

Town Council Agenda

SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA

Wednesday, February 11, 2026 – 6:30 p.m.

Town Hall – 104 North King Street

or 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 January 14, 2026

4. Public Comment Period

- a. People who have registered to address Town Council

5. Public Hearings

- a. Young Shipley Annexation Petition** – Two contiguous parcels (Parcels 41 and 44.1 as shown on Tax Map 8) which are contiguous with the existing corporate boundary of the Corporation of Shepherdstown.

6. Ongoing Business

- a. Briefing on Election Planning
- b. Approval of Purchase of Software for General Ledger and Utility Administration
- c. Status of Shepherdstown Path Project

7. New Business

- a. First Reading of Annexation Ordinance re Parcels 41 and 44.1 (if needed)
- b. Response to Snow Emergency
 - i. Equipment Purchases and Repairs
- c. Requests for Event Permits
 - i. Frosty Fest – Revised Dates - March 6-8
 - ii. Shepherdstown Easter Egg Hunt - March 28
 - iii. Back Alley Garden Tour - May 16-17
 - iv. Frye/Williams Wedding – April 11

v. Towers Wedding – October 28

- d. Briefing on FY27 Budget Process/Timeline
- e. Shepherdstown Grant Programs for Sidewalk Repair and Building Façade Improvements
- f. Receipt of Grant Award from the West Virginia Energy Office
- g. Approval of Proposed Grant Applications
- h. Donations to the Town of Shepherdstown

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, January 14, 2026 – 6:30 p.m.

Town Hall – 104 North King Street

1. Call to Order: 6:35;

Mayor Gatz began the meeting by offering condolences and appreciation for Peter Smith- the long-time contributor to Rotary, Town parades, and so much more.

2. Attendance: Mayor Gatz, Marty Amerikaner, Marcy Bartlett, Linus Bicker, Cheryl Roberts, Shannon Thomas, Carrie Blessing (on Zoom).

Staff: Gino Sisco, Amy Boyd, Maged Kirolos, Mike King, Woody Coe

Visitors: see sign-in sheet.

3. Approval of Minutes

- a. Town Council Meeting Minutes of December 10 and 22 2025: Approved (unanimously with one spelling correction).

4. Public Comment Period

- a. People who have registered to address Town Council
 - i. John AldIs expressed concerns and asked questions concerning proposed annexation (see 6.a below)
 - ii. Charlotte Baker-Shenk raised concerns about safety and Town actions concerning potential ICE activities here, concluding with a request that the Town not cooperate with ICE.
 - iii. Kay Shultz expressed her thanks for the Town Run Baseline Study and described the Salt Watch program which encourages testing water supplies for salt levels after significant events. She also expressed her concern about the future of the school property and how misuse of that land in the future could harm the watershed.
 - iv. Jan Hafer expressed her thanks to the Town for the article in our recent newsletter concerning her recently closed business (Evolve).
 - v. Linda Spatig presented a plaque from the American Association for Retired People (AARP) to the mayor. The plaque recognizes the progress made by Age Friendly Shepherdstown in terms of the Action Plan that was initiated by Age Friendly 3 years ago. Linda also expressed her thanks to the variety of Town committees that have supported Age Friendly initiatives.

5. Commission and Committee Appointments

- a. Grants Committee - appointment of Mary Fortuna: S. Thomas moved approval, second by C. Roberts: Unanimous
- b. Historic Landmarks Commission - reappointment of Tom Mayes: C. Roberts moved, M. Amerikaner seconded; unanimous
- c. Shepherdstown Public Library Board of Trustees – appointment of Yocencia Deal: M. Amerikaner moved; M. Bartlett seconded; unanimous

6. Ongoing Business

- a. Annexation Petition: Town attorney Chazz Prinz reviewed the history of the petition and clarified that the next step is a public hearing. C. Roberts moved, L. Bicker seconded motion to hold the required public hearing at the next Town Council meeting in February. Unanimous approval
- b. Briefing on Election Planning: Amy Boyd provided a review of the election calendar and process.
- c. Introduction of Karl Musser, Project Manager and Zoning Expert: Mayor Gatz introduced Mr. Musser, who expressed his appreciation for his new position.
- d. Town Interns: Gino described recruiting prospective interns at the Shepherd Intern Fair. There were 6 applications; the plan is to hire up to 3 interns at a rate of \$15 per hour, with work times to be flexible, to minimize any impact on the interns' schoolwork.
- e. Tenants and Remaining Trailers – Mill Street Property: Mayor Gatz noted that the remaining tenants are “settled in” and other trailers are now gone from the property.
- f. Financial Management System – Procurement: Maged reported that the Town is in the final stage of evaluating the proposals from two companies and deciding which bid to accept.

7. New Business

- a. Briefing on Town Sewer System Spill on January 7, 2026: Woody reviewed the timeline that followed the sewage discharge, repair process and responding to the WV DEP requirements, including the installation of battery powered back up alerts.
- b. Shepherd University “Big Read 2026” Program: Professor Heidi Hanrahan (English) requested that the Town support the University’s “Big Read” program, which will focus on “Narrative of the Life of Frederick Douglas” for the shared reading. Shepherd is applying for an NEA grant, and Mayor Gatz indicated that he sent a letter of support.
- c. Community Grant Application
 - i. American Conservation Film Festival: Deb Tucker outlined the ACFF request for financial support regarding the purchase of banners that will promote the festival and be re-used in future years. The request was originally for \$2100,

but after discussion of the costs involved, the request was modified up to \$2700; M. Amerikaner moved, M. Bartlett seconded motion to grant the \$2700 request. Unanimous

c. Requests for Event Permits

- i. Constitutional Day Parade: Mark Kohut noted that this request provides a long lead time for promoting the event in September. C. Roberts moved, M. Bartlett seconded; Unanimous
- ii. 2026 Shepherdstown Farmer's Market: Kate Savidan requested approval again for the regular Farmers Market location and calendar (Sundays, March 22- December 20). S. Thomas moved, M. Bartlett seconded, unanimous.
- iii. Girl Scout cookie booth: Mayor Gatz allowed a late addition to the agenda to discuss a request for permission to set up a booth in front of the Market House on Saturdays during this year's Girl Scout Cookie sale period. There was some discussion about the preferred location; Motion to approve the original request made by C. Roberts, seconded by L. Bicker. Unanimous

d. Annual Contribution to the Shepherdstown Volunteer Fire Department: Mayor Gatz reported that the Town had provided its annual contribution to the Shepherdstown Volunteer Fire Department; this year, the total was \$7200.

e. Proposed Donations to the Town

- i. Donation of Cash for Police Department expenses, Trinity Episcopal Church: Chief King reported that that he had received a donation of \$1000 to support Police Department expenses from Trinity Episcopal Church; M. Amerikaner moved and L. Bicker seconded motion to gratefully accept the donation to the Town.
- ii. Donation of Two Benches, Barbara Hartman and Kay Schultz: Barbara and Kay briefly discussed the benches and proposed locations; C. Roberts moved and L. Bicker seconded motion to gratefully accept the bench donations.

8. Reports by Committees, Commissions, and Boards

Draft and/or approved meeting minutes: See submitted reports and minutes on Town's "Committees" website location

- a. Age Friendly Shepherdstown Committee
- b. Finance Committee
- c. Grants Committee
- d. Historic Landmarks Commission

- e. Parks and Recreation Committee: C. Roberts reported that Hank Walter, working with D and L Landscaping, has developed plans for additional donations to and maintenance of Rumsey Park. The Committee will have a special meeting to review these plans in detail and prepare a proposal for the February Town Council meeting.
- 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 see written Department reports
- b. Town Financial Status: Maged reported that the Town's overall financial picture is quite good, with revenue ahead of budget and expenses lower than budgeted, leading to a current fiscal year surplus of \$290,000.
- c. Approval of Town Expenditures: M. Bartlett moved, and M. Amerikaner seconded motion to approve Town expenditures reported in the packet. Unanimous

10. Mayor's Report

Young Shipley Annexation Public Hearing Announcement

LEGAL NOTICE OF PUBLIC HEARING FOR PROPOSED ANNEXATION

NOTICE is hereby given by the Town Council of the Corporation of Shepherdstown, West Virginia, that it will hold a hearing on WEDNESDAY, FEBRUARY 11, 2026, at 6:30 p.m. for public comment with regard to a Petition for Annexation pursuant to West Virginia Code § 8-6-4 filed by Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley, who have petitioned for the annexation of two (2) contiguous parcels of real estate (the Property) containing 4.37 acres in the aggregate and 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 Shepherdstown.

The Property was conveyed to the petitioners by deed dated September 8, 2023, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1308, page 687. The Property has tax identification numbers 19-10-0003-0144-0000 and 19-10-0001-0088-0000.

The Petition is available on the Town's website www.shepherdstown.gov or by contacting Town Hall, 104 N. King Street, Shepherdstown, West Virginia 25443, telephone 304-876-2312, fax 304-876-1473, and email aboyd@shepherdstown.gov. Written comments can be submitted by United States Mail to Town Hall at Post Office Box 248, Shepherdstown, WV 25443 or hand delivered to Town Hall at 104 North King Street, Shepherdstown, WV 25443 or emailed to aboyd@shepherdstown.gov. All interested citizens are invited to attend the public hearing.

Amy Boyd
Town Clerk
Corporation of Shepherdstown

Young Shipley Annexation - Staff Memo

Review of Petition for Annexation

To: Town Council
Subject: Review and Analysis of Petition for Annexation
Date: February 9, 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 4.37 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, additional residential housing, and downtown businesses will benefit from the additional residents who are 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.

Young Shipley Petition for Annexation

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:

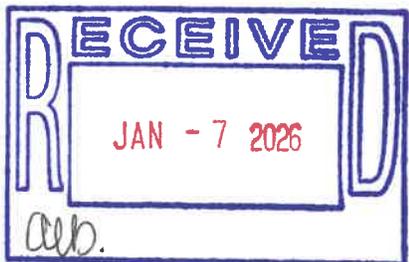
On behalf of Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley, I have attached a Petition seeking annexation of two parcels containing 4.37 acres adjacent to the eastern boundary of Shepherdstown.

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.

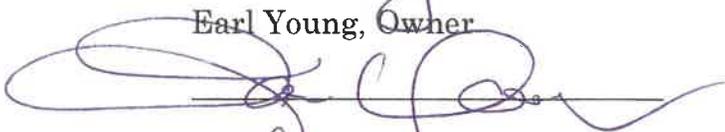
6. **Zoning.** If annexed, these parcels would be zoned R-1, but a request for re-zoning will accompany the development plan.

SUMMARY

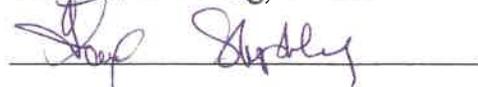
For the above reasons, the Petitioners respectfully pray that the Town Council approve this Petition.



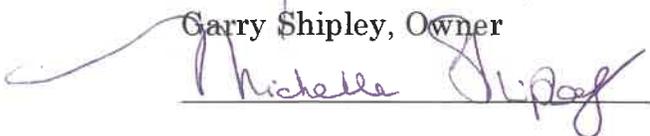
Earl Young, Owner



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

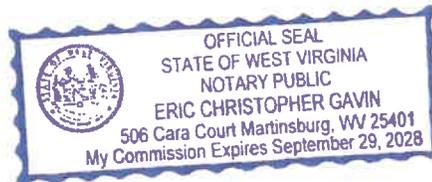


EXHIBIT A



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.

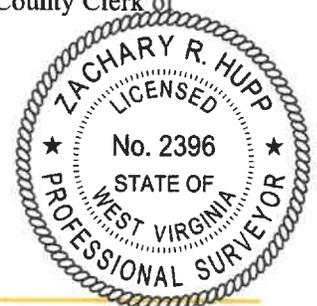
BEGINNING for the outline hereof, tracts or parcels of land situate south of High Street in the Shepherdstown District of Jefferson County, West Virginia, at a 5/8-inch Rebar and Cap found, from which a 5/8-inch Rebar and Cap, found at a corner of two (2) tracts of Earl C. Young, et al (Deed Book 1308, 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. Hupp





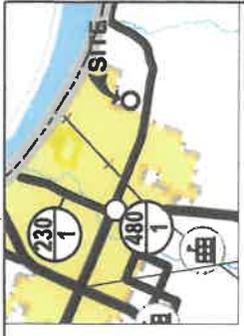
THIS MAP IS BASED UPON THE RECORDS OF THE REGISTERED PROFESSIONAL SURVEYOR AND ENGINEER, AS DETERMINED BY THE OFFICE OF THE COUNTY CLERK OF JEFFERSON COUNTY, WEST VIRGINIA, AT PAGE 887.

BEING THE SAME TRACTS OF LAND OWNED BY EARL C. YOUNG ET AL FROM WASHINGTON, OKLAHOMA, BY A DEED DATED THE 2ND DAY OF SEPTEMBER, 2023, AS RECORDED IN THE OFFICE OF THE COUNTY CLERK OF JEFFERSON COUNTY, WEST VIRGINIA, AT PAGE 887.

BEING ALONG THE SOUTHERN SIDE OF HIGH STREET APPROXIMATELY 800 FEET FROM THE INTERSECTION OF HIGH STREET AND COLLEGE STREET, IN SHEPHERDSTOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA.

THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY CEC, INC. TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD AFFECTING THE PROPERTY SHOWN HEREON. UTILITY EASEMENTS AND/OR UNDERGROUND UTILITIES MAY EXIST ON THIS PROPERTY THAT HAVE NOT BEEN VERIFIED BY THIS SURVEY.

ALL PARCEL OWNERSHIP WAS OBTAINED FROM THE WEST VIRGINIA DEPARTMENT OF REVENUE. THIS SURVEY IS NOT THE INTENT OF THIS MAP TO IDENTIFY AND STATE OWNERSHIP OF ADDRESSES OR PARCELS. THE ADDRESSES AND LINE LOCATIONS ARE ONLY LISTED ON THIS MAP TO MORE CLEARLY SHOW THE PHYSICAL LOCATION



EXISTING LEGEND

- DOTTED PROPERTY LINE
- DOTTED ADJACENT PROPERTY LINE
- ADJACENT TOWN OR CITY
- ADJACENT TOWN OR CITY
- ADJACENT TOWN OR CITY



Zachary R. Hupp
 ZACHARY R. HUPP, P.S. 12/19/23 DATE



788 Foxcroft Ave.
 Martinsburg, WV 25401
 Ph: 304-898-7600
 www.cecinc.com

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

FILED IN THE OFFICE OF THE SURVEYOR GENERAL
 JEFFERSON COUNTY, WEST VIRGINIA
 SHEPHERDSTOWN DISTRICT
 DEED BOOK 1306, PAGE 248
 JEFFERSON COUNTY, WV



EXHIBIT B

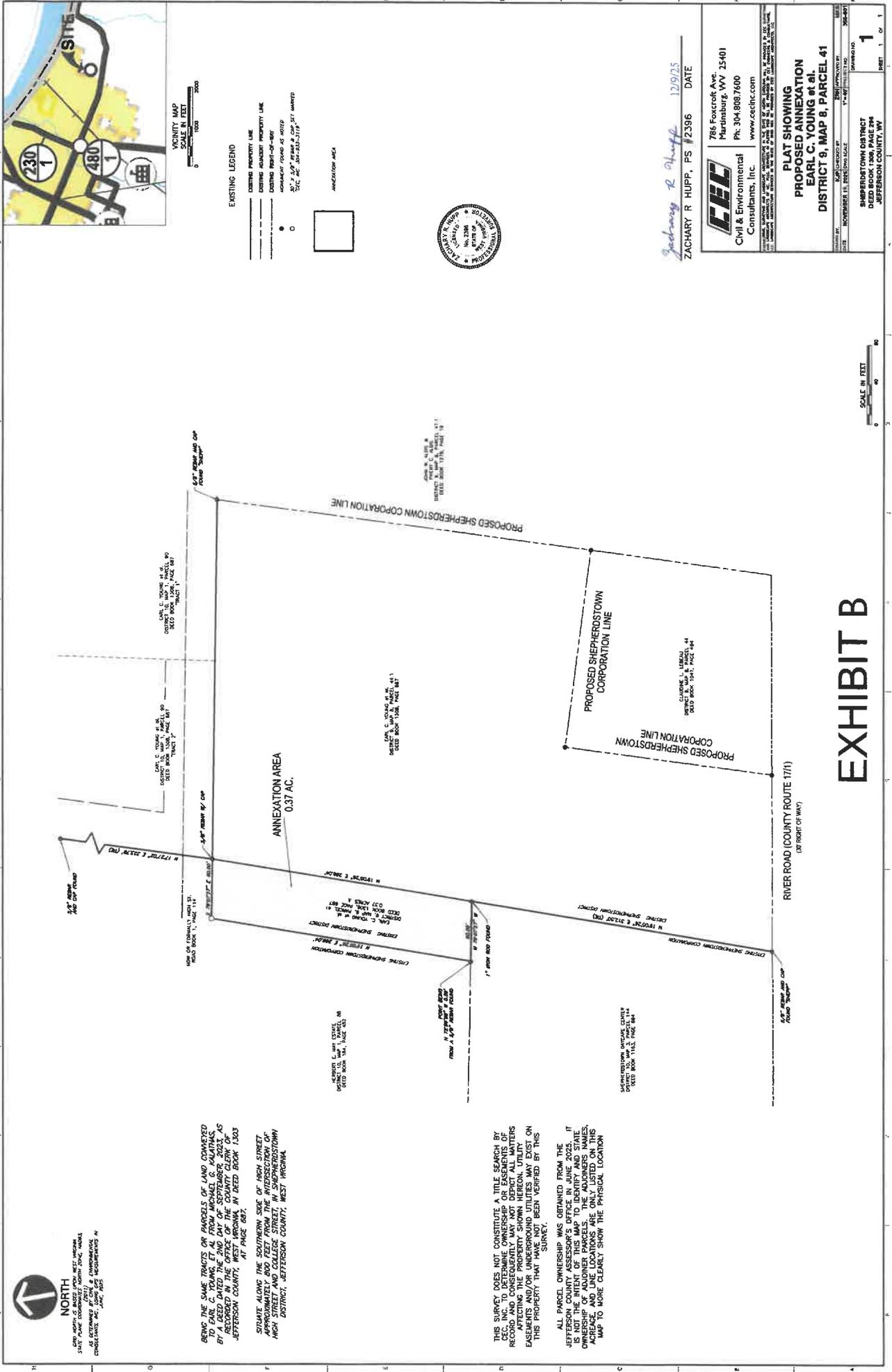


EXHIBIT C



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

Young Shipley Annexation Ordinance (Draft)

AN ORDINANCE ANNEXING TO THE CORPORATION
OF SHEPHERDSTOWN TWO CONTIGUOUS PARCELS OF
REAL ESTATE CONTAINING 4.37 ACRES, MORE OR LESS, IN THE AGGREGATE
AND IDENTIFIED AS PARCELS 41 AND 44.1 ON TAX MAP 8,
WHICH ARE PRESENTLY LOCATED IN SHEPHERDSTOWN DISTRICT,
JEFFERSON COUNTY, WEST VIRGINIA, OWNED BY EARL C. YOUNG, SAMATHA P.
YOUNG, GARRY H. SHIPLEY AND MICHELLE A. SHIPLEY, AND ADJACENT TO AND
CONTIGUOUS WITH THE EXISTING CORPORATE BOUNDARY OF THE
CORPORATION OF SHEPHERDSTOWN, AND PROVIDING FOR THE INSTITUTION OF
THE NECESSARY PROCEEDINGS BEFORE THE COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA IN ACCORDANCE WITH WEST VIRGINIA
CODE § 8-6-4
(ANNEXATION WITHOUT ELECTION)

WHEREAS, Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley are the owners of two (2) contiguous and adjacent parcels of real estate within Shepherdstown District, Jefferson County, West Virginia, consisting of 4.37 acres, more or less, in the aggregate and identified as Parcels 41(0.37 acres) and 44.1 (3.94 acres) on Tax Map 8, said property being included in the metes and bounds descriptions of the real estate conveyed in that deed to Earl Young, Samantha P. Young, Garry H. Shipley, an Michelle A. Shipley , 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, page 687, and more particularly referenced and described in those certain legal descriptions and plats, prepared by Civil & Environmental Consultants, Inc., dated December 9, 2025, recorded in the aforesaid County Clerk’s Office in Plat Book 27 at pages 572 and 573 respectively; and

WHEREAS, Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley have petitioned the Corporation of Shepherdstown to annex to it Parcels 41 and 44.1 on Tax Map 8, that are located in Shepherdstown District, Jefferson County, West Virginia, and are part of the same real estate conveyed to them as set forth in the preceding paragraph; and

WHEREAS, it appears from the Petition of Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley, that the subject real estate is unimproved and that there are no occupants or voters residing or living there; and

WHEREAS, it has been represented to the Corporation of Shepherdstown and verified by the deed of record in the aforesaid County Clerk’s Office that Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley are the respective sole fee simple owners of said parcels of real estate which are the subject of this Petition for Annexation; and

WHEREAS, the property to be annexed is located between the south side of High Street and the north side of River Road in Shepherdstown District and is contiguous with the municipal boundary of the Corporation of Shepherdstown; and

WHEREAS, the proposed property to be annexed is entirely within the Corporation of Shepherdstown’s Growth Management Boundary, and the annexation is consistent with its Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Corporation of Shepherdstown that parcels 41 and 44.1 of Tax Map 8, consisting of 4.37 acres, more or less, in the aggregate, all of which are contiguous and adjacent to each other, located in Shepherdstown District, Jefferson County, West Virginia, are adjacent and contiguous to the corporate boundary of the Corporation of Shepherdstown, are owned Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley, are a part of the same real estate conveyed to Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley by deed dated September 8, 2023, and recorded in the aforesaid County Clerk's Office in Deed Book 1308, page 687, attached hereto as Exhibit A, and are more particularly referenced and described in those certain legal descriptions and plats, prepared by Civil & Environmental Consultants, Inc., dated December 9, 2025, recorded in the aforesaid County Clerk's Office in Plat Book 27 at pages 572 and 573 respectively, and attached hereto as Exhibits B and C (Parcel 41) and D and E (Parcel 44.1), be and they are annexed to and made a part of the corporate limits of the Corporation of Shepherdstown, West Virginia, as provided and permitted under the provisions of West Virginia Code § 8-6-4 ; and

BE IT FURTHER ORDAINED that the said parcels of real estate shall be classified for purposes of zoning in the Residential District (R-1).

BE IT FURTHER ORDAINED that before further development of said parcels of real estate, a development plan and traffic study must be submitted to the Shepherdstown Planning Commission.

BE IT FURTHER ORDAINED that the Mayor of the Corporation of Shepherdstown or the Town's Attorney on behalf of the Corporation of Shepherdstown, is hereby authorized and directed to present to the County Commission of Jefferson County, West Virginia, a Certificate of the Town Council of the Corporation of Shepherdstown stating that the aforesaid annexation has been completed, certified, and accepted by the Corporation of Shepherdstown as provided by W. Va. Code § 8-6-4 and § 8-6-4a(c)(1).

This Ordinance shall become effective and in full force and effect as of the date of its adoption.

Introduced: _____

Adopted: _____

ATTEST: _____

Recorder

CORPORATION OF SHEPHERDSTOWN,
a West Virginia municipal corporation

By _____
The Honorable James Gatz, Mayor

EXHIBIT

A

EARL C. YOUNG
65 ANAGRAM DR
FALLING WATERS WV 25419-1190

Jefferson County ⁽¹⁾
Jacqueline C Shadle, Clerk
Instrument 202300010679
09/15/2023 @ 03:26:24 PM
DEED
Book 1308 @ Page 687
Pages Recorded 13
Recording Cost \$ 60.00
Transfer Tax \$ 8820.00
Farm Land Tax \$ 3950.00

Deed of Conveyance



Return To:
Earl C. Young
~~5026 & 5030 River Road~~
~~Shepherdstown, WV 25443~~

Map & Parcel: 8 & 41 and 44.1
1 & 89, 90 and 91
Address: ~~5026 & 5030 River Road~~
~~Shepherdstown, WV 25443~~

65 Anagram Dr., Falling Waters, WV 25419

THIS DEED, made this 08 day of September, 2023, by and between **Michael G. Kalathas, individually, and as Executor of the Estate of George Kalathas, deceased, Nicholaos George Kalathas AKA Nicholas George Kalathas, Christina G. Kalathas, and Odessa Kalathas,** parties of the first part and hereinafter referred to as Grantors and **Earl C. Young, Samantha P. Young, Garry H. Shipley, and Michelle A. Shipley,** parties of the second part and hereinafter referred to as Grantees.

MS
GS

WITNESSETH: That for and in valuable consideration, the receipt of which is hereby acknowledged, the said Grantors do hereby grant and convey an undivided 50% interest unto Earl Young and Samantha Young, as joint tenants with rights of survivorship and not as tenants in common, and an undivided 50% interest unto Gary Shipley and Michelle Shipley, as joint tenants with rights of survivorship and not as tenants in common, as tenants in common as to the whole, with general warranty of title, free and clear of all monetary liens and encumbrances, in fee simple, as follows:

MS
GS

Deed of Conveyance

All of those certain 5 parcels of real estate situate in Shepherdstown Corporation and in Shepherdstown District, Jefferson County, West Virginia, being more particularly described as:

In Shepherdstown Corporation Those 3 parcels identified as "Tract 1" 6.397 acres, "Tract 2" 0.918 acres & "Tract 3" 0.961 acres, as shown on a plat made by Appalachian Surveys, Inc., dated July 8, 1992, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Plat Book 10 at Page 101. (Shepherdstown Corporation Tax Map 1 Parcels 89, 90 & 91)

In Shepherdstown District A parcel fronting on the South side of a road (High Street extended) a distance of 60 feet and extending back between parallel lines a distance of 266 feet in a southerly direction to the property owned by the Board of Education of Jefferson County, AND a second parcel described in a Deed from Equity Systems Corporation to George Kalathas, dated December 11, 1997, as containing 4 acres, 3 roads and 20 poles,

LESS AND EXCEPTING a 0.501 acre parcel described as Lot 1, shown on a plat made by Appalachian Surveys dated June 1989 and recorded in said Clerk's Office in Deed Book 644 at Page 606, AND a 0.491 acre parcel as shown on a plat made by Berry Surveying Associates, dated December 22, 1997 and attached to a Deed from George Kalathas to John R. Boardman et ux. recorded in said Clerk's Office in Deed Book 886 at Page 649. (Shepherdstown District Tax Map 8 Parcels 41 and 44.1)

AND BEING the same property conveyed to George Kalathas by Deed from Peter Chakmakian dated August 11, 1992, and recorded in said Clerk's Office in Deed Book 721 at Page 573 ("Tracts 1 & 3"); the residue of the property conveyed by deed from Martha H. Paltrow dated November 5, 1987 and recorded in said Clerk's Office in Deed Book 592 at Page 162 ("Tract 2"); the property conveyed by deed from Lucy V. Branson, et al. dated January 15,

Deed of Conveyance

1988 and recorded in said Clerk's Office in Deed Book 604 at Page 44 (Tax Map 8 Parcel 41); and the property conveyed by Equity Systems Corporation by Deed as aforesaid (Tax Map 8 Parcel 44.1). George Kalathas died October 7, 2022, testate, and by his will, duly probated in said Clerk's Office in Will Book 33 at Page 541, he devised the property described herein to the Grantors herein.

THIS CONVEYANCE is made subject to any and all exceptions, covenants, conditions, restrictions, reservations, easements, rights-of-way and other matters of record in the aforesaid Clerk's Office.

Michael G. Kalathas, as Executor of the Estate of George Michael Kalathas, deceased, hereby joins this deed to convey the interest of George Jace Lambrose Kalathas, a minor, pursuant to the authority vested in him by that "Order Approving Sale of Real Estate and Appointing Guardian" issued by the Circuit Court of Jefferson County, West Virginia, Case No. CC-19-2023-CIG-14, and further joins this deed to acknowledge the transfer of the herein described real property from the Estate.

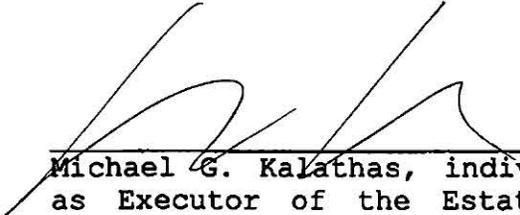
(Intentionally Left Blank)

Deed of Conveyance

DECLARATION OF CONSIDERATION OR VALUE AND APPLICABILITY OF WITHHOLDING TAX

The undersigned Grantors do hereby certify that the total consideration paid for the property conveyed by the document to which this declaration is attached was \$1,800,000.00 and (2) under the penalties of perjury, that the Grantors are not residents of the State of West Virginia.

WITNESS the following signatures and seals.

 (SEAL)
Michael G. Kalathas, individually, and
as Executor of the Estate of George
Kalathas, deceased

STATE OF Pennsylvania
COUNTY of Franklin, to-wit:

The foregoing instrument was acknowledged before me this 9th day of September, 2023, by Michael G. Kalathas, individually, and as Executor of the Estate of George Kalathas, deceased.

Commission expiration date and seal:

10/19/2025


NOTARY PUBLIC

Commonwealth Of Pennsylvania - Notary Seal
Sloan Hartless, Notary Public
Franklin County
My Commission Expires October 19, 2025
Commission Number 1409299

Deed of Conveyance



Nicholaos George Kalathas (SEAL)

STATE OF PA

COUNTY of Franklin, to-wit:

The foregoing instrument was acknowledged before me this 11th day of September, 2023, by Nicholaos George Kalathas.

Commission expiration date and seal:

9/28/2025



NOTARY PUBLIC

Commonwealth Of Pennsylvania - Notary Seal
William E Kopp, Notary Public
Franklin County
My Commission Expires September 28, 2025
Commission Number 1088170

Deed of Conveyance

Odessa Kalathas (SEAL)
Odessa Kalathas

STATE OF Pennsylvania

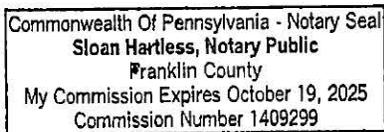
COUNTY OF Franklin, to-wit:

The foregoing instrument was acknowledged before me this
9th day of September, 2023, by Odessa Kalathas.

Commission expiration date
and seal:

10/19/2025

Sloan Hartless
NOTARY PUBLIC



/LB/23-1169

This Document was prepared without the benefit of a title examination by E. Adelaide Crawford, WVS# 12973, of the law firm of Crawford Law Group of Charles Town, Martinsburg, WV and Winchester, VA

Deed of Conveyance

(Signature) (SEAL)
Christina G. Kalathas

STATE OF Pennsylvania

COUNTY of Franklin, to-wit:

The foregoing instrument was acknowledged before me this
9th day of September, 2023, by Christina G. Kalathas.

Commission expiration date
and seal:

10/19/2025

(Signature)
NOTARY PUBLIC

Commonwealth Of Pennsylvania - Notary Seal
Sloan Hartless, Notary Public
Franklin County
My Commission Expires October 19, 2025
Commission Number 1409299



West Virginia E-Filing Notice

CC-19-2023-CIG-14

Judge: Debra McLaughlin

To: Jared Matthew Adams
jared@adamslawfirmpllc.com

NOTICE OF FILING

IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA

Michael Kalathas v. George Jace Lambrose Kalathas

CC-19-2023-CIG-14

The following order - case was FILED on 8/28/2023 9:11:03 AM

Notice Date: 8/28/2023 9:11:03 AM

Tina Renner
CLERK OF THE CIRCUIT COURT
Jefferson County
PO Box 1234
CHARLES TOWN, WV 25414

(304) 728-3231
circuitclerk@jeffersoncountywv.org

/s/ Debra McLaughlin
Circuit Court Judge
Ref. Code: 230RK7VIX

E-FILED 8/28/2023 9:11 AM
CC-19-2023-CIG-14
Jefferson County Circuit Clerk
Tina Renner

In the Circuit Court of Jefferson County, West Virginia

Michael Kalathas,
Plaintiff,

v.

Case No. CC-19-2023-CIG-14
Judge Debra McLaughlin

George Jace Lambrose Kalathas,
Lauren Shank,
Defendants

ORDER APPROVING SALE OF REAL ESTATE AND APPOINTING GUARDIAN

On August 28, 2023, the Court held a hearing on the Petition in this matter. Present for the hearing were Petitioner Michael Kalathas, in his capacity as the Executor of the Estate of George Michael Kalathas, deceased; Petitioner's counsel Jared Adams, Esq.; Respondent Lauren Shank; and Respondent George Jace Lambrose Kalathas (hereinafter "the Minor") in person and by his Guardian *ad litem* Pamela Games Neely, Esq.

The Court reviewed the Pleadings including the Petition, Guardian *ad litem*'s report, and Answer of the Minor, and considered the testimony at the hearing. The Court also considered the positions of the parties, where all the parties support the proposed real estate sales identified in the Petition. Based on the Court's consideration of the record, the testimony, the pleadings, and the positions of the parties, the Court makes the following findings and conclusions:

1. Minor George Jace Lambrose Kalathas is a minor, born on September 8, 2008.
2. Lauren Shank is the Guardian and Mother of the Minor.
3. Michael Kalathas is serving as the Executor of the Estate of George Michael Kalathas, as detailed in the Letter of Administration from the Clerk of Jefferson County dated October 26, 2022.
4. The Minor and Lauren Shank reside at 1628 Scotland Avenue, Chambersburg, PA 17201.

5. George Michael Kalathas died on October 7, 2022.

6. Lauren Shank is separately moving to seek the Court to appoint Ms. Shank as the guardian of the estate of the Minor, and the welfare and best interests of the Minor will be properly protected by the appointment of Ms. Shank as guardian of the Minor's estate.

7. Jurisdiction of this Court is conferred under the authority of West Virginia Code Section 37-1-2.

8. Venue of this proceeding lies in Jefferson County, West Virginia, as being the county in which the property is situate.

9. George Michael Kalathas's will states, in part,

I am a widower and had four children, namely, Michael George Kalathas of Spring Mills, West Virginia, Nicholas George Kalathas of York, Pennsylvania, Christina G. Kalathas of Chambersburg, West Virginia, and Dmitrios George Kalathas, recently deceased. My son Dmitrios George Kalathas had two children, namely Odessa Kalathas and George Dmitrios Kalathas.

[. . .]

THIRD: I give, devise and bequeath all the residue of my estate, compromised of property which I own or have the right to dispose of at my death, of whatever kind, character and description, real, personal, tangible, intangible and mixed, and wherever situated, and whether now owned or acquired, unto my children equally, or their issue per stripes.

10. George Michael Kalathas's had the following children: Michael Kalathas, Nicholas Kalathas, Christina Kalathas, and Demetrios Kalathas. Demetrios Kalathas is deceased, and had two children: Odessa Kalathas and the Minor. Odessa Kalathas is an adult. Accordingly, the Minor will receive 1/8 share. Petitioner proposes that the Minor's share be placed into a custodial account for the Minor, upon sale of real estate identified herein.

11. Petitioner seeks approval from this Court to sell real estate owned by the Estate of the decedent identified as 300 East German Street, Shepherdstown, West Virginia located in Jefferson County, and five parcels identified as 5026 and 5030 River Road, Shepherdstown, West Virginia located in Jefferson County.

12. Petitioner retained the services of realtor Carolyn Snyder of Snyder Bailey & Associates. With Ms. Snyder's assistance, the real estate identified herein was placed for sale on the open market, and buyers were found for the real estate. Petitioner seeks approval from this Court to sell said real estate.

13. Petitioner entered into a contract with potential purchasers of the five parcels identified as 5026 and 5030 River Road, Shepherdstown, West Virginia, with a settlement date on or before September 15, 2023.

14. Petitioner entered into a contract with a potential purchaser for the property identified as 300 East German Street, Shepherdstown, West Virginia.

15. It is in the best interests of the Minor for this Court to approve the proposed sales. The testimony and evidence presented establish that the proposed sales are for a reasonable value, and are in the best interests of the Minor.

16. The interests of the Minor will be best promoted and enhanced by the sale of the Minor's interest in the real estate identified herein through the proposed sales identified herein. It is in the best interests of the Minor for the Court to approved the proposed sale of real estate identified in this Petition.

It is accordingly ORDERD as follows:

1. Lauren Shank is hereby appointed as the Guardian of the Estate of the Minor, George Jace Lambrose Kalathas.

2. Lauren Shank, as Guardian, is hereby authorized and directed, as required by law, to marshal and properly manage the assets of the Minor.

3. Petitioner is hereby authorized and empowered to convey the Minor's interest in the Property identified as 5026 and 5030 River Road, Shepherdstown, West Virginia; pursuant to the sales contract with Earl C. Young, Samantha P. Young, Garry H. Shipley, and Michelle A. Shipley; under the terms and conditions described in the contract for the sale of said property.

4. Petitioner is hereby authorized and empowered to convey the Minor's interest in the Property identified as 300 East German Street, Shepherdstown, West Virginia, pursuant to the sales contract with Storm LLC under the terms and conditions described in the contract for the sale of said property.

5. Petitioner is hereby authorized and empowered to convey the Minor's interest in the real estate identified herein on the terms set forth in the contracts to sell said real estate. Petitioner is further empowered and authorized and empowered to execute proper deeds for the conveyance of the real estate as provided in the contracts to sell said real estate.

6. The costs and expenses of this proceeding, including the reasonable fees of the Guardian *ad litem*, and any other duly noticed and perfected unpaid debts of the Estate of George Michael Kalathas which must be satisfied in order to convey good and marketable title to the real estate identified herein and/or settle the said Estate, if any, shall be paid out of the sale of the real estate identified herein and/or the Estate of George Michael Kalathas.

7. Within thirty (30) days of the closing of the sales of the real estate identified herein or, if required by applicable law, the settlement of the Estate of George Michael Kalathas and the disbursement of the estate proceeds, Lauren Shank shall cause to be filed with this Court a Notice of Deposit of Funds of Minor, evidencing that the Minor's proceeds from the sales of real estate identified herein have been deposited in an account which includes the proviso that the funds payable to the Minor be payable to the Minor only upon presentation of proper identification after the Minor reaches the age of majority or in accordance with an Order of this Court.

The Circuit Clerk shall enter this Order and shall provide a copy of this Order to the parties in this case.

Submitted by: Jared Adams, Esq. (WVSB #11011).

/s/ Debra McLaughlin
Circuit Court Judge
23rd Judicial Circuit

Note: The electronic signature on this order can be verified using the reference code that appears in the upper-left corner of the first page. Visit www.courtsww.gov/e-file/ for more details.

EXHIBIT

B



**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.

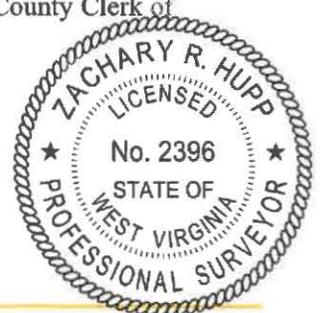
BEGINNING for the outline hereof, tracts or parcels of land situate south of High Street in the Shepherdstown District of Jefferson County, West Virginia, at a 5/8-inch Rebar and Cap found, from which a 5/8-inch Rebar and Cap, found at a corner of two (2) tracts of Earl C. Young, et al (Deed Book 1308, 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



EXHIBIT

C

EXHIBIT

D

**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 $17^{\circ}22'23''$ 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 $80^{\circ}10'18''$ 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 Hupp

EXHIBIT

E



NORTH

GRID NORTH IS BASED UPON WEST VIRGINIA STATE PLANE COORDINATES NORTH ZONE, NAD83, 2011. ALL DIMENSIONS BY CEC & ENVIRONMENTAL CONSULTANTS, INC. LOCAL GPS MEASUREMENTS AS OF JUNE, 2023.

BEING THE SAME TRACTS OR PARCELS OF LAND CONVEYED TO EARL C. YOUNG, ET AL FROM MICHAEL G. SALATRAS BY A DEED DATED THE 2ND DAY OF SEPTEMBER, 2023, AS RECORDED IN THE OFFICE OF THE COUNTY CLERK OF JEFFERSON COUNTY, WEST VIRGINIA, IN DEED BOOK 1303 AT PAGE 687.

SITUATE ALONG THE SOUTHERN SIDE OF HIGH STREET APPROXIMATELY 800 FEET FROM THE INTERSECTION OF HIGH STREET AND COLLEGE STREET, IN SHEPHERDSTOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA.

FERBERT L. MAY ESTATE
DISTRICT 10, MAP 5, PARCEL 08
DEED BOOK 164, PAGE 452

EARL C. YOUNG et al
DISTRICT 9, MAP 8, PARCEL 44.1
DEED BOOK 1306, PAGE 687
3.94 ACRES ±

ANNEXATION AREA
3.94 AC. TOTAL

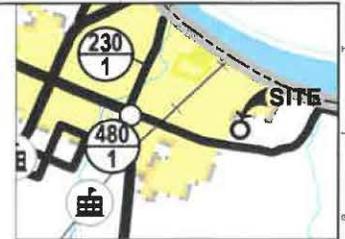
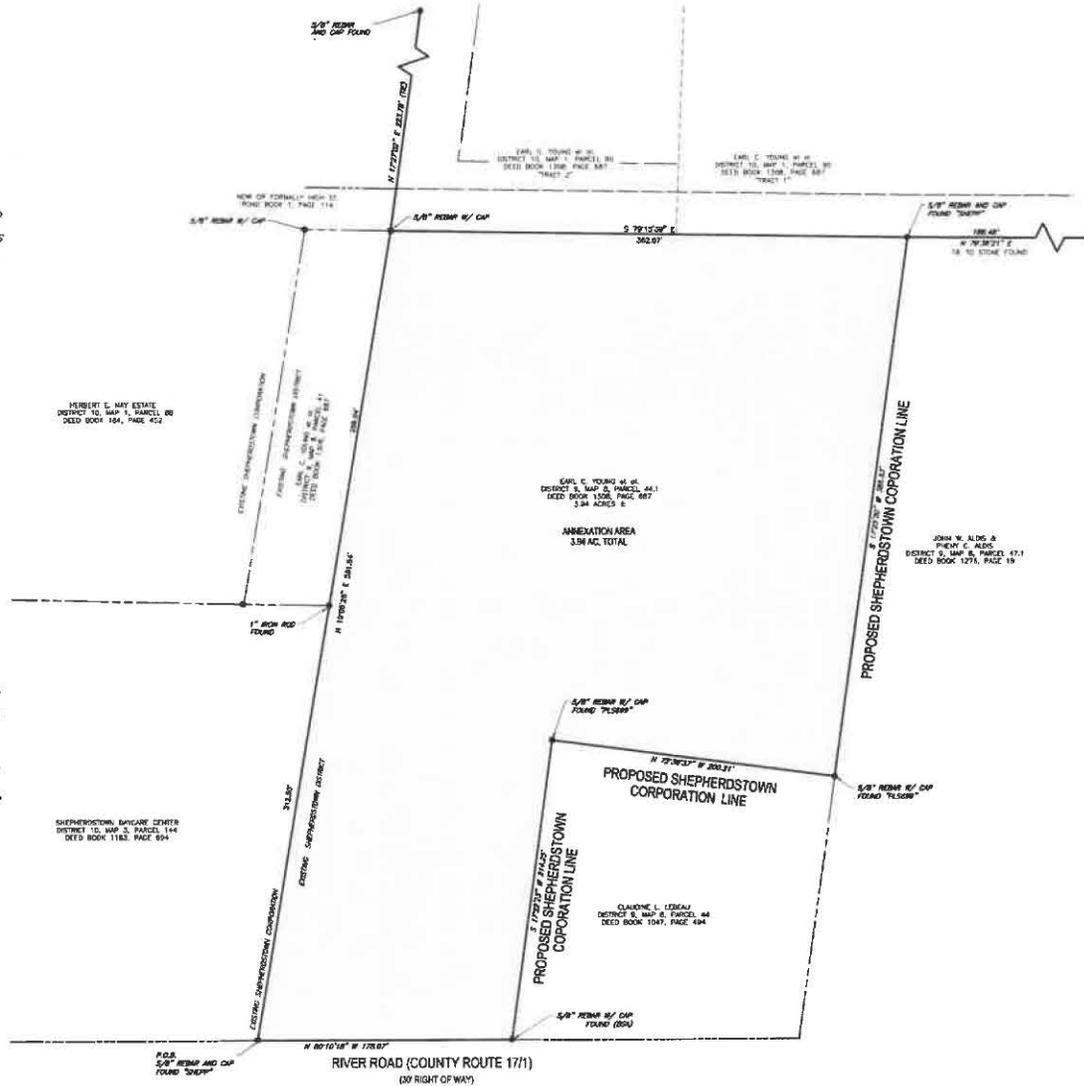
JOHN W. ALDS &
TERRY C. ALDS
DISTRICT 9, MAP 8, PARCEL 47.1
DEED BOOK 1271, PAGE 19

CLAUDINE L. IDEAL
DISTRICT 9, MAP 8, PARCEL 48
DEED BOOK 1047, PAGE 494

SHEPHERDSTOWN BAYVIEW CENTER
DISTRICT 10, MAP 5, PARCEL 114
DEED BOOK 1163, PAGE 694

THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY CEC, INC. TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD AND CONSEQUENTLY MAY NOT DEPICT ALL MATTERS AFFECTING THE PROPERTY SHOWN HEREON. UTILITY EASEMENTS AND/OR UNDERGROUND UTILITIES MAY EXIST 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 NOT THE INTENT OF THIS MAP TO IDENTIFY AND STATE OWNERSHIP OF ADJOINER PARCELS. THE ADJOINERS NAMES, ACREAGE, AND LINE LOCATIONS ARE ONLY LISTED ON THIS MAP TO MORE CLEARLY SHOW THE PHYSICAL LOCATION



VICINITY MAP
SCALE IN FEET
0 1000 2000

EXISTING LEGEND

- EXISTING PROPERTY LINE
- - - EXISTING ADJACENT PROPERTY LINE
- - - EXISTING RIGHT-OF-WAY
- MONUMENT FOUND AS NOTED



ANNEXATION AREA



ZACHARY R HUPP, PS #2396 DATE 12/9/23



786 Foxcroft Ave.
Martinsburg, WV 25401
Ph: 304.808.7600
www.ccecinc.com

PROFESSIONAL ENGINEER AND SURVEYOR APPROVED BY THE STATE OF WEST VIRGINIA. THIS IS THE PROPERTY OF CEC CONSULTANTS, INC. ANY CHANGES TO THIS DRAWING MUST BE MADE BY CEC CONSULTANTS, INC. ANY CHANGES MADE BY OTHERS WILL BE AT THE USER'S RISK. THIS DRAWING IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF CEC CONSULTANTS, INC.

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

DRAWN BY: [blank] CHECKED BY: [blank] APPROVED BY: [blank] DATE: NOVEMBER 19, 2023 (THIS SCALE) 1"=400' PROJECT NO.: 360-501 DRAWING NO.: 1 SHEET 1 OF 1

SHEPHERDSTOWN DISTRICT
DEED BOOK 1306, PAGE 296
JEFFERSON COUNTY, WV

SCALE IN FEET
0 40 80

Briefing on Election Planning

Town of Shepherdstown 2026 Municipal Election Planning Briefing

This process follows local and state election guidelines.

Municipal Election Date

Tuesday, June 2, 2026 – Polling Hours 6:30 a.m. – 7:30 p.m.

January 2026 Election Milestones Completed

- January 1 – Absentee ballot applications may begin to be accepted.
- January 15–30 – Ballot Commissioners are appointed.

February–March 2026 Election Milestones

- March 2 – March 13 Candidate Filing Period (published in the newspaper beginning February 12)

Candidates must file a notarized Certificate of Announcement to appear on the ballot.

Certificates of Announcement are available at Town Hall or may be downloaded from the Town's website.

Completed certificates must be returned by hand delivery to Town Hall or by U.S. Postal Service mail. Mailed certificates must be postmarked no later than midnight on the final day of filing.

Candidates must meet the requirements of a registered voter, including:

- United States citizenship
- Minimum age of 18
- Residency within the municipality
- No disqualifying felony convictions

Communication and Outreach

- Publication in The Spirit (February 12, 19, 26 – March 5, 12)
 - Posting on the Town website
 - Social media announcements
 - Email distribution
 - Availability of candidate materials at Town Hall
- March 24 – Deadline for candidates to withdraw from the election

To withdraw, a signed and notarized statement must be submitted by this date to be removed from the ballot.

- March 31 – Drawing for ballot position

Ballot positions are determined by drawing when more than one candidate files. Immediately after the drawing, the Ballot Commissioners will certify the ballot prior to printing.

Council Input Requested

Council members are invited to share ideas on how the Town could improve election communications, outreach, or administration based on prior election cycles. Please contact the Town Clerk at 304-876-2398 or via email at aboyd@shepherdstown.gov to share your input.

Details regarding the June 2 Municipal Election are available on the website. Additionally, an email announcement will be distributed to residents seeking input and recommendations to enhance the election process.

ERP Procurement Memo



Shepherdstown WEST VIRGINIA

TOWN HALL
104 N. King Street
Shepherdstown, West Virginia
304-876-2312

To: Town Council
CC: James Gatz - Mayor
From: Maged Kirolos
Date: January 20, 2026
Subject: Recommendation to Purchase Edmunds.GovTech Software

Purpose

The purpose of this memorandum is to recommend purchasing Edmunds GovTech Software for financial management and utility billing at \$37,950 for the first year and \$13,100 for years 2-3, to be allocated equally between the Town, the Water Authority, and the Sanitation Authority.

This recommendation is based on staff review of four applications submitted in response to the Town's Request for Proposals and Edmunds' demonstrated superior ability to meet the Town's operational needs in a practical, reliable, and scalable manner.

Scope of Implementation

Staff recommends the purchase **of the General Ledger and Utility Services modules of the Edmunds software at this time**. This focused approach allows the Town to modernize its core financial and customer billing functions while staying within our current amount budgeted for this procurement.

It is important to note that the General Ledger module itself includes several integrated components essential to municipal operations, including fund accounting, budgeting, reporting, and internal controls. The many built-in features of this core module will address the Town's foundational accounting needs with a robust and well-supported system, and the town can plan to add additional functionality in the future.

Cost Considerations

The projected cost of the Edmunds Software meets initial planning estimates, and the proposed scope reflects a realistic assessment of the Town's overall functional needs and the level of configuration required to ensure a successful conversion. Staff believes the cost is **reasonable given the breadth of functionality provided**, the long-term operational efficiencies anticipated, and the reduction of risk associated with implementing a proven municipal software platform.



Shepherdstown WEST VIRGINIA

TOWN HALL
104 N. King Street
Shepherdstown, West Virginia
304-876-2312

Customer Support and Documentation

Edmunds has an established presence in the municipal software market and presents a structured, methodical approach to implementation and ongoing support. Staff will emphasize clear service expectations in contract negotiations.

Implementation Timeline

Edmunds estimates a **15–18 month conversion timeline**, which does not appear reducible given the complexity of municipal financial data conversion and system configuration. While this timeline is longer than originally hoped, the recommended conversion process is reasonable and emphasizes accuracy, staff training, and system testing. This approach will reduce implementation risk and increase the likelihood that the system will fully support the Town's core operational and reporting requirements.

Conclusion and Recommendation

Based on the evaluation of project scope, cost, implementation approach, and alignment with Town needs, staff recommends proceeding with the purchase of **Edmunds GovTech** General Ledger and Utility Services modules. The proposed phased implementation balances fiscal responsibility with the need to modernize critical financial systems and positions the Town for future expansion as funding allows.

Requests for Event Permits

February 2, 2026

Revised Date Request for Frosty Fest.

Due to inclement weather this event was postponed.

The organizers are requesting approval of alternative dates of Friday, March 6, First Friday 4:00-8:00 p.m. and Saturday March 7 and Sunday, March 8 both from 10:00 a.m. - 4:00 p.m.

Special Events Application

The Corporation of Shepherdstown has enacted Ordinance 8-801 et seq. requiring a special events application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Sections 8-801 through 8-810 in the Corporation of Shepherdstown Codified Ordinances. All requests must be submitted for departmental and Town Council review. The information requested by this form will be used to determine eligibility for a special events permit. **The event will not be considered for approval until the entire application and all of its parts have been submitted.** Applications are due to the Office of the Town Administrator no later than **14 days** prior to the proposed special event.

Event Title Frosty Fest Skating Rink Event Date Jan 24-25 2026
 Event Sponsor Rotary Club of Shepherdstown Secondary Date _____

Organizer's Contact Information

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

Event Information

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

Office Use Only

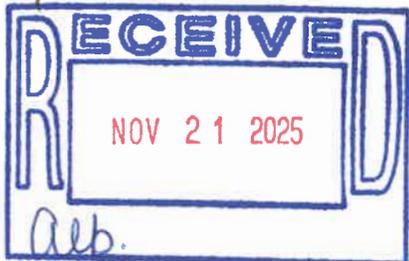
Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

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

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

TOWN ADMIN / NO CONCERNS →

Handwritten initials



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

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

Indemnification

I Jennifer Wahritz shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of Rotary Club of Shepherdstown (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

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

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

Signature JMWahritz Date Nov 20 2025
Title vice-president

Event Information

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

Name of Event Frosty Fest Skating Rink

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

Has your organization held this event in the past? _____

When and Where? _____

Is the event a fundraiser? yes

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

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

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

Will you be providing private security? no

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

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

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

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

Will you be using loud speakers or amplification devices? yes

Continued on next page

music for the skaters

Special Events Application

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Event Title Shepherdstown Easter Egg Hunt 2026

Event Date March 28th, 2026

Event Sponsor Experience Shepherdstown

Secondary Date _____

Organizer's Contact Information

Name: Amanda Earone / Experience Shepherdstown

Cell: 304-261-2443

Address: 56 Bendheim Cir Martinsburg WV, 25404

Email A.keller2001@hotmail.com

Alt. Phone _____

Event Information

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

Location of Event McMurrin Hall, Knutti Hall and the garden behind it
Attach route for processional events. Be precise when indicating location.

Event Hours 10 am until 10:30 am Set up start time 8 am Clean up end time 11 am

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

Anticipated Attendance (per day): Participants _____ 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 <i>APR</i>	Planning: <input 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 <i>C. Caill</i>
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 \$25 Amount Paid _____ Insurance Provided _____ Council Agenda _____
Permit No. _____ Conditions Attached? _____

THERE ARE NO COMPETING EVENTS ON THIS DAY. GEB

Event Information

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

Name of Event Shepherdstown Easter Egg Hunt 2026

Brief Description of Event: It's the annual Easter egg hunt for all the kids in the area.

Has your organization held this event in the past? Yes

When and Where? Same spot it's in now

Is the event a fundraiser? No

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

Will you require assistance from the Police Department? Yes (additional fees apply) How many units? _____ Council reserves the right to assign additional units at applicant cost.

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

Will you be providing private security? No

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

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

Will streets Yes or intersections _____ be blocked? Requires police department assistance. List streets and/or intersections German St from Church to Princess. N King from the German St intersection

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

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

Will you require dedicated parking or bagged meters? No

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

I Amanda Farone 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 Amanda Farone Date 2/3/26

Title _____

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 30 days prior to the proposed special event.**

Event Title Back Alley Garden Tour

Event Date 5/16 - 5/17

Event Sponsor _____

Secondary Date _____

Organizer's Contact Information

Name: Errika Best

Cell: 304-838-2516

Address: 1225 Persimmon Lane, Shepherdstown, WV 25443

Email ernikabest@gmail.com

Alt. Phone _____

Event Information

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

Location of Event West end of town (Specifically homes west of N. King
 Attach route for processional events. Be precise when indicating location. War Memorial and Washington St

Event Hours 9am until 4pm Set up start time 8am Clean up end time 6p Buildings

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

Anticipated Attendance (per day): Participants 800 Spectators _____

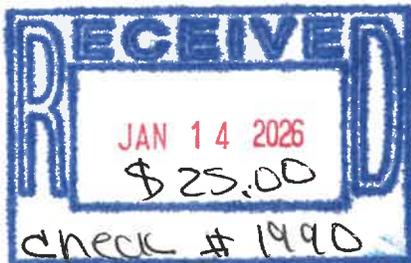
Office Use Only

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 <i>AKC</i>	Planning: <input 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 <i>CCor/111</i>
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 \$25 Insurance Provided _____ Council Agenda _____
 Permit No. _____ Conditions Attached? _____

THESE ARE NO COORDINATING EVENT SCHEDULE. GSR



- RB

Event Information

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

Name of Event Back Alley Garden Tea

Brief Description of Event: Self guided walking tour of gardens in Shepherdston, followed by tea at War Memorial.

Has your organization held this event in the past? yes

When and Where? _____

Is the event a fundraiser? yes

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

Will items be left overnight? _____ What and where? _____
Hazmat items must be attended constantly.

Will you be providing private security? no

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

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

Will streets no or intersections no be blocked? Requires police department assistance.
List streets and/or intersections _____

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

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

Will you require dedicated parking or bagged meters? no

What and where? n/a
Check with Parking for costs and arrangements

I Caitlin Lane 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 Community (a.k.a 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 A. Lane Date 1/11/26

Title SCC Board Member

FEE SCHEDULE

Application Fee--\$25

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

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

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

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

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

Special Events Application

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Event Title Frye/Williams Wedding
 Event Sponsor N/A

Event Date 4/11/26
 Secondary Date N/A

Organizer's Contact Information

Name: Michael Frye
 Address: 142 Larkspur Ln, Martinsburg WV 25403
 Email: mikefrye67@hotmail.com

Cell: 304-671-8484
 Alt. Phone 304-261-8168

Event Information

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

Location of Event James Rumsey Monument / Grass in middle of paved drive around
 Attach route for processional events. Be precise when indicating location.

Event Hours 3pm until 5pm Set up start time 12-1pm Clean up end time 4³⁰-5
 ****NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants 5 Spectators 20-25

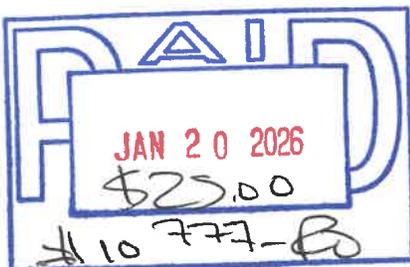
Office Use Only

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

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

Recorder _____ Amount Due _____ Amount Paid 525- Insurance Provided _____ Council Agenda _____
 Permit No. _____ Conditions Attached? _____

PRIVATE WEDDING EVENT. WHAT IS STRAIGHT TOWN ADMIN? CFB



Event Information

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

Name of Event Frye/Williams Wedding

Brief Description of Event: Small ceremony - marriage of Michael Frye to Jennifer Williams

Has your organization held this event in the past? No
When and Where? N/A

Is the event a fundraiser? No

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

Will items be left overnight? No What and where? N/A
Hazmat items must be attended constantly.

Will you be providing private security? No

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

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

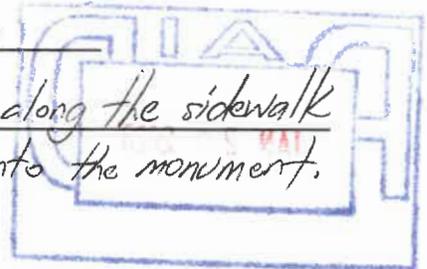
Will streets _____ or intersections _____ be blocked? Requires police department assistance.
List streets and/or intersections _____

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

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

Will you require dedicated parking or bagged meters? Possibly

What and where? Possibly could want the spots along the sidewalk right before turning into the monument.
Check with Parking for costs and arrangements



I Michael Frye 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 Frye/Williams Wedding (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 Michael S. Frye Date 1/18/26

Title _____

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

Event Title Towers wedding Event Date 10/28/2020
 Event Sponsor Shannon Juergensen & William Towers Secondary Date _____

Organizer's Contact Information

Name: Shannon Juergensen Cell: 304-995-1582
 Address: 5739 Maverick RD Middleburg FL 32068
 Email: S.A. Juergensen 83@gmail.com Alt. Phone: 904-225-5888

Event Information

Requested Area(s) ___ City Streets/Sidewalks ___ Sidewalks only Other
 Location of Event James Rusney Monument 206 N. Mill St
 Attach route for processional events. Be precise when indicating location.
 Event Hours 1 until 3 Set up start time 1 Clean up end time 3
 ****NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.
 Anticipated Attendance (per day): Participants 2 Spectators 40 or less

Office Use Only

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

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

Recorder _____ Amount Due \$25 Amount Paid _____ Insurance Provided _____ Council Agenda _____
 Permit No. _____ Conditions Attached? _____

PRIVATE WEDDING EVENT. WHAT IS TRADITIONALLY DONE? (63)

Event Information

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

Name of Event Towers Wedding

Brief Description of Event: We want to hold our service and get pictures at the monument, swing & park

Has your organization held this event in the past? NO

When and Where? _____

Is the event a fundraiser? NO

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

Will you require assistance from the Police Department? 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? NO
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 NO or intersections NO be blocked? Requires police department assistance.
List streets and/or intersections _____

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? NO 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 - open parking @ park

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

I Shannon Dvergensen 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 Shannon Dvergensen & William Towers (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 [Handwritten Signature] Date 1/23/2024

Title Shannon Dvergensen
-self-

FEE SCHEDULE

Application Fee--\$25 ← Can pay by check or card

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***

Briefing on FY27 Budget Process/Timeline

These highlighted dates represent the minimum statutory requirements for the timely adoption of the FY27 budget and levy. Meeting each deadline is critical to maintaining compliance, avoiding levy certification issues, and ensuring a smooth transition into the new fiscal year. Staff will continue to provide reminders and support materials in advance of each highlighted date.

Phase	Item	Start Date	Corp of Shepherdstown Due Date	WV State Due Date	Responsible Party
Jan-Feb	Assemble prior-year actuals, YTD, projections	15-Jan	31-Jan	Feb 29	Finance / Dept Heads
Jan-Feb	Special excess levy/bond levy documents on file (if applicable)	15-Jan	13-Feb	Feb 29	Clerk / Finance
Feb - March	Dept appropriation requests submitted		13-Feb	Mar 2	Dept Heads
Feb-Mar	(Special meetings)Dept heads meet with the Finance Committee for presentation / review	23-Feb	23 Feb - 27 Feb		Finance Committee / Dept Heads
March	County assessor/clerk certify property valuations		3-Mar	Mar 3	County Assessor/Clerk
March	Final draft completed for review with finance committee before presenting to TC		4-Mar		Finance Committee/staff / Town Admin
March	Public hearing with Town Council (if levy rates exceed thresholds)	1-Mar	11-Mar	Mar 28	Council / Clerk
March	Governing body budget meetings	7-Mar	11-Mar	Mar 28	Council / Finance
March	Submit completed Levy Estimate–Budget to State Auditor		28-Mar	Mar 28	Finance / Clerk
April	State Auditor approves levy estimates and sets rates		21-Apr	3rd Tuesday in April	State Auditor
April	Council reconvenes to consider objections	8-Apr	24-Apr	+3 days	Council
June	Deliver property books to sheriff (tax billing)		7-Jun	Jun 7	County Clerk/Assessor
June	Final current-year budget revisions due to State Auditor		15-Jun	Jun 15	Finance
July	Coal Severance Fund budget revision due		15-Jul	Jul 15	Finance
July	General Fund budget revision due		30-Jul	Jul 30	Finance
July	Mail tax statements and begin collection	1-Jul	31-Jul	Jul 31	Sheriff / Tax Office
Aug	First monthly property tax distribution (Sheriff to municipalities/BOE)		10-Aug	Aug 10	Sheriff
Sep	Prepare and publish financial statements (cities)	1-Jul	Within 90 days of FY start	Within 90 days of FY start	Finance / Clerk
Sep	Prepare and publish financial statements (towns/villages)	1-Jul	Within 120 days of FY start	Within 120 days of FY start	Finance / Clerk

Receipt of Grant Award from the WV Energy Office



EECBG AWARD NOTIFICATION

February 5, 2026

Gino Sisco
104 North King Street, Shepherdstown, WV 25443

To Gino Sisco:

This letter is regarding your application to Round 4 of the Energy Efficiency and Conservation Block Grant (EECBG) for Local Governments and Nonprofits, issued by the State of West Virginia Office of Energy (WVOE). The WVOE has evaluated your proposal using the evaluation criteria identified in the EECBG program guidance, and the WVOE is pleased to announce that your organization's project, Shepherdstown ADA Doors, has been approved for funding through this grant.

Please respond to this email as soon as possible to let the WVOE know that your organization accepts this award. A separate email will then be sent containing a Grant Agreement that will include, among other provisions, the award notice stating the amount of your award, the approved use of funds, and the effective date of the award. Once received, we may negotiate the final terms and conditions of the Grant Agreement.

Congratulations on being awarded this grant so that you may continue to improve your community and thank you for all the hard work that you do on behalf of West Virginians.

Sincerely,

Jackson Igo
Energy Development Specialist
Energy Efficiency and Conservation Block Grants
West Virginia Office of Energy

Reports by Committees, Commissions and Boards

SPECIAL Shepherdstown Parks & Recreation Committee

Draft Minutes – January 27, 2026

Attendance: Cheryl Roberts, Chair; Marty Amerikaner, Adam Thomas. Absent: Tobi Moriarty. Visitors: Hank Walters, Joey Hafner, Maged Kirolos, and Kristie Hendricks

1. Call to Order

- Meeting called to order by Chair, C. Roberts at 11:05 a.m.

2. Approval of Agenda

- Motion by A. Thomas/Seconded by M. Amerikaner to approve agenda. Motion passed unanimously.

3. Welcome Visitors:

- Hank Walter – Representing himself as donor of Rumsey Park improvements
- Joey Hafner – Architect, Living Outdoors
- Maged Kirolos – Town Hall Finance Director
- Kristie Hendricks – Plantings and Design Consultant

4. New Business:

a) Rumsey Park – Phase 3

With the donation by Hank Walters, Phase 1 (removal of identified overgrowth, non-invasive plants, shrubs, the addition of native plants, and exposure of the original “Quarry”) and Phase 2 (WV Swing acquisition and installation) complete, Phase 3 has been identified. Presented by Hank Walter, Joey Hafner, Kristi Hendricks, the first year of maintenance for the fall plantings by R&L Landscaping and Living Outdoors, will commence in April. Included will be the installation of a Rain Garden, just above the “Quarry” area on the south side of the monument and east of existing parking spaces. Future maintenance will be donated by Hank Walters, Shepherdstown Rotary, and the Rumseyan Society. (Attached is a copy of the blueprint.)

Also included with Phase 3 is the addition of 2 additional parking spaces to the south of existing spaces, and the acquisition and installation of a bicycle rack. The bicycle rack is within the budget for Parks & Recreation and will be the only expense of the Corporation of Shepherdstown at this point.

Originally included in Phase 3 was the removal of invasive Forsythia plants and bushes to the north of the main entrance to Rumsey Park. A local consultant advised that the Forsythia remain for the winter and spring to protect the birds, and to revisit during the summer months. In addition to their invasive nature the reason for permanently removing the Forsythia and adjacent bushes is for safety and security, leaving the area open for view versus a hiding place for intruders.

Following the above discussion, A. Thomas moved and M. Amerikaner seconded the following motion: “The Parks & Recreation Committee supports the plan presented for

Phase 3 of work to be performed at Rumsey Park, and recommends approval by Town Council.”

The motion was approved unanimously.

4. Adjournment

A motion by M. Amerikaner and seconded by A. Thomas to adjourn at 11:47 a.m. was approved unanimously.

Respectfully Submitted:

Cheryl Roberts, Chairperson

Shepherdstown Tree Commission Minutes (Draft)
Thursday, January 9, 2026 at 6 PM Town Hall

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

Visitors: none

1. Linus called the meeting to order at 6:02pm.
2. **Approval of December 11, 2025 minutes.** Approved unanimously.
3. **Public comments:** none.
4. **Unfinished business.**
 - a. Review pending and completed tree actions.

Replacement for tree #369 sugar maple at Town Hall and creation of sidewalk to prevent erosion for new tree.

Linus did a mock up of the planned tree well, noting top should be flush with sidewalk with half-moon shape. He will ask Gino to give this to HLC for review. After discussion, we decided on a 2 foot tall wall with a span of 8 feet.

Action: Linus will confirm plans for stump grinding with Viking.

#137– need observe in May

We confirmed completion of work done on #137 and #307, tree at 207 S King, #276, and 304 W German.

Tree at German & Princess: need wait until re-bloom to discern where the dead wood is.

335 W. German: need to check to see if stump has been ground yet.

310-314 W. German: consider creating future wildlife meadow here.

213 W. German (where tree was removed):

Action: Charlotte ask Jamie about his earlier plans re: how resolve grading problem for homeowner. Then talk with Woody Coe, asking him to follow up with state highway for approval.

220 W German: Discussion occurred related to best placement for a tree well. Tree Commission voted for an Okame cherry or a Red Bud cultivar “rising sun”?). Tree

Commission members believe that the sidewalk is wide enough to accommodate a tree well.

Action: Charlotte will talk with the current owner about placement, checking on sidewalk width. Also observing possibility of half of tree well in sidewalk and half in street. Relay information to Woody.

Action: Robin will research redbud cultivar called 'rising Sun to learn more about its growth habit and size.

112 W German (at Bistro): Commission decided to not move the tree well and to plant a pink dogwood. Commission discussed concerns about the open well being a trip hazard.

Action: Linus will ask public works to fill up the hole with mulch.

337 W German: Tree Commission agreed on a honey locust for this location.

299 E German: Robin talking with property owner. Commission decided to continue monitoring trees for potential removal.

403 E High: Sugar maple

Action: Linus will check with Viking.

All approved stump grinding:

Action: Linus will check with Viking to see what's been done and what's still in process.

Emergency hazard: Robin notified Tree Commission about a hanger in a tree on Washington St. This was addressed immediately and work has been completed.

Sage Place tree wells and erosion concern of neighbors: Commission discussed risks associated with the tree wells on Sage Place. Particularly as to whether there is a sock over the outlet pipe and whether amended soil is needed around the edges of the well.

Carex woodii for Sage Place tree wells —

Action: Jamie offered to get estimates from several vendors and then give that info to Linus. Linus will coordinate with Town Hall for ordering.

Action: Robin and Charlotte will get 6-8 volunteers to do the planting under the guidance of Jamie.

(possible volunteers: Laura, Terry, Robin, Glenda, Karen and/ or Madge, Charlotte and others from SV).

Action: Charlotte will contact Jamie about preparation steps.

Thomas Shepherd Cemetery

Robin's observations of Thomas Shepherd Cemetery (responding to request from Mayor Gatz): there are five trees inside (pine, maple, beech, hackberry). One pine limb needs attention. One maple is leaning over our neighbor's house (Nancy and Jeff).

Action: Linus will contact Viking for a bid.

Robin thinks there's space (about 7' x 50') to add in five trees (3 red buds "rising sun" and 2 dogwoods).

Action: Robin will remeasure to verify, checking to see how many trees can actually fit in without blocking view of the old rock wall.

Arborscope (Bartletts)

Robin is talking with Viking about the possibility of migrating data from Bartlett's Arborscope to Viking's own software.

Action: Linus will talk with Bartlett to find out if we can export data.

Tree Commission replacement (for James Dillon):

Action: Linus will ask Shawn Walker if he would be willing to serve on the commission.

Approved Tree List

James Dillon did a draft of this list which was then revised and reformatted by Jamie which proved helpful.

FY 2026 New Trees

Jamie and Robin revised the list Charlotte summarized from past meeting minutes.

Action: Robin and Jamie will finalize tree selection for each location and coordinate tree orders from Sunny Meadows, subject to availability.

McMurrin Hall (area where Sycamore had been removed by University).

Tree Commission discussed Jamie's proposal to the University for planting a tree in the center area of the triangle that is formed by the wall and town run. Jamie is considering a grass roots fundraising campaign to fund it.

Hurley Park

Charlotte asked if we could mark trees of value in this area to make sure none are damaged during the transition.

Action: Linus will ask Shawn to do that work.

Soil Amendments:

Tree Commission tabled discussion for how to best work on amending the soil in tree wells and to ensure that landscaping contractors adhere to requirements.

Needs for future pruning: Jamie reported observing lots of suckers on trees along German Street and near Town Hall that will need light touch pruning.

Action: Robin will observe these trees with Jamie and create a list of needs for vendor bid.

Meeting adjourned at 8:40

DRAFT
Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Board

January 22, 2026 pm

Town Hall 104 N. King Street

1. Call to Order – Introduction of new Water Board member, Kathleen Stratton

2. Visitors – Mr. Welter and Mr. Auxer

3. Board Members Present

Water Board – James Gatz, Sue Kemnitzer, Marcy Bartlett, John Bresland, Jack Eggleston, Dan Shelton, and Kathleen Stratton

Sanitary Board – James Gatz and Robert Keller

4. Minutes of December 4, 2025 Meeting

Vote: Approved by Sanitary Board

Vote: Approve by Water Board

5. Flow and Quality Reports from Staff

-Mr. Coe reported on Sanitary System spill due to malfunction of pump and alarms. On January 7, 2026 approximately 5,000 gallons of untreated sewage spilled from the sewage pumping station near the water plant. Some of the spill reached Town Run. Staff responded quickly to stop the spill, remediate the area and install a new alarm back up system. The incident was reported to WV Public Service Commission and the WV Department of Environmental Protection. The latter inspected the site on January 8 and judged that the area was properly cleaned and the electrical problem was addressed correctly. The mayor asked for additional study of how this all happened and what we might learn from it.

-Other flow and quality reports were within normal range.

6. Financial Reports

a. Budget v Actuals - The reports included final numbers for October and preliminary ones for November. Board members urged that the new town financial system project prioritize producing more timely and accurate reports for the Water and Sanitary Departments.

Request: The Boards asked for a special briefing and discussion on formats for the monthly reports. Plus, a second session on reserve and depreciation accounts.

b. Preliminary discussion of budget for next year – Given growing costs there is concern over how to balance budgets.

c. Bill adjustments – There is a large bill adjustment request pending.

d. Initial discussion of possible rate and other tariff changes - The staff suggests that we begin review of our Water and Sanitary Department policies to update them to align with costs and new WV Public Service Commission policies.

7. Unfinished Business

a. Update on Decota study of Town Run watershed – Sampling will begin soon at eight sites. Costs for testing will be higher than initially estimated.

b. Hydrant Report – Inspection and flushing of hydrants is up to date.

8. New Business

a. Application for service at Colonial Hills Phase 3A step 2 – Postponed at the request of the applicant.

b. Capacity needed by the mulch plant – Oldcastle APG has filed an application for water service. Mr. Ekstrom, the town consulting engineer, explained his initial advice is that the plant has capacity to fulfill the request but that a holding tank would be needed at the mulch plant to accommodate the Water Department's pumping schedule. A vote on the application will be at the next Water Department meeting.

c. New PFAS studies – John Bresland led a discussion to update us on new studies of PFAS issues and modifications of the US Environmental Protection Agency positions.

9. Next Meetings - February 26 and March 26 at 6 pm

10. Adjournment

Staff Reports

February 2026 Staff Report

Wastewater, Water and Streets

Water/Sewer Leaks / Issues

- 1) German St main break 1/28/26
- 2) Rt 230 service leak 1/5/26
- 3) Bones Wright Main 2 inch froze 2/2/26
- 4) Awok sewer back up 2/2/26 (on them)

Water plant/Wastewater plant

Water plant-

- UV system service needs new Ballast
- Frozen Meters -20 plus to date
- Bleach pump issues

Wastewater plant-

- New Tow Motor being delivered
- Membrane #2 Cleaning Complete/ starting #1 cleaning
- 2 frozen pump stations

Lead and Copper rule

Appling for grant to help with replacement plan for GRR customers

Streets

Fix street signs

Remove Holiday Banners and decor

Dig leak marked locations (2 remaining)

Final bench

Road work

Storm Clean up hauling/shoveling/plowing

Gas, Diesel, tank and pumps replacement (40 years old)

- Fouling filters tank breaking down from the inside
- Water getting in fuel creating freezing and gel

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- 5 loads. Including clean up weeks- Dump cost \$250

New Park Property

O’Hurley’s – 3 lots remain/ grading to complete

PATH Project update (Kenny Shipley)

Jan 2026- Project to go to bid 2026

Snyder Environmental to relocate 2 water lines and retap another Spring 2026

Operator update

Public works Laborer x2 and OIT water and sewer position interviews

Transferring an employee and adding a position to Public Works

Police Department

A total of 349 police service calls include 17 assists for the Jefferson County Sheriff's Office. We also assisted the University Police with 2 calls. That is 5% of the calls being an assist to another agency.

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

Note Worthy Events:

On 1/21/26 Officers received an assault report from S. Princess St. After several days of investigation, it turns out to be more of a mutual affray than an assault.

On 1/22/26 Officer Thomas, an employee that left in July of 25 for a Chief of Police position, returned after the position did not work out. He brings the department to 6 full-time members.

The snowstorm played more of an impact on getting officers into work than anything else. One officer worked for 24 hours before he was relieved. It was very quiet during the storm and after.

Town Financial Status

Corporation of Shepherdstown – December 2025

Executive Summary

FY26 Budget to Actuals – Through December 31, 2025

As of mid-year, the Corporation of Shepherdstown is in a **strong financial position**, with results materially outperforming the adopted FY26 mid-year budget.

Overall Financial Position

- **Total revenues** of approximately **\$1.56 million** exceed the mid-year budget by **\$149,000**, driven primarily by higher-than-anticipated **property tax, sales tax, and interest income**.
- **Total expenditures** of approximately **\$1.27 million** are **\$157,000 below** the mid-year budget, reflecting both timing effects and conservative spending in several departments.
- The Town reports a **net year-to-date surplus of approximately \$283,000**, representing a **\$306,000 favorable variance** compared to the budgeted mid-year position.

Revenue Highlights

- **Ad Valorem (Property) Taxes** and **Sales Tax** are the largest positive contributors and are tracking ahead of expected mid-year levels, consistent with seasonal collection patterns and strong regional economic activity.
- **Interest Income** continues to materially outperform budget assumptions due to higher balances and interest rates.
- **Hotel/Motel Tax** collections are currently below mid-year budget; however, this revenue source is one month in arrears and historically strengthens in the spring and summer months.

Expenditure Highlights

- **City Hall** expenditures exceed the mid-year budget primarily due to **professional services and a one-time elevator repair**, rather than ongoing structural cost increases.
- **Sanitation** is over budget at mid-year, largely attributable to **salary costs and contracted service reimbursements**, which will continue to be monitored.

- **Planning & Zoning, Police, Parking, and Civic Promotions** are all significantly under budget, largely due to timing, delayed activity, or departmental restructuring.
- **Contingency funds remain entirely unspent**, preserving financial flexibility for the remainder of the fiscal year.

Outlook and Management Considerations

- Revenue performance is expected to remain stable in the second half of FY26, particularly for **sales tax and property tax** collections.
- Staff will continue to monitor departments currently over budget to confirm that variances are primarily **one-time or timing-related**.
- Ongoing **cost reallocations associated with the new Parking Department** will improve clarity and comparability in departmental reporting.
- The Town's strong mid-year position and unutilized contingency provide a solid buffer against potential revenue softness or unforeseen expenditures later in the fiscal year.

Overall, FY26 results through December 31, 2025 indicate **sound financial management, favorable revenue trends, and disciplined spending**, positioning the Town well for the balance of the fiscal year.

Corporation of Shepherdstown

FY26 Budget vs Actuals

Through December 31, 2025

	REVENUES	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
299	Carryover	\$ 240,000	\$ 174,950	\$ 384,522	\$ 192,261	\$192,261	\$0	
301	Taxes Ad Valorem	\$ 239,731	\$ 253,444	\$ 253,444	\$ 126,722	\$183,030	\$56,308	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 23,100	\$ 26,155	\$ 26,155	\$ 13,078	\$0	(\$13,078)	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	\$ 40,000	\$43,005	\$3,005	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	\$ 92,500	\$107,418	\$14,918	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	\$ 200	\$165	(\$35)	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 300,000	\$ 300,000	\$ 300,000	\$ 150,000	\$133,267	(\$16,733)	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	\$ 280,000	\$317,746	\$37,746	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	\$ 27,500	\$21,936	(\$5,564)	
321	Parking Violations	\$ 30,000	\$ 12,000	\$ 12,000	\$ 6,000	\$9,490	\$3,490	
325	Business Licenses	\$ 20,000	\$ 10,000	\$ 10,000	\$ 5,000	\$10,103	\$5,103	Revenue received as beginning of FY26
326	Building Permits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 2,000	\$1,375	(\$625)	
327	WV Opioid settlement fund	\$ 0	\$ 0	\$ 0	\$ 0	\$1,029	\$1,029	
328	Franchise Tax	\$ 9,000	\$ 5,500	\$ 5,500	\$ 2,750	\$2,720	(\$30)	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 7,000	\$ 5,000	\$ 5,000	\$ 2,500	\$1,133	(\$1,367)	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	\$ 77,500	\$77,417	(\$83)	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,000	\$ 45,000	\$ 45,000	\$ 22,500	\$27,901	\$5,401	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,000	\$ 175,000	\$ 175,000	\$ 87,500	\$92,450	\$4,950	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	\$ 45,000	\$51,570	\$6,570	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 80,000	\$ 130,000	\$ 130,000	\$ 65,000	\$98,007	\$33,007	
381	Misc. Reimbursements	\$ 2,000	\$ 0	\$ 0	\$ 0	\$0	\$0	Window Replacement - Dr. Paul Davis
382	Refunds and Rebates	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$5,224	\$224	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,000	\$ 36,000	\$ 36,000	\$ 18,000	\$21,773	\$3,773	Monthly recycling collection revenue
397	Video Lottery	\$ 240,000	\$ 243,129	\$ 243,129	\$ 121,565	\$125,294	\$3,730	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 350	\$ 350	\$ 350	\$ 175	\$2,752	\$2,577	Payroll Reimbursement for Police grant work
	Total Revenues	\$ 3,746,181	\$ 2,645,928	\$ 2,855,500	\$ 1,409,000	\$ 1,558,086	\$ 149,086	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
409	Mayor's Office - 409	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000		(\$1,000)	
104	FICA	\$ 151	\$ 0	\$ 0	\$ 0		\$ 0	
111	Telephone	\$ 970	\$ 500	\$ 500	\$ 250		(\$250)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 50		(\$50)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 2,600	\$ 2,600	\$ 1,300	\$ 0	(\$1,300)	
410	City Council -410	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 3,000	\$ 1,500	(\$1,500)	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 225	\$ 115	(\$110)	
226	Liability /Workers Comp Insurance	\$ 550	\$ 250	\$ 250	\$ 125		(\$125)	Workers Comp
	Total Council	\$ 7,000	\$ 6,700	\$ 6,700	\$ 3,350	\$ 1,615	(\$1,735)	
87								
411	City Recorder	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 750	\$ 375	(\$375)	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 58	\$ 29	(\$29)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 32		(\$32)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,679	\$ 840	\$ 404	(\$436)	
141								
416	Police Judges - 416	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 9,900	\$ 9,900	\$ 4,950	\$ 1,200	(\$3,750)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 8,900	\$ 9,900	\$ 9,900	\$ 4,950	\$ 1,200	(\$3,750)	
435	Regional Dev Authority - 435	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
222	Dues & Subscriptions	\$ 1,439	\$ 2,649	\$ 2,649	\$ 1,325	\$ 0	(\$1,325)	Annual Bill from Regional Development Authority
	Total Regional Dev. Authority	\$ 1,439	\$ 2,649	\$ 2,649	\$ 1,325	\$ 0	(\$1,325)	
437	Planning & Zoning - 437	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
103	Salaries	\$ 75,200	\$ 85,508	\$ 85,508	\$ 42,754		(\$42,754)	
104	FICA	\$ 6,169	\$ 6,541	\$ 6,541	\$ 3,271		(\$3,271)	
105	Group Insurance	\$ 14,364	\$ 12,000	\$ 12,000	\$ 6,000		(\$6,000)	
106	Retirement	\$ 8,000	\$ 8,550	\$ 8,550	\$ 4,275		(\$4,275)	
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	\$ 366	\$366	
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	\$ 4,250	\$ 1,782	(\$2,468)	legal costs
226	Insurance & Bonds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000		(\$1,000)	Workers Comp
230	Contracted Services	\$ 0	\$ 2,000	\$ 2,000	\$ 1,000		(\$1,000)	
341	Departmental Supplies	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,000	\$5,000	
	Total Planning and Zoning	\$ 130,543	\$ 125,099	\$ 125,099	\$ 62,550	\$ 7,148	(\$55,401)	
438	Elections - 438	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
103	Salaries	\$ 0	\$ 1,000	\$ 1,000	\$ 500	\$ 0	(\$500)	
222	Departmental Supplies	\$ 0	\$ 4,500	\$ 4,500	\$ 2,250	\$ 0	(\$2,250)	
223	Total Elections	\$ 0	\$ 5,500	\$ 5,500	\$ 2,750	\$ 0	(\$2,750)	No election in FY 25
440	City Hall - 440	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
103	Salaries	\$ 161,173	\$ 202,008	\$ 202,008	\$ 101,004	\$ 111,613	\$10,609	
104	FICA	\$ 12,330	\$ 15,454	\$ 15,454	\$ 7,727	\$ 8,478	\$751	
105	Group Insurance	\$ 21,500	\$ 32,000	\$ 32,000	\$ 16,000	\$ 17,126	\$1,126	
106	Retirement	\$ 7,797	\$ 25,930	\$ 25,930	\$ 12,965	\$ 8,524	(\$4,441)	
108	Overtime/Extra Help	\$ 4,000	\$ 2,000	\$ 2,000	\$ 1,000		(\$1,000)	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	\$ 4,000	\$ 4,000	\$0	
213	Utilities	\$ 10,000	\$ 12,000	\$ 12,000	\$ 6,000	\$ 4,420	(\$1,580)	
214	Travel	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000		(\$1,000)	
215	R&M Building & Grounds	\$ 3,800	\$ 8,000	\$ 8,000	\$ 4,000	\$ 16,613	\$12,613	Oracle Elevator - Replace door operator board on elevator -\$12K
216	R&M Equipment	\$ 2,100	\$ 2,000	\$ 2,000	\$ 1,000	\$ 460	(\$540)	
218	Postage	\$ 2,500	\$ 4,000	\$ 4,000	\$ 2,000	\$ 1,009	(\$991)	Mail Machine
219	Building & Equipment Rental	\$ 850	\$ 700	\$ 700	\$ 350	\$ 352	\$2	
221	Training and Education	\$ 1,500	\$ 2,000	\$ 2,000	\$ 1,000	\$ 20	(\$980)	
220	Advertising/Legal Publications	\$ 1,200	\$ 1,200	\$ 1,200	\$ 600	\$ 308	(\$292)	
222	Dues & Subscriptions	\$ 1,450	\$ 0	\$ 0	\$ 0	\$ 1,077	\$1,077	Zoom, Adobe Acro, Monday.com subscription --annual - 5 seats for Work Management
223	Professional Services	\$ 50,000	\$ 25,000	\$ 25,000	\$ 12,500	\$ 39,381	\$26,881	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	\$ 8,100	\$ 8,000	\$ 8,000	\$ 8,748	\$748	Yearly Audit Costs - BHM, CPA HRP - CH Audit Cost June 30, 2024
226	Insurance & Bonds	\$ 42,000	\$ 35,000	\$ 35,000	\$ 17,500	\$ 13,007	(\$4,493)	Workers Comp and liability insurance
230	Contracted Services	\$ 57,850	\$ 41,000	\$ 41,000	\$ 20,500	\$ 28,640	\$8,140	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	\$ 11,500	\$ 15,545	\$4,045	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT	\$ 20,000	\$ 30,000	\$ 30,000	\$ 15,000	\$ 16,785	\$1,785	Tek Advisor IT Services , Intuit software
	Total City Hall	\$ 443,050	\$ 479,392	\$ 479,292	\$ 243,646	\$ 296,105	\$52,459	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	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
566	Contributions/Transfers to Other Funds	\$ 13,739	\$ 0	\$ 0	\$ 0	\$ 1,107	\$1,107	
568	Contributions - Community Grants	\$ 15,000	\$ 15,000	\$ 15,000	\$ 7,500	\$ 32,900	\$25,400	Shepherdstown Visitor's Center - Community Grant - PYMT # 1, 2 - WV Advancement and Development Division
568-1	Fire Dept	\$ 4,700	\$ 8,000	\$ 8,000	\$ 4,000		(\$4,000)	
	Total Contributions/Transfers	\$ 33,439	\$ 23,000	\$ 23,000	\$ 11,500	\$ 34,007	\$22,507	
571	Parking-571	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
103	Salaries	\$ 0	\$ 51,084	\$ 51,084	\$ 25,542	\$ 0	(\$25,542)	New Dept for FY 26 - will allocate from Police Dept moving forward.
104	FICA	\$ 0	\$ 3,908	\$ 3,908	\$ 1,954	\$ 0	(\$1,954)	
105	Group Insurance	\$ 0	\$ 6,800	\$ 6,800	\$ 3,400	\$ 0	(\$3,400)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
106	Retirement	\$ 0	\$ 8,000	\$ 8,000	\$ 4,000	\$ 0	(\$4,000)	
216	R&M Equipment	\$ 0	\$ 2,000	\$ 2,000	\$ 1,000	\$ 0	(\$1,000)	
345	Uniforms	\$ 0	\$ 750	\$ 750	\$ 375	\$ 0	(\$375)	
	Total Parking	\$ 0	\$ 72,542	\$ 72,542	\$ 36,271	\$ 0	(\$36,271)	
699	Contingencies-699	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
566	Merit	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
	COLA	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
566	Unexpected Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 107,974		(\$107,974)	
	Total Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 107,974	\$ 0	(\$107,974)	
700	Police Department - 700	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
103	Salaries	\$ 445,000	\$ 467,725	\$ 467,725	\$ 233,863	\$ 252,927	\$19,064	Inlcudes Parking Enforcement and Admin Support - Parking will be allocated to new created dept (Parking)
104	FICA	\$ 40,545	\$ 35,781	\$ 35,781	\$ 17,891	\$ 18,991	\$1,101	
105	Group Insurance	\$ 92,000	\$ 106,720	\$ 106,720	\$ 53,360	\$ 52,384	(\$976)	
106	Retirement	\$ 30,000	\$ 53,000	\$ 53,000	\$ 26,500	\$ 12,036	(\$14,464)	
108	Overtime/Extra Help	\$ 85,000	\$ 40,000	\$ 40,000	\$ 20,000		(\$20,000)	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	\$ 5,000	\$ 5,101	\$101	
213	Utilities	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,500	\$ 4,463	\$1,963	
215	R&M Building & Grounds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 7,500		(\$7,500)	
216	R&M Equipment	\$ 4,000	\$ 5,000	\$ 5,000	\$ 2,500	\$ 3,467	\$967	
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 7,000	\$ 6,237	(\$763)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 1,050	\$ 575	(\$475)	
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 500		(\$500)	
221	Training & Education	\$ 4,000	\$ 5,000	\$ 5,000	\$ 2,500	\$ 1,232	(\$1,268)	
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
223	Professional Services	\$ 17,000	\$ 6,000	\$ 6,000	\$ 3,000	\$ 322	(\$2,678)	Law Firm Fees
226	Insurance & Bonds	\$ 65,000	\$ 77,500	\$ 77,500	\$ 38,750	\$ 37,919	(\$831)	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,000	\$ 1,000	\$ 1,000	\$ 500		(\$500)	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 1,725	\$ 5,013	\$3,288	Magistrate and Police Court Attorney
235	Police Remittance Fees	\$ 6,000	\$ 7,000	\$ 7,000	\$ 3,500	\$ 3,535	\$35	
307	Bank Charges	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,000	\$ 35,000	\$ 17,500	\$ 7,308	(\$10,192)	
343	Police Gas/Fuel	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ 9,759	(\$241)	
345	Uniforms	\$ 5,000	\$ 6,400	\$ 6,400	\$ 3,200	\$ 3,149	(\$51)	Mostly for new officers
353	Computer Software/IT	\$ 15,000	\$ 47,000	\$ 47,000	\$ 23,500	\$ 17,953	(\$5,547)	Software costs, Tek Advisors Etc - (Notebooks for 2 police vehicles)
	Total Police Dept	\$ 919,305	\$ 963,676	\$ 963,676	\$ 481,838	\$ 442,370	(\$39,468)	
750	Streets - 750	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
103	Salaries	\$ 130,000	\$ 123,963	\$ 123,963	\$ 61,982	\$ 63,845	\$1,864	
104	FICA	\$ 10,000	\$ 9,483	\$ 9,483	\$ 4,742	\$ 4,835	\$94	
105	Group Insurance	\$ 23,000	\$ 29,500	\$ 29,500	\$ 14,750	\$ 13,298	(\$1,452)	
106	Retirement	\$ 7,000	\$ 6,500	\$ 6,500	\$ 3,250	\$ 3,489	\$239	
211	Telephone	\$ 700	\$ 600	\$ 600	\$ 300	\$ 311	\$11	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
213	Utilities	\$ 25,000	\$ 28,000	\$ 28,000	\$ 14,000	\$ 13,203	(\$797)	Potomac Edison - Street Lights/Master Bill Account
215	R&M Buildings & Grounds	\$ 40,000	\$ 7,000	\$ 7,000	\$ 3,500	\$ 4,829	\$1,329	Street Maintenance - Panhandle Dumpsters invoice "Standard 30 yd pricing 409 E. High Street \$1847"
216	R&M Equipment	\$ 9,000	\$ 5,000	\$ 5,000	\$ 2,500	\$ 11,377	\$8,877	Shepherdstown Ash Treatments x 31 trees \$4k, Mini Excavator tracks \$1.5k, Mini Excavator tracks rental \$1.2k
217	R&M Auto	\$ 9,000	\$ 11,000	\$ 11,000	\$ 5,500	\$ 3,519	(\$1,981)	
220	Advertising/Legal Publications/Postage	\$ 250	\$ 250	\$ 250	\$ 125		(\$125)	
221	Training & Education	\$ 255	\$ 250	\$ 250	\$ 125		(\$125)	
226	Insurance & Bonds	\$ 20,000	\$ 22,000	\$ 22,000	\$ 11,000	\$ 9,880	(\$1,120)	Workers Comp and Liability Insurance
230	Contracted Services	\$ 70,000	\$ 72,500	\$ 72,500	\$ 36,250	\$ 44,361	\$8,111	Includes Tree Maintenance - Street Grant Expense
341	Departmental Supplies	\$ 30,400	\$ 35,000	\$ 35,000	\$ 17,500	\$ 16,912	(\$588)	PA Municipal, Inc. Invoice for \$6,755 in Sept. and Kable Excavating for \$1,483
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 3,750	\$ 2,540	(\$1,210)	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,500	\$ 2,026	(\$474)	
	Total Streets	\$ 387,105	\$ 363,546	\$ 363,546	\$ 181,773	\$ 194,425	\$12,651	
800	Sanitation-800	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
103	Salaries	\$ 126,600	\$ 137,780	\$ 137,780	\$ 68,890	\$ 90,497	\$21,607	
104	FICA	\$ 5,800	\$ 10,540	\$ 10,540	\$ 5,270	\$ 6,875	\$1,605	
105	Group Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 4,835	(\$165)	
106	Retirement	\$ 5,000	\$ 12,200	\$ 12,200	\$ 6,100	\$ 7,897	\$1,797	
216	R&M Equipment	\$ 15,000	\$ 1,000	\$ 1,000	\$ 500	\$ 200	(\$300)	
217	R&M Auto	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 84	(\$4,916)	
218	Postage	\$ 5,000	\$ 250	\$ 250	\$ 125	\$ 0	(\$125)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 50	\$ 0	(\$50)	
221	Training & Education	\$ 400	\$ 200	\$ 200	\$ 100	\$ 0	(\$100)	
226	Insurance & Bonds	\$ 35,000	\$ 1,200	\$ 1,200	\$ 600	\$ 540	(\$60)	Workers Comp
230	Contracted Services	\$ 20,000	\$ 25,000	\$ 25,000	\$ 12,500	\$ 22,781	\$10,281	Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 10,000	\$ 12,000	\$ 12,000	\$ 6,000	\$ 3,957	(\$2,043)	
343	Auto Supplies	\$ 12,000	\$ 5,000	\$ 5,000	\$ 2,500	\$ 1,920	(\$580)	
345	Uniforms	\$ 3,000	\$ 4,000	\$ 4,000	\$ 2,000	\$ 2,023	\$23	
349	001-Landfill	\$ 28,400	\$ 28,000	\$ 28,000	\$ 14,000	\$ 20,161	\$6,161	Landfill Fees
349	002-Recycling	\$ 15,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ 7,760	(\$2,240)	Recycling Fees
353	Software/IT	\$ 12,000	\$ 6,000	\$ 6,000	\$ 3,000	\$ 369	(\$2,631)	Intuit, Tek Advisors Etc
	Total Sanitation	\$ 313,300	\$ 283,270	\$ 283,270	\$ 141,635	\$ 169,900	\$28,265	
806	Water & Sewer-806	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	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 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	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	\$ 1,250	\$ 2,015	\$765	
106	Retirement	\$ 200	\$ 0	\$ 0	\$ 0		\$0	
213	Utilities	\$ 250	\$ 250	\$ 250	\$ 125	\$ 43	(\$82)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
215	R&M Buildings & Grounds	\$ 5,000	\$ 8,000	\$ 8,000	\$ 4,000	\$ 2,365	(\$1,636)	
216	R&M Equipment	\$ 0	\$ 1,000	\$ 1,000	\$ 500		(\$500)	
226	Insurance & Bonds	\$ 1,137	\$ 1,500	\$ 1,500	\$ 750	\$ 1,463	\$713	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000		(\$1,000)	
343	Auto Supplies	\$ 2,000	\$ 1,000	\$ 1,000	\$ 500	\$ 608	\$108	
459	Capital Outlay-Equipment	\$ 60,200	\$ 0	\$ 0	\$ 0		\$0	
	Total Parks and Rec	\$ 80,000	\$ 16,250	\$ 16,250	\$ 8,125	\$ 6,493	(\$1,632)	
901	Visitor's Bureau - 901	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
567	Contributions	\$ 150,000	\$ 150,000	\$ 150,000	\$ 75,000	\$ 81,946	\$6,946	50% of Hotel/Motel Tax Collections
460	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	\$ 75,000	\$ 89,838	\$14,838	
912	Civic Promotions-912	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
568	Contributions	\$ 0	\$ 0	\$ 0	\$ 0		\$0	50% of Hotel/Motel Tax Collections - New Department
568-001	Contributions-Vibrant Downtown & Support the Businesses	\$ 0	\$ 21,782	\$ 21,782	\$ 10,891		(\$10,891)	
568-002	Contributions-Housing & Historical Preservation	\$ 0	\$ 21,782	\$ 21,782	\$ 10,891	\$ 13,211	\$2,320	Installation of Christmas lights at the Market House and Town Hall
568-003	Contributions-Land Use Planning	\$ 0	\$ 21,782	\$ 21,782	\$ 10,891		(\$10,891)	
568-004	Contributions-Sustainable Services	\$ 0	\$ 21,782	\$ 21,782	\$ 10,891	\$ 5,645	(\$5,246)	Tobacco Warehouse Flood Insurance
568-005	Contributions-Town Facilities & Parks	\$ 0	\$ 21,782	\$ 21,782	\$ 10,891		(\$10,891)	
	Total Civic Promotions	\$ 0	\$ 108,910	\$ 108,910	\$ 54,455	\$ 18,856	(\$35,599)	
916	Library 916	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 12/31/25	FY 26 Actuals Thru 12/31/25	Over/(Under) Budget Thru 12/31/25	Notes and Explanations
567	Contributions	\$ 21,600	\$ 24,840	\$ 24,840	\$ 12,420	\$ 12,420	\$0	Monthly Contribution from Shepherdstown to the library of \$2,070
	Total Library	\$ 21,600	\$ 24,840	\$ 24,840	\$ 12,420	\$ 12,420	\$0	
381	Total Expenses	\$ 3,746,181	\$ 2,645,928	\$ 2,855,400	\$ 1,431,700	\$ 1,274,780	(\$156,920)	
382								
383	Surplus or (Deficit)						306,006	Transfer to Capital Outlay
	True Surplus or (Deficit)						306,006	

Corporation of Shepherdstown

Balance Sheet

As of December 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	4,951,290.73
RESTRICTED FUNDS	327,590.51
RESTRICTED FUNDS ICS ACCOUNTS	4,436.18
Undeposited Funds	617.98
Total Bank Accounts	\$5,284,375.40
Accounts Receivable	
General Funds A/R	380,391.95
Total Accounts Receivable	\$380,391.95
Other Current Assets	
150.00 Net OPEB Asset	19,086.00
Other Current Assets	50,872.90
Total Other Current Assets	\$69,958.90
Total Current Assets	\$5,734,726.25
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	\$11,281,487.71
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	26,079.14
Total Accounts Payable	\$26,079.14
Credit Cards	
213 Purchase Card Payable	36,781.34
Total Credit Cards	\$36,781.34
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

	TOTAL
290.50 Restricted for Equipment	96,206.00
292.20 PPA-Beginning OPEB Liability	927.00
292.30 PPA-2017 RHBT Payment	-14,167.00
Child Support	-971.53
Christmas Club	-40.00
Due to (from) Coal Severance	-22,750.31
Due to (from) Sewer	-429,249.17
Due to (from) Water	-813,640.87
Garnishments	5,241.42
Gen Fund Other Current Liab.	70,683.20
Payroll Liabilities	26,549.54
VALIC Retirement Payable	25,448.33
Total Other Current Liabilities	\$ -935,573.80
Total Current Liabilities	\$ -872,713.32
Total Liabilities	\$ -872,713.32
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Retained Earnings	650,295.88
Net Income	91,044.32
Total Equity	\$12,154,201.03
TOTAL LIABILITIES AND EQUITY	\$11,281,487.71

Note

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

Approval of Town Expenditures

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

GENERAL FUNDS BANKING	Transaction date	Transaction type	Num	Name	Memo/Description	Amount
101.011 General Operating Funds 6209						
	12/01/2025	Bill Payment (Check)	ACH Payment	Viking Tree Service LLC	Tree Removal and Stump Grinding	-350.00
	12/01/2025	Bill Payment (Check)	ACH Payment	Viking Tree Service LLC	Tree Removal and Stump Grinding	-450.00
	12/01/2025	Bill Payment (Check)	ACH Payment	Viking Tree Service LLC	Tree Removal and Stump Grinding	-450.00
	12/01/2025	Bill Payment (Check)	23733	Ligush Cleaning Service	Cleaning Service	-800.00
	12/01/2025	Bill Payment (Check)	ACH Payment	Michael Chalmers	Communication Director role per contract -November 2025	-1,700.00
	12/02/2025	Bill Payment (Check)	ACH Payment	Iron Mountain Solutions Inc	Shredding Service	-289.91
	12/02/2025	Bill Payment (Check)	23734	Potomac Edison Company	Streets Utilities	-1,827.84
	12/04/2025	Bill Payment (Check)	23735	Trees 101,LLC	Oak Treatment - 309 W. German Street	-250.00
	12/04/2025	Bill Payment (Check)	23736	Shepherdstown Public Library	Monthly donation for December 2025	-2,070.00
	12/04/2025	Bill Payment (Check)	23737	D. Frank Hill, III, Municipal Judge	Municipal Judge for December 2025	-200.00
	12/04/2025	Bill Payment (Check)	23738	Storm, LLC	December/January Lease Payment	-1,250.00
	12/04/2025	Bill Payment (Check)	23739	Law Offices of Hoy Shingleton, LC	Legal Services	-1,139.00
	12/04/2025	Expense		WV Treasury	COURT FEES WV TREASURY	-420.00
	12/08/2025	Bill Payment (Check)	ACH Payment	Viking Tree Service LLC	Tree Removal and Stump Grinding	-700.00
	12/08/2025	Bill Payment (Check)	ACH Payment	Enformion	Annual Fee for Background checks - All employees	-966.00
	12/08/2025	Bill Payment (Check)	23740	Danielle Corsetto	Bench Painting - dog theme	-1,000.00
	12/08/2025	Bill Payment (Check)		SmartBill	Ch, Water, Sewer Billing Supplies and Expense (401.14)	-1,868.14
	12/09/2025	Bill Payment (Check)	23741	J. L. Moore, Inc.	Installation of Christmas lights at the Market House and Town Hall	-13,105.00
	12/09/2025	Expense		US Bank	PAYMENT U.S. BANK	-22,866.13
	12/10/2025	Expense		Transfer	TRANSFER FROM X6209 TO X6217 GLOBAL INC 10.31.25 - Due to (from) Water	-71,056.00
	12/10/2025	Expense		Transfer	TRANSFER FROM X6209 TO X6217 GLOBAL INC 10.31.25 - Due to (from) Water	-132.00
	12/11/2025	Bill Payment (Check)	23742	Final Touch Construction LLC	Demo O'Hurleys trailer Park, Lot 7, Lot 8, Lot 10	-23,300.00
	12/11/2025	Bill Payment (Check)	ACH Payment	Corporation of Shepherdstown	CH utilities - Water bill	-520.00
	12/16/2025	Bill Payment (Check)	23743	Jefferson County Emergency Communications	FirsNet Nighthawks CAD/Mobile Data - 09/06/25 - 10/05/25	-216.64
	12/16/2025	Bill Payment (Check)	23744	Wholesale Tire, Inc.	4 Goodyear Tires - Officer Dicken's Vehicle	-500.00

12/16/2025	Bill Payment (Check)	23745	United Way of the Eastern Panhandle	Teen Court Remittance for November 2025	-40.00
12/16/2025	Bill Payment (Check)	ACH Payment	Potomac Edison Company	CH , Police Electric bill	-779.80
12/16/2025	Bill Payment (Check)	23746	Potomac Edison Company	Streets Utilities	-22.71
12/16/2025	Bill Payment (Check)	23747	Ecological Services LLC	Street Contracted Services	-180.00
12/17/2025	Bill Payment (Check)	ACH Payment	Jefferson County CVB	Hotel/Motel 50%--Receipts--November Payment	-12,174.41
12/18/2025	Bill Payment (Check)	23748	Elizabeth Borg	Reimbursement per court ruling 12/17/2025 re: Christian Ciccolini--Citation#25ST01911	-505.00
12/18/2025	Bill Payment (Check)	23749	Mosca Design	Holiday lights, Decoration, Banners	-2,877.53
12/18/2025	Bill Payment (Check)	23750	Mosca Design	Holiday lights, Decoration, Banners	-3,847.21
12/18/2025	Bill Payment (Check)	23751	SmartBill Ltd.	Utility Billing-- custom insert for 2026 Holiday x 547	-157.26
12/30/2025	Bill Payment (Check)	ACH Payment	The Bavarian Inn	The Bavarian Inn Q4 Waste management Fees	-7,437.04
12/30/2025	Bill Payment (Check)	ACH Payment	Viking Tree Service LLC	Crane removal of uprooting sugar maple on roof and dormer of 213 W. New Street. Tree was removed.	-2,750.00
12/30/2025	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Streets - Street Lights, utilities	-1,827.94
12/30/2025	Expense		The Bavarian Inn	The Bavarian Inn Q4 Waste management Fees	-7,437.04

Total for 101.011 General Operating Funds 6209

-\$187,462.60

101.09 PoliceDR/CR Acct-all 6798

12/02/2025	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-13.99
12/03/2025	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-55.95
12/04/2025	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
12/08/2025	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
12/15/2025	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
12/16/2025	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
12/23/2025	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35

Total for 101.09 PoliceDR/CR Acct-all 6798

-\$71.69

101.50 Payroll Checking 0471

12/03/2025	Expense		FEE 840322 GUSTO 2453942850	Gusto Fees	-660.17
12/03/2025	Expense		ACHPMT AFLAC COLUMBUS	AFLAC	-567.52
12/05/2025	Expense		EREMIT PRM VALIC 9728278001	VALIC Retirement Payable	-8,143.14
12/15/2025	Check	23570	Christmas Club	Christmas Club	-320.00
12/19/2025	Expense		PEIAPREAUT WVTREASURY 1556000814	292.30 PPA-2017 RHBT Payment	-645.00
12/19/2025	Expense		PEIAPREAUT WVTREASURY 1556000814	ER Helath / life insurance	-33,592.40
12/22/2025	Expense		EREMIT PRM VALIC 9728278001	VALIC Retirement Payable	-7,791.06

Total for 101.50 Payroll Checking 0471	-\$51,719.29
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Total for GENERAL FUNDS BANKING with sub-accounts	-\$239,253.58
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213 Purchase Card Payable						
	12/01/2025	Expense	2654	Dollar General Store	Police Department Departmental Supplies	15.37
	12/01/2025	Expense	2654	Amazon.com	Police Department Departmental Supplies	223.88
					440 City Hall:City Hall Other Expenses:440.222 City Hall Dues	
	12/01/2025	Expense	5623	Adobe Acropro	& Subscriptions	21.19
	12/01/2025	Expense	5623	Super Shoe Stores/Macro Retail	Boots for staff	599.96
	12/01/2025	Expense	5623	Super Shoe Stores/Macro Retail	Boots for staff	379.98
	12/01/2025	Expense		Apple Valley Waste Inc	Sanitation Dumping Fees:800.349-002 002-Recycling	537.35
	12/01/2025	Expense	5623	Intuit	QuickBooks Fees	123.05
	12/01/2025	Expense	5623	Intuit	QuickBooks Fees	123.05
	12/01/2025	Expense	5623	Intuit	QuickBooks Fees	80.25
	12/01/2025	Expense	5623	Waste Management Inc	Landfill, Sludge	1,579.43
	12/02/2025	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing	46.00
	12/02/2025	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing	69.00
	12/02/2025	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing	23.00
	12/02/2025	Expense	3985	Zoom	City Hall Dues & Subscriptions	10.00
					Streets Maintenance & Equipment:750.215 R&M Buildings &	
	12/03/2025	Expense	4802	Dog Waste Depot	Grounds	199.58
	12/03/2025	Expense	3082	Amazon.com	Sewer , Printers , hardware	1,317.80
	12/03/2025	Expense	3009	Les's Auto & Truck Repair	Police Vehicle Auto repair	84.85
	12/03/2025	Expense	2540	Berkeley Club Beverages	City Hall Departmental Supplies	54.44
	12/03/2025	Expense	5623	Oldcastle APG	Sanitation Dumping Fees:800.349-001 001-Landfill	100.00
	12/03/2025	Expense	3985	Comcast Phone of WV	Communication) Sewer	272.21
	12/03/2025	Expense	3985	Berkeley Club Beverages	City Hall Departmental Supplies	60.40
	12/04/2025	Expense	9895	Southern States	Soil Testing (735.1 sewer)	105.00
	12/04/2025	Expense	4810	Specialty Business Supplies, Inc	Lab sample shipping (635.11 water)	13.11
	12/04/2025	Expense	4802	Dollar General Store	Supplies	6.36
	12/04/2025	Expense	3082	Hach Company	635.11 water -- Invoice #14779819	312.61
	12/04/2025	Expense	3082	Sheetz	Car Wash	15.00
	12/04/2025	Expense	5623	Kershner Controls	Water Plant Repair	1,170.00
	12/04/2025	Expense	5623	Kershner Controls	Water Plant Repair	2,625.50
	12/04/2025	Expense	3985	Comcast Phone of WV	Water, Sewer Communications	381.31
	12/04/2025	Expense	3985	Quill Corporation	Toner Cartidges	33.99
	12/05/2025	Expense	3985	Quill Corporation	Toner Cartidges	41.98
	12/05/2025	Expense	3985	Quill Corporation	Toner Cartidges	1,100.95
	12/06/2025	Expense	3082	Amazon.com	HP Color Printer (401.24 water)	659.00
	12/06/2025	Expense	2654	Sheetz	Police Vehicle Expenses:Car wash	15.00
	12/06/2025	Expense	2654	Amazon.com	Dept. Supplies---Police	46.85
	12/06/2025	Expense	2654	Dollar General Store	Police Departmental Supplies	9.01
	12/08/2025	Expense	2615	Marias Taqueria LLC	Meeting with Charli from CoxHollida Young for Audit	20.33
	12/08/2025	Expense	3082	Home Depot	Streets supplies - Tools	283.21
	12/08/2025	Expense	3009	Les's Auto & Truck Repair	Police Vehicle R&M Auto	58.00
	12/08/2025	Expense	5623		Town Hall QB Advanced	294.25
	12/08/2025	Expense	5623	Cintas Corporation	Uniform	\$517.15
	12/08/2025	Expense	5623	Cintas Corporation	Uniform	\$632.50
	12/08/2025	Expense	5623	Cintas Corporation	Uniform	\$527.70
	12/08/2025	Expense	3985	USPS Shepherdstown	Postage	\$3.72

12/08/2025	Expense	3985	Spirit of Jefferson	Planning & Zoning Advertising/Legal Publications	\$50.14
12/09/2025	Expense	3985	Bowles Rice LLP	Police Court Attorney	\$793.50
12/09/2025	Expense	3985	Comcast Business, Inc		\$1,113.00
12/09/2025	Expense	3985	Comcast Phone of WV	Due to (from) Water	\$315.09
12/09/2025	Expense		US Bank	P- Cards payment	-\$22,866.13
12/10/2025	Expense	4802	Dollar General Store	Supplies	\$64.87
12/10/2025	Expense	3082	Dollar General Store	Supplies	\$21.09
12/10/2025	Expense	3082	Amazon.com	Portable wheelchair ramp with handrails (401.46 sewer)	\$1,313.19
12/10/2025	Expense	3082	Team Viewer	Team Viewer Water , Sewer	\$653.56
12/10/2025	Expense	2654	Home Depot	700 Police Department:700.341 Departmental Supplies	\$39.84
12/10/2025	Expense	3985	Gladhill Pest Control Inc.	Pest Control	\$653.00
12/10/2025	Expense	3985	Dollar General Store	440.341 City Hall Departmental Supplies	\$58.41
12/11/2025	Expense	4810	Home Depot	Due to (from) Water	\$84.59
12/11/2025	Expense	2654	Amazon.com	700 Police Department:700.345 Uniforms	\$11.31
12/11/2025	Expense	2654	Amazon.com	700 Police Department:700.345 Uniforms	\$158.94
12/11/2025	Expense	5623	Waste Management Inc	Landfill, Sludge	\$1,240.89
12/11/2025	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	\$20.00
12/11/2025	Expense	5623	Cintas Corporation	Uniform	\$517.15
12/12/2025	Expense	4258	MSC	Stainless steel housing (401.43 sewer)	\$319.00
12/12/2025	Expense	4258	Napa Parts	Parts	\$91.96
12/12/2025	Expense	4258	Home Depot	Supplies (401.43 sewer)	\$79.96
12/12/2025	Expense	5623	PA Municipal, Inc.	Street Supplies	\$520.81
12/13/2025	Expense	4258	USA Bluebook	Rubber gloves for WWTP (401.21 sewer)	\$314.15
12/13/2025	Expense	2654	Amazon.com	Police Department:Uniforms	\$15.37
12/13/2025	Expense	2654	Amazon.com	Police Department:Uniforms	\$70.07
12/15/2025	Expense	3985	Everest Window Cleaning (Bolyard Ent.)	Cleaning Svcs	\$91.80
12/15/2025	Expense	3985	CallingPost Communications, Inc.	Communication	\$583.00
12/16/2025	Expense	5623	Miss Utility of West Virginia Inc	Message Fees (401.211 water)	\$41.85
12/16/2025	Expense	5623	Cintas Corporation	Uniform	\$520.13
12/16/2025	Expense	3985	Quill Corporation	Toner Cartidges	\$655.75
12/17/2025	Expense	2615	Marias Taqueria LLC	Holiday Staff Luncheon	\$111.00
12/17/2025	Expense	2615	Domino's Pizza	Holiday Staff Luncheon	\$61.76
12/17/2025	Expense	3082	Hach Company	(water) Invoice #14797619	\$207.30
12/17/2025	Expense	2654	Amazon.com	Police Department: Uniforms	\$201.08
12/17/2025	Expense	5623	Oldcastle APG	Sanitation Dumping Fees:800.349-001 001-Landfill	\$250.00
12/17/2025	Expense	5623	Super Shoes	Boots - uniform	\$113.99
12/18/2025	Expense	2615	Costco.com	City Hall Computer Software - new printer	\$439.88
12/18/2025	Expense	4802	Shenandoah Sales & Service, Inc.	Streets Vehicle Expenses:750.217 R&M Auto	\$14.39
12/18/2025	Expense	5623	T-Mobile	Cell Phones	\$1,011.07
12/19/2025	Expense	3082	SP Martinsburg	Streets Vehicle Expenses:R&M Auto (Tires)	\$694.56
12/19/2025	Expense	2654	Amazon.com	Police Department: Uniforms	\$102.68
12/19/2025	Expense	2654	Les's Auto & Truck Repair	Police Vehicle Expenses: Auto repair	\$1,526.15
12/19/2025	Expense	3985	Quill Corporation	Toner Cartidges	\$40.99
12/19/2025	Expense	3985	Bowles Rice LLP	Planning Commission Expenses:440.817 Legal Services	\$903.00
12/19/2025	Expense	5623	Rentals Unlimited	Rental Equipment Scaffold Bucks, X-Braces, Catwalk	\$183.34
12/22/2025	Expense	4802	Carquest of Martinsburg- (S.Corp.)	Vehicle Repairs and Maintenance	\$266.19
12/22/2025	Expense	3985	EVO GOV	Monthly fee for web site hosting and content management system	\$150.00
12/26/2025	Expense	5623	Griffith Energy Services, Inc. (gasoline)	Fuel	\$1,444.22
12/26/2025	Expense	5623	Griffith Energy Services, Inc. (diesel)	Fuel	\$985.57
12/26/2025	Expense	3985	Everest Window Cleaning (Bolyard Ent.)	City Hall Contracted Services - window cleaning	\$91.80
12/28/2025	Expense	5623	Adobe Acropro	City Hall Dues & Subscriptions	\$21.19
12/28/2025	Expense	3985	Comcast Business, Inc	Communication	\$783.83
12/28/2025	Expense	3985	Amazon.com	City Hall Departmental Supplies	\$32.83
12/29/2025	Expense	2654	Amazon.com	Police Department: Uniforms	\$133.45
12/29/2025	Expense	3985	Amazon.com	City Hall Departmental Supplies	\$8.47
12/30/2025	Expense	5586	Specialty Printing	City Hall Departmental Supplies	\$63.00

12/30/2025	Expense	5623	Waste Management Inc	\$1,733.86
Total for 213 Purchase Card Payable				\$13,915.21

RESTRICTED FUNDS				
103 Customer Deposit Accounts 3194				
	12/1/2025	Check	Customer Deposit Refunds	-28.77
	12/17/2025	Check	Customer Deposit Refunds	0.00
	12/31/2025	Check	Customer Deposit Refunds	0.00
Total for 103 Customer Deposit Accounts 3194				-28.77
Total for RESTRICTED FUNDS with sub-accounts				\$0.00
TOTAL				-\$28.77