dev Authority - 435	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
222	Dues & Subscriptions	\$ 1,439	\$ 2,649	\$ 2,649	\$ 883	\$ 0	(\$883)	Annual Bill from Regional Development Authority
	Total Regional Dev. Authority	\$ 1,439	\$ 2,649	\$ 2,649	\$ 883	\$ 0	(\$883)	
437	Planning & Zoning - 437	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
103	Salaries	\$ 75,200	\$ 85,508	\$ 85,508	\$ 28,503	\$ 0	(\$28,503)	
104	FICA	\$ 6,169	\$ 6,541	\$ 6,541	\$ 2,180	\$ 0	(\$2,180)	
105	Group Insurance	\$ 14,364	\$ 12,000	\$ 12,000	\$ 4,000	\$ 0	(\$4,000)	
106	Retirement	\$ 8,000	\$ 8,550	\$ 8,550	\$ 2,850	\$ 0	(\$2,850)	
211	Telephone	\$ 2,000	\$ 0	\$ 0	\$ 0		\$0	
214	Travel	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
218	Postage	\$ 105	\$ 0	\$ 0	\$ 0		\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 0	\$ 0	\$ 0	\$ 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	\$ 2,833		(\$2,833)	legal costs
226	Insurance & Bonds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 667		(\$667)	Workers Comp
230	Contracted Services	\$ 0	\$ 2,000	\$ 2,000	\$ 667		(\$667)	
341	Departmental Supplies	\$ 0	\$ 0	\$ 0	\$ 0		\$0	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
	<b>Total Planning and Zoning</b>	<b>\$ 130,543</b>	<b>\$ 125,099</b>	<b>\$ 125,099</b>	<b>\$ 41,700</b>	<b>\$ 216</b>	<b>(\$41,484)</b>	
<b>438</b>	<b>Elections - 438</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 10/31/25</b>	<b>FY 26 Actuals Thru 10/31/25</b>	<b>Over/(Under) Budget Thru 10/31/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 0	\$ 1,000	\$ 1,000	\$ 333	\$ 0	(\$333)	
222	Departmental Supplies	\$ 0	\$ 4,500	\$ 4,500	\$ 1,500	\$ 0	(\$1,500)	
223	<b>Total Elections</b>	<b>\$ 0</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>	<b>\$ 1,833</b>	<b>\$ 0</b>	<b>(\$1,833)</b>	No election in FY 25
<b>440</b>	<b>City Hall - 440</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 10/31/25</b>	<b>FY 26 Actuals Thru 10/31/25</b>	<b>Over/(Under) Budget Thru 10/31/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 161,173	\$ 202,008	\$ 202,008	\$ 67,336	\$ 65,400	(\$1,936)	
104	FICA	\$ 12,330	\$ 15,454	\$ 15,454	\$ 5,151	\$ 4,967	(\$184)	
105	Group Insurance	\$ 21,500	\$ 32,000	\$ 32,000	\$ 10,667	\$ 11,393	\$726	
106	Retirement	\$ 7,797	\$ 25,930	\$ 25,930	\$ 8,643	\$ 5,235	(\$3,408)	
108	Overtime/Extra Help	\$ 4,000	\$ 2,000	\$ 2,000	\$ 667		(\$667)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 9,000	\$ 8,000	\$ 8,000	\$ 2,667	\$ 2,000	(\$667)	
213	Utilities	\$ 10,000	\$ 12,000	\$ 12,000	\$ 4,000	\$ 4,147	\$147	
214	Travel	\$ 2,000	\$ 2,000	\$ 2,000	\$ 667		(\$667)	
215	R&M Building & Grounds	\$ 3,800	\$ 8,000	\$ 8,000	\$ 2,667	\$ 16,613	\$13,947	Oracle Elevator - Replace door operator board on elevator -\$12K
216	R&M Equipment	\$ 2,100	\$ 2,000	\$ 2,000	\$ 667	\$ 460	(\$207)	
218	Postage	\$ 2,500	\$ 4,000	\$ 4,000	\$ 1,333	\$ 1,009	(\$324)	Mail Machine
219	Building & Equipment Rental	\$ 850	\$ 700	\$ 700	\$ 233	\$ 352	\$119	
221	Training and Education	\$ 1,500	\$ 2,000	\$ 2,000	\$ 667		(\$667)	
220	Advertising/Legal Publications	\$ 1,200	\$ 1,200	\$ 1,200	\$ 400	\$ 308	(\$92)	
222	Dues & Subscriptions	\$ 1,450	\$ 0	\$ 0	\$ 0	\$ 1,025	\$1,025	Zoom, Adobe Acro, Monday.com subscription --annual - 5 seats for Work Management
223	Professional Services	\$ 50,000	\$ 25,000	\$ 25,000	\$ 8,333	\$ 32,677	\$24,343	Monthly Communication Director and Longerbeam Tax for Aug and Sept. Kimley-Horn & Assoc Mill St Drainage Project for \$19K
224	Audit Costs	\$ 12,000	\$ 8,100	\$ 8,000	\$ 8,000	\$ 8,748	\$748	Yearly Audit Costs - BHM, CPA HRP - CH Audit Cost June 30, 2024
226	Insurance & Bonds	\$ 42,000	\$ 35,000	\$ 35,000	\$ 11,667	\$ 8,787	(\$2,880)	Workers Comp and liability insurance
230	Contracted Services	\$ 57,850	\$ 41,000	\$ 41,000	\$ 13,667	\$ 19,093	\$5,427	Gusto Payroll Fees and Fogle CPA fees - FY26 Local Assessment for the Eastern Panhandle Regional Planning & Dev. - Region 9 - Monthly contracted lease rent for 102 N. King St \$1,250 plus security deposit
341	Departmental Supplies	\$ 20,000	\$ 23,000	\$ 23,000	\$ 7,667	\$ 5,787	(\$1,880)	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT	\$ 20,000	\$ 30,000	\$ 30,000	\$ 10,000	\$ 7,884	(\$2,116)	Tek Advisor IT Services , Intuit software
	<b>Total City Hall</b>	<b>\$ 443,050</b>	<b>\$ 479,392</b>	<b>\$ 479,292</b>	<b>\$ 165,097</b>	<b>\$ 195,883</b>	<b>\$30,786</b>	Even though appears to be an increase reflects lines that are underbudgeted in the current year
<b>444</b>	<b>Contributions/Transfers-444</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 10/31/25</b>	<b>FY 26 Actuals Thru 10/31/25</b>	<b>Over/(Under) Budget Thru 10/31/25</b>	<b>Notes and Explanations</b>
566	Contributions/Transfers to Other Funds	\$ 13,739	\$ 0	\$ 0	\$ 0		\$0	
568	Contributions - Community Grants	\$ 15,000	\$ 15,000	\$ 15,000	\$ 5,000	\$ 31,900	\$26,900	Shepherdstown Visitor's Center - Community Grant - PYMT # 1, 2 - WV Advancement and Development Division
568-1	Fire Dept	\$ 4,700	\$ 8,000	\$ 8,000	\$ 2,667		(\$2,667)	
	<b>Total Contributions/Transfers</b>	<b>\$ 33,439</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ 7,667</b>	<b>\$ 31,900</b>	<b>\$24,233</b>	
<b>571</b>	<b>Parking-571</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 10/31/25</b>	<b>FY 26 Actuals Thru 10/31/25</b>	<b>Over/(Under) Budget Thru 10/31/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 0	\$ 51,084	\$ 51,084	\$ 17,028		(\$17,028)	New Dept for FY 26 - will allocate from Police Dept moving forward.
104	FICA	\$ 0	\$ 3,908	\$ 3,908	\$ 1,303		(\$1,303)	
105	Group Insurance	\$ 0	\$ 6,800	\$ 6,800	\$ 2,267		(\$2,267)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
106	Retirement	\$ 0	\$ 8,000	\$ 8,000	\$ 2,667		(\$2,667)	
216	R&M Equipment	\$ 0	\$ 2,000	\$ 2,000	\$ 667		(\$667)	
345	Uniforms	\$ 0	\$ 750	\$ 750	\$ 250		(\$250)	
	<b>Total Parking</b>	<b>\$ 0</b>	<b>\$ 72,542</b>	<b>\$ 72,542</b>	<b>\$ 24,181</b>	<b>\$ 0</b>	<b>(\$24,181)</b>	
<b>699</b>	<b>Contingencies-699</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 10/31/25</b>	<b>FY 26 Actuals Thru 10/31/25</b>	<b>Over/(Under) Budget Thru 10/31/25</b>	<b>Notes and Explanations</b>
566	Merit	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
	COLA	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
566	Unexpected Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 71,982		(\$71,982)	
	<b>Total Contingencies</b>	<b>\$ 0</b>	<b>\$ 6,375</b>	<b>\$ 215,947</b>	<b>\$ 71,982</b>	<b>\$ 0</b>	<b>(\$71,982)</b>	
<b>700</b>	<b>Police Department - 700</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 10/31/25</b>	<b>FY 26 Actuals Thru 10/31/25</b>	<b>Over/(Under) Budget Thru 10/31/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 445,000	\$ 467,725	\$ 467,725	\$ 155,908	\$ 154,535	(\$1,373)	Inlcudes Parking Enforcement and Admin Support - Parking will be allocated to new created dept ( Parking)
104	FICA	\$ 40,545	\$ 35,781	\$ 35,781	\$ 11,927	\$ 11,595	(\$332)	
105	Group Insurance	\$ 92,000	\$ 106,720	\$ 106,720	\$ 35,573	\$ 34,848	(\$725)	
106	Retirement	\$ 30,000	\$ 53,000	\$ 53,000	\$ 17,667	\$ 7,574	(\$10,093)	
108	Overtime/Extra Help	\$ 85,000	\$ 40,000	\$ 40,000	\$ 13,333		(\$13,333)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 10,000	\$ 10,000	\$ 10,000	\$ 3,333	\$ 1,101	(\$2,232)	
213	Utilities	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,667	\$ 6,240	\$4,573	
215	R&M Building & Grounds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 5,000		(\$5,000)	
216	R&M Equipment	\$ 4,000	\$ 5,000	\$ 5,000	\$ 1,667	\$ 2,967	\$1,300	
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 4,667	\$ 3,891	(\$775)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 700	\$ 575	(\$125)	
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 333		(\$333)	
221	Training & Education	\$ 4,000	\$ 5,000	\$ 5,000	\$ 1,667	\$ 1,232	(\$435)	
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
223	Professional Services	\$ 17,000	\$ 6,000	\$ 6,000	\$ 2,000	\$ 322	(\$1,678)	Law Firm Fees
226	Insurance & Bonds	\$ 65,000	\$ 77,500	\$ 77,500	\$ 25,833	\$ 25,011	(\$823)	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,000	\$ 1,000	\$ 1,000	\$ 333		(\$333)	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 1,150	\$ 2,758	\$1,608	Magistrate and Police Court Attorney
235	Police Remittance Fees	\$ 6,000	\$ 7,000	\$ 7,000	\$ 2,333	\$ 2,515	\$182	
307	Bank Charges	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,000	\$ 35,000	\$ 11,667	\$ 6,694	(\$4,972)	
343	Police Gas/Fuel	\$ 20,000	\$ 20,000	\$ 20,000	\$ 6,667	\$ 6,933	\$266	
345	Uniforms	\$ 5,000	\$ 6,400	\$ 6,400	\$ 2,133	\$ 1,499	(\$634)	Mostly for new officers
353	Computer Software/IT	\$ 15,000	\$ 47,000	\$ 47,000	\$ 15,667	\$ 13,243	(\$2,423)	Software costs, Tek Advisors Etc - (Notebooks for 2 police vehicles)
	<b>Total Police Dept</b>	<b>\$ 919,305</b>	<b>\$ 963,676</b>	<b>\$ 963,676</b>	<b>\$ 321,225</b>	<b>\$ 283,533</b>	<b>(\$37,692)</b>	
<b>750</b>	<b>Streets - 750</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 10/31/25</b>	<b>FY 26 Actuals Thru 10/31/25</b>	<b>Over/(Under) Budget Thru 10/31/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 130,000	\$ 123,963	\$ 123,963	\$ 41,321	\$ 39,369	(\$1,952)	
104	FICA	\$ 10,000	\$ 9,483	\$ 9,483	\$ 3,161	\$ 2,982	(\$180)	
105	Group Insurance	\$ 23,000	\$ 29,500	\$ 29,500	\$ 9,833	\$ 8,846	(\$987)	
106	Retirement	\$ 7,000	\$ 6,500	\$ 6,500	\$ 2,167	\$ 2,141	(\$26)	
211	Telephone	\$ 700	\$ 600	\$ 600	\$ 200	\$ 311	\$111	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
213	Utilities	\$ 25,000	\$ 28,000	\$ 28,000	\$ 9,333	\$ 9,396	\$63	Potomac Edison - Street Lights/Master Bill Account
215	R&M Buildings & Grounds	\$ 40,000	\$ 7,000	\$ 7,000	\$ 2,333	\$ 4,629	\$2,296	Street Maintenance - Panhandle Dumpsters invoice "Standard 30 yd pricing 409 E. High Street \$1847"
216	R&M Equipment	\$ 9,000	\$ 5,000	\$ 5,000	\$ 1,667	\$ 10,949	\$9,282	Shepherdstown Ash Treatments x 31 trees \$4k, Mini Excavator tracks \$1.5k, Mini Excavator tracks rental \$1.2k
217	R&M Auto	\$ 9,000	\$ 11,000	\$ 11,000	\$ 3,667	\$ 2,738	(\$929)	
220	Advertising/Legal Publications/Postage	\$ 250	\$ 250	\$ 250	\$ 83		(\$83)	
221	Training & Education	\$ 255	\$ 250	\$ 250	\$ 83		(\$83)	
226	Insurance & Bonds	\$ 20,000	\$ 22,000	\$ 22,000	\$ 7,333	\$ 6,602	(\$732)	Workers Comp and Liability Insurance
230	Contracted Services	\$ 70,000	\$ 72,500	\$ 72,500	\$ 24,167	\$ 14,736	(\$9,431)	Includes Tree Maintenance - Street Grant Expense
341	Departmental Supplies	\$ 30,400	\$ 35,000	\$ 35,000	\$ 11,667	\$ 14,967	\$3,300	PA Municipal, Inc. Invoice for \$6,755 in Sept. and Kable Excavating for \$1,483
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 2,500	\$ 1,853	(\$647)	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,667	\$ 1,272	(\$395)	
	<b>Total Streets</b>	<b>\$ 387,105</b>	<b>\$ 363,546</b>	<b>\$ 363,546</b>	<b>\$ 121,182</b>	<b>\$ 120,789</b>	<b>(\$393)</b>	
<b>800</b>	<b>Sanitation-800</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 10/31/25</b>	<b>FY 26 Actuals Thru 10/31/25</b>	<b>Over/(Under) Budget Thru 10/31/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 126,600	\$ 137,780	\$ 137,780	\$ 45,927	\$ 55,365	\$9,438	
104	FICA	\$ 5,800	\$ 10,540	\$ 10,540	\$ 3,513	\$ 4,206	\$693	
105	Group Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 3,333	\$ 3,217	(\$117)	
106	Retirement	\$ 5,000	\$ 12,200	\$ 12,200	\$ 4,067	\$ 4,848	\$781	
216	R&M Equipment	\$ 15,000	\$ 1,000	\$ 1,000	\$ 333	\$ 200	(\$133)	
217	R&M Auto	\$ 10,000	\$ 10,000	\$ 10,000	\$ 3,333	\$ 84	(\$3,249)	
218	Postage	\$ 5,000	\$ 250	\$ 250	\$ 83		(\$83)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 33		(\$33)	
221	Training & Education	\$ 400	\$ 200	\$ 200	\$ 67		(\$67)	
226	Insurance & Bonds	\$ 35,000	\$ 1,200	\$ 1,200	\$ 400	\$ 286	(\$114)	Workers Comp
230	Contracted Services	\$ 20,000	\$ 25,000	\$ 25,000	\$ 8,333	\$ 15,183	\$6,849	<a href="#">Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement</a>
341	Departmental Supplies	\$ 10,000	\$ 12,000	\$ 12,000	\$ 4,000	\$ 3,203	(\$797)	
343	Auto Supplies	\$ 12,000	\$ 5,000	\$ 5,000	\$ 1,667	\$ 1,410	(\$257)	
345	Uniforms	\$ 3,000	\$ 4,000	\$ 4,000	\$ 1,333	\$ 1,463	\$129	
349	001-Landfill	\$ 28,400	\$ 28,000	\$ 28,000	\$ 9,333	\$ 13,938	\$4,605	Landfill Fees
349	002-Recycling	\$ 15,000	\$ 20,000	\$ 20,000	\$ 6,667	\$ 5,299	(\$1,367)	Recycling Fees
353	Software/IT	\$ 12,000	\$ 6,000	\$ 6,000	\$ 2,000	\$ 246	(\$1,754)	Intuit, Tek Advisors Etc
	<b>Total Sanitation</b>	<b>\$ 313,300</b>	<b>\$ 283,270</b>	<b>\$ 283,270</b>	<b>\$ 94,423</b>	<b>\$ 108,946</b>	<b>\$14,523</b>	
<b>806</b>	<b>Water &amp; Sewer-806</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 10/31/25</b>	<b>FY 26 Actuals Thru 10/31/25</b>	<b>Over/(Under) Budget Thru 10/31/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 798,600	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 62,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	FICA is being recorded in Due To/From Account Instead of here
105	Group Insurance	\$ 170,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
106	Retirement	\$ 65,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Retirement is being recorded in Due To/From Account Instead of here
	<b>Total Water &amp; Sewer</b>	<b>\$ 1,095,600</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$0</b>	Water and Sewer will reimburse for these expenses
<b>900</b>	<b>Parks and Rec - 900</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 10/31/25</b>	<b>FY 26 Actuals Thru 10/31/25</b>	<b>Over/(Under) Budget Thru 10/31/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 7,000	\$ 0	\$ 0	\$ 0		\$0	
104	FICA	\$ 536	\$ 0	\$ 0	\$ 0		\$0	
105	Group Insurance	\$ 1,677	\$ 2,500	\$ 2,500	\$ 833	\$ 1,340	\$507	
106	Retirement	\$ 200	\$ 0	\$ 0	\$ 0		\$0	
213	Utilities	\$ 250	\$ 250	\$ 250	\$ 83	\$ 43	(\$41)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
215	R&M Buildings & Grounds	\$ 5,000	\$ 8,000	\$ 8,000	\$ 2,667	\$ 2,365	(\$302)	
216	R&M Equipment	\$ 0	\$ 1,000	\$ 1,000	\$ 333		(\$333)	
226	Insurance & Bonds	\$ 1,137	\$ 1,500	\$ 1,500	\$ 500	\$ 965	\$465	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 667		(\$667)	
343	Auto Supplies	\$ 2,000	\$ 1,000	\$ 1,000	\$ 333	\$ 431	\$98	
459	Capital Outlay-Equipment	\$ 60,200	\$ 0	\$ 0	\$ 0		\$0	
	Total Parks and Rec	\$ 80,000	\$ 16,250	\$ 16,250	\$ 5,417	\$ 5,143	(\$273)	
901	Visitor's Bureau - 901	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
567	Contributions	\$ 150,000	\$ 150,000	\$ 150,000	\$ 50,000	\$ 50,107	\$107	50% of Hotel/Motel Tax Collections
460	Construction in progress	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 12,730	\$12,730	Rankin Painting - Market House Painting Project for \$12k
	Total Visitor's Bureau	\$ 300,000	\$ 150,000	\$ 150,000	\$ 50,000	\$ 62,837	\$12,837	
912	Civic Promotions-912	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
568	Contributions	\$ 0	\$ 0	\$ 0	\$ 0		\$0	50% of Hotel/Motel Tax Collections - New Department
568-001	Contributions-Vibrant Downtown & Support the Businesses	\$ 0	\$ 21,782	\$ 21,782	\$ 7,261		(\$7,261)	
568-002	Contributions-Housing & Historical Preservation	\$ 0	\$ 21,782	\$ 21,782	\$ 7,261	\$ 5,672	(\$1,588)	Tobacco Warehouse Flood Insurance
568-003	Contributions-Land Use Planning	\$ 0	\$ 21,782	\$ 21,782	\$ 7,261		(\$7,261)	
568-004	Contributions-Sustainable Services	\$ 0	\$ 21,782	\$ 21,782	\$ 7,261		(\$7,261)	
568-005	Contributions-Town Facilities & Parks	\$ 0	\$ 21,782	\$ 21,782	\$ 7,261		(\$7,261)	
	Total Civic Promotions	\$ 0	\$ 108,910	\$ 108,910	\$ 36,303	\$ 5,672	(\$30,631)	
916	Library 916	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 10/31/25	FY 26 Actuals Thru 10/31/25	Over/(Under) Budget Thru 10/31/25	Notes and Explanations
567	Contributions	\$ 21,600	\$ 24,840	\$ 24,840	\$ 8,280	\$ 8,280	\$0	Monthly Contribution from Shepherdstown to the library of \$2,070
	Total Library	\$ 21,600	\$ 24,840	\$ 24,840	\$ 8,280	\$ 8,280	\$0	
381	Total Expenses	\$ 3,746,181	\$ 2,645,928	\$ 2,855,400	\$ 957,133	\$ 826,018	(\$131,115)	
382								
383	Surplus or (Deficit)						212,897	Transfer to Capital Outlay
	True Surplus or (Deficit)						212,897	



## Approval of Town Expenditures

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

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
<b>GENERAL FUNDS BANKING</b>					
<b>101.011 General Operating Funds 6209</b>					
10/01/2025	Expense	Court fees - Sept. 25	WV Treasury	Remittance by Municipal Court fees- Sept. 2025	-780.00
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 Officials Bond	-100.00
10/02/2025	Bill Payment (Check)	ACH Payment	USI Insurance Services	CH Commercial Insurance for Cyber Liability	-510.00
10/02/2025	Bill Payment (Check)	ACH Payment	Michael Chalmers	Work Completed within the Communication Director role per contract - Sept. 2025	-1,700.00
10/02/2025	Bill Payment (Check)	23704	Lloyd's Crane Service	Street Maintenance Invoice #827 - Crane	-560.00
10/02/2025	Bill Payment (Check)	23705	Potomac Edison Company	Streets Utilities	-1,827.63
10/03/2025	Bill Payment (Check)	ACH Payment	The Bavarian Inn	Waste Management reimb - Bavarian Inn	-7,772.34
10/06/2025	Bill Payment (Check)	ACH Payment	SmartBill	CH Billing Supplies and Expense	-1,717.12
10/07/2025	Bill Payment (Check)	ACH Payment	Shepherdstown Visitor's Center dba Experience Shepherdstown	Contribution - Community Grant --FY25-26 - Payment #2	-13,050.00
10/09/2025	Bill Payment (Check)	23706	Shepherdstown Public Library	Monthy donation for October 2025	-2,070.00
10/09/2025	Bill Payment (Check)	23707	D. Frank Hill, III, Municipal Judge	Municipal Judge (October 2023 payment)	-200.00
10/11/2025	Expense		Fogle Accounting and Consulting	Accounting Services	-3,250.00
10/14/2025	Bill Payment (Check)	ACH Payment	Kimley-Horn and Associates, Inc.	Mill 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	Kimley-Horn and Associates, Inc.	Mill Street Drainage Project	-6,380.00
10/17/2025	Bill Payment (Check)	ACH Payment	Jefferson County CVB	Hotel/Motel 50%--Receipts--September payment - Visitor Bureau	-13,892.93
10/17/2025	Bill Payment (Check)	23708	Tek Advisors	IT Services	-2,353.32
10/20/2025	Bill Payment (Check)	23709	United Way of the Eastern Panhandle	Teen Court Remittance for September 2025	-65.00
10/20/2025	Bill Payment (Check)	23710	Jefferson County Emergency Communications	FirsNet Nighthawks CAD/Mobile Data - 7/6/25 - 8/5/25	-454.20
10/20/2025	Bill Payment (Check)	23711	Potomac Edison Company	Streets/CH/ Police utilities	-598.76
10/20/2025	Bill Payment (Check)	23712	Xylem	Parts / Supplies - Street Equipment	-895.00
10/20/2025	Bill Payment (Check)	23713	Ecological Services LLC		-505.00
10/22/2025	Check	23715	Austin Simms	Reimbursement for purchase of 2 windshield wipers for Police vehicle Unit 804	-41.72

	10/23/2025	Bill Payment (Check)	23716	Rankin Painting	1/3 downpayment for painting of the Market House	-2,577.00
	10/27/2025	Bill Payment (Check)	23717	Ligush Cleaning Service	Cleaning Service	-800.00
	10/31/2025	Bill Payment (Check)	23718	Kable Excavating	Haul 2 loads of Class II stone from Inwood Quarry	-1,012.99
	10/31/2025	Bill Payment (Check)	23719	Potomac Edison Company	Streets Utilities	-1,827.64
<b>Total for 101.011 General Operating Funds 6209</b>						<b>- \$77,930.32</b>
101.09 PoliceDR/CR Acct-all 6798	10/02/2025	Expense		Merch SETL EPX	Merchant Fees	-55.95
	10/07/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
<b>Total for 101.09 PoliceDR/CR Acct-all 6798</b>						<b>- \$56.30</b>
101.50 Payroll Checking 0471	10/03/2025	Expense		Gusto	GUSTO PR SYS Fees	-660.17
	10/07/2025	Check	23561	JSB	PPE: 10/3/2025 Christmas Club	-180.00
	10/08/2025	Expense		Aflac	AFLAC Insurance	-567.52
	10/17/2025	Bill Payment (Check)	23562	WV-Mountaineer Flexible Benefits	WV Flex benefits	-1,429.86
	10/17/2025	Bill Payment (Check)	23563	City Hospital, Inc.	Garnishment	-753.47
	10/17/2025	(Check)	23564	Keith D. Weiner & Associates Co., L.P.A.	Garnishment REF: 467901-01 AJP	-2,732.30
	10/28/2025	Check	23565	JSB	Christmas Club	-320.00
<b>Total for 101.50 Payroll Checking 0471</b>						<b>- \$6,643.32</b>
<b>Total for GENERAL FUNDS BANKING with sub-accounts</b>						<b>- \$84,629.94</b>
<b>213 Purchase Card Payable</b>						
	10/01/2025	Expense	5623	T-Mobile	Communication - Cell phones	1,424.65
	10/01/2025	Expense	5623	Miss Utility of West Virginia Inc	Message Fees ( Water & Sewer)	58.80
	10/01/2025	Expense	5623	Mosca Design	Shepherdstown Honors Banners - Home Town Hero	815.57
	10/01/2025	Expense	5623	Cintas Corporation	Uniforms ( Town, Sewer, Water, Streets, Sanitation, and Police)	506.85
	10/01/2025	Expense	5623	Oldcastle APG	Sanitation - Mulch tip fee trucks/trailers - Invoice #530729372	350.00
	10/01/2025	Expense	5623	Apple Valley Waste Inc	Sanitation Dumping Fees	753.65
	10/01/2025	Expense	5623	Waste Management Inc	711 sewer	2,073.38
	10/01/2025	Expense	5623	Intuit	QuickBooks - CH (Old Corporation)	80.25
	10/01/2025	Expense	5623	Intuit	QuickBooks - City Hall, Water, Sewer	123.05
	10/01/2025	Expense	5623	Intuit	QuickBooks - City Hall, Water, Sewer	123.05
	10/01/2025	Expense	5623	Cintas Corporation	Uniforms ( Town, Sewer, Water, Streets, Sanitation, and Police)	606.85
	10/01/2025	Expense	5623	Oracle Elevator Holdco Inc.	Elevator R&M CH--Quarterly Maintenance	583.54
	10/01/2025	Expense	5623	Cintas Corporation	Uniforms ( Town, Sewer, Water, Streets, Sanitation, and Police)	517.19
	10/01/2025	Expense	5623	Cintas Corporation	Uniforms ( Town, Sewer, Water, Streets, Sanitation, and Police)	506.57
	10/01/2025	Expense	5623	Cintas Corporation	Uniforms ( Town, Sewer, Water, Streets, Sanitation, and Police)	506.85
	10/02/2025	Expense	5623	Rentals Unlimited	Equipment rentas Street maintenance & equipment	335.80
	10/02/2025	Expense	5623	Rentals Unlimited	Equipment rentas Street maintenance & equipment	603.82
	10/08/2025	Expense	5623	Pitney Bowes-Town lease	Postage	175.98
	10/08/2025	Expense	5623	Intuit	QuickBokks	294.25
	10/10/2025	Expense	5623	Fastenal Company	Supplies	176.84
	10/14/2025	Expense	5623	R&L Landscapes, Inc.	Town - Shepherdstown Landscapes - Bed flowers	6,450.00
	10/14/2025	Expense	5623	Waste Management Inc	Sludge - landfill	1,484.88
	10/14/2025	Expense	5623	Rentals Unlimited	Equipment rental - Sewer	51.74
	10/14/2025	Expense	5623	Rentals Unlimited	Equipment rental - Sewer	702.38

	10/14/2025	Expense	5623	Rentals Unlimited	Equipment Rental	129.27
	10/14/2025	Expense	5623	Rentals Unlimited	Equipment Rental	42.49
	10/15/2025	Expense	5623	Griffith Energy Services, Inc. (gasoline)	Fuel / Gas	1,891.92
	10/15/2025	Expense	5623	Griffith Energy Services, Inc. (diesel)	Diesel ( Garbage, Dumper, Water and Sewer)	2,018.76
	10/16/2025	Expense	5623	Frontier	Phone line at the Market House	309.15
	10/17/2025	Expense	5623	Winchester Equipment Co.	Equipment - Sewer	3,402.80
	10/17/2025	Expense	5623	Winchester Equipment Co.	Equipment - Sewer	256.09
	10/17/2025	Expense	5623	Winchester Equipment Co.	Equipment - Sewer	934.99
	10/17/2025	Expense	5623	Fastenal Company	Supplies	56.44
	10/20/2025	Expense	5623	T-Mobile	Telecommunications	1,424.65
	10/20/2025	Expense	5623	Super Shoes	Uniform - Work Boots	436.97
	10/20/2025	Expense	5623	PA Municipal, Inc.	Municipal	183.85
	10/20/2025	Expense	5623	Berkeley Club Beverages	Water Cooler Rental	11.11
	10/21/2025	Expense	5623	Oldcastle APG	Sanitation - Mulch tip fee trucks/trailers - Order #1024080809	550.00
	10/23/2025	Expense	5623	Waste Management Inc	Landfill - Sludge	1,196.14
	10/28/2025	Expense	5623	Adobe Acropro	Oct. 2025 subscription	21.19
<b>Total for 213 Purchase Card Payable</b>						<b>\$32,171.76</b>
<b>RESTRICTED FUNDS</b>						
<b>103 Customer Deposit Accounts 3194</b>						
	10/01/2025	Check			Customer Deposit Refunds	-30.40
	10/02/2025	Check			Customer Deposit Refunds	0.00
	10/03/2025	Check			Customer Deposit Refunds	0.00
	10/07/2025	Check			Customer Deposit Refunds	0.00
<b>Total for 103 Customer Deposit Accounts</b>						
<b>3194</b>						<b>-\$30.40</b>
<b>Total for RESTRICTED FUNDS with sub-</b>						
<b>accounts</b>						<b>\$0.00</b>
	<b>TOTAL</b>					<b>-\$30.40</b>