

Shepherdstown Finance Committee Agenda

Thursday, January 8, 2026

6:30 P.M.

Town Hall

104 N. King Street

Zoom

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

Meeting ID: 860 6712 0451

Passcode: 818383

1. Call to order
2. Approval of Minutes
3. Visitors
4. New Business
 - a. Community Grant Application
 1. American Conservation Film Festival
 - b. Town Hall Intern Stipends
5. Chairperson's Report
6. Adjourn

DRAFT

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

Zoom

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

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1. Call to order: 6:32
Attending: Mayor Gatz, Marty Amerikaner, Marcy Bartlett
2. Approval of Minutes: Marcy moved, Marty second, unanimous
3. Visitors: Jim Auxer, Jim Schmitt, Will Miller. Mr Schmitt and Mr Miller spoke to express concerns about current police salaries being too low.
4. Ongoing Business
 - a. Proposals for Audit / Review services for FY25 (moved to end of agenda because of need for Executive Session)
 - b. Financial Reporting Software (status): discussion focused on the Town's primary needs- finance and utilities functions). Maged and Mayor Gatz are preparing a presentation regarding these to functions as represented in the two active bids (Edmunds and Tyler).
5. New Business
 - a. Staff Holiday bonuses: Mayor Gatz reported that we have budgeted approximately \$15000 for these bonuses this year.
 - b. Police Salary Scale: Chief King had submitted a proposed salary scale for police officers. Committee discussed the benefits of such a scale both for recruitment and retention of police officers. Impact on the town budget and the basis for proposed salary numbers were raised during the discussion. Maged will work with Gino to provide greater clarity and address the questions that were raised.

4.a (see above)

Motion to enter Executive Session: 7:34 Marcy moved, Marty second

Motion to exit Executive Session: 8:05: Marty moved, James second

Motion: Marcy moved, Marty second: to score 2 proposals for audits of FY 2025 and 2026 as discussed in executive session. The proposal from BHM was rated to meet our needs more completely. Vote: Unanimous

6. Motion to adjourn: 8:07 Marcy moved, Marty Second, unanimous

DRAFT

Special Shepherdstown Finance Committee Minutes

Thursday, December 18, 2025

6:30 p.m.

Town Hall

104 N. King St

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

Members Attending: Mayor Gatz, Marcy Bartlett, Marty Amerikaner

Staff: Gino Cisco, Maged Kirollos

Visitors: None

2. Recommendation re Contract for Codification Services: We have 2 bids from qualified companies (American Legal and Civic Plus). The 2 bids are similar in terms of initial costs. Staff will seek clarification regarding several questions, and we will present complete information to the full Town Council at our upcoming meeting to vote on a selection.
3. Recommendation re Contract for Financial Services ERP: Town's senior staff reviewed both systems (Tyler and Edmunds), focusing on the financial and utilities modules. After discussion of identified strengths of each, we agreed to recommend Edmunds to the full Town Council, contingent on Maged not learning any additional information that might impact the recommendation.
4. Adjournment: Motion to adjourn at 7:37; Marcy moved, Marty second; unanimous

09/24

Shepherdstown Community Grant Form

104 N. King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Applicant Information

Applicant Name:

American Conservation Film Festival

Applicant Mailing address:

**P.O. Box 889
Shepherdstown, West Virginia 25443**

Applicant Physical address, if different:

N/A

Applicant's Website:

<https://conservationfilmfest.org>

Year Applicant Organization was Founded:

2003

Applicant's tax-exempt number (EIN):

04-3730399

Applicant's total operating budget for its current fiscal year:

\$111,000

Name and Title of Official Representative for the Application:

**Deborah Tucker
Secretary & Board member
ACFF**

Representative's Telephone:

571-318-8000

09/24

Representative's Email:

debmtucker@gmail.com

Brief narrative description of the applicant's experience and qualifications for administering the Shepherdstown grant and managing the project to be funded.

I have had decades of experience in managing marketing events, producing marketing material and managing timelines. This is not very complicated as it's a one-time activity and few deadlines.

Grant Request

Project Name:

Shepherdstown Utility Pole Banners for ACFF

Grant Amount Requested:

\$2100

Amount of non-Grant funds and in-kind Services to be Provided by the Applicant:

We will use our designer to produce the artwork and provide camera-ready artwork.

Project description and implementation Timeline (not to exceed one page):

Last year at our last festival, we had over 800 attendees, selling out several film blocks. About half of the patrons are local; but the other half are from the DC, Baltimore and Northern VA areas, with some from farther away. In addition, last year there were 22 filmmakers from around the globe that came to present their films. Out-of-town patrons that attend the Festival stay in our lodging, eat in our restaurants and shop locally. This is particularly important as the winter is a tough time for businesses as its not tourist season.

Our goal this year is to sell out all the film blocks; bringing in even more attendees. We are spending our scarce marketing funds to target the metropolitan areas in Virginia and Maryland. In addition to our email and social media campaign, we partner with local businesses to have them assist in co-marketing via their newsletters or social media. (We offer them a discount code to share with their customers.) JCCVB assists with social marketing. And we plan on asking Experience Shepherdstown to do the same. We recently signed a Memorandum of Understanding with Shepherd University that the Frank Center will be the home for the Festival during their spring break each year. We hope the town will assist us as well, and thus our ask to underwrite the cost of production of town banners.

Please attach a project budget including uses of Shepherdstown Community Grant funds and all non-grant funds and in-kind services to be provided by the applicant.

09/24

As I mentioned above, the cost of production of the town banners will depend on the vendor and quantity. If we use Mosca who has designed and produced them for the town, the overall cost for 24 two-sided vinyl banners is about \$2,100. We could also get competitive quotes, if necessary.

Deborah Tucker _____ 12/14/25

Applicant's Signature and Date