

Town Council Agenda

SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA

Wednesday, January 14, 2026 – 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 December 10 and 22 2025

4. Public Comment Period

- a. People who have registered to address Town Council

5. Commission and Committee Appointments

- a. Grants Committee - appointment of Mary Fortuna
- b. Historic Landmarks Commission - reappointment of Tom Mayes
- c. Shepherdstown Public Library Board of Trustees – appointment of Yocencia Deal

6. Ongoing Business

- a. Annexation Petition
- b. Briefing on Election Planning
- c. Introduction of Karl Musser, Project Manager and Zoning Expert
- d. Town Interns
- e. Tenants and Remaining Trailers – Mill Street Property
- f. Financial Management System – Procurement

7. New Business

- a. Briefing on Town Sewer System Spill on January 7, 2026
- b. Shepherd University “Big Read 2026” Program
- c. Community Grant Application
 - i. American Conservation Film Festival

- c. Requests for Event Permits
 - i. Constitutional Day Parade
 - ii. 2026 Shepherdstown Farmer's Market
- d. Annual Contribution to the Shepherdstown Volunteer Fire Department
- e. Proposed Donations to the Town
 - i. Donation of Cash for Police Department expenses, Trinity Episcopal Church
 - ii. Donation of Two Benches, Barbara Hartman and Kay Schultz

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

10. Mayor's Report

Town Council Meeting Minutes

DRAFT
SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

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

Town Hall – 104 North King Street

1. Call to Order at 6:34 p.m.

2. Attendance

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

Members Absent: Linus Bicker

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

Visitors Present: See attached sign-in sheet

3. Approval of Minutes

- a. Town Council Meeting Minutes – Moved by M. Bartlett, second by S. Thomas to approve the Town Council minutes of October 8 and 30 as amended. Unanimous Moved by C. Roberts, second by M. Bartlett, to approve the Town Council minutes of November 6, 12 and 25. Unanimous.

4. Public Comment Period

- a. People who have registered to address Town Council
Will Miller spoke in support of the Police Department salary increase.

5. Event Requests, Committee Appointments, and Community Grants

- a. Event Requests
 - 1. Frosty Fest – Moved to approve by S. Thomas, seconded by M. Amerikaner. Unanimous.
 - 2. Second Annual Gay Pride Parade – Moved to approve by M. Bartlett, second by M. Amerikaner. Unanimous
 - 3. Peace In the Middle East – Moved to approve by C. Roberts, second by M. Amerikaner. Unanimous.

- b. Commission and Committee Appointments

1. Age Friendly Shepherdstown - Moved by C. Roberts, second by M. Amerikaner to approve the appointment of Leigh Ann Evanson. Unanimous.
2. Water Board – Moved by C. Roberts, second by M. Bartlett to approve the appointment of Kathleen Stratton. Unanimous.

6. Ongoing Business

- a. Grants Committee Policy – Moved to approve by S. Thomas, second by C. Roberts. Unanimous.
- b. Tenants and Remaining Trailers - Mill Street Property – the town is moving forward with removal of the remaining abandoned trailers.
- c. Schedule Town Hall on Status of Comprehensive Plan – January 13 at 6:00 p.m. proposed with M. Amerikaner, C. Blessing, C. Roberts and M. Bartlett offering assistance to organize meeting.
- d. Benches Project – Status – Mayor Gatz reported we have a beautiful bench ready with the second being nearly complete. We will have an unveiling on December 21 at 1:30.
- e. Historic Education Curriculum – Procurement – Mills Group submitted a draft and is scheduled to be complete at the end of February.
- f. Financial Management System – Procurement – might have a special meeting this month to decide.
- g. Town Ordinance Codification Service – Procurement – staff is rating now and will be ready to select a proposal at the special meeting.

7. New Business

- a. Community Composting Project – A step chart is enclosed in the packet. M. Bartlett gave an update. This item will be placed on the Public Works Committee agenda. Marcy noted that Tabler farm is a partner in this project, and that more discussion is needed to clarify how collections will be handled.
- b. Proposed Police Personnel Pay Scale included in the packet. Moved to approve by S. Thomas, second by C. Roberts, with amendments as follows : increases are not automatic they are performance based, conditions must be met to advance from one step to another, employee must receive a satisfactory annual rating for the current year, time in service salary step requirement must be met, promotions will not reduce pay, COLA adjustments are distinct, and not included in this scale Unanimous.
- c. Staff Holiday Bonus - The total will be approximately \$17K. Moved to approve by M. Bartlett, second by S. Thomas. Unanimous.

8. Reports by Committees, Commissions, and Boards

A synopsis of the meetings was in the packet and read aloud.

Draft and/or approved meeting minutes

- a. Age Friendly Shepherdstown Committee – M. Amerikaner – the public transportation survey – Met with the Age Friendly SU – because of the change in the EPTA and budget challenges, they cannot allow their bus service to be used for the town’s transportation plan. The topic will be brought back to Town Council to determine if this is something they want to pursue.
- b. Finance Committee – M. Bartlett reported that the summaries that the committee is receiving from Maged are very helpful.
- c. Grants Committee - S. Thomas reported that they are looking at getting membership into the Grant Finder and will get a demo on how that works. In anticipation of the next round of Congressionally Directed Spending requests, the committee will be reviewing and refining THE grant applications that were submitted last year. The committee became aware of another grant called “BUILD” (Better Utilizing Investments of Leverage Development). It’s a US DOT grant that can be used for surface transportation infrastructure projects with a significant local or regional impact. Looking at sidewalks and walkability, pedestrian safety up towards Sage Place. James reported the Grant Finder Program is free due to our connection with the National League of Cities.
- d. Historic Landmarks Commission – Mayor Gatz – The Historic Shepherdstown Commission takes care of the Shepherd Family burial ground, and they have asked for support from the town for the gate that is slowly deteriorating and for a possible adjustment to the step. HLC asked us to take a step back due to the importance of this site and give them plenty of time to think it through and give advice particularly since it’s town owned. Because we have a historic district, the town is a Certified Local Government by the WV State Historic Preservation Office and must be recertified. If we do not get recertified, we would lose our status as a historic district - meaning that our residents would not have access to tax credits and other important things that come with being designated.
- e. Parks and Recreation Committee – C. Roberts reported the WV Swing was dedicated. P & R does not meet in December and January. The renovations made to Rumsey Park were done by R & L Landscaping under the supervision and cost of Hank Walter. Hank sent an invoice of the cost of the donated services which totaled \$40,078. C. Roberts will draft a letter from the town acknowledging hank’s payment of that invoice as a gift To the town for landscaping improvements at Rumsey Park and providing a “thank you” to Mr. Walter. A rain garden will go in next April. It’s a very small area behind the parking spaces. R & L will do this under the supervision of Mr. Walter and Christy Hendricks, who is a horticulturist. There are some invasive shrubs that will be removed during this time. Approximate cost would be \$11,000. Mayor Gatz reminded everyone that we now have a

policy for accepting gifts and this project would fit under that policy and to make certain that this proposed donation comes back to Town Council for approval. C. Roberts reported there's discussion of adding more parking spaces.

C. Blessing reported she is thankful to Mr. Walter and the investment he has made to our community over the years. She described being "a little disappointed" about the way the landscaping took place. She asked that these plans be reviewed more fully by TC. C. Roberts reported that this project was discussed for a long time at the Parks and Recreation Committees.

- f. Personnel Committee – Mayor Gatz reported that more interviews are occurring for the Project Manager position.
- g. Planning Commission – Mayor Gatz reported there have been a couple of applications. Property owners on the corner of Duke and High Street applied for and were approved to build a privacy fence behind the stone wall. The other application is from St. Agnes Church, which is working on a stormwater remediation issue. Further information will be needed from our engineer and our attorney.
- h. Public Works Committee – did not meet -C. Roberts asked about the status of the Town Run Watershed signs and Mayor Gatz reported that it is being re-considered.
- i. Tree Commission – Linus was not present to make a report; Mayor Gatz reported they have been working hard as usual.
- j. Water Board and Sanitary Board - M. Bartlett reported ON the Watershed Initial Baseline Study – They are preparing for sampling on December 16.

9. Staff / Department Reports

- a. Department – presented and reports are in the packet
- b. Town Financial Status - presented and reports are in the packet
- c. Approval of Town Expenditures – Motion to approve by S. Thomas, second by C. Roberts. Unanimous.

10. Mayor's Report

- a. Municipal Election Calendar – presented (needed to be corrected and will be reprinted). Mayor Gatz stated it's important to know these dates and that there's not a lot of discretion over the dates as they are set by the State.
- b. Special Town Council meeting – December 22 at 6:30 p.m. with three topics : two procurements and one personnel. The Public Works Committee meeting will meet after.
- c. Dale Holman from Rotary to discuss their projects so we have a better understanding of their plans for the year so we can coordinate.

Parades – we'd love to engage more in the early planning for them along with bridge clean up.

d. Heidi Hanrahan (Shepherd University) runs the community reading program and she's asked the town to be engaged with her on that. We are exploring how we can help. She may be helping fund part of it or special events that are connected to it. Town government hasn't been engaged in the past so she's asking for that.

e. SU Business Department – we continue to talk to the business school about how we can mutually work to support businesses in town and provide training for their students. They have some students who are doing capstone projects, and they are interested.

f. Canal Towns Partnership – met this afternoon. It was a good meeting with a lot of learning about the different towns and work projects being done along the canal.

11. Adjournment

Moved to adjourn at 8:43 p.m. by C. Roberts, second by M. Amerikaner. Unanimous.

Draft

SPECIAL SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Monday, December 22, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

1. Call to Order at 6:34 p.m.
2. Review of applications for the Project Manager position – Karl Musser is the selected candidate. He has GIS and planning experience along with Project Management. He volunteers on the Brunswick Planning Commission. S. Thomas asked if he would perform grant writing. M. Amerikaner inquired, given that we have been understaffed, how does this position fit into the overall finance system? Mayor Gatz responded, this position was anticipated and is covered in our budget.
3. Approval of the June 2 Municipal Election Calendar – A. Boyd explained most dates are established by State and local ordinance. The calendar has been modified to establish a different filing period than prescribed by the WV State Election Commission which has been the normal practice for our previous elections. Moved to by M. Bartlett, second by M. Amerikaner, to approve the modified election calendar as presented. Unanimous.
4. Procurement - Codification Service – Proposals received were Civic Plus and American Legal – The Town Council did a comparison of the two proposals involving website view, pricing, timeframe to receive the finished product, ongoing services provided. Samples were reviewed online. Referenced were presented and discussed. Moved by M. Bartlett, second by C. Roberts. Unanimous.
5. Procurement - Integrated Financial System – update provided ON where we are with the review. The Finance Committee asked that we do a little more background REVIEW. Maged – received 4 proposals. Most are cloud based systems. We have narrowed two proposals and are in contact with other towns to get their feedback on the products. We want to make sure that customer support is strong. The process OF transition to a new system will take about one year. Mayor Gatz recommended going into executive session for this purpose. Moved by C. Roberts, second by L. Bicker, to go in executive session. Unanimous.
6. Mayor's Report
We hired Officer Kevin Gayle who has previous experience with the City of Martinsburg and THE Army Reserve.
7. Moved by L. Bicker, second by S. Thomas to adjourn at 8:29 p.m. Unanimous (is that supposed to be 8:29?)

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. MARY FORTUNA Address: PO BOX 1302 Shepherdstown WV 25443
 Phone numbers – Home: 818-415-3311 Work: _____ Cell: _____
 Email address: mary.f.fortuna@gmail.com Employer: SELF
 Occupation: grantwriter

Which board/commission would you like to serve on? grants committee

Please describe your background and education.

M.P.A. 2012 Cal State Northridge (Nonprofit Management)
Independent grantwriter and nonprofit volunteer since 2014

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

Previously served on the committee 2020-23. worked on three successful grants.

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

I would like to use my experience and skills to be of service to the town

Please describe what you know about this board/commission.

Funding research/facilitation for projects
Comp. Plan within the scope of the

How did you hear about this board/commission?

previously served

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

Elise Beach 301-938-6002
DW Gregory 202-550-6964

Signature: Mary John Date submitted: 1/6/2025

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

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

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



BOARDS AND COMMISSIONS APPLICATION

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

You are also welcome to submit a résumé.

Name: Mr. Ms. Tom Mayes _____ Address: 205 West Washington Street,
Shepherdstown, WV 25443

Phone numbers – Home: _____ Work: _____ Cell: 202 549 5052__

Email address: tom mayes7@gmail.com _____

Employer: National Trust for Historic Preservation _____

Occupation: lawyer _____

Which board/commission would you like to serve on? Historic Landmarks Commission__

Please describe your background and education.

I currently serve as the Chief Legal Officer and General Counsel for the National Trust for Historic Preservation and have worked at the National Trust for over 40 years. I taught historic preservation law at the University of Maryland for many years and have spoken widely about historic preservation law, the future of historic preservation, and the underlying reasons for saving and reusing old places. My undergraduate degree is a B.A. in History from the University of North Carolina, where I also received a J.D. I have a M.A in writing from Johns Hopkins University.

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

I have served on the commission for one term, and previously have taught courses for the National Alliance of Preservation Commissions, including their CAMP training program. I have spoken at conferences on historic preservation throughout the United States and internationally.

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

I care deeply about the historic character of Shepherdstown and the continuation of Shepherdstown as a vibrant and livable town that honors its history and character and that uses its historic character to help the people of the town flourish.

Please describe what you know about this board/commission. I am currently serving a term on the commission.

How did you hear about this board/commission?

Through the review process for the rehabilitation of our house at 205 West Washington Street. I was impressed by the thoughtful and insightful comments from the members of the Commission

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

Jenny Allen 304 582-2031
Henry (Hank) Willard 202 236-2784

Signature: Thompson M. May Date submitted: January 17, 2020

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*

Meeting Agenda Request Form

104 N King St

PO Box 248

Shepherdstown, WV 25443

304-876-2312



Contact Information:

- Name: Christy Hagerty
- Title: Director
- Organization: Shepherdstown Public Library
- Phone: 304-579-9908
- Email: director@sheplibrary.org
- Physical Address: 145 Higbee Lane Shepherdstown WV 25443

Date Requested:

- Meeting Date: 1/14/26

Subject:

(Suggested wording to be put on the agenda)

Approval of new At Large board member to the Shepherdstown Public Library Board of Trustees.

Brief Statement on Action Requested:

(What action is being requested of the Town Council?)

The Shepherdstown Public Library Board of Trustees is requesting the Town Council to approve a new at large board member to the Board.

Narrative Description of Presentation/Request:

(Include background information)

At large Board of Trustees nominee Yocencia Deal has long been a supporter of the library through patronage and volunteering. She is excited to help lead the library in positive ways to benefit the community.

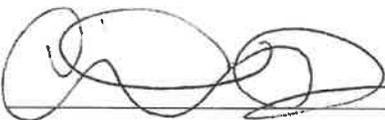
Is this a funding request? Yes ___ No x

If yes, what amount? \$ _____

Supporting Documentation:

- Attach supporting documents for the request (or documentation in support of denial).
- If no supporting documentation, please explain:

Signature: _____



Date: _____

1/8/26

Annexation Policy and Petition

SHEPHERDSTOWN ANNEXATION POLICY

The Corporation of Shepherdstown hereby adopts this annexation policy as a general guide for the future consideration of annexation requests. The Shepherdstown Annexation Policy establishes the general purposes for annexation, evaluation criteria, and procedures. The intent of this document is to ensure that a comprehensive and consistent review is held for all public or private annexation requests.

A. GENERAL PURPOSES FOR ANNEXATION.

It is anticipated that the Corporation of Shepherdstown will need to annex property in the future to ensure that the Town prospers and the overall quality of life for its citizens is enhanced. The following statements are the primary reasons why future annexations should be considered:

- 1) The Town strives to direct new growth in a land use pattern that supports diversity and a variety of opportunities, but is also compatible with long-range land use goals of Shepherdstown and surrounding areas.
- 2) The Town strives to adapt to the demands created by modern society and new growth, while protecting and honoring the Town's unique historic character, charm and natural resources.
- 3) The Town strives to properly manage public facilities to achieve the highest level of service for the existing and future members of the general public.

B. EVALUATION CRITERIA.

The Corporation of Shepherdstown shall consider each of the following evaluation criteria when considering annexation requests:

- 1) Planning & Zoning Compliance.
 - A. Comprehensive Plan. Annexation should be considered, if it is consistent with the approved Corporation of Shepherdstown Comprehensive Plan. If at the time of annexation the Planning Commission is in the process of revising the Comprehensive Plan, an annexation should be considered, if it is consistent with both the approved and draft Comprehensive Plan.
 - B. Urban Zoning. Annexation should be considered, if a Shepherdstown zoning classification may be more appropriate to promote urban development in the annexed area, ensuring orderly future growth that is consistent with the Shepherdstown growth policy.

- C. Contiguous Location. An annexation should only be considered, if it is contiguous to the existing corporate limits as required by the West Virginia Code.
 - D. Transportation Planning. Annexation should be considered, if it is compatible with the Town's effort to coordinate land use and transportation planning in order to avoid adverse traffic impacts on the community.
- 2) Economic Growth. An annexation should be considered, if it increases the Town's ability to create quality jobs, or establish retail, commercial, or light industrial business.
 - 3) Affordable Housing. Annexation should be considered, if it provides a significant component of housing for low and moderate-income households.
 - 4) Protection of Resources. Annexation should be considered, if it involves preservation and protection of important environmental, historic, cultural, scenic, or recreational areas.
 - 5) Municipal Infrastructure & Services. An annexation should not place a negative impact on municipal infrastructure or services. An annexation shall be served by the Corporation of Shepherdstown Water and Sewer Departments, unless warranted otherwise by extreme circumstances. An annexation should be considered if it adequately mitigates for impacts to capital facilities. The Shepherdstown Capital Improvement Plan shall guide the Town in understanding what capital facility needs are warranted in the future.
 - 6) Financial Impact. Annexation should be considered, if a positive fiscal impact could be expected from the future residents and/or business entities of the annexed area. Voluntary contributions as a condition of annexation may be used to compensate for anticipated negative fiscal impacts. As part of the consistent application of land use planning, and where retail, commercial or light industrial businesses are not appropriate, the Town shall recognize the need for additional voluntary contributions, such as, but not limited to, affordable housing.

C. **ANNEXATION PROCEDURES**

The following procedures are to be followed for annexation requests in accordance with Article 6 of Chapter 8 of the West Virginia Code:

□ **STEP 1 - Initial Meeting.**

Prior to the submission of an annexation petition, the prospective petitioner is strongly encouraged to request a meeting with the Mayor and Town Council to discuss the prospective annexation petition. The Mayor, or staff designees, shall schedule this meeting for the next available Town Council Meeting or at a special work session. In both cases, the meeting shall be posted and open to the public. The Mayor, Town Council Members, petitioner, staff designees, and petitioner

designees shall be invited to participate in this meeting. The intent of this meeting is to allow the Mayor and Town Council Members the opportunity to express their initial thoughts about the proposal prior to the submission of the annexation petition. Appropriate dialogue for the meeting may include discussion of potential positive and negative impacts; consideration of possible conditions of annexation; recommendations; review of state and local regulations; and detailed discussion of the procedures and policies established in this Annexation Policy, and as amended.

□ **STEP 2 – Submission.**

After the initial meeting, if any, the next step is the submission of an annexation petition and a zoning classification request. Such a submission shall be prepared in accordance with the West Virginia Code and include all information required by § 9-1424 of the Town Code, unless waived by Town Council, to-wit:

1. Reasons for the annexation request, including any development plans, proposals for the subject property, and requested zoning.
2. A metes and bounds description and a survey (prepared by a duly registered West Virginia land surveyor) of the property subject to annexation.
3. A statement of projected impacts to the Corporation of Shepherdstown which would result from the proposed annexation and all associated development activities, including:
 - A. All public utilities services which would be required by the associated development activity (potable water, wastewater allocation, improvements to vehicular and pedestrian transportation systems, etc.).
 - B. Any and all voluntary proffers associated with the proposed development activity.
 - C. Financial impacts to the Corporation of Shepherdstown resulting from any proposed associated development activity.
 - D. A traffic study, conducted by a certified traffic engineering firm, which details the projected impacts on traffic from the proposed development activity.

Additionally, the following information can be required by the Corporation of Shepherdstown:

1. Copy of current deeds, existing plats and covenants, if any.
2. List of all adjoining property owners.
3. Proposed conditions of annexation (if any).
4. Any applicable fees, as may be set in the future by the Town.

The Corporation of Shepherdstown's attorney shall review the petition and other legal documents upon submission to certify that the documents are legally appropriate in form and content.

□ **STEP 3 – Notification.**

Once certified, the Town Clerk, or designee, shall issue a public notice. The public notice shall include the date, time and place of the public hearing with the Planning Commission, and must be published in a local newspaper of general circulation in the area affected by the proposed zoning ordinance, as a Class I legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of the West Virginia Code, at least fifteen days prior to the public hearing.

□ **STEP 4 – Preliminary Review – Public Hearing.**

The Zoning Officer, or designee, shall schedule meetings with the Finance Committee and Planning Commission to review the merits of the annexation petition based on Section B, Evaluation Criteria, listed above. The Finance Committee shall consider the petitioner's financial impact on the Town and make a recommendation to Town Council regarding Evaluation Criteria #6, Financial Impact. The Planning Commission shall consider and make recommendations pertaining to all other Evaluation Criteria listed above, including the petitioner's traffic study and the proposed zoning classification and conditions of annexation. The Planning Commission meeting shall be a public hearing. In addition, the Parks & Recreation Committee, the Historical Landmarks Commission, the Building Commission, the Public Works Committee, or the Water and Sanitary Boards may review the annexation petition, if determined necessary by the Planning Commission, or designee. All meetings shall be open to the public.

□ **STEP 5 – 1st Reading.**

After preliminary review is complete, the 1st reading of the proposed annexation ordinance and zoning classification shall be heard by Town Council. Town Council may take one of the following actions at 1st reading:

- 1) motion to schedule a 2nd Reading
- 2) motion to schedule a 2nd Reading with changes
- 3) motion to table
- 4) motion of denial

A motion to schedule a 2nd Reading with changes or a motion to table shall require consent from the petitioner, or designee.

□ **STEP 6 - 2nd Reading.**

After the 1st reading has taken place, the 2nd reading of the proposed annexation ordinance and zoning classification shall be heard by Town Council. During the 2nd reading, Town Council may take one of the following actions regarding the annexation petition and requested zoning classification:

- 1) motion of approval
- 2) motion of denial
- 3) motion to table

A motion to table shall require consent from the petitioner, or designee.

□ **STEP 7 – Forward & Action by Jefferson County Commission.**

The final step in the annexation procedure is for the Town to record their decision and forward it to the Jefferson County Commission for their entry of an Order pursuant to the West Virginia Code.

These guidelines are intended to assist Council in their deliberation process, and a failure to follow this policy shall not give rise to a cause of action other than is set forth in West Virginia Code § 8-6-4 et seq.

D. CONDITIONS OF ANNEXATION.

Voluntary contributions submitted as conditions of annexation by the legal owner(s) of the property(ies), for the purposes of mitigating potential impacts that the annexation may have, may be accepted by Town Council in legal form consistent with the attached exhibit, herein referred to as Exhibit 1.

Review of Petition for Annexation

To: Town Council
Subject: Review and Analysis of Petition for Annexation
Date: January 12, 2026

This memo presents the Shepherdstown staff review of the revised petition to annex two contiguous parcels of land as submitted by Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley on January 8, 2026.

While the current petition is limited to the annexation request, this memo notes several information gaps that the petitioner should be required to address when it submits the full development plan for review and approval by the Town.

Background:

The annexation petition concerns two parcels located adjacent to the eastern border of Shepherdstown in the Shepherdstown Growth Management Boundary area. The property consists of 4.xx acres situated between the south side of High Street and the north side of River Road. The property is unoccupied and unimproved. The petitioners are the sole owners of the property.

Authority for Annexation:

The petition seeks annexation pursuant to Town Ordinance at Title 9, Chapter 14, Section 1424. The Town Ordinance and the Town Annexation Policy require the petitioner to address the eight topics discussed below.

1) **Reasons for the request.**

The petition includes the following two-sentence rationale for requesting the annexation: "The Petitioners desire to annex the Property and begin construction of a 148-unit condominium for owners 55+ years and older. A more detailed development plan will be provided once development is ready to proceed."

Staff Analysis: The stated reason is sufficient for purposes of annexation. The Council's review and decision regarding the petition for annexation should be focused solely on the request for annexation without reference to the details of the planned use of the property.

2) **Metes and Bounds description and survey.**

The petition includes legal descriptions and official plats of the two parcels dated December 9, 2025.

Staff Analysis: The legal description of the properties is sufficient.

3) **Impacts to the Corporation of Shepherdstown which would result from the proposed annexation and all associated development.**

The petition indicates that the Shepherdstown water and sewer authorities will provide water and sewer services; Potomac Edison would provide electrical services; and Comcast or another telecommunications firm would provide internet services on the annexed parcels. These services would be installed by the petitioner at no cost to the town.

Staff Analysis: Staff recommend that no additional information on this topic is needed for approval of the petition for annexation. However, staff recommend that the petitioners must provide additional details on the impacts of the proposed development when it submits the full development plan including, for example, the extent to which the annexation and planned development will require Town trash collection, police protection, fire and ambulance services, and other services.

Review of Petition for Annexation

4) **Voluntary Proffers.**

The petition states, “No proffers will be made to the Town.”

Analysis: The Town does not require petitioners to propose any proffer when requesting an annexation. However, staff recommend that the Town should consider requiring the petitioner to assist the Town in developing new sidewalks from the development to the Town.

5) **Financial Impact to the Town.**

The petition states that the annexation alone will not produce any detrimental fiscal impact on the town. However, it indicates that the envisioned development will be financially beneficial for the Town due to increased real estate taxes and additional residential housing within walking distance to the downtown area. The petition also states that the planned development will include residential units and a small retail store which will produce sales tax revenue for the town.

Analysis: The information provided is sufficient for the town’s review and approval of the request for annexation. However, staff recommend that the petitioners must be required to provide a more robust description and analysis of the financial impacts when it submits the full development plan. The additional details must include estimates of the property tax revenue to the Town during planning and construction and over a five-year period after the development is complete.

6) **Traffic Study.**

The annexation petition does not include a traffic study. However, the petition notes that as currently envisioned, the overall development to be proposed later would generate additional automobile traffic.

Staff Analysis: The information provided is sufficient for the Town’s review and approval of the request for annexation. However, staff recommend that the petitioner must be required to present a traffic study when it presents its full development plan. The traffic study must provide information on the projected impacts on traffic during construction and after the proposed development is complete.

7) **Public Facilities**

The petition states that as envisioned, the overall development will increase the demand for public services managed by the Town. It indicates that the Town’s water and sewer systems currently have sufficient capacity for the future development. The petition also asserts that the planned development will be limited to households of “55+” residents. The petitioners assert that residents of this age group use “significantly less water per unit than the average single-family home.”

Staff Analysis: The statement on the impact of annexation on public facilities is sufficient for the Town’s review and approval of the request for annexation. However, staff recommend that petitioners must provide a more thorough description and analysis of the impact on town facilities including water, sewer, police, trash pick-up and other public works services when it submits its full development plan for review and approval by the town.

8) **Zoning**

The petition requests that the parcels should be zoned R-1 upon annexation. The petitioners anticipate submitting a request for rezoning when they submit the overall development plan.

Staff Analysis: If annexed, the parcels would be zoned as R-1 as the Town’s standard zoning category. The property could be rezoned if the Town approves a plan for the development of the property.

January 2, 2026

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

Attn: Amy L. Boyd, Town Clerk

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

Dear Ms. Boyd:

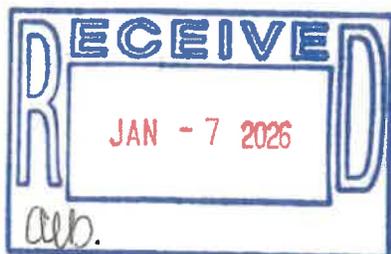
On behalf of Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley, I have attached a Petition seeking annexation of two parcels containing 4.37 acres adjacent to the eastern boundary of Shepherdstown.

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

Please contact me should you have any questions.

Sincerely,

Eric C. Gavin, Esq.



PETITION FOR ANNEXATION

**TO: The Honorable James Gatz, Mayor
Town Council Members**

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

DATE: January 2, 2026

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

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

The Property was conveyed, in a Deed from Michael G. Kalathas, individually, and as Executor of the Estate of George Kalathas, deceased, Nicholaos George Kalathas, also known of record as Nicholas George Kalathas, Christina G. Kalathas, and Odessa Kalathas, to Earl C. Young, Samantha P. Young, Garry H. Shipley, and Michelle A. Shipley, in a Deed dated September 8, 2023, and recorded September 15, 2023, in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1308, at page 687. The Property has, at this time, tax identification numbers 19-09-0008-0041-0000 & 19-09-0008-0044-0001.

OWNERSHIP

The Petitioners are the sole freeholders of the Property. The entire western boundary of the Property (596.46 feet) is adjacent to and contiguous with the existing municipal boundary of the Town. The two adjacent parcels, within the corporate boundary of the Town, are owned by (the Estate of) Herbert E. May and by Shepherdstown Day Care, Inc. which are shown on the Jefferson County tax maps as 19-10-0003-0144-0000 & 19-10-0001-0088-0000.

QUALIFIED VOTERS

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

REQUIREMENTS OF TITLE 9 OF THE TOWN CODE

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

BASIS FOR ANNEXATION REQUEST

These parcels are within the Town's urban growth boundary. The Property is currently unimproved. The Petitioners desire to annex the Property and begin construction of a 148 Unit Condominium for owners 55+ years old. A more detailed development plan will be provided once development is ready to proceed.

LEGAL DESCRIPTION AND PLAT

Legal description of the Properties, and plats, prepared by Civil & Environmental Consultants, Inc., dated December 9, 2025, are attached to this petition as Exhibits A through D. The legal description for Parcel 19-09-0008-0041-0000 is attached as Exhibit A and the plat as Exhibit B. The legal description for Parcel 19-09-0008-0044-0001 is attached as Exhibit C and the plat as Exhibit D.

STATEMENT OF PROJECTED IMPACTS TO THE TOWN

1. **Utilities.** Water and sewer services are or will need to be furnished to the Property by the Town, the costs of which were or shall be paid by the Petitioners. Electric service to the Property shall be furnished by Potomac Edison. Internet services to the property shall be furnished by Comcast or other telecommunication company servicing the area.
2. **Proffers.** No proffers will be made to the Town.
3. **Financial Impact.** There is no anticipated detrimental financial impact to the Town resulting from the annexation of the Property. The overall project will be a financial benefit to the Town from various sources. The Town will receive significant additional real estate taxes and additional residential living within walking distance of shops and restaurants within the Town. The Petitioners envision a modest convenience store located on site which will provide additional tax revenue for the Town.

4. **Traffic Study.** The West Virginia Department of Transportation has informed the engineering firm, Civil & Environmental Consultants, Inc., that the State is not interested in conducting a traffic study. The Annexation of the Property, once developed, will generate additional traffic. The Petitioners propose to create a sidewalk along the length of their property up to the Town sidewalks and proposes that the Town improve its existing sidewalks to that sidewalk extension. Such extension would provide residents with the opportunity to walk to downtown shopping and restaurants while reducing traffic impacts. No school or bus traffic to the Property is anticipated.

5. **Adequate Public Facilities.** The Petitioners are aware that the annexation and subsequent development will result in increased water, and sanitary sewer, through the Town systems. Any such increase would be subject to review and approval by the appropriate commissions of the Town. The Property is located close to the Town sanitary sewer treatment plant and sewer lines, of sufficient size, are pre-existing on the Property. The engineering firm, Civil & Environmental Consultants, Inc. has informed the Petitioners that the Town has stated, by and through its officers, that the Town systems have adequate capacity. The development plan for a 55+ condominium is anticipated to use significantly less water per unit than the average single-family home, because of less residents per unit and the lack of private yards and gardens to water and maintain.

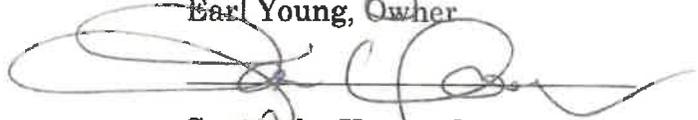
6. **Zoning.** If annexed, these parcels would be zoned R-1, but a request for re-zoning will accompany the development plan.

SUMMARY

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



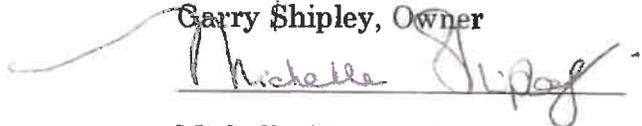
Earl Young, Owner



Samantha Young, Owner



Garry Shipley, Owner



Michelle Shipley, Owner

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

The foregoing Petition For Annexation was acknowledged before me in my said county and state by Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley, Owners, this 2nd day of January, 2026.



Notary Public

My commission expires: September 29, 2028

Prepared and submitted by:



Eric C. Gavin, Esq.
217 S. Duke Street, Suite 100
Shepherdstown, WV 25443
(304) 519 9200
West Virginia Bar No. 14558

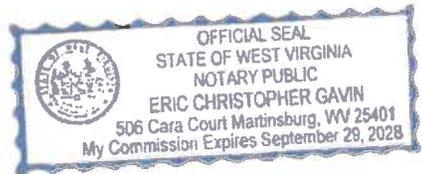


EXHIBIT A



Civil & Environmental Consultants, Inc.

**DESCRIPTION OF ANNEXATION AREA
EARL C. YOUNG, SAMANTHA P. YOUNG,
GARRY H. SHIPLEY, AND MICHELLE A. SHIPLEY
DEED BOOK 1308, PAGE 687, FIRST PARCEL
SHEPHERDSTOWN DISTRICT, JEFFERSON COUNTY, WV
TAX MAP 8, PARCEL 41**

A tract or parcel of land situate on the south side of High Street, approximately eight hundred (800) feet from its intersection with College Street in Shepherdstown District, Jefferson County, West Virginia.

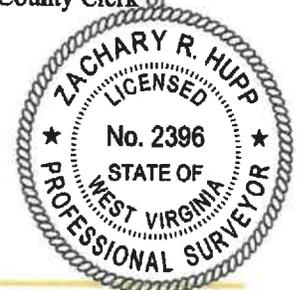
BEGINNING for the outline hereof, tracts or parcels of land situate south of High Street in the Shepherdstown District of Jefferson County, West Virginia, at a 5/8-inch Rebar and Cap found, from which a 5/8-inch Rebar and Cap, found at a corner of two (2) tracts of Earl C. Young, et al (Deed Book 1308, page 687) and in a line of Herbert E. May Estate bears North 17°27'02" East at 223.78 feet, thence with other lands "Fronting High Street Extended, First Parcel" of Earl C. Young et al. (Deed Book 1308, page 687);

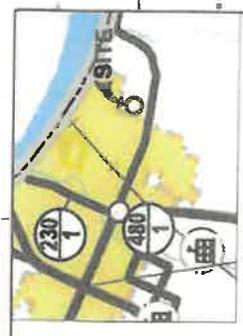
1. South 19°05'26" West 269.04 feet to a 1-Inch Iron Rod found being the northeast corner of the lands of the Shepherdstown Day Care Center, Inc. (Deed Book 1163, page 694), from which a 5/8-inch Rebar, found on the northern right-of-way for County Route 17/1, bears South 19°05'26" West at 312.50 feet, thence with Shepherdstown Day Care Center, Inc.;
2. North 79°07'27" West 60.00 feet to a point being North 72°59' 58 East 0.59 feet from a 5/8" Rebar found, said point being a corner for the lands of Herber E. May Estate (Deed Book 184, Page 452), thence with the eastern boundary of the lands of Herbert E. May;
3. North 19°05'26" East 269.04 feet to a 5/8-inch by 30-inch Iron Reinforcing Rod with a yellow plastic cap stamped "CEC, INC. 304-933-3119" hereinafter referred to as "Rebar", set, in the southern right of way for High Street, thence with the southern right of way for High Street;
4. South 79°07'27" East 60.00 feet to the place of beginning, containing 0.37 acres, more or less, as surveyed by Civil and Environmental Consultants, Inc., in June-November 2025, as shown on a PLAT SHOWING PROPOSED ANNEXATION FOR EARL C. YOUNG, et al and made a part of this description.

Being part of the lands included in the being clause of lands conveyed by Michael G. Kalathas unto Earl C. Young, et al., by deed dated September 8, 2023, and recorded in the office of the County Clerk of the Jefferson County Commission in Deed Book 1303 at page 687.

December 9, 2025

Zachary R Huff





VICINITY MAP
SCALE 1" = 200'

- EXISTING LOT/BLK**
- EXISTING PROPERTY LINE
 - EXISTING ADJACENT PROPERTY LINE
 - EXISTING ROAD-TO-ROAD
 - UNSATURATED AREAS AS SHOWN
 - DATE: 12/19/25
 - BY: ZACHARY R. HUPP, P.E.



ZACHARY R. HUPP, P.E. 121925 DATE
12/19/25

CEC
Civil & Environmental
Consultants, Inc.
785 Forecock Ave
Harrisonburg, WV 25401
Ph: 304.586.7800
www.cecinc.com

**PLAT SHOWING
PROPOSED ANNEXATION
EARL C. YOUNG et al.
DISTRICT 9, MAP 8, PARCEL 41**

SHEPHERDSTOWN DISTRICT
DEED BOOK 1086, PAGE 288
JEFFERSON COUNTY, WV

SCALE IN FEET
0 10 20 30 40 50

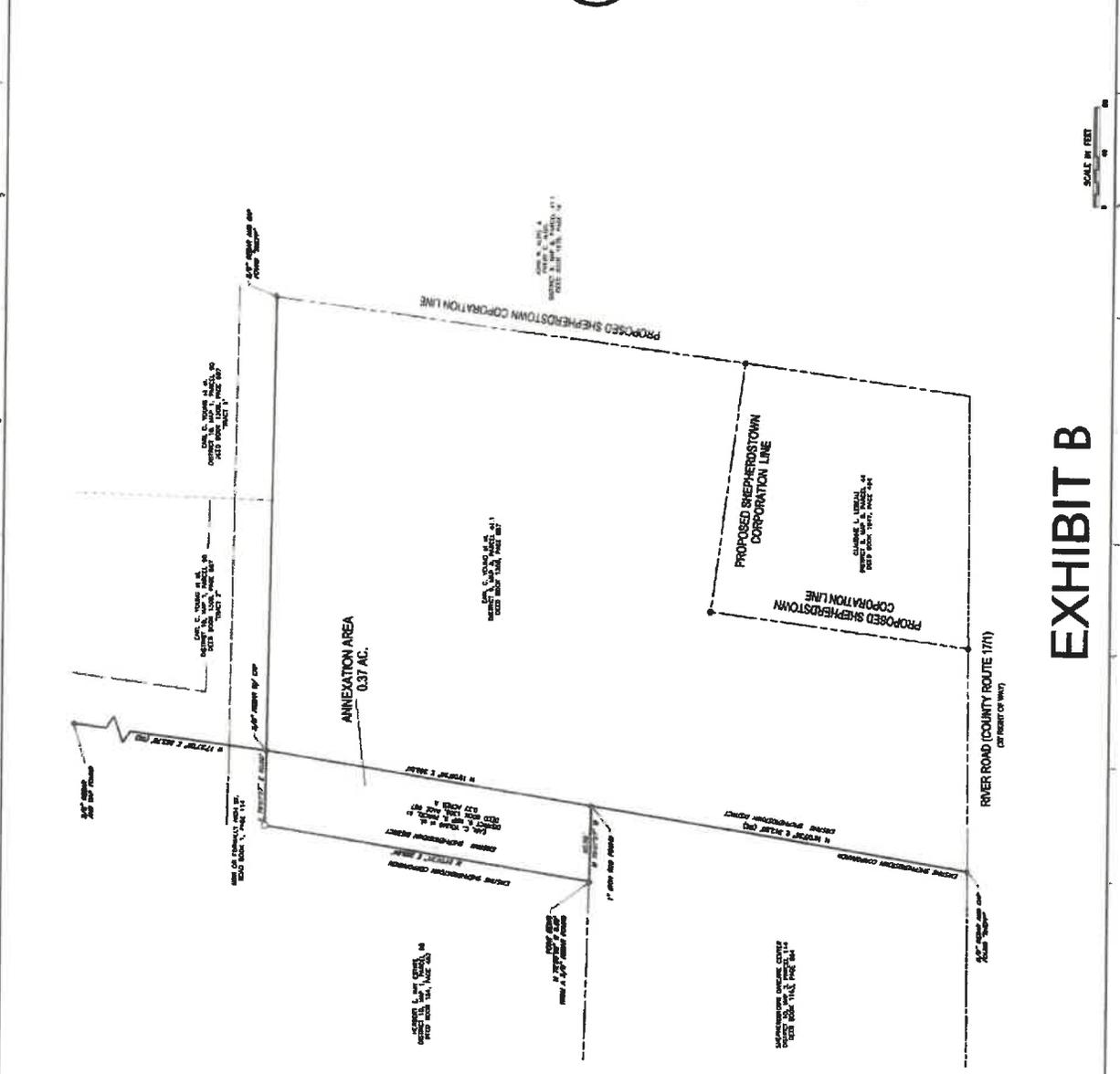


EXHIBIT B

NORTH
THIS MAP IS BASED UPON THE SURVEY OF THE SHEPHERDSTOWN DISTRICT, WEST VIRGINIA, BY EARL C. YOUNG, ET AL. FROM MICHAEL & PAULINAS, BY A DEED DATED THE 2ND DAY OF SEPTEMBER 2023, AS RECORDED IN DEED BOOK 1086, PAGE 288, OF THE PUBLIC RECORDS OF THE DISTRICT OF WEST VIRGINIA, IN DEED BOOK 1203 AT PAGE 687.

STAKE ALONG THE SOUTHERN SIDE OF HIGH STREET APPROXIMATELY 200 FEET FROM THE INTERSECTION OF HIGH STREET AND RIVER ROAD, WEST VIRGINIA, DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA.

THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY THE SURVEYOR. THE SURVEYOR HAS CONDUCTED A VISUAL SEARCH OF THE PUBLIC RECORDS AND CONSEQUENTLY MAY NOT DETECT ALL MATTERS AFFECTING THE PROPERTY SHOWN HEREON. UTILITY EASEMENTS AND EASEMENTS ARE SHOWN AS EXISTING ON THIS PROPERTY THAT HAVE NOT BEEN VERIFIED BY THIS SURVEY.

ALL PARCEL OWNERSHIP WAS OBTAINED FROM THE JEFFERSON COUNTY ASSessor'S OFFICE IN JUNE 2023. IT IS THE SURVEYOR'S POLICY TO IDENTIFY AND STATE OWNERSHIP OF ADJACENT PARCELS. THE PARCEL NUMBER, ADDRESS, AND LINE LOCATIONS ARE ONLY LISTED ON THIS MAP TO MORE CLEARLY SHOW THE PHYSICAL LOCATION

EXHIBIT C



Civil & Environmental Consultants, Inc.

**DESCRIPTION OF ANNEXATION AREA
EARL C. YOUNG, SAMANTHA P. YOUNG,
GARRY H. SHIPLEY, AND MICHELLE A. SHIPLEY
DEED BOOK 1308, PAGE 687, SECOND PARCEL
SHEPHERDSTOWN DISTRICT, JEFFERSON COUNTY, WV
TAX MAP 8, PARCEL 44.1**

A tract or parcel of land situate north of River Road at its intersection with Valley Court in Shepherdstown District, Jefferson County, West Virginia.

BEGINNING for the outline hereof, tracts or parcels of land situate north of River Road in the Shepherdstown District of Jefferson County, West Virginia, at a Capped Rebar "Shepp" found at or near the northern right of way for River Road (County Route 17/1), said point being at or near the southeast corner of the lands of Shepherdstown Day Care Center, Inc. as described in a deed dated the 10th day of September, 2015 and recorded in the office of The County Clerk of Jefferson County, West Virginia in Deed Book 1163 at page 694, thence departing River Road and continuing with the eastern boundary of the lands of Shepherdstown Day Care Center, Inc and in a straight line with other lands of Earl C. Young et al.;

1. North 19°05'26" East 581.54 feet, passing an 1-inch Iron Rod at 312.50', to a rebar and cap, found, being a corner to the lands of Herbert E. May Estate (Deed Book 184, page 452) and "Tract 2" of other lands of Earl C. Young, et al. (Deed Book.687, page 687), from which a 5/8-inch Rebar, found at a corner of Earl C. Young, et al, bears North 17°27'02" East at 223.78 feet, thence with the other lands of Earl C. Young, et al.;
2. South 79°15'39" East 362.07 feet to a 5/8-inch rebar and cap found "Shepp" at the northwest corner of the lands of John W. and Pheny C. Aldis (Deed Book 1276, Page 19), from which a Stone, found at a corner of John W. and Pheny C. Aldis (Deed Book 1276, Page 19), bears North 79°38'21" West at 188.48 feet, thence with the western line of the land of John W. and Pheny C. Aldis (Deed Book 1276, Page 19);
3. South 17°25'20" West 385.53 feet to a 5/8-inch rebar and cap found "PLS699" at the northeast corner of the lands of Claudine L. Lebeau (Deed Book 1047, Page 494), thence with the northern and western boundary of the lands of Claudine L. Lebeau (Deed Book 1047, Page 494) for the following two (2) courses;
4. North 72°36'37" West 200.21 feet to a 5/8-inch rebar and cap found, "PLS699", thence;

December 9, 2025

5. South 17°22'23" West 214.25 feet, to a 5/8-inch rebar and cap found "BSA" at or near the northern right of way of River Road, thence with River Road for the remainder;
6. North 80°10'18" West 178.07 feet to the place of beginning, containing 3.94 acres, more or less, as surveyed by Civil and Environmental Consultants, Inc., in June-November 2025, as shown on a PLAT SHOWING PROPOSED ANNEXATION FOR EARL C. YOUNG, et al and made a part of this description.

Being part of the lands conveyed by Michael G. Kalathas unto Earl C. Young, et al., by deed dated September 8, 2023, and recorded in the office of the County Clerk of the Jefferson County Commission in Deed Book 1303 at page 687.

December 9, 2025



Zachary R Huff

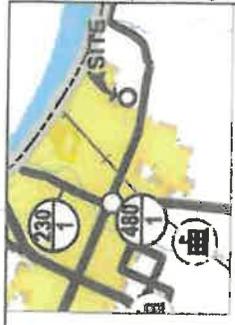


NORTH

THIS SURVEY WAS MADE FROM THE BEST AVAILABLE RECORDS AND FIELD SURVEY DATA. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PROPERTY AND HAS FOUND NO EVIDENCE OF UNRECORDED INTERESTS.

BEING THE SAME TRACTS OR PARCELS OF LAND OWNED BY EARL C. YOUNG, ET AL FROM MARSHALL S. JANTHAS, AS RECORDED IN THE COUNTY RECORDS AS PARCELS 44.1, 44.2, 44.3, 44.4, 44.5, 44.6, 44.7, 44.8, 44.9, 44.10, 44.11, 44.12, 44.13, 44.14, 44.15, 44.16, 44.17, 44.18, 44.19, 44.20, 44.21, 44.22, 44.23, 44.24, 44.25, 44.26, 44.27, 44.28, 44.29, 44.30, 44.31, 44.32, 44.33, 44.34, 44.35, 44.36, 44.37, 44.38, 44.39, 44.40, 44.41, 44.42, 44.43, 44.44, 44.45, 44.46, 44.47, 44.48, 44.49, 44.50, 44.51, 44.52, 44.53, 44.54, 44.55, 44.56, 44.57, 44.58, 44.59, 44.60, 44.61, 44.62, 44.63, 44.64, 44.65, 44.66, 44.67, 44.68, 44.69, 44.70, 44.71, 44.72, 44.73, 44.74, 44.75, 44.76, 44.77, 44.78, 44.79, 44.80, 44.81, 44.82, 44.83, 44.84, 44.85, 44.86, 44.87, 44.88, 44.89, 44.90, 44.91, 44.92, 44.93, 44.94, 44.95, 44.96, 44.97, 44.98, 44.99, 44.100.

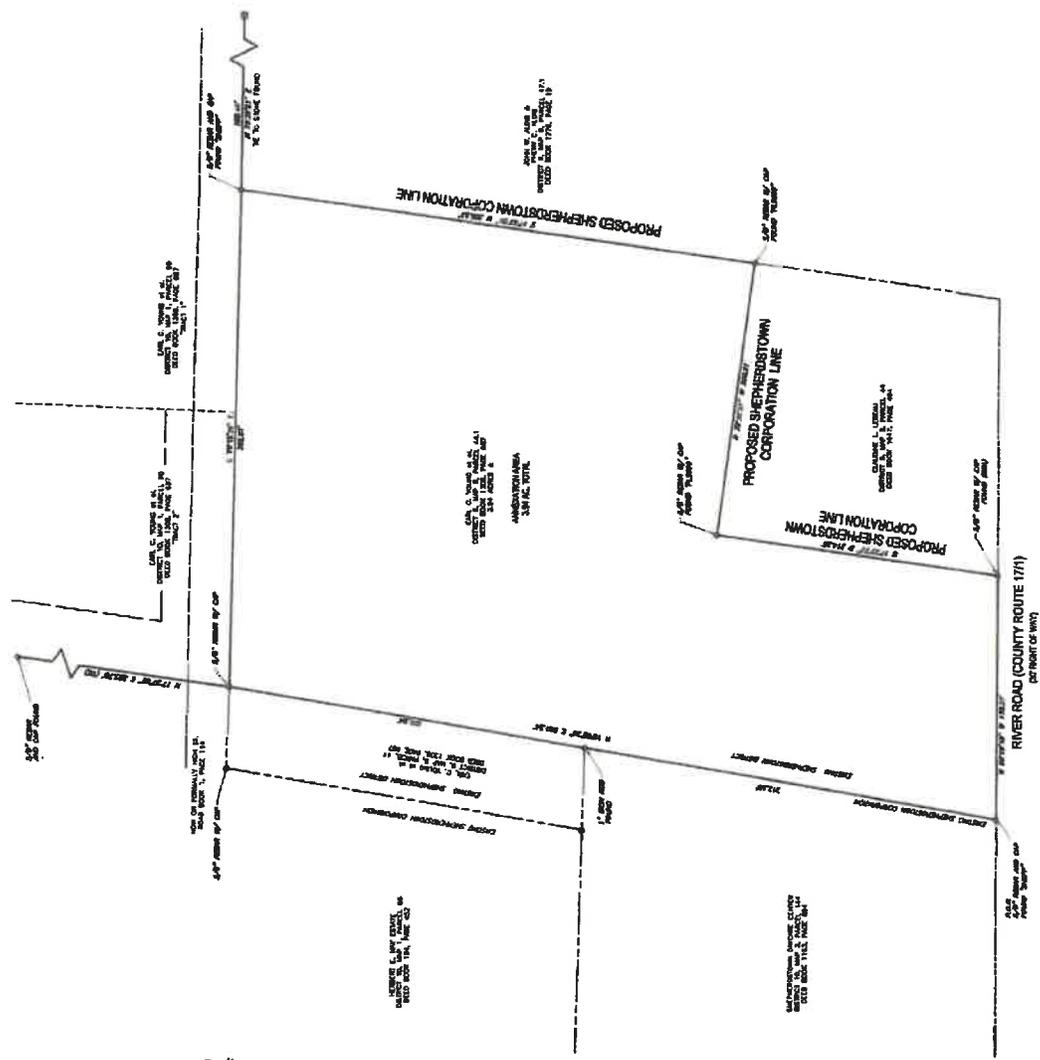
SITUATE ALONG THE SOUTHWEST CORNER OF HIGH STREET APPROXIMATELY 800 FEET FROM THE INTERSECTION OF HIGH STREET AND RIVER ROAD (COUNTY ROUTE 1711) IN DISTRICT 9, JEFFERSON COUNTY, WEST VIRGINIA.



VICINITY MAP
SCALE IN FEET

EXISTING LEGEND

- EXISTING PROPERTY LINE
- EXISTING ADJACENT PROPERTY LINE
- EXISTING ROAD OR RAILROAD



RIVER ROAD (COUNTY ROUTE 1711)
(CONTINUED ON WEST)

EXHIBIT D

SCALE IN FEET

ZACHARY R. HUPP, PS #2386 DME
12/20/25

CEC
784 Fawcett Ave
Harrisonburg, WV 22801
Ph: 703.888.7800
www.cecinc.com

PLAY SHOWING
PROPOSED ANNEXATION
EARL C. YOUNG et al.
DISTRICT 9, MAP 8, PARCEL 44.1

DATE	12/20/25
PROJECT	PLAY SHOWING PROPOSED ANNEXATION EARL C. YOUNG et al. DISTRICT 9, MAP 8, PARCEL 44.1
CLIENT	EARL C. YOUNG et al.
LOCATION	DISTRICT 9, MAP 8, PARCEL 44.1
SCALE	AS SHOWN
DATE	12/20/25

THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY CEC, INC. TO DETERMINE OWNERSHIP OR ENCUMBRANCES OF RECORD AND THE SURVEYOR IS NOT RESPONSIBLE FOR ANY MATTERS PERTAINING TO THE TITLE OF THE PROPERTY OR ANY ENCUMBRANCES OR INTERESTS THAT MAY EXIST ON THIS PROPERTY THAT HAVE NOT BEEN RECORDED BY THIS SURVEY.

ALL PARCEL OWNERSHIP WAS OBTAINED FROM THE JEFFERSON COUNTY DEED RECORDS AS OF JUNE 30, 2025. IT IS NOTED THAT THE DEED RECORDS DO NOT REFLECT THE OWNERSHIP OF ADJACENT PARCELS. THE ADJACENT OWNERS NAMES AND PARCEL IDENTIFIERS ARE ONLY LISTED ON THIS MAP TO MORE CLEARLY SHOW THE PHYSICAL LOCATION

Briefing on Town Sewer System Spill, January 7, 2026

Briefing Materials will be Provided Separately

Community Grant Application

TO: Town Council, James Gatz
FROM: Deb Tucker, ACFF Board member
DATE: December 14, 2025
SUBJECT: ACFF Request for Banners



The American Conservation Film Festival (ACFF) requests financial assistance from the Town to help promote our Festival in March 2026.

The new telephone banners on German, Princess and Washington streets are such a great addition to the makeup & texture of the town, and will surely help promote town events such as ours. And our festival banner topic – conservation – is such an important one to all of us.

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.

As the Festival is March 13 – 15, 2026, we would love to have the banners displayed Feb 15 through March 15 – prior to and during the Festival.

Our Design Approach:

- While we do not have budget to have the banners printed, we can have them designed.
- Copy would include our name and “at Shepherd University”. There will be no dates so we can use in perpetuity.
- We are a film festival, so we want to illustrate with photography. We will use images from various films to show the diversity of conservation-story topics.

We ask that you place this on the agenda for discussion at your next Town Council meeting, so if approved, we have enough time to put these into production and have hung in February.

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

Requests for Event Permits

**COMMITTEE FOR
CONSTITUTION DAY**

P.O. Box 3263
Shepherdstown, West Virginia
25443 | 646-519-1956

We The People

October 2025–January 2026

To: *MAYOR GATZ*

On the Constitution Day Parade

It worked, all say, and I thank you all for believing it could. How Did It Feel? Moving and authentic. Four people came up to me within days, often with others to say "I teared up" "I can't believe it made me (want to) cry."

Ray Smock threw out half of his 90-second [my stated limit from a Gatz prompt] speech to speak the authentic note. It was new, he said, and originally so. And beautiful. To read slowly with concentration is a belief of mine and it worked to focus, to bring back learning, to see more than we might ever have. "I could see these guys sitting around saying, 'we need to put something down on Ambassadors' which she and another did not remember were even in the Constitution. Maybe the town will publish a self-abridged 'annotated' version as I joked about.

And ask me about self-organizing in history and life. Everybody did self-organize with natural helpers and leaders.

As those who were there heard, I said I would be coming back to the Town Council for the 250th Anniversary year. "I hope we can do this every year", Mayor Gatz is quoted as saying. This whole year our nation will be talking about the foundation of our country, our Constitution. The famous Ken Burns' new recreated documentary will be on The Constitution and the Declaration of Independence, so we will be there too. I will be back for next year's ASK months and months ahead of when I did last year. Maybe tomorrow? (joke)

I have already heard from a real band, apologizing for not responding earlier. I had someone new with town skills come up to me the day after asking if she could be part of The Committee. She is. Other new important Committee helpers emerged as people showed skills and desire like breathing. I am feeling my age more and more and need to do less and let others do more. I will. I am really good at doing nothing but reading alone.

So, start me up as the Stones (and now commercials) are always saying. Schedule me for a Town Council meeting in January to approve this year's Constitutional Parade and I'll wow you with my delusions about how I want to make it go. —Mark Kohut

Special Events Application

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

Event Title CONSTITUTION DAY PARADE Event Date SEPTEMBER 19 -
 Event Sponsor TOWN? - COMMITTEE FOR CONSTITUTION DAY Secondary Date SEPTEMBER 17

Name: MARK KOHUT Cell: 646-519-1956
 Address: 104 W. HIGH ST
 Email: mark.kohut@gmail.com Alt. Phone 646-519-1941

Requested Area(s) City Streets/Sidewalks Sidewalks only Other KING STREET IN FRONT
 Location of Event PARADE MARCHERS GATHER CHURCH OF TOWN HALL
 Attach route for processional events. Be precise when indicating location. GO DOWN GERMAN & UP KING
 Event Hours 10 until 11:30 Set up start time 9:30 Clean up end time 11:30 TO THE SQUARE
 ****NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.
 Anticipated Attendance (per day): Participants 80-100 Spectators 100-1000?

Office Use Only	
Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.	
Police: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Planning: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Public Works: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Town Manager: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Town Council: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional

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

OK 638 1/12/2026
 OK MK + 12-2025
 Later talks w/ us
 to staffing + barricades



Event Information

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

Name of Event CONSTITUTION DAY PARADE
Brief Description of Event: SLOW MARCH FROM CHURCH ST
DOWN GERMAN TO TOWN SQUARE - READINGS FROM
THE CONSTITUTION

Has your organization held this event in the past? YES
When and Where? LAST YEAR SHEPHERDSTOWN

Is the event a fundraiser? NO WOULD LIKE FIRETRUCK AT END

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

Will items be left overnight? NO What and where? _____
Hazmat items must be attended constantly.

Will you be providing private security? NO

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

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

Will streets _____ or intersections _____ be blocked? Requires police department assistance.
List streets and/or intersections CHURCH, GERMAN, KING - PARTS OF

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

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

Will you require dedicated parking or bagged meters? NO

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

MARK KOHUT

Indemnification

I Mark Kohut 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 Mark Kohut Date JANUARY 12, 2026
Title COMMITTEE FOR CONSTITUTION DAY

FEE SCHEDULE

Application Fee--\$25

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

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

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

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

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

Special Events Application

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 Shepherdstown Farmers Market Event Date 3/22/2026-12/20/2026

Event Sponsor Shepherdstown Farmers Market Ltd. Secondary Date _____

Organizer's Contact Information

Name: Kate Savidan Cell: 240-285-8745

Address: 455 Cheshire Rd. Bunker Hill, WV 25413

Email redhousefarmwv@gmail.com Alt. Phone _____

Event Information

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

Location of Event S. King Street from New to German Street.

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

Event Hours 9am until _____ Set up start time 8am Clean up end time 2pm

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

Anticipated Attendance (per day): Participants 400 Spectators _____

Office Use Only

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

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

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

OK GSF 1/12/26
OK JFD 1-12-26

Coell

Event Information

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

Name of Event Shepherdstown Farmers Market

Brief Description of Event: Stall Style Farmers Market

Has your organization held this event in the past? yes for 36 years

When and Where? same location

Is the event a fundraiser? no

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

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

Will items be left overnight? no What and where? _____
Hazmat items must be attended constantly.

Will you be providing private security? no

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

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

Will streets yes or intersections no be blocked? Requires police department assistance.
List streets and/or intersections South King Street, from New to King

Public Works assistance needed? no Street Sweeping no Barricades or fencing Material no (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

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? yes What and where? tents on the street
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 Kate Savidan shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of Shepherdstown Farmers Market Ltd. (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

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

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

Signature  Date 1/9/2026

Title President

Donation to Shepherdstown Volunteer Fire Department

Briefing Materials will be Provided Separately

Proposed Donations to the Town



Shepherdstown Police Department
P.O. Box 237
Shepherdstown WV 25443

January 12, 2026

Re: Trinity Church Donation

We received a \$1,000.00 check from Trinity Episcopal Church dated 12/26/25. This has been an annual, non-solicited donation by the church since GT Schram was head of the church. In the past it had a letter from GT indicating that the donation was for non-budgeted equipment. There has been no letter since GT's retirement, but the donations have been annual since before my time as Chief.

Michael King
Chief of Police
Shepherdstown Police Department
Shepherdstown WV 25443
304-876-6036



Amy Boyd

From: James Gatz
Sent: Monday, December 15, 2025 4:57 PM
To: Amy Boyd
Cc: James Gatz
Subject: Fw: Public Works Meeting
Attachments: with foreground and changed color (1).jpg; image0.jpeg

Amy, please put this note and the images in the meeting packet for the Dec 22 Public Works meeting. Thanks. James

From: Kay Schultz <kay.nixschultz@gmail.com>
Sent: Monday, December 15, 2025 11:18 AM
To: James Gatz <jgatz@shepherdstown.us>
Cc: Barbara Hartman <barbarahartmanrdn@gmail.com>
Subject: Re: Public Works Meeting

Hello James,

Barbara and I will plan to come to the Public Works Committee meeting next Monday evening at 7:30 in Town Hall.

I am attaching the bench designs for Todd's and Katie's benches. The artist who designed the benches is Morgan Wisniewski. Todd's bench is being made by his stepfather, Terry Lindsay, from a felled tree on their property. Alex Dugas is the woodworker who made Katie's bench of red cedar.

Barbara's desire for bench location is in priority order, on German Street near the Wall, anywhere else on German Street, or in Cullison or any Town park. My desire is that Katie's bench be located at Cullison Park across from where she and Izzy lived for 3 years, or if not there, at Rumsey Park.

The benches would be ready for installation next year, late spring or early summer.

Let us know if you have questions or need additional information.

Kay and Barbara

On Fri, Dec 12, 2025 at 4:31 PM James Gatz <jgatz@shepherdstown.us> wrote:
December 12

Kay: Greetings. FYI, our next Public Works Committee meeting is set for 7:30 pm Monday Dec 22 at Town Hall. The draft agenda includes time to discuss your request to donate two benches. If this date / time is convenient, could you please send some background and the request? I will share with the committee in advance. If this is not a good date for you we can put this topic on the agenda for the January meeting. Thanks. James

Get [Outlook for iOS](#)





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

January 2026 Committee/Commission/Board Synopsis

Age Friendly Shepherdstown Committee

- Discussion of ongoing initiatives included updates on the Shepherdstown Bike Route, with plans for additional sharrows and signage and coordination with the Public Works Committee and Canal Towns representatives to strengthen connections to the C&O Towpath.
- Safety and fall prevention efforts were reviewed, including town coordination for snow and ice removal assistance and progress toward removing bricks around downtown tree wells due to safety concerns.
- The committee addressed hearing accessibility at public meetings held outside Town Hall, agreeing that no official town meetings should occur without adequate hearing assistance equipment. Jan Hafer will draft guidance for meeting facilitators to improve microphone use and accessibility.
- Work on revising the Age-Friendly Action Plan is scheduled to begin in January.
- New business included discussion of applying for a 2026 AARP Community Challenge Grant, with Leigh Ann Evanston taking the lead on proposal development. Meeting times will be reassessed through a member poll.
- An update was also provided regarding the delayed delivery of the Age-Friendly Shepherdstown plaque, which will be presented to Town Council once received.

Board of Zoning Appeals

- No Meeting

Finance Committee

- Recommended to Town Council - American Conservation Film Festival: request for Town support for this year's film festival in the form of \$2100 to purchase banners for display in town.
- Town Intern Stipends totaling \$3,000 will be available for up to 3 interns at 10 hours per week during the semester
- Information continues to be collected from other municipalities for the ERP Financial System
- Members invited to the annual Municipal Budget Training Workshop on January 20

Historic Landmarks Commission

- One application was considered: 101 West German Street (Sign Replacement) approved for recommendation to Planning Commission per signage guidelines (PG 63, Sections A-C).

January 2026 Committee/Commission/Board Synopsis

- Sign replacement without permit reported at 112 E. German Street
- New hire Karl Musser as Program Manager and Planning & Zoning Specialist
- High Street property concerns regarding addition at 338 W. High Street not aligning with 2021 permit
- CLG program assistance requested
- Heritage Education materials discussion for Preservation Month
- Proposed collaboration on demolition by neglect guidelines with consultant and legal drafting

Parks and Recreation Committee

- No Meeting

Planning Commission

Three applications were considered:

- Application 25-16 (103 Ray Street):
The application was approved unanimously with no discussion. A variance was granted by the Board of Zoning Appeals. The Planning Commission approved the application unanimously with no discussion.
- Application 25-36 (St. Agnes Stormwater Abatement Project):
The application was approved unanimously. The storm water abatement project was reviewed for the town by Ghosh Engineers who stated it was a sound project. The project was also reviewed by the Town's legal counsel. Forrest Stein from The Thrasher Group answered questions submitted by the Planning Commission. St. Agnes stated they will be responsible for maintaining the storm water system after the work is complete. The Planning Commission has jurisdiction and responsibilities on storm water related projects as stated in Title 9 Section 9-215.
- Application 25-38 (211 East High Street – Fence Permit):
The application was rejected unanimously. The materials (aluminum) and height (5ft) did not meet Title 9 Requirement. The HLC also disapproved the application due to material and height.

January 2026 Committee/Commission/Board Synopsis

Public Works Committee

- Recommended to Town Council – acceptance of donation of two benches from Barbara Hartman and Kay Schultz

Tree Commission

- The Shepherdstown Tree Commission met on December 11 to review ongoing tree maintenance and planting plans. Commissioners discussed progress on pending tree work across town, including removals, pruning, stump grinding, and preparations for new plantings in 2026. Plans are moving forward to order recommended plantings for several tree wells, assess erosion and grading concerns, and coordinate with Public Works and state agencies where needed. The Commission also reviewed opportunities for grant funding to support a comprehensive planting plan in support of the Jefferson County Tree Canopy Plan and potential updates to the town's tree inventory system. Future focus areas include assessments of Hurley Park, the Shepherd Cemetery, and other town-owned properties. The meeting concluded with new business items addressing safety concerns such as hanging limbs and uneven brickwork near street trees

Water and Sanitary Board

- Colonial Hills Phase 3A Step One Application approved by both boards
- Budget v Actuals –Board members asked for more current reporting of numbers. Maged agreed to provide reports that included transactions up to the end of the month prior to each board meeting.
- PSC report format suggested for monthly financials
- PFAS John Bresland suggested that we discuss recent studies of PFAS in West Virginia at our next meeting.

Draft

Age-Friendly Shepherdstown

MINUTES

December 17, 2025

Attending: Marty Amerikaner, Charlotte Baker-Shenk, Marcy Bartlett, Leigh Ann Evanston, Jan Hafer, Stacey Kendig, Linda Spatig

- 1 We welcomed new committee Leigh Ann Evanston.
- 2 We unanimously approved November minutes.
- 3 Old Business
 - a. Bike Route. In regard to adding a few more sharrows and street signs, Marty reported that he was asked to discuss it at the upcoming December Public Works Committee. Also, Marty reported that he attended a meeting with Canal Towns representatives. He had the opportunity to discuss the development of the Shepherdstown Bike Route and its connection to the C&O Towpath.
 - b. Safety and Fall Prevention. Marty reported that as he understood it, the town is planning to identify places/individuals needing help with clearing ice and snow. Gino is coordinating this effort.

Marcy reported there is no news on the safety concerns related to the German St Railroad crossing.

Linda reported that she spoke with Linus, chair of the Shepherdstown Tree Commission, about the possibility of removing the bricks that have been placed in and around tree wells in the downtown area. He agreed that these were greater safety hazards than the tree wells with just dirt or other plants in them. Charlotte reported that this issue was discussed at the Tree

Commission meeting and that plans were underway to have the bricks removed.

- c. **Hearing Accessibility.** We discussed the problem of hearing accessibility in town meetings, or other public meetings, held in venues other than town hall. Jan agreed to draft a written script to provide for people leading public meetings in those venues. It would give explicit directions about how and when to use microphones so that the meeting would be more fully accessible.

We unanimously agreed that there should be no official town meetings held in any venue unless there are satisfactory hearing accessibility equipment and processes in place.

- d. **Public Transportation.** Linda reported there is no news on this effort.
- e. **Action Plan Revision.** Linda agreed to begin work on this in January, after the holidays.

4 New Business

- a. **AARP Community Challenge Grant.** Linda explained the 2026 AARP Community Challenge grants and said that we may want to apply this year. Leigh Ann agreed to review the Challenge Grant guidelines and take the lead on putting together one or more proposals to submit. We discussed several possibilities including portable hearing equipment.
- b. **Meeting Times.** Linda agreed to poll committee members to find out if 1:30 pm on the 3rd Wednesday of the month is still a good time to meet.
- c. **Age-Friendly Plaque.** Linda reported that the Plaque we were to receive was accidentally mailed to Alaska! She agreed to present it to the town at the first council meeting following her receipt of it.

5 Next Meeting: January 21, 1:30 on zoom.

DRAFT

**Shepherdstown Finance Committee Agenda
Wednesday, Thursday January 8, 2026
6:30 P.M.
Town Hall
104 N. King Street**

1. Call to order: 6:30
Committee Members Attending: Mayor Gatz, Marty Amerikaner, Marcy Bartlett
Staff: Maged Kirollos
2. Approval of December Minutes: Marcy moved, Marty second, unanimous
3. Visitors: Jim Auxer: Jim noted that he has been encountering people working in town who may not have Shepherdstown business licenses.
4. New Business:
 - a. Community Grant application
 1. American Conservation Film Festival: request for Town support for this year's film festival in the form of \$2100 to purchase banners for display in town.
Marcy moved, Marty seconded a motion to recommend approval of this request to full Town Council.
 - b. Town Hall intern Stipends: Maged reported that the Town intends to work with 3 Shepherd students as interns, offering each one a \$3000 stipend for 10 hours per week of work during the semester.
5. Chairperson's report:
 - a. ERP status: Maged is still collecting information in the form of questions to other communities about their experience with the companies who have bid on our contract.
 - b. Mayor Gatz mentioned that there is Municipal Budget Training program being offered in Martinsburg on January 20 from 5-8:30, and all committee members are invited to attend.
6. Motion to adjourn: 7:15 Marty moved, Marcy Second, Unanimous

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, January 5, 2025

6:00 p.m.,

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Commissioner Tom Mayes (TM), Commissioner Cheryl Brown (CB), Commissioner Ashley Reynolds (AR), Commissioner Rebecca Bicker (RB), Town Administrator Gino Sisco, Intern Tabatha Delphi.

In absentia: None noted.

In audience: Jordan Gainer (JG), Jim Auxer (JA)

1. **Call to Order:** KA called the meeting to order at 6:00 p.m., made introductions of commissioners and support staff, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** Language changed from “cast iron” to “iron” fence posts. Minutes approved as amended.
3. **Visitors:**
4. **Conflicts of Interest:** None noted.
5. **Applications:**

25-40- 101 West German Street

Homeowner, JG, discussed project plan. Plan is to replace existing business sign.

- KA suggested updating historic Shepherdstown page with photographs of existing sign (non-historic). AR asked if the existing mounting would be used. Homeowner confirmed. AR moved to approve for recommendation by the planning commission in accordance with the guidelines on PG 63 “Signage,” Sections A-C. All in favor. None opposed. Passed.

1. **Workshop Sessions:**

None

6. **Ongoing Business:**

- **Update and feedback on Mills Group materials:** KA confirmed that commissioners reviewed last communication with Mills Group.

7. **New Business:**

- AR notified commission of the replacement of business sign without permit for building on 112 E. German St,
- New Hire – GM updated commission on the hiring Karl Musser as Program Manager and Planning and Zoning Specialist.

- High Street Property – KA noted a lack of communication between town committees concerning an addition on 338 W. High Street. TM noted negative feedback from community members. KA suggested clarifying and revising guidelines for HLC responsibilities and purview, increasing communication with planning committee. On property, KA and TM noted that addition may not follow permit approved 2021. GM said he would follow up with contractor and owner. KA suggested a follow-up procedure for approved permits.
- CLG – KA asked for assistance gathering CVs. KA said the commission should invite Claire Tryon to a future meeting.
- JA suggested inviting David Abruzzi to a future meeting.
- JA asked if the committee could release Heritage Education materials before final product is delivered from Mills Group. TM suggested educational events made in collaboration with Historic Shepherdstown for Preservation Month (May). CB suggested combining this with America 250. AR noted connection between HLC and property values. TM suggested compiling a list of preservation “success stories,” as well as before and after photos. KA said he will get in touch with Historic Shepherdstown to highlight past winners of Preservation Awards.
- JA suggested collaborating with a town consultant, especially concerning guidelines on “demolition by neglect.” KA suggested scheduling a meeting between them. TM suggested that the consultant recommend a lawyer to draft the guidelines.

8. **Adjournment:** TM moved to adjourn at 6:58 p.m. All in favor. None opposed. Passed.

**SHEPHERDSTOWN PLANNING COMMISSION MINUTES
DRAFT
REGULAR MEETING AND PUBLIC HEARING**

Monday, December 15, 2025

6:00 p.m.

TOWN HALL

1. Call to Order: 6:03 pm

Commissioners Present:

Linus Bicker, Lauren Chapalee, James Gatz (Mayor), Ebonee Helmick, Madge Morningstar, Rebecca Parmesano

Commissioners Absent: None

Staff Present: Gino Sisco

Conflicts of Interest: None

2. Approval of Previous Month's Minutes:

Motion to approve Regular Meeting Minutes for November 17, 2025: Rebecca Parmesano/ 2nd Linus Bicker/ All Aye

3. Visitors:

Greg Welter, Jim Auxer

4. Applications:

- a) 25-16 103 Ray St. Lot size does not meet requirements. Variance approved by Board of Zoning Appeals.

Motion to approve application 25-16 with lot size and residence square footage variances from the Board of Zoning of Appeals: Madge Morningstar/ 2nd Linus Bicker. All Ayes. No discussion.

- b) 25-36 Stormwater abatement project at St. Agnes

The town enlisted assistance from GHOSH Engineers and the Town attorney to review the project and determine the jurisdiction of the Planning Commission. A list of questions was given to The Thrasher Group/St. Agnes that needed to be addressed. Forrest Stein (The Thrasher Group) answered all questions posed by council. Clarification was made as to where the captured water would be contained. St. Agnes stated they were responsible for maintaining the site after the work is complete.

Discussion: Planning Commission has jurisdiction, roles and responsibilities on storm water related projects as stated in Title 9 Section 9-215. GHOSH response and St. Agnes' response to council's questions are attached.

Motion to approve: Rebecca Parmesano/ 2nd Linus Bicker. All Ayes

SHEPHERDSTOWN PLANNING COMMISSION MINUTES
DRAFT
REGULAR MEETING AND PUBLIC HEARING
Monday, December 15, 2025
6:00 p.m.
TOWN HALL

- c) 25-38 211 East High St Fence Permit 5 ft aluminum fence

HLC opposes the application due to height & materials.
Title 9 specifies appropriate materials and height restrictions. Current application's height and materials do not meet requirements.
Motion to reject application due to not meeting Title 9 requirements: James Gatz/ 2nd Lauren Chapalee. All Ayes No discussion.

5. Continuing Business:

- a) Keith Alexander, President of the Historic Landmarks Commission. -Not Present.
- b) Report from Town Council - No update

6. Discuss Executive Summary:

Town Council has asked committees to submit a synopsis of their monthly meetings. Completed minutes and executive summary will be submitted to Ebonee & Madge for review and they will be sent to Gino and Amy.

7. New Business:

- a) The Planning Commission needs to elect the President and VP for the next year at the January meeting.
- b) The committee member renewal process members was reviewed. Members need to reapply for a position on the Planning Commission after their 3 year term is up.
- c) The Town has hired a consulting firm to review Town Ordinances. The report will be available to the Town Council at the end of January. Title 9 review comments will be forwarded to the Planning Commission by Mayor James Gatz.
- d) Emails for meeting notices will be sent to the Shepherdstown site and personal account.

8. Future agenda items:

- a) Election of officers.

9. Adjournment: 6:54

- a) Motion to adjourn meeting: Madge Morningstar proposed/2nd Linus Bicker

We have reviewed the St. Agnes Catholic Church stormwater mitigation plans and didn't identify any issues with the design. The proposed improvements are consistent with accepted small-scale stormwater practices and should function as intended.

SHEPHERDSTOWN PLANNING COMMISSION MINUTES
DRAFT
REGULAR MEETING AND PUBLIC HEARING
Monday, December 15, 2025
6:00 p.m.
TOWN HALL

The plans show defined swales, culvert improvements, outlet protection, and stabilization measures that will help collect and convey runoff without creating downstream impacts. Everything appears appropriately sized for the site, and I don't see anything that would prevent the project from functioning as intended.

The project will be increasing stormwater detention within the basin.

Jeffery D. Ekstrom, PE
VICE PRESIDENT



1 Dunbar Plaza, Suite 200
Dunbar, WV 25064
O: 304.343.5300 | C: 304.550.1198
jeffe@ghosheng.com

I put the link to the actual page here:

[Thrasher Response To Questions](#)

This is a copy/paste of the info.

SHEPHERDSTOWN PLANNING COMMISSION MINUTES
DRAFT
REGULAR MEETING AND PUBLIC HEARING
Monday, December 15, 2025
6:00 p.m.
TOWN HALL

December 15, 2025

**Geno E. Sisco,
Town Administrator Corporation of Shepherdstown
104 North King Street,
P.O. Box 248 Shepherdstown,
WV 25443**

RE: Project: St. Agnes Stormwater Upgrades Permit: #25-36 Geno,

The Thrasher Group, Inc. (Thrasher) received the Shepherdstown Planning Commission plan review comments related to the subject project dated December 11, 2025. Below is a description of updates and other actions in response to the comments.

Comment 1. Does the application address the factors listed in Section 9-215 (attached)?

Response: The application addresses the factors listed in section 9-215 regarding erosion control and stream protection. Please see sheet C2.01 for erosion and sediment controls. Project erosion and sediment controls have been approved under WVDEP NPDES permit WVR113203. Please see attached NPDES approval letter.

Comment 2. Where are the construction entrances and what obstacles do they pose to neighbors and local traffic? Response: The main entrance to the St. Agnes site will be via West New Street connecting to S Duke St. Please see sheet C2.01 for stabilized construction entrance and material/equipment storage areas.

Comment 3. Are pollutants to be contained and disposed of properly? Response: Yes, pollutants will be contained and disposed of property in accordance with the conditions of the WV DEP NPDES Construction Stormwater Permit.

Comment 4. What is the estimated earth disturbance square footage for the project? Response: The estimated earth disturbance is 39080 SF.

Comment 5. Does the proposed discharge if it is increased by the project affect the Town's compliance with its National Pollutant Discharge Elimination System (NPDES) permit? Response: Total site discharge will not be affected by the proposed modifications. Modifications to the existing BMP's require modification of the existing NPDES stormwater permit. Please see attached NPDES approval letter.

Comment 6. Does the proposed discharge if it is increased by the project affect the Town's compliance with the EPA's Total Maximum Daily Loads Water Quality Standards established for the Potomac River Basin? Response: Total site discharge will not be

**SHEPHERDSTOWN PLANNING COMMISSION MINUTES
DRAFT
REGULAR MEETING AND PUBLIC HEARING**

Monday, December 15, 2025

6:00 p.m.

TOWN HALL

affected by the proposed modifications. The EPA TMDL will not be affected. St. Agnes – Planning Commission Comments Page | 2 of 2 The Thrasher Group, Inc. | www.thethrashergroup.com | 1-800-273-6541

Comment 7. Does the project require compliance with Jefferson County drainage practices and/or West Virginia Division of Environmental Protection regulations? Per Article I, Section D.2.b/e, this project is exempt from the Jefferson County stormwater ordinances, as it does not require site or preliminary plat plans and is classified as repair work to an existing stormwater facility. Modifications to the existing BMPs require an amendment to the current NPDES stormwater permit. Please see the attached NPDES approval letter for reference.

Comment 8. What is the estimated timeline for construction? Response: Pending selected contractor schedule, construction is to start January 2026 and to be completed no later than June 30th, 2026.

Comment 9. What future maintenance of the stormwater system is necessary and/or appropriate? Response: Inspections of the storm manholes and piping are recommended annually or after major storm events to prevent blockages and sediment buildup.

If you have any questions or need additional information, please contact me at 304.579.5643 or fstern@thethrashergroup.com.

**Sincerely,
THE THRASHER GROUP, INC.**

Forrest Stern Staff Engineer

Bowles Rice

Attorneys at Law

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P.O. Drawer 1419, Martinsburg, WV 25402-1419
(304) 263-0836

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Parkersburg, WV 26101

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

November 20, 2025

bowlesrice.com

Honorable James K. Gatz, Mayor,
Counsellperson Linus Bicker, and
Planning Commission Members,
Eboney Helmick, Madge Morningstar,
Rebecca Parmesano, and Lauren Chapalee

E-MAIL
jgatz@shepherdstown.us

Re: St. Agnes Church permit application for construction of additional
stormwater management systems

Dear Mayor Gatz and Planning Commission Members:

Mayor Gatz requested as Town Attorney that I provide guidance to the Planning Commission for its review of St. Agnes Church's application for a project permit to improve the stormwater management system on the Church's campus. The advice provided not only is relevant to this application but for other stormwater projects within the Town's corporate limits.

It goes without saying that the Planning Commission has authority to review, investigate, and act on this permit application. A planning commission has the broad authority "to promote the orderly development of its jurisdiction." West Virginia Code § 8A-2-1(a). Though not stated specifically within its powers, authority, and duties, control of stormwater discharge is part of the developmental control charged to any planning commission. See generally West Virginia Code § 8A-2-10 and Shepherdstown Code § 9-107.

In reviewing the plans, drawing, and schematics of this proposed project, it is not necessary for you as lay persons to have the specific engineering experience and/or background to analyze and dissect the plans. Instead, you should look to the Town's consultant, Ghosh Engineering, for information and advice regarding this project.

For small stormwater management projects, such as this one appears to be, Section 9-215 of the Shepherdstown Code, regulating erosion control and stream protection, is the applicable legal authority. For larger stormwater projects such as those associated with residential and/or commercial development, the Town's Stormwater Management Ordinance at Section 9-1414 provides the regulatory guidance, though many of the questions in either instance are the same.

Questions that should be answered to your satisfaction for the St. Agnes Church project are as follows:

Bowles Rice

November 20, 2025
Page 2

1. Does the application address the factors listed in Section 9-215 (attached)?
2. Where are the construction entrances and what obstacles do they pose to neighbors and local traffic?
3. Are pollutants to be contained and disposed of properly?
4. What is the estimated earth disturbance square footage for the project?
5. Does the proposed discharge if it is increased by the project affect the Town's compliance with its National Pollutant Discharge Elimination System (NPDES) permit?
6. Does the proposed discharge if it is increased by the project affect the Town's compliance with the EPA's Total Maximum Daily Loads Water Quality Standards established for the Potomac River Basin?
7. Does the project require compliance with Jefferson County drainage practices and/or West Virginia Division of Environmental Protection regulations?
8. What is the estimated timeline for construction?
9. What future maintenance of the stormwater system is necessary and/or appropriate?

You may defer to the Town's engineering consultant for this information or request answers from the project engineer for St. Agnes Church. The Ghosh Engineer should be available for periodic inspection of the project during construction and upon completion, and the Planning Commission should require a final report (verbal or written) from the project engineer.

If you have additional questions, please advise by telephone or email, and I am available to meet with the Planning Commission in person as needed.

Very truly yours,



Charles F. Printz, Jr.

CFP:mc
Attachment

Section 9-215 Erosion control and stream protection (pursuant to WV State Code §7-1-3u) (added December 2011)

All construction projects requiring disturbance of the earth of more than 400 square feet within the Corporation of Shepherdstown must implement measures designed to preclude erosion of soil from the site both during and after the construction. These measures must be detailed in the Building Permit Application and address the following factors:

1. the proximity of the site to streams (as defined in WV §7-1-3u), wetlands, and other ecologically sensitive areas
2. the trees and other vegetation to be displaced by the construction phase of the project and how this displacement will be remediated (see Corporation of Shepherdstown Ordinances 11-505 and 9-1413)
3. the extent and duration of the earth disturbance
4. the topography of the site
5. the control and limitation of storm water runoff
6. any unusual construction site characteristics including the presence of fill and/or hazardous material, springs, or subsidences (sink holes)

Construction entrances must be provided for projects requiring the movement of heavy equipment onto and off of the project site. Additionally, pollutants associated with construction must be contained and disposed properly. These include

1. concrete wash from tools and trucks
2. sanitary waste and pathogens from porta-potties
3. debris from discarded building materials
4. oil and grease from equipment and vehicles
5. paint, chemicals and solvents
6. litter

For projects within 75 feet of streams, a Stream Protection Setback equal to twice the average width of the watercourse channel measuring from the top of one bank to the top of the opposite bank or 50 feet, whichever is less, shall be maintained from the top of the banks of all watercourses. To reduce erosion, natural vegetation shall be maintained in this area. Where natural vegetation does not exist along the watercourse and conditions for replanting are suitable, high priority shall be given to planting vegetation in the setback area

to stabilize banks and enhance aquatic resources. [NOTE: For the purposes of this ordinance, the “top of the bank” is considered to be synonymous with “bankfull level” and is delineated by the elevation point of incipient flooding that is indicated by deposits of sand or silt at the active scour mark, break in stream bank slope, perennial vegetation limit, rock discoloration, and root hair exposure.]

Projects causing disturbance of the earth of one acre or more must adhere to storm water drainage practices in accordance with guidance issued by the Jefferson County, West Virginia Planning and Zoning Department and be permitted as required by the West Virginia Department of Environmental Protection.

We have reviewed the St. Agnes Catholic Church stormwater mitigation plans and didn't identify any issues with the design. The proposed improvements are consistent with accepted small-scale stormwater practices and should function as intended.

The plans show defined swales, culvert improvements, outlet protection, and stabilization measures that will help collect and convey runoff without creating downstream impacts. Everything appears appropriately sized for the site, and I don't see anything that would prevent the project from functioning as intended.

The project will be increasing stormwater detention within the basin.

Jeffery D. Ekstrom, PE
VICE PRESIDENT



1 Dunbar Plaza, Suite 200
Dunbar, WV 25064
O: 304.343.5300 | C: 304.550.1198
jeffe@ghosheng.com

DRAFT

Shepherdstown Tree Commission draft minutes
Thursday, December 11, 2025 at 6 PM Town Hall

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

Visitors: Jim Auxer, Laura Carter, Terry Hadley

1. Linus called the meeting to order at 6:09 PM.

2. Approval of November 13, 2025 minutes. Approved unanimously.

3. Public comments.

Laura and Terry asked about plans for long-delayed planting of Sage Place tree wells in 2026. Terry has been doing the weeding, which has been a huge task. Mulch from the town has helped a lot.

Commissioners responded that plans are to order in January the recommended *Carex woodii* for all wells, to be planted densely, as designed by James Dillon.

Laura and Terry also asked about the observed lowering levels of soil and possible erosion problems in some tree wells.

Action: Robin will check on each of these concerns and questions. Will ask James Dillon and Jamie to also look at each tree well.

Secondarily, Linus will engage Public Works on any needed remedial work. (Note: there was a specific ratio of mixed topsoil, coarse sand, and aged compost prescribed for the tree wells.)

Laura also requested observation of the maple tree in Sage Circle to see if it needs attention.

Action: Tree Commission will assess and make any recommendations.

4. Unfinished Business.

a. Review pending tree actions.

Town Hall Sugar Maple—Linus will soon complete plans for the half moon structure.

Bistro tree well — Robin reported that the tree center is 5 feet from the lowest steps, 2.5 feet from sidewalk. Commission decided that moving it such a small distance would not achieve meaningful benefit. Site will be prepared for planting an Okami Cherry.

207 W. German— dead tree: Viking not yet removed.

207 S. King — tree branch; Viking done.

108E. New— done

German and Duke— Ecological Services bid had been approved. Work completed except for the lilac. That work will be completed in the spring.

Action: Linus will notify town hall that the work was completed.

335 W. German— stump grinding not yet done; Linus talked with Viking, who said they would complete it next week.

W. High Street overlooking baseball field— Linus talked with Shepherd University Provost who was agreeable to the general concept and would like to have additional discussion with University staff regarding the proposal that we plant 15 small multi-stem trees in the town's right away to improve the viewscape for residents. (see November minutes)

Action: Linus will talk with town council and public works about these plantings.

213 W. German: Complex issue related to water intrusion into residential property that stems from improper grading. Tree well would require significant work. Since this is a state road, will require coordination with the state.

Action: Charlotte will talk with Jamie to better understand his earlier assessment. Then ask Woody Coe to talk with the department of transportation.

220 W. German— add tree well in sidewalk/street/yard? (see Nov. minutes)

Action: Charlotte will talk with current owners about any parking space concerns, etc. Then talk with Woody about any state highway requirements concerning putting a tree in the street.

337 W. German— stump not yet ground.

299 E. German. — Cherry trees in decline. Tree Commission will determine whether to continue pruning efforts until tree death or replace now.

Action: Robin will talk with homeowner regarding preference.

403 E. High— waiting on Viking to do the work.

Action: Linus will follow up.

Stump grindings: Viking submitted their proposal, which has been approved. Work should be done before our next meeting.

b. Approved species list—Jamie and James will complete this by January.

c. FYI, 2026 tree planting

Action: Charlotte will cut and paste from prior minutes detailing which species for each location and submit for January meeting.

d. Arborscope

Renewal fee is \$2400. Tree Commission discussed whether we could authorize a contracted arborist separate from Bartlett to access the town Arborscope account and update the tree inventory.

Action: Linus will check with Bartlett over any proprietary or licensing concerns with 3rd party use of Arborscope.

e. Grant funding.

Linus reported that Viking will assess all street trees in the town's primary corridors and then submit a proposal about work needed to be done in the next 12 months. We can use that proposal for scope of work requested under the grant.

We may also request funding support for the Arborscope renewal fee.

Other funding possibilities

Mayor Gatz provided information about other grant opportunities for green infrastructure projects.

Chesapeake Bay Trust -forestry fund (3 different tracks). February 27 is due date.

Linus shared an email from Mayor Gatz, who had forwarded an email from Josephine Saikali—environmental program coordinator for region nine, eastern Panhandle—about the Chesapeake Bay Trust opportunities. Tree Commission discussed potential for using grant funds to develop a comprehensive planting plan and could it be done to also plant trees on Shepherd Univ in support of the County Tree Canopy Plan.

The mayor recommends contacting Sonja Shawley (304-876-5107) to find out appropriate Shepherd university contact person. Invite that person to our January meeting?

Action: Charlotte will make the call.

Mayor Gatz also recommends we connect with the new Grants Committee.

f. Jefferson County tree canopy plan.

Mayor Gatz has requested that we consider planting trees on the north side of Shepherd cemetery.

Action: **Linus** will ask the mayor about specific locations in the cemetery. Need small trees because of utility lines? (redbuds, dogwood, cherries) . Willows might aid stormwater management concerns.

Action: **Robin** will assess that area to see how much space is available between the graves and the wall.

Hurley Park—the mayor is also asking us to care for the Mill Street property along which will be created Hurley Park.

Action: **Linus** will ask Shawn Walker to make an assessment of existing trees and to mark all trees of value and to also potentially identify any invasive species.

Action: **Linus** will find out the exact borders of that new town property.

In addition to Hurley Park and the Shepherd cemetery, the mayor is also asking us to care for trees in the parks and the Entler side garden.

g. Proposed Christmas decorations on iconic crab apple—proposal is for lights around the trunk and balls hanging from the lower limbs. Commission members approved the decorations.

Action: **Linus** will coordinate with ecological services so as not to impede any scheduled pruning.

5. New Business.

Robin observed with concern a hanging limb at 109 W. Washington Street (tree #094).

Action: **Linus** will ask Viking to remove it.

Citizen inquiry (from Age-Friendly Committee) about uneven brickwork around trees that have led to several resident falls on German Street.

Action: **Linus** will coordinate through PWC and/or Public Works Dept to remove hazard bricks.

6. Adjourn at 7:30.

Draft

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Board

December 4, 2025, 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Visitors – Compass representative and James Auxer

3. Members Present

Water Board Members

Sue Kemnitzer, Chair

James Gatz, Mayor

Marcy Bartlett, Council Representative

John Bresland

Jack Eggleston

Sanitary Board Members

James Gatz, Mayor & Chair

Harvey Heyser

Robert Keller

4. Staff Present - Woody Coe, Kenny Shipley, Duane Swisher and Maged Kirolios

5. Meeting Minutes

Vote - Approved October 2025 Sanitary Board Minutes

Vote - Approved October 2025 Water Board Minutes

6. Flow and Quality Reports – All measures are within acceptable range. Repairs to leaks in the water distribution system continue.

7. Financial Reports

a. Budget v Actuals – Once again Board members asked for more current reporting of numbers. Maged Kirolios, the town's new financial manager, promised to provide reports that included transactions up to the end of the month prior to each board meeting.

b. Membrane Replacement Reserve for Sewer Plant – Staff presented an updated analysis of plans to replace membranes in the sewer plant. The Sanitary Board requested such a plan at their last meeting. Staff also presented an analysis of the financial plan for managing the cost of the replacements. The current annual contributions to the Membrane Fund are sufficient to fund the plan.

Vote – the Sanitary Board voted to accept the staff's recommendation.

c. Briefing on Public Service Commission Reports – Maged Kirolios provided memos explaining the contents of the 2025 Public Service Commission Report for Water and for Sewer. Sue Kemnitzer suggested that we use the format required for the financial portion of the PSC report as the format for the monthly financial reports to the boards.

8. Unfinished Business

a. Colonial Hills Phase 3A Step One Application – Staff recommends that we approve application.

Vote – The Sanitary Board approved the sewer application.

Vote – The Water Board approved the water application.

9. New Business – PFAS John Bresland suggested that we discuss recent studies of PFAS in West Virginia at our next meeting.

10. Next Meetings – January 22 and February 26, 2026

11. Adjournment

Staff Reports

January 2026
Staff Report

Wastewater, Water and Streets

Water/Sewer Leaks / Issues

- 1) Bon Aire- Hydrant valve leaking- spring 2026
- 2) Rt 230 service leak 1/5/26
- 3) Mill St. Sewer Main back up 12/23/25
- 4) Sallie Ln service leak 12/29/25
- 5) Cherry Ln service leak 12/17/25

Water plant/Wastewater plant

Water plant-

- UV system service
- Basin cleaning completed

Wastewater plant-

- New Tow Motor Ordered
- Membrane 3 Cleaning Complete/ starting f Number 4 cleaning

Lead and Copper rule

GRR customer letter issued

Streets

Fix street signs

Remove Holiday Banners and decor

Dig leak marked locations (2 remaining)

Final bench (awaiting completion)

Road work

Storm prep

January 2026
Staff Report

Trash/Recycling/Yard waste/Rough cost

Glass- No glass dumping/ Not accepting at drop off station

Trash – 48 Tons collected in the month of December \$2500.00

Recycling- 12 Tons collected in the month of December \$1200.00

Yard Waste- 11 loads. Including clean up weeks- Dump cost \$550

New Park Property

O’Hurley’s – 3 lots remain/ contractor has removed the 3 vacant trailers

PATH Project update (Kenny Shipley)

Dec 2025- Project to go to bid 2026

Operator update

Laborer and OIT p

Shepherdstown Police Department

Attached is a list of police service calls for the month of December 2025. A total of 286 police service calls include 7 assists for the Jefferson County Sheriff's Office. We also assisted the University Police with 2 calls. That is 3.1% of the calls being an assist to another agency. The Jefferson County Sheriff's assisted us with 9 calls for service.

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

Note Worthy Events:

On 12/01/2025 we responded to a welfare check for a suicidal person heading to the bridge on 480. We intercepted the person on the bridge and called the Washington County Sheriff's Office who responded and took custody of the person for a mental evaluation.

We were short staffed and it was fortunately a very slow time for police calls. This is historically typical for |December here.



Corporation of Shepherdstown
P.O. Box 248
Shepherdstown WV 25443

Mayor Gatz

On 1/7/2026 roughly 5pm I was notified by multiple sources about a Facebook post. The post stated the Town was illegally dumping waste in town run. After watching the videos on Facebook I contacted all employees who needed to come back into town to investigate the issue. Once the crew was on site, they found the Main pump station was offline due to 2 blown fuses, which was causing the sewer to spill out of the wet well into an old PVC drain line no longer in service. The crew replaced both fuses in the PLC and got the pump station back online. The spill instantly stopped at roughly 6pm. The Sewer plant chief operator contacted DEP to report the spill, the DEP set a time to meet the following morning. After more investigation the PLC fuses blew due to the power work happening in town that day. Our alert system mission's communications also failed due to the fuse problem. After the station was back online the Public Works employees cut and capped the old drain line that was found. Once the problem was handled, I responded to the Facebook post with the mayor's approval. The following morning 1/8/2026 the Sewer plant Chief Operator met with DEP to walk the stream and check for any evidence of the spill. DEP said there is no further action required at this time due to the findings. DEP requested pictures of the stream and pictures of the cut and capped PVC pipe. We also had a Contractor come in to add a battery back-up to the PLC to avoid this issue in the future.

Sincerely

Charles W Coe III
Public Works/Utility Director

Town Financial Status

1. Big Picture Snapshot (Through 5 Months)

- **Revenues:**
 - Budget thru Nov: **\$1.054M**
 - Actuals: **\$1.132M**
 - **+\$77.4K ahead of budget (~+7.3%)**
- **Expenses:**
 - Budget thru Nov: **\$1.197M**
 - Actuals: **\$983.5K**
 - **\$213.0K under budget** (significant timing/structural effect)
- **Net Position:**
 - **True surplus: ~\$290.4K** as of 11/30/25

Insight: The surplus is being driven by **both revenue over-performance and delayed/redirected spending**, not just conservative budgeting.

FY26 Budget vs. Actuals — Council Briefing

Through November 30, 2025

1. Executive Summary

- **FY26 is tracking ahead of plan.**
 - **Operating surplus: ~\$290,000** through November.
 - Result driven by **strong revenues and delayed or redirected expenses**, rather than permanent cost reductions.
 - **No immediate fiscal stress indicators** are present.
 - Some variances are **timing-related** and expected to normalize later in the fiscal year.
-

2. Revenue Performance Highlights

Overall

- **Revenues are outperforming budget expectations:**
 - **\$1.13M collected vs. \$1.05M budgeted** through November
 - **+\$77,400 (≈7.3%) favorable variance**

Key Drivers

- **Property (Ad Valorem) Taxes:**
 - **≈\$66,700 ahead of budget**, while still within seasonal norms.
- **Sales Tax:**
 - Tracking modestly ahead of pro-rata expectations.
- **Interest Income:**
 - **+\$28,200 over budget**, reflecting higher interest rates and strong cash balances.

Items to Monitor (Timing, Not Risk)

- **Liquor Tax** and **Hotel/Motel Tax** are behind pro-rata budgets due to quarterly distribution cycles and reporting lags. Collections are anticipated later in FY26.
- **Video Lottery** revenue slightly under budget but consistent with historical fluctuation.

3. Expense Trends & Observations

Overall Spending

- **Expenses are significantly under budget:**
 - **\$983,000 actual vs. \$1.20M budgeted**
 - **~\$213,000 under budget** through November

This variance is primarily due to **timing and structural accounting**, not service reductions.

Departments with Notable Underspending

- **Planning & Zoning:**
 - Minimal spending to date due to staffing/professional services timing.

- **Mayor, Council, Recorder, Elections:**

- Underspending reflects part-time positions and election cycle timing.

These variances are **temporary** and not expected to persist.

Departments with Cost Pressure

- **City Hall:**

- **~\$29,600 over budget** year-to-date.
- Drivers include:
 - Elevator repair
 - Professional legal and consulting services
 - Higher-than-anticipated contracted services

- **Sanitation:**

- **~\$10,600 over budget**, primarily due to:
 - Higher salary and benefit costs
 - Increased landfill fees

These areas warrant **ongoing monitoring**, not structural concern at this stage.

4. Police, Streets & Operations

- **Police Department:**

- **~\$52,000 under budget**, largely due to:
 - Staffing timing
 - Retirement contribution lag
 - Parking enforcement costs not yet fully reallocated

- **Streets Department:**

- Overall under budget, though equipment maintenance costs are trending higher.

- Contracted services remain below budget due to grant timing.
-

5. Structural & Accounting Considerations

- **Water & Sewer Operations:**
 - Salaries and benefits are temporarily recorded through interfund reimbursements.
 - This accounting treatment **inflates the Corporation's reported surplus**, though cash flow remains accurate.
- **Parking Department:**
 - New FY26 department.
 - Expenses are still embedded in Police operations and will require formal reallocation.

These items affect **presentation, not financial health**, but should be clarified for transparency.

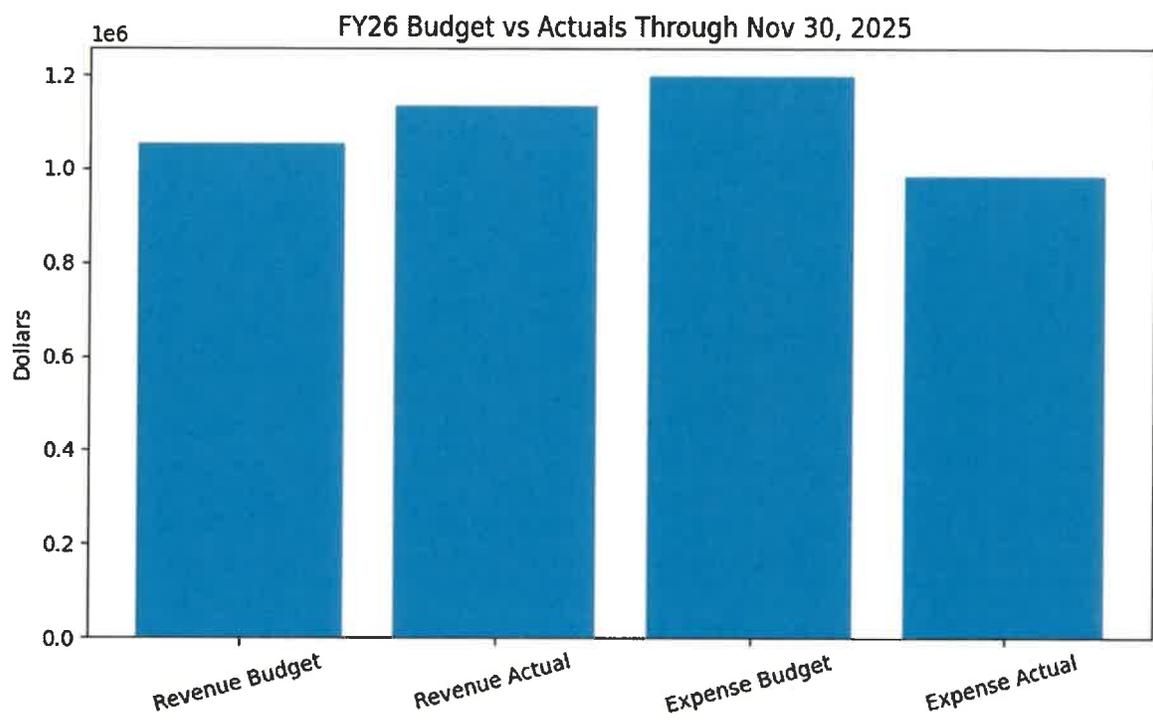
6. Key Council Takeaways

- FY26 finances are **strong and stable**.
 - Revenue performance exceeds expectations, led by taxes and interest income.
 - Current surplus reflects **timing and accounting structure**, not permanent savings.
 - City Hall and Sanitation costs merit continued review.
 - Department realignments (Parking, Water/Sewer) should be completed to improve clarity.
-

7. Looking Ahead

- Staff will continue monitoring:
 - Second-half expense normalization
 - Interest rate sensitivity

- Department reallocations
- No budget amendments are recommended at this time.



Corporation of Shepherdstown

Balance Sheet

As of November 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	5,192,910.67
RESTRICTED FUNDS	326,654.67
RESTRICTED FUNDS ICS ACCOUNTS	4,409.00
Undeposited Funds	617.98
Total Bank Accounts	\$5,525,032.32
Accounts Receivable	
General Funds A/R	115,824.82
Total Accounts Receivable	\$115,824.82
Other Current Assets	
150.00 Net OPEB Asset	19,086.00
Other Current Assets	41,843.50
Total Other Current Assets	\$60,929.50
Total Current Assets	\$5,701,786.64
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,478,314.36
Total Fixed Assets	\$5,478,314.36
Other Assets	
Beneficial Interest in Assets Held by Others	53,343.10
Due from Market House Legal Settlement	15,104.00
Total Other Assets	\$68,447.10
TOTAL ASSETS	\$11,248,548.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	4,533.75
Total Accounts Payable	\$4,533.75
Credit Cards	
213 Purchase Card Payable	22,866.13

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Corporation of Shepherdstown

Balance Sheet

As of November 30, 2025

	TOTAL
Total Credit Cards	\$22,866.13
Other Current Liabilities	
140.02 DO - Change in Proportionate	-1,320.00
140.5 DO - Change in Assumptions	-2,695.00
2104 PEIA Payable	4,356.00
260 Accrued Compensated Absences	84,750.59
280.10 DI-Different Expected/Actual I	11,110.00
280.20 DI-Difference Proj/Actual Earn	318.00
280.30 DI-Changes/Differences Prop. S	13,022.00
280.40 DI - Changes in Assuptions	10,648.00
290.50 Restricted for Equipment	96,206.00
292.20 PPA-Beginning OPEB Liability	927.00
292.30 PPA-2017 RHBT Payment	-13,831.00
Child Support	-971.53
Christmas Club	-640.00
Due to (from) Coal Severance	-22,750.31
Due to (from) Sewer	-381,351.85
Due to (from) Water	-743,128.90
Garnishments	4,223.99
Gen Fund Other Current Liab.	70,593.20
Payroll Liabilities	23,136.04
VALIC Retirement Payable	17,305.19
Total Other Current Liabilities	\$ -830,092.58
Total Current Liabilities	\$ -802,692.70
Total Liabilities	\$ -802,692.70
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Retained Earnings	650,295.88
Net Income	-11,915.91
Total Equity	\$12,051,240.80
TOTAL LIABILITIES AND EQUITY	\$11,248,548.10

Note

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

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Corporation of Shepherdstown

FY26 Budget vs Actuals

Through November 30, 2025

	REVENUES	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
299	Carryover	\$ 240,000	\$ 174,950	\$ 384,522	\$ 160,218	\$ 160,218	\$ 0	
301	Taxes Ad Valorem	\$ 238,731	\$ 253,444	\$ 253,444	\$ 105,602	\$ 172,910	\$ 67,308	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 23,100	\$ 26,155	\$ 26,155	\$ 10,898	\$ 0	(\$ 10,898)	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	\$ 33,333	\$ 39,326	\$ 5,992	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	\$ 167	\$ 165	(\$ 2)	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 300,000	\$ 300,000	\$ 300,000	\$ 125,000	\$ 103,806	(\$ 21,194)	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	\$ 22,917	\$ 20,584	(\$ 2,333)	
321	Parking Violations	\$ 30,000	\$ 12,000	\$ 12,000	\$ 5,000	\$ 6,550	\$ 3,550	
325	Business Licenses	\$ 20,000	\$ 10,000	\$ 10,000	\$ 4,167	\$ 9,980	\$ 5,813	Revenue received as beginning of FY26
326	Building Permits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 1,667	\$ 1,190	(\$ 477)	
327	WV Opioid settlement fund	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,029	\$ 1,029	
328	Franchise Tax	\$ 9,000	\$ 5,500	\$ 5,500	\$ 2,292	\$ 2,720	\$ 428	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 7,000	\$ 5,000	\$ 5,000	\$ 2,083	\$ 891	(\$ 1,192)	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	\$ 64,583	\$ 67,652	\$ 3,068	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,000	\$ 45,000	\$ 45,000	\$ 18,750	\$ 23,450	\$ 4,700	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,000	\$ 175,000	\$ 175,000	\$ 72,917	\$ 75,651	\$ 2,735	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	\$ 37,500	\$ 42,586	\$ 5,086	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 80,000	\$ 130,000	\$ 130,000	\$ 54,167	\$ 82,365	\$ 28,198	
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	\$ 4,167	\$ 5,224	\$ 1,057	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,000	\$ 36,000	\$ 36,000	\$ 15,000	\$ 18,335	\$ 3,335	Monthly recycling collection revenue
397	Video Lottery	\$ 240,000	\$ 243,129	\$ 243,129	\$ 101,304	\$ 94,600	(\$ 6,704)	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 350	\$ 350	\$ 350	\$ 146	\$ 1,393	\$ 1,247	Payroll Reimbursement for Police grant work
	Total Revenues	\$ 3,746,181	\$ 2,645,928	\$ 2,855,500	\$ 1,064,375	\$ 1,131,777	\$ 77,402	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
409	Mayor's Office - 409	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 833		(\$833)	
104	FICA	\$ 151	\$ 0	\$ 0	\$ 0		\$0	
111	Telephone	\$ 970	\$ 500	\$ 500	\$ 208		(\$208)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 42		(\$42)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 2,600	\$ 2,600	\$ 1,083	\$ 0	(\$1,083)	
410	City Council -410	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 2,500	\$ 1,500	(\$1,000)	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 188	\$ 115	(\$73)	
226	Liability/Workers Comp Insurance	\$ 550	\$ 250	\$ 250	\$ 104		(\$104)	Workers Comp
	Total Council	\$ 7,000	\$ 6,700	\$ 6,700	\$ 2,792	\$ 1,615	(\$1,177)	
87								
411	City Recorder	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 625	\$ 375	(\$250)	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 48	\$ 29	(\$19)	
226	Liability/Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 27		(\$27)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,679	\$ 700	\$ 404	(\$296)	
141								
416	Police Judges - 416	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
223	Professional Services	\$ 9,900	\$ 9,900	\$ 9,900	\$ 4,125	\$ 1,000	(\$3,125)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 9,900	\$ 9,900	\$ 9,900	\$ 4,125	\$ 1,000	(\$3,125)	
435	Regional Dev Authority - 435	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
222	Dues & Subscriptions	\$ 1,439	\$ 2,649	\$ 2,649	\$ 1,104	\$ 0	(\$1,104)	Annual Bill from Regional Development Authority
	Total Regional Dev. Authority	\$ 1,439	\$ 2,649	\$ 2,649	\$ 1,104	\$ 0	(\$1,104)	
437	Planning & Zoning - 437	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
103	Salaries	\$ 75,200	\$ 85,508	\$ 85,508	\$ 35,628		(\$35,628)	
104	FICA	\$ 6,169	\$ 6,541	\$ 6,541	\$ 2,725		(\$2,725)	
105	Group Insurance	\$ 14,384	\$ 12,000	\$ 12,000	\$ 5,000		(\$5,000)	
106	Retirement	\$ 8,000	\$ 8,550	\$ 8,550	\$ 3,563		(\$3,563)	
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	\$ 316	\$316	
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	\$ 3,542		(\$3,542)	legal costs
226	Insurance & Bonds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 833		(\$833)	Workers Comp
230	Contracted Services	\$ 0	\$ 2,000	\$ 2,000	\$ 833		(\$833)	
341	Departmental Supplies	\$ 0	\$ 0	\$ 0	\$ 0		\$0	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY25 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
	Total Planning and Zoning	\$ 130,543	\$ 125,099	\$ 125,099	\$ 62,125	\$ 336	(\$51,898)	
438	Elections - 438	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY25 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
103	Salaries	\$ 0	\$ 1,000	\$ 1,000	\$ 417	\$ 0	(\$417)	
222	Departmental Supplies	\$ 0	\$ 4,500	\$ 4,500	\$ 1,875	\$ 0	(\$1,875)	
223	Total Elections	\$ 0	\$ 5,500	\$ 5,500	\$ 2,292	\$ 0	(\$2,292)	No election in FY 25
440	City Hall - 440	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY25 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
103	Salaries	\$ 161,173	\$ 202,008	\$ 202,008	\$ 84,170	\$ 82,953	(\$1,217)	
104	FICA	\$ 12,330	\$ 15,454	\$ 15,454	\$ 6,439	\$ 6,300	(\$139)	
105	Group Insurance	\$ 21,500	\$ 32,000	\$ 32,000	\$ 13,338	\$ 14,270	\$ 937	
106	Retirement	\$ 7,797	\$ 25,930	\$ 25,930	\$ 10,804	\$ 6,551	(\$4,254)	
108	Overtime/Extra Help	\$ 4,000	\$ 2,000	\$ 2,000	\$ 833		(\$833)	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	\$ 3,333	\$ 1,900	(\$1,433)	
213	Utilities	\$ 10,000	\$ 12,000	\$ 12,000	\$ 5,000	\$ 5,000	\$ 0	
214	Travel	\$ 2,000	\$ 2,000	\$ 2,000	\$ 833		(\$833)	
215	R&M Building & Grounds	\$ 3,800	\$ 8,000	\$ 8,000	\$ 3,333	\$ 16,613	\$13,280	Oracle Elevator - Replace door operator board on elevator -\$12K
216	R&M Equipment	\$ 2,100	\$ 2,000	\$ 2,000	\$ 833	\$ 460	(\$373)	
218	Postage	\$ 2,500	\$ 4,000	\$ 4,000	\$ 1,667	\$ 1,009	(\$958)	Mall Machine
219	Building & Equipment Rental	\$ 850	\$ 700	\$ 700	\$ 292	\$ 352	\$ 60	
221	Training and Education	\$ 1,500	\$ 2,000	\$ 2,000	\$ 833		(\$833)	
220	Advertising/Legal Publications	\$ 1,200	\$ 1,200	\$ 1,200	\$ 500	\$ 308	(\$192)	
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	\$ 10,417	\$ 35,527	\$25,110	Monthly Communication Director and Longerbeam Tax for Aug and Sept. Kimley-Horn & Assoc Mill St Drainage Project for \$19K - Legal services TH
224	Audit Costs	\$ 12,000	\$ 9,100	\$ 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	\$ 14,583	\$ 10,897	(\$3,687)	Workers Comp and liability insurance
230	Contracted Services	\$ 57,850	\$ 41,000	\$ 41,000	\$ 17,083	\$ 23,989	\$6,905	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	\$ 9,583	\$ 7,009	(\$2,574)	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT	\$ 20,000	\$ 30,000	\$ 30,000	\$ 12,500	\$ 11,105	(\$1,395)	Tek Advisor IT Services , Intuit software
	Total City Hall	\$ 443,050	\$ 479,392	\$ 479,292	\$ 204,372	\$ 234,016	\$29,644	Even though appears to be an increase reflects lines that are underbudgeted in the current year
444	Contributions/Transfers-444	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY25 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
588	Contributions/Transfers to Other Funds	\$ 13,739	\$ 0	\$ 0	\$ 0	\$ 1,181	\$1,181	
588	Contributions - Community Grants	\$ 15,000	\$ 15,000	\$ 15,000	\$ 6,250	\$ 32,900	\$26,650	Shepherdstown Visitor's Center - Community Grant - PYMT # 1, 2 - WV Advancement and Development Division
568-1	Fire Dept	\$ 4,700	\$ 8,000	\$ 8,000	\$ 3,333		(\$3,333)	
	Total Contributions/Transfers	\$ 33,439	\$ 23,000	\$ 23,000	\$ 9,583	\$ 34,081	\$24,498	
571	Parking-571	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY25 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
103	Salaries	\$ 0	\$ 51,084	\$ 51,084	\$ 21,285		(\$29,799)	New Dept for FY 26 - will allocate from Police Dept moving forward.
104	FICA	\$ 0	\$ 3,908	\$ 3,908	\$ 1,628		(\$1,628)	
105	Group Insurance	\$ 0	\$ 6,800	\$ 6,800	\$ 2,833		(\$2,833)	
106	Retirement	\$ 0	\$ 8,000	\$ 8,000	\$ 3,333		(\$3,333)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
216	R&M Equipment	\$ 0	\$ 2,000	\$ 2,000	\$ 833		(\$1,167)	
345	Uniforms	\$ 0	\$ 750	\$ 750	\$ 313		(\$437)	
	Total Parking	\$ 0	\$ 72,542	\$ 72,542	\$ 30,226	\$ 0	(\$30,226)	
699	Contingencies-699	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
566	Merit	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
	COLA	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
566	Unexpected Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 89,978		(\$125,969)	
	Total Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 89,978	\$ 0	(\$89,978)	
700	Police Department - 700	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
103	Salaries	\$ 445,000	\$ 467,725	\$ 467,725	\$ 194,885	\$ 191,792	(\$3,094)	Includes Parking Enforcement and Admin Support - Parking will be allocated to new created dept (Parking)
104	FICA	\$ 40,545	\$ 35,781	\$ 35,781	\$ 14,909	\$ 14,392	(\$517)	
105	Group Insurance	\$ 92,000	\$ 106,720	\$ 106,720	\$ 44,467	\$ 43,650	(\$816)	
106	Retirement	\$ 30,000	\$ 53,000	\$ 53,000	\$ 22,063	\$ 9,452	(\$12,631)	
108	Overtime/Extra Help	\$ 85,000	\$ 40,000	\$ 40,000	\$ 16,667		(\$16,667)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 10,000	\$ 10,000	\$ 10,000	\$ 4,167	\$ 5,202	\$ 1,035	
213	Utilities	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,083	\$ 3,102	\$ 1,019	
215	R&M Building & Grounds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 6,250		(\$8,250)	
216	R&M Equipment	\$ 4,000	\$ 5,000	\$ 5,000	\$ 2,083	\$ 2,967	\$ 883	
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 5,833	\$ 3,691	(\$1,942)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 875	\$ 575	(\$300)	
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 417		(\$417)	
221	Training & Education	\$ 4,000	\$ 5,000	\$ 5,000	\$ 2,093	\$ 1,232	(\$852)	
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
223	Professional Services	\$ 17,000	\$ 6,000	\$ 6,000	\$ 2,500	\$ 322	(\$2,178)	Law Firm Fees
226	Insurance & Bonds	\$ 65,000	\$ 77,500	\$ 77,500	\$ 32,292	\$ 31,465	(\$827)	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,000	\$ 1,000	\$ 1,000	\$ 417		(\$417)	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 1,438	\$ 3,619	\$ 2,382	Magistrate and Police Court Attorney
235	Police Remittance Fees	\$ 6,000	\$ 7,000	\$ 7,000	\$ 2,917	\$ 3,075	\$ 158	
307	Bank Charges	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
341	Departmental Supplies	\$ 35,210	\$ 35,000	\$ 35,000	\$ 14,583	\$ 7,163	(\$7,420)	
343	Police Gas/Fuel	\$ 20,000	\$ 20,000	\$ 20,000	\$ 8,333	\$ 8,804	\$ 271	
345	Uniforms	\$ 5,000	\$ 6,400	\$ 6,400	\$ 2,667	\$ 2,070	(\$597)	Mostly for new officers
353	Computer Software/IT	\$ 15,000	\$ 47,000	\$ 47,000	\$ 19,583	\$ 16,569	(\$3,014)	Software costs, Tek Advisors Etc - (Notebooks for 2 police vehicles)
	Total Police Dept	\$ 919,305	\$ 963,676	\$ 963,676	\$ 401,532	\$ 349,341	(\$52,191)	
750	Streets - 750	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
103	Salaries	\$ 130,000	\$ 123,963	\$ 123,963	\$ 51,651	\$ 49,200	(\$2,452)	
104	FICA	\$ 10,000	\$ 9,483	\$ 9,483	\$ 3,951	\$ 3,726	(\$225)	
105	Group Insurance	\$ 23,000	\$ 29,500	\$ 29,500	\$ 12,292	\$ 11,090	(\$1,211)	
106	Retirement	\$ 7,000	\$ 6,500	\$ 6,500	\$ 2,708	\$ 2,680	(\$28)	
211	Telephone	\$ 700	\$ 600	\$ 600	\$ 250	\$ 311	\$ 61	
213	Utilities	\$ 25,000	\$ 28,000	\$ 28,000	\$ 11,667	\$ 11,299	(\$368)	Potomac Edison - Street Lights/Master Bill Account

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
215	R&M Buildings & Grounds	\$ 40,000	\$ 7,000	\$ 7,000	\$ 2,917	\$ 4,629	\$ 1,712	
216	R&M Equipment	\$ 9,000	\$ 5,000	\$ 5,000	\$ 2,093	\$ 11,362	\$ 9,279	Street Maintenance - Panhandle Dumpsters Invoice "Standard 30 yd pricing 409 E. High Street \$1847"
217	R&M Auto	\$ 9,000	\$ 11,000	\$ 11,000	\$ 4,583	\$ 2,810	(\$1,773)	Shepherdstown Ash Treatments x 31 trees \$4k, Mini Excavator tracks \$1.6k, Mini Excavator tracks rental \$1.2k
220	Advertising/Legal Publications/Postage	\$ 250	\$ 250	\$ 250	\$ 104		(\$104)	
221	Training & Education	\$ 255	\$ 250	\$ 250	\$ 104		(\$104)	
226	Insurance & Bonds	\$ 20,000	\$ 22,000	\$ 22,000	\$ 9,167	\$ 8,241	(\$926)	Workers Comp and Liability Insurance
230	Contracted Services	\$ 70,000	\$ 72,500	\$ 72,500	\$ 30,208	\$ 16,181	(\$14,027)	Includes Tree Maintenance - Street Grant Expense
341	Departmental Supplies	\$ 30,400	\$ 35,000	\$ 35,000	\$ 14,583	\$ 16,016	\$ 1,433	PA Municipal, Inc. Invoice for \$6,755 in Sept. and kable Excavating for \$1,483
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 3,125	\$ 2,222	(\$903)	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,083	\$ 1,374	(\$709)	
	Total Streets	\$ 387,106	\$ 363,646	\$ 363,646	\$ 151,478	\$ 141,131	(\$10,346)	
800	Sanitation-800	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
103	Salaries	\$ 126,600	\$ 137,780	\$ 137,780	\$ 67,408	\$ 69,170	\$ 11,762	
104	FICA	\$ 5,800	\$ 10,540	\$ 10,540	\$ 4,392	\$ 5,255	\$ 863	
105	Group Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 4,167	\$ 4,029	(\$137)	
106	Retirement	\$ 5,000	\$ 12,200	\$ 12,200	\$ 5,083	\$ 6,067	\$ 984	
216	R&M Equipment	\$ 15,000	\$ 1,000	\$ 1,000	\$ 417		(\$417)	
217	R&M Auto	\$ 10,000	\$ 10,000	\$ 10,000	\$ 4,167	\$ 84	(\$4,082)	
218	Postage	\$ 5,000	\$ 250	\$ 250	\$ 104		(\$104)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 42		(\$42)	
221	Training & Education	\$ 400	\$ 200	\$ 200	\$ 83		(\$83)	
226	Insurance & Bonds	\$ 35,000	\$ 1,200	\$ 1,200	\$ 500	\$ 376	(\$124)	Workers Comp
230	Contracted Services	\$ 20,000	\$ 25,000	\$ 25,000	\$ 12,500	\$ 15,344	\$ 2,844	Reimbursement to Bavaian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 10,000	\$ 12,000	\$ 12,000	\$ 5,000	\$ 3,702	(\$1,298)	
343	Auto Supplies	\$ 12,000	\$ 5,000	\$ 5,000	\$ 2,083	\$ 1,673	(\$410)	
345	Uniforms	\$ 3,000	\$ 4,000	\$ 4,000	\$ 1,667	\$ 1,618	(\$51)	
349	001-Landfill	\$ 28,400	\$ 28,000	\$ 28,000	\$ 11,667	\$ 18,387	\$ 4,720	Landfill Fees
349	002-Recycling	\$ 15,000	\$ 20,000	\$ 20,000	\$ 8,333	\$ 6,718	(\$1,616)	Recycling Fees
353	Software/IT	\$ 12,000	\$ 6,000	\$ 6,000	\$ 2,500	\$ 308	(\$2,192)	Intuit, Tek Advisors Etc
	Total Sanitation	\$ 313,300	\$ 283,270	\$ 283,270	\$ 120,113	\$ 130,728	\$ 10,616	
806	Water & Sewer-806	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
103	Salaries	\$ 798,600	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 62,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	FICA is being recorded in Due To/From Account Instead of here
105	Group Insurance	\$ 170,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
106	Retirement	\$ 65,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	Retirement is being recorded in Due To/From Account Instead of here
	Total Water & Sewer	\$ 1,095,600	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	Water and Sewer will reimburse for these expenses
900	Parks and Rec - 900	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
103	Salaries	\$ 7,000	\$ 0	\$ 0	\$ 0		\$ 0	
104	FICA	\$ 536	\$ 0	\$ 0	\$ 0		\$ 0	
105	Group Insurance	\$ 1,677	\$ 2,500	\$ 2,500	\$ 1,042	\$ 1,679	\$ 637	
106	Retirement	\$ 200	\$ 0	\$ 0	\$ 0		\$ 0	
213	Utilities	\$ 250	\$ 250	\$ 250	\$ 104	\$ 43	(\$61)	
215	R&M Buildings & Grounds	\$ 5,000	\$ 8,000	\$ 8,000	\$ 3,333	\$ 2,365	(\$968)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
216	RAM Equipment	\$ 0	\$ 1,000	\$ 1,000	\$ 417		(\$417)	
226	Insurance & Bonds	\$ 1,137	\$ 1,500	\$ 1,500	\$ 625	\$ 1,214	\$ 589	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 833		(\$833)	
343	Auto Supplies	\$ 2,000	\$ 1,000	\$ 1,000	\$ 417	\$ 535	\$ 119	
459	Capital Outlays-Equipment	\$ 60,200	\$ 0	\$ 0	\$ 0		\$ 0	
	Total Parks and Rec	\$ 80,000	\$ 16,250	\$ 16,250	\$ 6,771	\$ 5,835	(\$836)	
901	Visitor's Bureau - 901	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
567	Contributions	\$ 150,000	\$ 150,000	\$ 150,000	\$ 62,500	\$ 61,016	(\$1,484)	50% of Hotel/Motel Tax Collections
450	Construction in progress	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 7,892	\$ 7,892	Rankin Painting - Market House Painting Project for \$12k
	Total Visitor's Bureau	\$ 300,000	\$ 150,000	\$ 150,000	\$ 62,500	\$ 68,907	\$ 6,407	
912	Civic Promotions-912	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
568	Contributions	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	50% of Hotel/Motel Tax Collections - New Department
568-001	Contributions-Vibrant Downtown & Support the Businesses	\$ 0	\$ 21,782	\$ 21,782	\$ 9,076		(\$12,706)	
568-002	Contributions-Housing & Historical Preservation	\$ 0	\$ 21,782	\$ 21,782	\$ 9,076	\$ 5,751	(\$13,325)	Tobacco Warehouse Flood Insurance
568-003	Contributions-Land Use Planning	\$ 0	\$ 21,782	\$ 21,782	\$ 9,076		(\$12,706)	
568-004	Contributions-Sustainable Services	\$ 0	\$ 21,782	\$ 21,782	\$ 9,076		(\$12,706)	
568-005	Contributions-Town Facilities & Parks	\$ 0	\$ 21,782	\$ 21,782	\$ 9,076		(\$12,706)	
	Total Civic Promotions	\$ 0	\$ 108,910	\$ 108,910	\$ 45,379	\$ 5,751	(\$99,628)	
916	Library 916	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 11/30/25	FY 26 Actuals Thru 11/30/25	Over/(Under) Budget Thru 11/30/25	Notes and Explanations
567	Contributions	\$ 21,600	\$ 24,840	\$ 24,840	\$ 10,350	\$ 10,350	\$ 0	Monthly Contribution from Shepherdstown to the library of \$2,070
	Total Library	\$ 21,600	\$ 24,840	\$ 24,840	\$ 10,350	\$ 10,350	\$ 0	
381	Total Expenses	\$ 3,746,181	\$ 2,645,928	\$ 2,855,608	\$ 1,198,500	\$ 983,476	(\$213,024)	
382								
383	Surplus or (Deficit)						290,428	Transfer to Capital Outlay
	True Surplus or (Deficit)						290,428	

Approval of Town Expenditures

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

GENERAL FUNDS BANKING
 101.011 General Operating Funds 6209

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
11/03/2025	Bill Payment (Check)	23720	Shepherdstown Public Library	Monthly donation for November 2025	-2,070.00
11/03/2025	Bill Payment (Check)	23721	D. Frank Hill, III, Municipal Judge	Municipal Judge	-200.00
11/03/2025	Bill Payment (Check)	23722	Storm, LLC	November/December Rent	-1,250.00
11/03/2025	Bill Payment (Check)	23723	Rankin Painting	Visitor Bureau painting	-5,153.00
11/03/2025	Bill Payment (Check)	23724	Shepherdstown Community Club	Matching \$1,000 for CBT Grant/Morgan's Grove Infrastructure Plan	-1,000.00
11/04/2025	Expense	Remittance Fees	WV Treasury	Remittance by Municipal Court fees- Oct. 2025	-480.00
11/05/2025	Bill Payment (Check)	23725	Brandon Nicklas	Painting of a Town bench	-1,000.00
11/05/2025	Bill Payment (Check)	23726	Arthur J. Auxer, III	2 arraignments - Setp. 29 and Oct. 9	-80.00
11/05/2025	Bill Payment (Check)	23727	United Way of the Eastern Panhandle	Teen Court Remittance for October 2025	-80.00
11/05/2025	Expense		Transfer	TRANSFER FROM X6209 TO X6217 OPER INC 8/31-Due/to/from Water	-18,480.00
11/06/2025	Bill Payment (Check)	ACH Payment	Michael Chalmers	Work Completed within the Communication Director role per contract - October 2025	-1,700.00
11/06/2025	Bill Payment (Check)	ACH Payment	Jefferson County CVB	Hotel/Motel 50%—Receipts—October Payment	-10,909.07
11/11/2025	Expense		Fogle Accounting and Consulting	Water, Sewer, Corporation Accounting Svcs	-3,250.00
11/12/2025	Expense		US Bank	P-Cards payment	-55,449.47
11/13/2025	Bill Payment (Check)	ACH Payment	SmartBill	Billing Supplies : CH, Water, Sewer	-1,728.25
11/20/2025	Bill Payment (Check)	ACH Payment	Corporation of Shepherdstown	Water bill , TH, 102 King St	-520.00
11/21/2025	Bill Payment (Check)	ACH Payment	Iron Mountain Solutions Inc		-550.01
11/24/2025	Bill Payment (Check)	23728	Jefferson County Emergency Communications	FirsNet Nighthawks CAD/Mobile Data - Cradlepoint devices unlimited x 3	-202.11
11/24/2025	Bill Payment (Check)	23729	Potomac Edison Company	TH , Street, Police utilities	-619.04
11/24/2025	Bill Payment (Check)	23730	Tek Advisors	CH IT Services , Police IT services	-5,942.78
11/24/2025	Expense				-78.75
11/25/2025	Bill Payment (Check)	23731	Joan Mossey	Reimbursement for Insurance for the 2025 Gay Pride Parade	-653.00
11/25/2025	Bill Payment (Check)	23732	Mosca Design	Mosca Design - Banner / holiday decorations	-4,145.56

Total for 101.011 General Operating Funds 6209					-5115,541.04
101.09 PoliceDR/CR Acct-all 6798					
11/04/2025	Expense		Merch SETL EPX	Merchant Fees	-56.30
11/04/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
11/07/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
11/12/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
11/13/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
11/18/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
11/20/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
11/25/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
11/28/2025	Expense		Merch SETL EPX	Merchant Fees	-0.35
Total for 101.09 PoliceDR/CR Acct-all 6798					-559.10
101.50 Payroll Checking 0471					
	Bill Payment				
11/03/2025	(Check)		WV-Mountaineer Flexible Benefits	WV-Mountaineer Flexible Benefits	-1,429.86
11/03/2025	Expense	23561	Aflac	AFLAC Insurance	-567.52
11/05/2025	Expense		Gusto	Gusto Fees	-660.17
11/07/2025	Expense	23562	VALIC	VALIC Retirement EREMIT PRM VALIC	-8,143.14
11/19/2025	Expense	23563	PEIA	TRANSFER FROM X6209 TO X0471 PEIA RHBT PREMIUM	-645.00
11/20/2025	Expense	23565	PEIA	Allocation - ER Health/ Life , CY, Ploice, Water, Sewer	-33,855.40
11/24/2025	Expense		VALIC	VALIC Retirement Payable	-8,143.14
Total for 101.50 Payroll Checking 0471					-553,444.23
Total for GENERAL FUNDS BANKING with sub-accounts					-5169,044.37
213 Purchase Card Payable					
11/01/2025	Expense	5623	Intuit	QuickBooks (Old Corporation)	80.25
11/01/2025	Expense	5623	Intuit	QuickBooks for Town Hall, Water, Sewer, Sanitation	123.05
11/01/2025	Expense	5623	Intuit	QuickBooks for Town Hall, Water, Sewer, Sanitation	123.05
11/03/2025	Expense	5623	Home Depot	Market House toilet installation	161.92
11/03/2025	Expense	5623	Kent Parsons Ford, Inc.	Vehicle repair and maintenance (650.2 water)	400.13
11/03/2025	Expense	5623	Hach Company	Water Testing	103.65
11/03/2025	Expense	5623	Ogden Mid Atlantic Newspaper	Consumer Confidence Report/The Journal (401.26 water)	524.50
11/03/2025	Expense	5623	Miss Utility of West Virginia Inc	Message Fees water, sewer	60.40
11/03/2025	Expense	5623	Apple Valley Waste Inc	Sanitation Dumping Fees:002-Recycling	940.50
11/03/2025	Expense	5623	Zoom.US	Zoom - IT Software	10.00
11/03/2025	Expense	5623	Quill Corporation	Office Supplies	34.47
11/03/2025	Expense	5623	Amazon.com	Dept. supplies	112.50
11/03/2025	Expense	5623	Amazon.com	Dept. supplies	179.99
11/03/2025	Expense	5623	Amazon.com	Dept. supplies	43.16
11/03/2025	Expense	5623	Home Depot	Supplies for Town Hall	26.59
11/03/2025	Expense	5623	Comcast Business Class	Sewer communications	272.21
11/04/2025	Expense	5623	Specialty Business Supplies, Inc	Lab sample shipping (635.11 water)	4.99
11/04/2025	Expense	5623	Specialty Business Supplies, Inc	Lab sample shipping (635.11 water)	13.63
11/04/2025	Expense	5623	Home Depot	Solar Salt (401.46 water)	45.78

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11/04/2025	Expense	5623	Oldcastle APG	Sanitation - Mulch tip fee trucks/trailers	400.00
11/04/2025	Expense	5623	Berkeley Club Beverages	Water Cooler Rental/Spring Water/Distilled Water/Handling fees	69.89
11/04/2025	Expense	5623	Everest Window Cleaning (Boyard Ent.)	Window Cleaning (Boyard Ent.)	91.80
11/04/2025	Expense	5623	Comcast Business Class	Sewer, Water, CH, Police, Sainitation communications	381.09
11/05/2025	Expense	5623	Mid Atlantic Entry MD, LLC	Service/Travel Charges for edges batteries that were bad and replaced them (401.43 sewer)	385.25
11/05/2025	Expense	5623	Cintas Corporation	Uniforms	506.57
11/05/2025	Expense	5623	Amazon.com	Dept. supplies Water/ Sewer	186.99
11/05/2025	Expense	5623	Berkeley Club Beverages	Water Cooler Rental/Bottles of Water	49.29
11/06/2025	Expense	5623	WV DMV	Lost Title—duplicate	15.00
11/06/2025	Expense	5623	Amazon.com	Parts (401.46 water)	88.18
11/06/2025	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	69.00
11/06/2025	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	20.00
11/06/2025	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	20.00
11/07/2025	Expense	5623	Amazon.com	Parts (401.46 water)	57.56
11/07/2025	Expense	5623	Hach Company	Water Testing	116.25
11/07/2025	Expense	5623	Amazon.com	parts (401.46 water)	138.36
11/07/2025	Expense	5623	Home Depot	Mission box batteries (401.43 sewer)	101.91
11/08/2025	Expense	5623	Intuit	QuickBooks - City Hall, water, sewer	294.25
11/09/2025	Expense	5623	Comcast Business Class	Water Communications	315.09
11/10/2025	Expense	5623	Carquest of Martinsburg- (S.Corp.)	Diesel Exhaust Fluid	413.40
11/10/2025	Expense	5623	Hach Company	635.11 water -- Invoice #14747046	232.50
11/10/2025	Expense		Cintas Corporation	Uniforms	\$517.15
11/10/2025	Expense		Comcast Business Class	Communications	\$1,113.00
11/12/2025	Expense		US Bank	P-Cards Payment	-\$55,449.47
11/12/2025	Expense		Spirit of Jefferson	Advertising - Planning & Zoning	\$100.66
11/13/2025	Expense		Waste Management Inc	Landfill, Sludge	\$2,038.17
11/13/2025	Expense		Kershner Controls	Service Calls for Waste Water.....Breaker not working properly for blower	\$1,105.00
11/14/2025	Expense		Carquest of Martinsburg- (S.Corp.)	Washer Fluid	\$35.88
11/15/2025	Expense		CallingPost Communications, Inc.	Contracted Services - Communications CH, water, sewer	\$544.00
11/17/2025	Expense		Amazon.com	parts (401.43 sewer)	\$200.76
11/17/2025	Expense		Amazon.com	parts (401.43 sewer)	\$137.36
11/17/2025	Expense		Amazon.com	parts (401.43 sewer)	\$56.69
11/17/2025	Expense		T-Mobile	Cell Phones	\$959.71
11/17/2025	Expense		Amazon.com	4 pack toner for HP printer	\$398.75
11/17/2025	Expense		Everest Window Cleaning (Boyard Ent.)	Window Cleaning (Boyard Ent.)	\$51.00
11/18/2025	Expense		Home Depot	Cold Patch Mix/Sakrete/Concrete	\$1,049.38
11/20/2025	Expense		Cool Green Auto & Tire Inc	Recycle Truck Light	\$21.67
11/20/2025	Expense		Hach Company	Water Testing	\$1,004.67
11/20/2025	Expense		Oldcastle APG	Sanitation - Mulch tip fee trucks/trailers	\$400.00
11/20/2025	Expense		On Cloud Sportswear	Shoes-Cloudrock Mid Waterproof	\$254.40
11/21/2025	Expense		On Cloud Sportswear	Shoes-Cloudrock Mid Waterproof	\$254.40
11/21/2025	Expense		Specialty Printing	Enginccring Print—map printing	\$94.50
11/24/2025	Expense		Miss Utility of West Virginia Inc	Message Fees	\$91.40
11/24/2025	Expense		EVO GOV	Monthly fee for web site hosting and content management system	\$150.00
11/24/2025	Expense		Quill Corporation	Office Supplies	\$469.85
11/25/2025	Expense		AR&E	Motor, pumps - sewer	\$432.96
11/25/2025	Expense		AR&E	Motor, pumps - sewer	\$537.83
11/25/2025	Expense		Griffith Energy Services, Inc. (gasoline)	Fuel / Gas	\$2,088.41
11/25/2025	Expense		Griffith Energy Services, Inc. (diesel)	Fuel / Diesel	\$1,054.81
11/25/2025	Expense		Home Depot	Hoses, valves, tape for membrane cleaning (401.43 sewer)	\$170.82
11/26/2025	Expense		Amazon.com	Dept. supplies	\$69.99
11/26/2025	Expense		Amazon.com	Dept. supplies	\$102.96
11/28/2025	Expense		Everest Window Cleaning (Boyard Ent.)	Window Cleaning (Boyard Ent.)	\$91.80
11/28/2025	Expense		Everest Window Cleaning (Boyard Ent.)	Window Cleaning (Boyard Ent.)	\$255.00

Total for 213 Purchase Card Payable			<u>-532,583.34</u>
RESTRICTED FUNDS			
103 Customer Deposit Accounts 3194			
	11/1/2025 Check	Customer Deposit Refunds	-30.76
	11/20/2025 Check	Customer Deposit Refunds	-92.77
	11/3/2025 Check	Customer Deposit Refunds	0.00
	11/4/2025 Check	Customer Deposit Refunds	0.00
Total for 103 Customer Deposit Accounts 3194			<u>-5123.53</u>
Total for RESTRICTED FUNDS with sub-accounts			<u>50.00</u>
	<u>TOTAL</u>		<u>-5123.53</u>