

Town Council Agenda

SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA

Wednesday, March 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 February 11, 2026

4. Public Comment Period

- a. People who have registered to address Town Council

5. Ongoing Business

- a. Briefing on Election Planning
- b. FY 27 Budget Development - Status
- c. Path Project - Status
- d. Workshop on Planned Unit Development (PUD) Zoning, for Town Council and Planning Commission, approximately 6:45 pm, Monday, March 16.

6. New Business

- a. Briefing on Jefferson County Convention and Visitor Center - Annette Gavin Bates
- b. Request for Event Permits
 - i. Shepherdstown May Day Celebration
- c. Other Requests
 - i. Relay for Life – request to place purple ribbons and Faces of Hope portraits
- d. State-funded and managed sidewalk ADA work in town - status

- e. Committees/Commissions/Boards Volunteer Applications
 - i. Tree Commission - Terry Hadley
 - ii. Board of Zoning Appeals – Carolyn Rodis (Reappointment)
- f. Resolution Authorizing the Shepherdstown Welcome Banner Contest
- g. Town Applications for Grants
 - i. Congressionally Directed Funding request – Update German Street Sidewalks
 - ii. Draft application for grant to support demonstration of food waste and yard waste collection and mulch project.
- h. Donations to the Town of Shepherdstown
 - i. Automobile for Police Department

7. 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

8. Staff / Department Reports

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

9. Mayor's Report

Town Council Meeting Minutes

DRAFT MINUTES

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Meeting ID: 860 6712 0451

Passcode: 818383

1. Call to Order: 6:35pm

2. Attendance

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

Community members (on Zoom) : A. Reynolds, E. Bach, S. Friedman, George Pixel, Errika Best

Staff Attendance

Amy Boyd, Mike King, Maged Kirollos, Gino Sisco

3. Approval of Minutes

- a. Town Council Meeting Minutes of January 14, 2026: Motion to approve by Marcy Bartlett; Second by Cheryl Roberts, Unanimous

4. Public Comment Period: None

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.

Several residents expressed their concerns about population growth, traffic increases and related impacts on neighboring properties and the town in general.

6. Ongoing Business

- a. Briefing on Election Planning: Amy Boyd reviewed the Election calendar, and next steps in preparing for the election including upcoming filing deadlines.

- b. Approval of Purchase of Software for General Ledger and Utility Administration: Finance Director Maged Kirolos provide an overview of the financial software from Edmonds.gov that he and the finance committee are recommending that the Town purchase. Motion by Marcy Bartlett, second by Shannon Thomas to approve the purchase. Vote was unanimous.
- c. Status of Shepherdstown Path Project: Mayor Gatz reported that the state has notified the Town that the work on Path Project is out for bid, with a contract to be awarded by March 24. The project is slated to be completed by the end of November of this year.

7. New Business

a. First Reading of Annexation Ordinance re Parcels 41 and 44.1 (if needed): Council agreed that further discussion of the PUD ordinance and development controls will be needed before a second reading is scheduled. It was further clarified by both Mayor Gatz and Town Attorney Chazz Printz that the annexation petition is solely about the land itself being incorporated into the town; any plans for development of the property would require both action by the Planning Commission and a re-zoning process to be voted upon by Council. Motion to approve the first reading of the Ordinance made by Marcy Bartlett, second by Cheryl Roberts. Vote to approve was unanimous

b. 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

Moved by L. Bicker, second by C. Roberts, to approve all 5 event permits.
Unanimous.

- d. Briefing on FY27 Budget Process/Timeline: Maged Kirolos provided an overview of the FY 27 budget process and timeline, with drafts of the budget to be presented to the Finance Committee in early March and final approval hoped for by mid-March to meet State submission deadlines a bit later in March
- e. Shepherdstown Grant Programs for Sidewalk Repair and Building Façade Improvements: Mayor Gatz reported on progress with grant applications for these projects, noting that the new Town Program Manager Karl Musser is serving as “point person.”
- f. Receipt of Grant Award from the West Virginia Energy Office: The mayor reported that the Town had received an Energy Office grant for energy efficient and accessible doors; the exact number of doors to be purchased is not yet determined.

- g. Approval of Proposed Grant Applications: Mayor Gatz provided an update on several grant proposals that are being developed. There was no action needed at this time.
- h. Donations to the Town of Shepherdstown: Cheryl Roberts reported on the proposed donation by Hank Walter to complete Phase 3 of work in Rumsey Park, which will include additional parking spaces, a bike rack, a rain garden and a historical marker replacement. The value of the donation is approximately \$65000. After discussion, it was agreed to leave the proposed donation on the agenda for final action at the next meeting.

8. Reports by Committees, Commissions, and Boards

Draft and/or approved meeting minutes

- a. Age Friendly Shepherdstown Committee
- a. Finance Committee
- b. Grants Committee
- c. Historic Landmarks Commission
- d. Parks and Recreation Committee: Cheryl Roberts reported that Phase 1 work on Rumsey Park is complete; see 7.h. above for update on proposed donation for work on phase 3
- e. Personnel Committee
- f. Planning Commission
- g. Public Works Committee
- h. Tree Commission: Linus Bicker reported on tree work, including work on the Town Hall tree well
- i. Water Board and Sanitary Board

9. Staff / Department Reports

- a. Department Reports: Police Department reported being back at full strength with their new hire
- b. Town Financial Status: Maged Kirolos reported that the town's finances are in strong shape, including a healthy surplus in the FY 2026 operating budget
- c. Approval of Town Expenditures: see attached list of expenditures; Motion to approve expenditures made by Marcy Bartlett and seconded by Cheryl Roberts. Vote was unanimous to approve.

10. Mayor's Report

11, Adjourn: at 8:28pm, Linus Bicker moved and Marcy Bartlett seconded the motion to adjourn. Vote was unanimous to approve.

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 Election Milestones Completed

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

February–March Election Milestones - Ongoing

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

The Uniform Drawing for Ballot Position is a public process used to determine the order in which candidates' names will appear on the municipal election ballot.

During the drawing, each candidate is assigned a number, which is placed into a container and randomly drawn by the Town Clerk or Recorder. The order in which the numbers are drawn determines the order of candidate names on the ballot for each office, including Mayor, Recorder, and Town Council.

This process is conducted to ensure fairness and transparency, giving all candidates an equal and impartial placement on the ballot.

April Election Milestones

- April 14 – Deadline for write-in candidates to file a Certificate of Announcement

Individuals seeking to run as a write-in candidate must complete and submit the required write-in candidate form to Town Hall by close of business on Tuesday, April 14, 2026.

Write-in candidate forms and filing instructions are available online and at Town Hall.

Candidates are encouraged to contact the Town Clerk in advance to confirm filing requirements

and submission procedures.

April Election Milestones Continued

- April 14 – Deadline to appoint Election Officials and Alternates

Each precinct must have four election officials serving on the receiving board: two poll clerks and two election commissioners. Early voting requires two officials. Poll workers must represent different political parties, even in non-partisan elections.

Election officials cannot be candidates or official write-in candidates, and they may not be the parent, child, sibling, or spouse of a candidate serving in the same precinct.

The West Virginia Secretary of State allows Election Day duties to be divided into shifts, permitting additional election officials to be appointed. Our town ordinance further provides for a separate counting board, which, together with the use of shifts, reduces the burden on a single group of officials and allows responsibilities such as managing the polls and counting votes after the polls close to be shared among multiple teams, ensuring a smoother and more accurate election process.

Once the election officials are appointed, the Recorder must send written notice of appointment within 7 days, and appointees must respond within 14 days confirming whether they will serve.

Election officials must attend required training, including the Secretary of State's election training program. Compensation for election officials is set by Town Council.

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 aboyn@shepherdstown.gov to share your input.

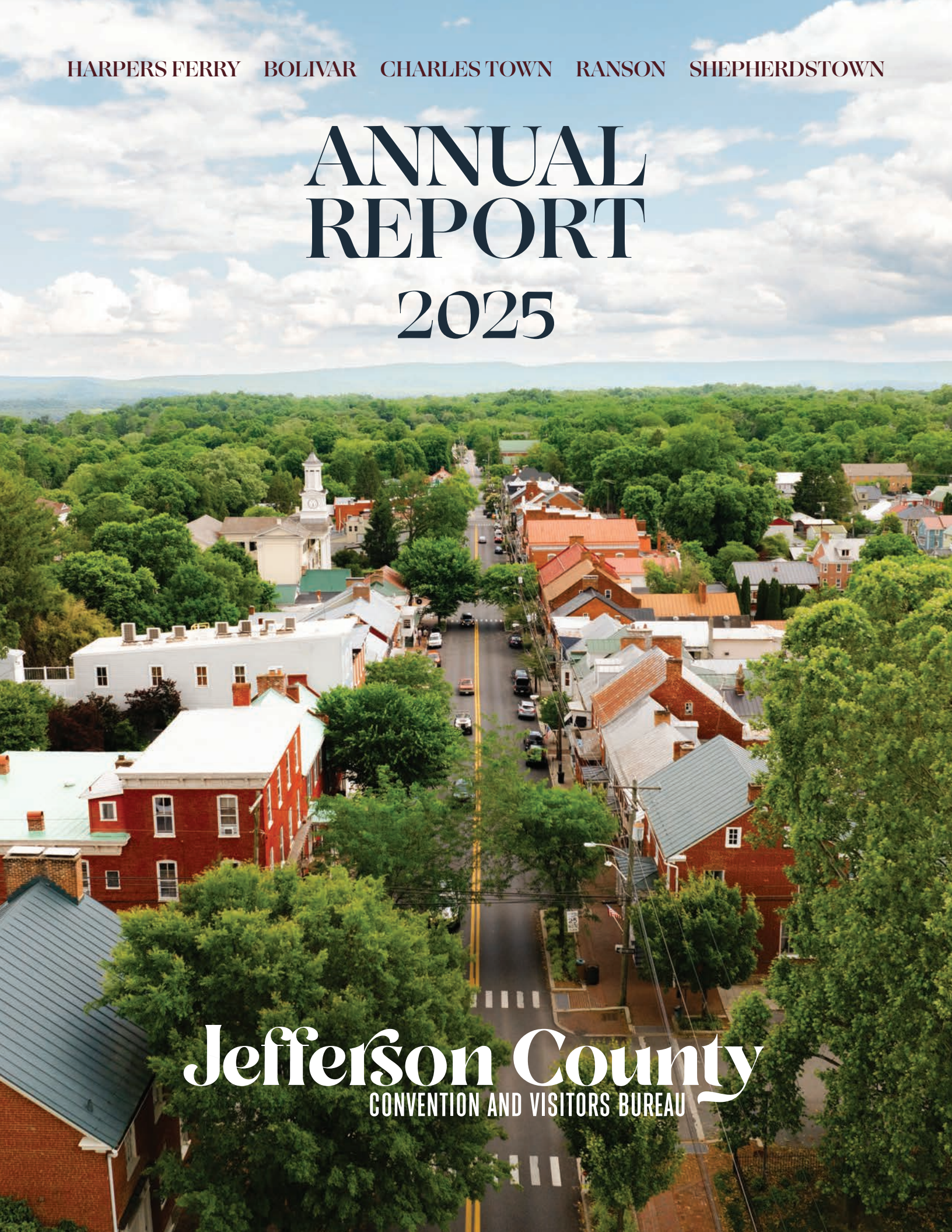
Details regarding the June 2 Municipal Election are available on the website. Additionally, an email announcement will be distributed to residents seeking input and recommendations to enhance the election process.

Briefing on Jefferson County Convention and Visitor Center

HARPERS FERRY BOLIVAR CHARLES TOWN RANSON SHEPHERDSTOWN

ANNUAL REPORT 2025

Jefferson County
CONVENTION AND VISITORS BUREAU



A Word from our CEO



On behalf of the Jefferson County Convention & Visitors Bureau Board of Directors, I am pleased to present our 2025 Annual Report. Jefferson County had an extraordinary year, and the data speaks for itself. Jefferson County topped all other counties with the highest visitor spend, \$916 million of the \$6.6 billion dollars spent state-wide, and the eastern panhandle region is the number one region with \$1.26 billion.

Our county and region have claimed the coveted number one spot for over 11 consecutive years. This year, capturing 14% and 19% respectively of the total state spend. Additional metrics are found throughout the report but there's no question, the secret is out, and Jefferson County tourism is growing.

I am proud of the progress we've made over the years. We now operate three welcome centers with eight ambassadors. We employ an Operations Manager, Visitor Experience Manager and a Lead Ambassador who help provide the support and dedication promoting our businesses and our iconic small towns. For a third year in a row, our CVB was honored as the "Best CVB in the State" by WV Living magazine, voted on by their readers and our partners. We also won the best advertising and marketing campaign at the annual WV Governor's Conference on Tourism.

Our success is the result of the incredible assets and dedicated partners that make Jefferson County such a special place to live and visit. We are truly "*where almost heaven begins.*"

Sincerely,
Annette Gavin Bates
CEO, Jefferson County CVB
President, WVACVB



**Jefferson County generated
\$916 million in visitor
spending—14% of the total
visitor spending for the entire
state of West Virginia.**

"The Jefferson County Convention and Visitors Bureau is a longstanding, valued partner in promoting the state's eastern panhandle. Annette Gavin Bates and her team work tirelessly to highlight the region's unique attractions and draw visitors from across the country. Their efforts help ensure the Eastern Panhandle continues to stand out as a must-visit destination in West Virginia."
— Chelsea Ruby, Secretary of Tourism

Board Members

As of December 2025

- Christian Asam, Bavarian Inn, President
- Carol Asam, Emeritus Member
- Liz Cook, Charles Town Coordinator
- Dennis Frye, Emeritus Member
- James Gatz, Mayor, Shepherdstown
- Chris Higdon, Mayor, Bolivar
- Krista Hoffman, Jefferson County Development Authority
- Cara Keys, Jefferson County Commission
- Matt Knott, River Riders Adventure Resort, Secretary
- Lindsey Lebo, Hollywood Casino at Charles Town Races
- Anna Lesko, Inn at Charles Town
- Ryan Levins, Harpers Ferry National Historical Park
- Joy Lewis, At-Large, Government Liaison
- Ronnie Marcus, Emeritus Member
- Heather Morgan McIntyre, Jefferson County Chamber
- Patsy Noland, Emeritus, Vice President
- Nikki Patel, Rodeway/Turf Inn
- Pranav Patel, Clarion Inn Harpers Ferry
- Lynn Pechuekonis, Rockhaven B&B
- Jessy Printz, At-Large, North Mildred Depot
- Patrick Rinard, Hampton Inn & Suites, Home 2 Suites by Hilton
- Jack Shaw, Shepherd University
- Peggy Smith, Jefferson Arts Council
- Gabriel Tokach, Contemporary American Theater Festival
- Tyler Tummolo, At-Large, Varsity Travel
- Greg Vaughn, Mayor, Harpers Ferry
- Meredith Wait, Emeritus Member, Treasurer
- Todd Wilt, Ranson Representative

Public Relations

Jefferson County was featured in over 200 articles or news features in 2025 accounting for **5,690,635,858 Total Impressions** and **\$52,637,444 Total Estimated Value!**

The JCCVB hosted 7 travel writers in 2025 for multi-day tours of the county. In partnership with our public relations firm, we pitched story ideas to over 25 publications and through our travel media press room we shared content with nearly 2,600 media outlets and travel writers.

Articles appeared in these and other outlets:



The Eastern Panhandle accounts for \$1.26 billion in visitor spend annually and supports 8,500 jobs. By far, the largest of any travel region in WV.

Source: Tourism Economics, 2024



Marketing Initiatives

We have invested in curating the proper assets to accurately communicate the story of Jefferson County through all marketing channels. We believe that the quality of our ads, website, stories, and social communications is critical and must reflect the superior experience visitors find here in Jefferson County. We have invested in world-class photographers, videographers, professional writers, award-winning designers, and other media professionals to craft the visual and written story of Jefferson County. This commitment to quality is reflected in all of our publications, ad campaigns, events, and outreach efforts of the CVB.



**JEFFERSON COUNTY
HISTORY HAPPENED HERE**

In 1775, General Washington issued a call for Virginia Volunteer Riflemen. The famous Red Bank March to Cambridge began in Shepherdstown and covered 400 miles in just 24 days.

The Civil War changed the nation forever. Civil War markers, battle sites, and museum exhibits share this transformative story and rich African American history throughout Jefferson County.

Famous for John Brown's historic raid and our deep ties to the Washington family, Harpers Ferry, Bolivar, Ranson, Shepherdstown and Charles Town celebrate our past while still being contemporary and sophisticated communities. Each town offers delicious local dining, boutique shopping, and comfortable lodging.

Jefferson County has deep ties to George Washington and his family. In fact, Charles, George's youngest brother, founded the city of Charles Town and the county, which is honored as the Washington family home.

Magical Towns & Times

Charles Town, named for George Washington's youngest brother, was home to several members of the Washington family for many years. Charles laid out his namesake town in 1787 on 80 acres of land adjoining his estate. Happy Retreat, naming streets after his brothers and his wife, Mildred. Today, the streets of Charles Town are lined with historic homes and structures, like the Jefferson County Courthouse, the only courthouse in America to have held two treason trials—the trial of abolitionist John Brown and the Battle of Bluff Mountain John Brown rebellion trial.

Shepherdstown's charm is unmitigated and irresistible. The town has a way of wrapping its arms around you. The historic structures, dining destinations, one-of-a-kind shops, and beautiful scenery draw vacationers from around the country. In fact, many people who visit or attend college at Shepherd University don't ever want to leave and end up making the town their home.

The town of Ranson puts you in the center of it all. Whether you're strolling down North Market Street or setting off on the Rouse's Bike Path, visiting unique shops or relaxing a craft beverage, you'll find an experience that matches your passion—and your personality.

Where the Shenandoah and Potomac rivers meet, the picturesque little town of Harpers Ferry hugs the steep hills and curves at the water's edge. Heralded for its significant role in the construction of the U.S. railroad system and in the location of Storer College that educated former slaves, Harpers Ferry is best known as the place in which abolitionist John Brown led his infamous raid on the federal armory, an event that is said to have been a catalyst of the Civil War.

The quaint town of Bolivar is encircled by the Harpers Ferry National Historical Park. The Potomac River flanks the town to the north and the Shenandoah River to the south making for stunning views and endless outdoor recreation opportunities. A town of roughly 1,000 people, Bolivar is known for its friendly people and down-home hospitality. Located within minutes of many historical attractions and nearby recreational facilities it is the perfect home-base for your Jefferson County getaway.







WHEREALMOSTHEAVENBEGINS.COM



JEFFERSON COUNTY Frostyfest

JANUARY 24-26

**Scan QR code for Events,
Hot Cocoa Crawl, and
Frosty Specials & Discounts!**



Jefferson County

HARPERS FERRY • BOLIVAR • SHEPHERDSTOWN • CHARLES TOWN • RANSON

WHEREALMOSTHEAVENBEGINS.COM

Our Frostyfest winter event continued to grow with 35+ tourism partners participating in 2025.

We partnered with the Martinsburg Berkeley County CVB to publish 250,000 copies of an 8-page Mini Visitor Guide that was inserted in the *Washington Post* and the *Baltimore Sun* in the Spring.



Jefferson County
WHERE ALMOST HEAVEN BEGINS

3:56 / 4:00

The tastiest way to support our community!



March 2-8, 2025

HARPERS FERRY • BOLIVAR • SHEPHERDSTOWN • CHARLES TOWN • RANSON

Scan the code or visit:
wherealmostheavenbegins.com/blog
to view participating
restaurants.



Jefferson County
CONVENTION AND VISITORS BUREAU

We continued to add to our series of beautiful videos produced by The Folkway. We had 8 videos in our media rotation. The videos were an integral part of our media campaign and were **viewed over 300,000 times in 2025.**

Our Restaurant Week initiative continued to grow with 30+ restaurants participating in 2025.

Print ad series in *WV Living*, *Food and Travel*, *Ohio Magazine*, *Blue Ridge Outdoors*, *Northern Virginia*, *Virginia Sportsman*, and *Blue Ridge Country*.

WHERE

HARPERS FERRY
BOLIVAR
SHEPHERDSTOWN
CHARLES TOWN
RANSON



Adventures

BEGIN

As you explore Jefferson County, welcoming towns will make you feel right at home. Sometimes a voice from the past will echo in the breeze. Endless scenic beauty surrounds historic streets rich with authentic flavors, original shops, and a breath of fresh air. Come see us soon.

Jefferson County, West Virginia
it's Where Almost Heaven Begins.



WHEREALMOSTHEAVENBEGINS.COM

Jefferson County
WHERE ALMOST HEAVEN BEGINS



WHERE

HARPERS FERRY
BOLIVAR
SHEPHERDSTOWN
CHARLES TOWN
RANSON



Flavors

BEGIN

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Jefferson County
WHERE ALMOST HEAVEN BEGINS



WHERE

HARPERS FERRY
BOLIVAR
SHEPHERDSTOWN
CHARLES TOWN
RANSON



Memories

BEGIN

As you explore Jefferson County, welcoming towns will make you feel right at home. Sometimes a voice from the past will echo in the breeze. Endless scenic beauty surrounds historic streets rich with authentic flavors, original shops, and a breath of fresh air. Come see us soon.

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WHERE

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Stories

BEGIN

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Jefferson County
WHERE ALMOST HEAVEN BEGINS



Eastern Panhandle Co-op

The Jefferson County CVB, Martinsburg-Berkeley County CVB, and Travel Berkeley Springs partnered with WV Tourism in a station domination marketing campaign in Washington DC in the summer and in the fall of 2025.

The summer campaign included: Double Decker Bus Wraps, Metro Center Station Takeover, and Geo-Targeted Digital Banners and produced **2.7+ million impressions.**

The fall campaign included: Double Decker Bus Wraps and Farragut Station Takeover and produced **1+ million impressions.**



WHERE

HARPERS FERRY
BOLIVAR
SHEPHERDSTOWN
CHARLES TOWN
RANSON



Adventures

BEGIN

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Jefferson County, West Virginia
it's Where Almost Heaven Begins.



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Jefferson County
WHERE ALMOST HEAVEN BEGINS



The Numbers Tell the Story



23%
Increase in bed tax
collections from 2024



350,000+
Collateral pieces
distributed



300,000+
Views of
our videos



29,200
Facebook followers
*added 10,500
in 2025*



18,600
Instagram followers
*added 4,600
in 2025*



7,900
TikTok
followers



271
LinkedIn
followers

Industry Recognition

West Virginia Tourism

The Jefferson County CVB was honored at the 2024 Governor's Conference on Tourism in the "Stars of Almost Heaven Awards" for the Best Advertising & Marketing Campaign of 2025!



WV Living Best of WV Awards

Jefferson County businesses received more awards in 2025 than any other county in the state with 42 winners across the Gold, Silver and Bronze categories and regional winners. 13 were in the Gold category! The Jefferson County CVB was also recognized as the Best CVB in the state.

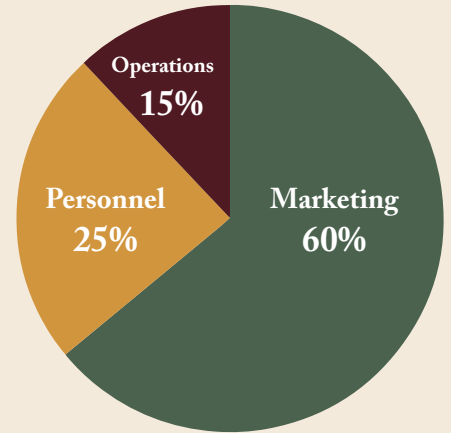
JCCVB board member, Tyler Tummolo, was recognized as the Eastern Panhandle Regional Champion.



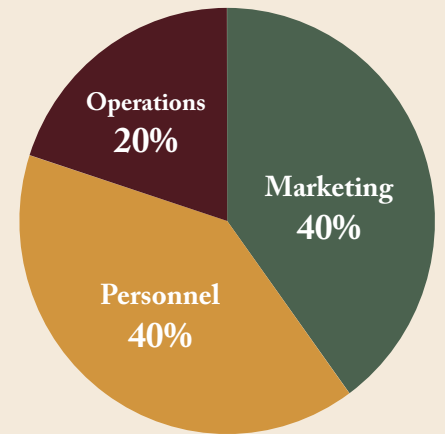
Financial Summary 2025

Occupancy Tax Revenue	\$992,113
Welcome Center & Other Income	\$130,269
Total Income	\$1,122,382
Operating Expenditures	
Marketing & Promotion	\$629,970
Salaries, Wages & Payroll Taxes	\$285,413
Interest Expense (WC building)	\$33,389
Operating Expenditures	\$113,705
Total Operating Expenditures	\$ 1,062,477

Marketing/ Operations/Personnel



Jefferson County CVB



Industry Standard

Education & Networking

In 2025, we hosted our annual Jefferson County Tourism Summit at the Bavarian Inn Resort & Brewing Company. Over 130 people representing the tourism industry in Jefferson County attended the one-day conference to hear speakers on marketing, economic development, destination management, partnerships, and other important topics. The conference ended with a reception and social hour hosted by the Bavarian Inn.





Promotional Items

We sold \$87K+ in Jefferson County promotional items at our Welcome Centers to increase our brand awareness.



West Virginia Tourism at a Glance



\$9.1 BILLION
Total Economic Impact
(statewide)



\$6.6 BILLION
Visitor Spending Last Year in WV
(CVBs directly involved in contributing)



60,800
Tourism Supported Jobs



41
Accredited CVBs

Jefferson County
CONVENTION AND VISITORS BUREAU

#WhereAlmostHeavenBegins

@jeffersoncountyywv

@visitjeffersoncountyywv

Jefferson County
Convention & Visitors Bureau

37 Washington Court
Harpers Ferry, WV 25425
304-535-2627

WhereAlmostHeavenBegins.com

Special Event Requests

Special Events Application

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

Event Title Shepherdstown May Day **Event Date** 05/03/2026

Event Sponsor Shepherdstown Music and Dance **Secondary Date** _____

Organizer's Contact Information

Name: John Meeker **Cell:** 304-350-2682

Address: 300 N Mill St PO Box 322

Email johndmeeker@protonmail.com **Alt. Phone** _____

Event Information

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

Location of Event McMurrin Lawn

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

Event Hours 12pm until 3:30pm **Set up start time** 9:30am **Clean up end time** 4pm

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

Anticipated Attendance (per day): **Participants** 40 **Spectators** 200

Office Use Only

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

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

CC Case 111

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

Event Information

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

Name of Event Shepherdstown May Day

Brief Description of Event: A Shepherdstown Tradition. A joyous anticipatory celebration
of renewal and heralding the coming abundance of summer

Has your organization held this event in the past? Yes

When and Where? McMurrin Lawn, Rumsey Park, Morgan's Grove Park every May for over 30 years

Is the event a fundraiser? No

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

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

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

Will you be providing private security? No

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

Will you have vendors? 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 loud speakers or amplification devices? Yes

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? Yes What and where? Several 10x10 popups for musicians and logistics in case of rain.
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? Yes
What and where? The East side of North King from German to Old Queen Alley
Check with Parking for costs and arrangements

Indemnification

I John Meeker 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 Music and Dance (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 John Meeker Date 03/02/2026

Title Cat Wrangler

Relay For Life Request

Meeting Agenda Request Form

104 N King St

PO Box 248

Shepherdstown, WV 25443

304-876-2312



Contact Information:

- Name: Penny Horner
- Title: Senior Development Manager
- Organization: American Cancer Society
- Phone: 607-423-4311
- Email: penny.horner@cancer.org
- Physical Address: 103 South Red Hill Rd, Martinsburg WV 25401

Date Requested:

- Meeting Date: March 11, 2026

Subject:

Relay For Life – Paint The Town Purple

Brief Statement on Action Requested:

We would like to request permission to place purple ribbons as well as Faces of Hope portraits in designated public areas within the City of Shepherdstown.

Narrative Description of Presentation/Request:

We are preparing for our upcoming Relay For Life event taking place at Shepherd University on April 18th, and we are seeking the City of Shepherdstown’s support in spreading awareness throughout the community.

We would like to request permission to place purple ribbons (approximately 8 inches in size) as well as Faces of Hope portraits (8x11 inches) in designated public areas within the City of Shepherdstown. These items are intended to honor survivors, remember loved ones, and inspire hope in the fight against cancer.

Our goal is to have the ribbons and portraits displayed for four weeks leading up to the event, beginning around mid-March. The displays would be temporary, and our team will ensure that they are installed neatly and removed promptly at the end of the display period.

Is this a funding request? Yes ____ No X

If yes, what amount? \$_____

Supporting Documentation:

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

Signature: Penny Horner **Date:** 2/14/26

Commission, Committee and Board Appointments



BOARDS AND COMMISSIONS APPLICATION

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

You are also welcome to submit a résumé.

Name: Mr. Ms.

TERRY HADLEY

Address:

81 ZAGE PL. STEPHENS TOWN

Phone numbers – Home: _____

Work: _____

Cell: _____

WV 25443
717-487-6208

Email address:

ecoterry@gmail.com

Employer:

Retired

Occupation:

Retired

Which board/commission would you like to serve on?

TREE COMMISSION

Please describe your background and education.

B.S. psychology (Denison University, 1973)

40+ hours masters/doctoral education in child developmental psychology (Bradley Univ, Peoria IL & Univ. of Colorado, Boulder Co 1974-1976)

B.S. Nursing (Univ of Colorado, Boulder, Co 1980)

Professional career was spent as a neonatal nurse/lactation consultant at various hospitals in the Baltimore, MD area.

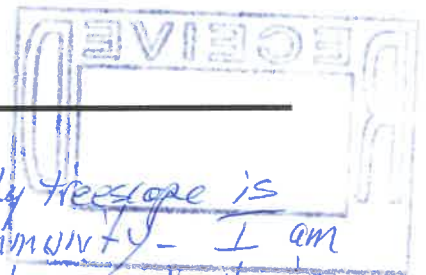
Please describe your experience and any special training you may have that apply to this board/commission.

Tenn State Master Gardener ~2005 (40+ hours training & 50 hours of community service) with heavy emphasis on native plantings. Included modules on tree fruits, pruning, landscape design & woody ornamentals.

Certificate in Permaculture Principles (40+ hours of training, Finger Lakes Permaculture Institute, Ithaca, NY 2015) Included modules on forestry & agro-forestry.

Continuing Education: Many seminars over the years hosted by Cornell Univ, County Cooperative Extensions, Brookside Gardens, NCTC, etc.

Participated in planning & building the third neighborhood (Tree) @ EcoVillage at Ithaca, NY (2014-2020) with heavy involvement in all areas dealing with the design, planting, & maintenance in the Village. Included forest management, planting a chestnut grove, wild life management, implementing an edible food forest.



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

I adore my adopted town. I think a healthy treescape is instrumental in being an inviting, comfortable community - I am very aware of the environmental challenges our changing climate is throwing at us; and the stresses this is creating on our native ecosystems. I want our Shepherdstown treescape to be able to meet these challenges with resilience as well as beauty.

Please describe what you know about this board/commission.

Responsible for developing and maintaining a beautiful & thriving treescape in Shepherdstown, with an eye toward ease of maintenance, and weathering climate change. Also responsible for responding to residents' concerns and traffic/safety issues around our treescape.

How did you hear about this board/commission?

I am one of the primary landscapers in Sage Pl. which includes care of the streets' tree wells (overseen by the tree commission). I know 2 of the commission members well: Charlotte Baker-Schenk, and my duplex neighbor Robin McGiverty.

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

Charlotte Baker-Schenk 301-801-2793
Robin McGiverty 303-917-6233
James Dillon 302-363-3045

Signature: Tony Hedley Date submitted: 2/10/2020

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

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

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



BOARDS AND COMMISSIONS APPLICATION

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

You are also welcome to submit a résumé.

Name: Mr. Ms. Ms. _____ Address: 41 Sage Place _____

Phone numbers – Home: _____ Work: _____ Cell: 410-279-0942 _____

Email address: rodiscj@gmail.com _____ Employer: _____

Occupation: retired _____

Which board/commission would you like to serve on? Board of Zoning Appeals _____

Please describe your background and education.

I was a lawyer at the Legal Aid Bureau of Maryland and the Office of the Attorney General of Maryland. I have a master of arts degree in adulthood and aging. I was certified in Maryland as a mediator and developed a specialty as an elder mediator. I was a trainer for AARP in various subjects and a trainer in elder mediation. I moved to Jefferson County with my husband in 2012 and to Shepherdstown within town limits in 2017. I am on the board of directors of Speak Storytelling Inc. I was on the board of directors, and served as president, of SAIL. I presently chair a committee and train volunteers for SAIL.

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

Please see above.

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

I care deeply about Shepherdstown and the surrounding county. I want to preserve its rural character and safeguard its water and clean air. I want to ensure that town maintains its character in keeping with our ordinances and comprehensive plan.

Please describe what you know about this board/commission.

I have served on the BZA for the past year.

How did you hear about this board/commission?

From Mayor Gatz

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

Sue Kemnitzer, 571-331-4832

Adam Booth, 304-886-9481

Signature: Carolyn J. Rodis _____ Date submitted: February 25, 2026 _____

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

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

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

Resolution Authorizing the Shepherdstown Welcome Banner Contest

Shepherdstown Resolution No. 26-001

Resolution Authorizing Sponsorship of the Shepherdstown Welcome Banner Contest

A RESOLUTION OF THE TOWN COUNCIL OF THE CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA, AUTHORIZING AND SPONSORING THE SHEPHERDSTOWN WELCOME BANNER CONTEST.

WHEREAS, the Corporation of Shepherdstown supports public art, community engagement, and initiatives that enhance the appearance and character of the Town; and

WHEREAS, the Town desires to encourage local artists to create original artwork that reflects Shepherdstown’s historic heritage, arts and culture, natural environment, and sense of community; and

WHEREAS, the Shepherdstown Welcome Banner Contest will invite artists who live, work, or attend school in Shepherdstown to submit designs for “Welcome to Shepherdstown” banners to be displayed on light poles in the historic downtown beginning in summer 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Corporation of Shepherdstown hereby authorizes and sponsors the Shepherdstown Welcome Banner Contest, to be administered by the Town.

BE IT FURTHER RESOLVED, that submissions will be reviewed by a jury consisting of artists and members of the Town Council, and up to three winning artists will receive an honorarium of \$300 each, with their designs produced as banners and displayed in downtown Shepherdstown.

ADOPTED this ___ day of _____, 2026.

James Gatz, Mayor
Town of Shepherdstown

Shepherdstown Welcome Banner Contest PROPOSAL

March 4, 2026

Submitted by: Shannon Thomas

I am proposing a contest to offer local artists the opportunity to design a new “Welcome to Shepherdstown” banner, which will be displayed in the rotation between other seasonal and event-based banners.

I suggest an honorarium of \$300 to up to 3 artists for their winning design, pending Finance Committee and Town Council approval.

A jury will select 1-3 banners, depending on the quality of submissions and extent to which they represent Shepherdstown and meet stated instructions.

The jury (to be selected) would be 3-5 local artists and Town Council members.

Please see attached announcement and application form.

Shepherdstown Welcome Banner Contest

What inspires you about Shepherdstown? Here's your chance to showcase your creativity while celebrating our vibrant downtown.

Artists who live, work, or go to school within Shepherdstown are invited to create a design for new "Welcome to Shepherdstown" banners. The banners will be displayed on the light poles in Historic Shepherdstown, starting in summer 2026, alternating with seasonal and event-based banners, and are meant to:

- Illustrate Shepherdstown's character
- Promote art and culture and artistic engagement with the community
- Beautify downtown Shepherdstown with original artwork
- Help create a sense of place for residents and visitors alike

We welcome designs of an original, vibrant and uplifting nature and encourage creative representations of the unique attributes of our community, such as (but not limited to):

- Historic heritage
- Arts and culture
- Community
- Love for the environment (pollinators, Town Run, etc.)
- River town (outdoor activities)

Designs must:

- Include the words "Welcome to Shepherdstown" (see template)
- Be adaptable to a 30"x 60" vertical banner size and account for a ½" bleed on each side
- Be visually engaging, visible from a distance (while passing from the street or sidewalk)
- Must not contain any offensive, discriminatory, or political content

Award: An honorarium of \$300 each to be provided to up to 3 winning artists, and artist(s) will be acknowledged publicly on social media and the Corporation of Shepherdstown website.

The number of designs will be determined by a jury of artists and Town Council members.

Important Dates

- **Contest Opens:** March 13, 2026
- **Deadline to Enter:** April 10, 2026
- **Winner Announced:** April 15, 2026
- **Banners Go Up:** May – Early June 2026

Questions? Please email: Comments@Shepherdstown.us and use subject "Banner Contest"

Shepherdstown Street Pole Banner Design Contest – Submission Form

Artist Name (exactly as to appear in print): _____

Address: _____

Phone: _____ Email: _____

Link to artist website, if applicable: _____

Initials: _____ I certify that I _____ live _____ work or _____ go to school in Shepherdstown.

Concept Description - Please briefly describe your proposed design/concept, its inspiration, and its connection to Shepherdstown. (1-2 paragraphs)

Submission of Banner Artwork

Please follow all instructions in Banner Contest announcement.

Your design does not have to be print-ready upon submission. If selected, you will have 1-2 weeks to work with our team to finalize it for print.

Please email your application and proposed design sketch, in color (preferred), in JPG, PNG or PDF format, to Comments@Shepherdstown.us with subject "Banner Contest"

Please also include a link to your artist website, if available, or a digital sample of your artwork.

Terms & Conditions

_____ **(Initials)** If selected, your winning design will become the property of the corporation of Shepherdstown for public display purposes. You will retain copyright for your design.

_____ **(Initials)** All submissions must be original artwork created by the applicant. Designs may not include AI-generated imagery or content created using generative AI platforms. Standard design software tools (e.g., Adobe Illustrator, Photoshop) may be used; however, the conceptual artwork and visual elements must be created by the artist. By submitting an entry, applicants certify that the design is their own original work.

Don't wait! The deadline is April 10, 2026, at 5:00pm.

Request for Congressionally Directed Funding — German Street Sidewalk
Improvements



FY27 Community Project Funding Request

All information must be complete and submitted electronically by **March 6, 2026**. Applications should be sent to Emily Podolskiy, District Projects Manager, at Emily.podolskiy1@mail.house.gov. You will receive a response to your submission email within 48 hours to confirm receipt. If you don't receive a response, please reach our office at 304-350-6987.

Make sure you review the guidance from the Appropriations Committee regarding CPF to ensure your request complies with established guidelines. Guidance will be available on the Appropriations Committee website: <https://appropriations.house.gov/>

Please use one request per form.

1. **Project Title:** Shepherdstown's Vibrant and Accessible Downtown
2. **Legal name of organization that will receive these funds (no abbreviations or acronyms):**
Corporation of Shepherdstown
3. **Point of contact:** Karl Musser
 - a. **Email:** kmusser@shepherdstown.us
 - b. **Direct Phone Number:** 3047022305
4. **Mailing address of recipient organization:** PO Box 248, Shepherdstown, WV 25443
5. **Physical address of project:** 104 North King St, Shepherdstown, WV 25443
6. **Website of recipient organization:** <https://www.shepherdstown.gov/>
7. **Is the grantee a public or non-profit entity:** non-profit local unit of government
8. **Appropriations Bill:** THUD - Economic Development Initiative
9. **Amount Requested:** \$1,000,000
10. **Total cost of project:** \$1,000,000

- 11. Provide a budget breakout specifically describing how the requested funding will be used (maximum of ten budget items):**\$520,000 for sidewalk construction (1,485 linear feet @ \$350/foot); \$200,000 for Demolition and Removal of target sidewalks; \$50,000 for Design, Engineering and Permitting; \$30,000 for Special Canopy Protection and Tree Root Preservation; \$100,000 for ADA Curb Ramp upgrades; and \$100,000 for Historically Accurate Enhancements (brick borders, scoring).
- 12. Does this request include any multi-year funding?**No
- 13. If the requested amount does not fully fund the project, please describe the source(s) of funding necessary to complete the project:**n/a
- 14. Can the funding for this project be obligated within 12 months of enactment of the bill?** Yes.
- 15. What is the estimated completion time of the project?**Est. grant start 09/01/2027 - Est grant end 08/31/28
- 16. Is this project located in the 2nd Congressional District of West Virginia?**Yes
- 17. Please give a summary of the project:** Shepherdstown’s Vibrant and Accessible Downtown is an eligible use of Community Development Funds for eligibility 5305(a)(5) – special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons. The project focuses on streetscape improvements. These include 1) planning for comprehensive upgrades to sidewalks throughout town and 2) replacement and upgrades to sidewalks along German Street and portions of King Street in historic Shepherdstown. The scope of work includes replacement of est. 1,485 linear ft of sidewalk; installation of ADA compliant curb ramps and transitions; surface grading to reduce storm water runoff; and tree-friendly construction methods to protect the existing canopy.
- 18. Why is this project a good use of taxpayer funds?**Shepherdstown is an economic hub in the Eastern Panhandle, the most rapidly growing region of West Virginia and a portal to our state for tourism. The proposed streetscape improvements will increase pedestrian safety, enhance stormwater management, and attract a broader range of visitors to generate economic returns for the Eastern Panhandle with significant upgrades to the town’s main business district. Upgrades serve tens of thousands of visitors, and over a thousand local residents, per year.
- 19. Has this entity received a CPF before?**No.
- 20. Is this project being requested through any other Members' offices, including in previous years? If so, please include the names of those Members and the year(s) requested:**
Yes, 2026 (current year) Senators Capito and Justice.
- 21. If this project has a cost-share requirement, would your organization be prepared to meet that requirement with non-federal funds?** n/a

22. Is this project scalable? (i.e. Can this project be broken into smaller pieces or phases?)Yes, the project could be broken into certain areas of German Street and King Street. We do not currently have the cost estimates for smaller pieces or phases.

23. Requests require at least two letters of community support for this project. Please include letters of support with this form as well as any other documents to support your request.

24. Additional Information/Comments: n/a



March 5, 2026

Subject: Experience Shepherdstown Supports Funding the Shepherdstown Sidewalk Project

To Whom It May Concern,

I am writing on behalf of Experience Shepherdstown to express our strong support for Congressionally Directed Spending to fund improvements to sidewalks in the historic downtown district of Shepherdstown, West Virginia.

Founded in 1762, Shepherdstown is the oldest town in West Virginia and remains one of the state's most treasured historic communities. Its vibrant downtown is a focal point for residents and visitors alike, offering locally owned businesses, restaurants, cultural venues, and access to the nearby C&O Canal Towpath and Potomac River. Walking is a central part of daily life in Shepherdstown, and people of all ages rely on the town's sidewalks to safely move throughout the community.

Unfortunately, many sidewalks in the historic downtown area are in poor condition due to age, tree root damage, and decades of wear. Cracked, uneven, and deteriorating pavement presents a significant safety hazard for pedestrians. These conditions are particularly dangerous for older adults, individuals with mobility challenges, families with strollers, and visitors unfamiliar with the area.

Experience Shepherdstown is a nonprofit organization that works to promote and enhance Shepherdstown as a vibrant and welcoming historic town for our residents and visitors. Improving these sidewalks would significantly enhance pedestrian safety, accessibility, and overall quality of life. Repairs would also help preserve the character of the historic downtown while ensuring that it remains welcoming and navigable for residents, students, and tourists who support the local economy.

Investment in sidewalk infrastructure would not only reduce safety risks but also strengthen Shepherdstown's role as a regional destination and cultural hub. By ensuring safe and accessible walkways, this project would support local businesses, encourage tourism, and help maintain the historic charm that makes Shepherdstown such a unique and valued community.

Thank you for your consideration of this important request. We strongly support this application for federal funding.

Sincerely,

A handwritten signature in black ink that reads "Shannon Thomas". The signature is fluid and cursive, with the first name being more prominent.

Shannon Thomas
President
Experience Shepherdstown Board of Directors



SAIL

Shepherdstown Area Independent Living

March 5, 2026

To Whom It May Concern,

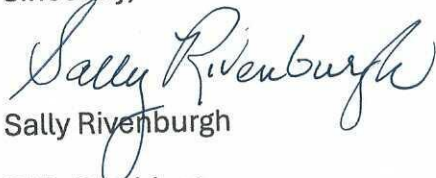
On behalf of Shepherdstown Area Independent Living (SAIL), I am writing to express our strong support for the Shepherdstown Sidewalk Project.

Accessibility for all on town sidewalks is critical to the mission of SAIL, which is “to enable its members to remain active, connected, independent, and in their homes and community as long as possible.” SAIL is a member of the national Village to Village Network, an organization of over 200 non-profits across the country, which are based on the model of neighbors supporting each other as we age in place.

Our members are all older adults, ranging in age from our 60s to 98 years old. For our well being as we move about town to engage in community events and support our local businesses, we need sidewalks that are in good repair and accessible. The funding for the sidewalk project will allow for critical improvements in the condition of these walkways.

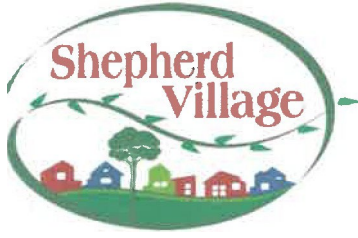
Thank you for your consideration of the Shepherdstown Sidewalk Project.

Sincerely,



Sally Rivenburgh

SAIL President



Shepherd Village Cohousing Community
50 Shepherd Village Circle
Shepherdstown, WV 25443

March 5, 2026

West Virginia Representative Riley Moore,
Washington DC

Dear Representative Moore,

I am writing on behalf of the Shepherd Village Cohousing Community in Shepherdstown to urge your support of funding for the Shepherdstown Sidewalk Project which is sorely needed in this historic community.

Shepherd Village, located on the eastern side of Town, is a thirty-home senior community with an adjacent twenty home Sage Place senior community. The roughly eighty people who live here support businesses in Town, largely on foot. We walk to university classes, concerts and programs. We walk to local restaurants, bookstores, and gift shops. Many of us are members of local churches, and we walk to worship and classes and programs and volunteer opportunities there. We walk to the local Opera House which hosts live concerts and films. We walk to the bank, post office and local grocery store as well. Many of us volunteer in Town at the local food bank, Shepherdstown Shares, the local community group Shepherdstown Community Club and the University's Lifelong Learning programs. We walk there.

The historic downtown sidewalks are in need of repair in many places to avoid creating tripping hazards which impact old and young but especially older people. We badly need financial support for the local efforts to make the local sidewalks safe and accessible for residents and visitors alike. We all would be most grateful for your assistance in helping address this important local safety concern.

Sincerely,

Kay Schultz for the Shepherd Village Cohousing Community

DRAFT Application for Funding to Support Demonstration of Community
Food and Yard Waste Composting Project

DRAFT

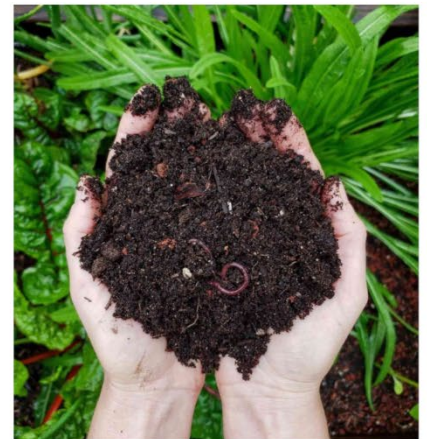
Narrative Questions for the Community Engagement and Restoration Mini Grant Program

Use this “Narrative Questions” document to answer these questions and tell us about your project.

Instructions: Answer the following questions, then save and upload the completed document (your answers) as a Microsoft Word or PDF file into the online application form.

1. **Tell us more about your project:** What are the big-picture goals and the specific objectives of the project? Why is this project needed and how was it identified? How will the success of your project advance the protection and/or improvement of our natural resources?

[The Town of Shepherdstown is seeking \$5,000 in grant funds to support a 4 month demonstration of a community food and yard waste collection and composting program. Composting uses natural processes to convert potential waste into a resource that can be used by the community. Environmental benefits include diverting organic waste away from landfills and the resulting compost can improve local water quality by reducing artificial fertilizer use and the associated runoff. The specific objective of the demonstration is to learn the feasibility of a permanent town-wide composting program, which is the big-picture goal. The demonstration would feature community-wide education / information programing with information on the value and benefits of composting, together with a 30 household pilot to demonstrate the methods for collecting household food and yard waste and identify effective methods for administering the program in Shepherdstown. As envisioned, the program would reduce the amounts taken to area landfills and instead create sustainable compost and mulch for use by the Town and its residents. The establishment of a community compost program was identified as a goal in Shepherdstown’s 2025 Comprehensive Plan.]



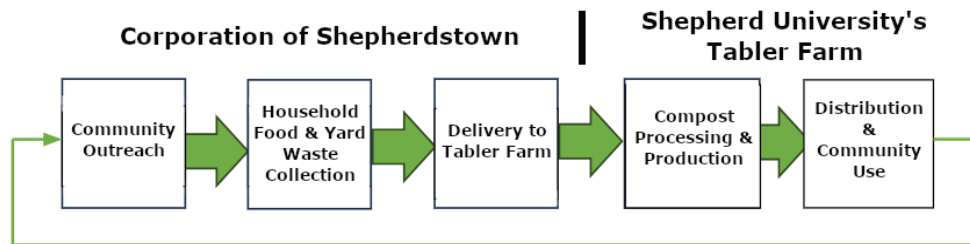
2. **Community Context:** Identify the priority audience (e.g., neighbors, residents, businesses, etc.) you will engage in this project and describe how you will reach them and why you chose that method.

Tell us how this project fits into other activities occurring in the community. For example, are neighboring health providing facilities or homeowner’s associations who may already be undertaking environmental activities going to be engaged in this project?

[The priority audience for the Shepherdstown Composting Program will be all town residents and businesses, including restaurants and Shepherd University. For the demonstration, Shepherdstown will recruit and train a

small number of residents to serve as community educators and then recruit 30 households to participate in the demonstration by providing food and yard waste for collection and delivering to the composting site. The Town will reach interested residents and others by publishing information about the demonstration in the town newsletter and area newspapers, reaching out directly to area community organizations, including environmental groups such as the Town Run Watershed Group and Bee City Shepherdstown, Master Gardener groups and other community groups such as Shepherdstown Rotary Club (which has a subgroup which focuses on environmental issues), town churches and other faith-based entities (some of which currently work on recycling and water issues), area schools and other interested entities. The Town is already learning from residents of a co-housing development in town, Shepherd Village, which already administers a small-scale compost program.]

3. **Partnerships:** Will you partner with an organization to provide technical expertise (for either on-the-ground or outreach projects)? If you are partnering with another organization, tell us who they are and what support they are providing (either financial or other support).



[The Town would collaborate with Tabler Farm, Shepherd University's agricultural facility that operates as part of their Agricultural Innovation Center and is associated with the Shepherd Entrepreneurship Research Corporation (SERC), a 501(c)(3) organization. Tabler Farm recently acquired equipment to carry out compost processing at larger scales and would accept delivery of the household food and yard waste generated by the participating households and do the processing to convert the waste into compost and mulch products which would be made available to community residents. Shepherdstown's Public Works department would collect the household waste and transport to and from Tabler Farm. The Town of Shepherdstown has a strong history of working closely with the University on many projects and initiatives including support for growing vegetables at Tabler Farm for sale to residents. The Town has also partnered with the University in providing training and other support for small businesses in town. Strengthening the partnership between the Town and Shepherd University is a goal in Shepherdstown's 2025 Comprehensive Plan.]

4. **Demographic Information:** In light of the Trust's commitment to the advancement of diversity in its award-making, provide demographic information about the community or population involved in or served by the project.

Provide your organization's experience working within the specific communities that you will be prioritizing/engaging. If you have not had significant experience working with or as part of your prioritized audience, the Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the prioritized demographic(s). Cultural competence involves understanding and appropriately responding to the unique combination of cultural variables which entails the integrated patterns of human behavior such as language, thoughts, actions, customs, beliefs, and institutions of racial, ethnic, social, or religious groups that the community or population bring to interactions.

[Shepherdstown is a small, historic town on the Potomac River in West Virginia. The population in 2020 was 1,531, approximately 20% of which are People of Color and 50% are students at Shepherd University. The program would target the non-student population, including one senior housing development – student’s waste is handled directly by the University rather than the municipality. Shepherdstown has a long history of strong commitment to environmental protection and interest in making our town greener for all residents. The Town 2025 Comprehensive Plan calls for significant action to protect and preserve the environment both in Town and in surrounding areas. The Town has administered a town-wide recycling program for many years. It is the only municipality in Jefferson County that also administers a town-wide low-cost glass recycling program. The Town is currently supporting the development of two green infrastructure projects to address significant storm water issues, and a local faith-based entity, St., Agnes Catholic Church, implementing a significant green storm water project as well. In addition, the Town works closely with the Town Run Watershed organization to protect the Town Run, funding a baseline water quality study. Town Run goes through agricultural lands before going through the Town and outputting into the Potomac River, it functions as the Town’s secondary water source.]

5. **Sustainability:** The Trust aims to invest in projects that have the longest potential longevity, after the grant period is over. Several threats exist that may result in loss of project value: change in public interest in an effort, changes in rainfall or sea level associated with climate change; change in land use; and more.

Discuss the future you see for the work for which you are requesting funds. What factors may affect its long-term value and how will you ensure its long-term value is maximized?

[The Town of Shepherdstown will translate the lessons learned from the demonstration project into a permanent food waste and yard waste compost program that would have long-term benefits in reducing the general waste stream. Our partner, Tabler Farm, has already made a long-term investment in acquiring the capacity for high volume compost processing.]

- b. If the project will need ongoing financial resources in order to maintain its value, provide an abbreviated plan describing how the project will be self-sustained beyond the term of the proposed funding request.
[While the demonstration project would be free for participating households, any permanent program may require additional resources for long-term sustainability. It is envisioned that at least a portion of the program administration will be covered by the sale of composted soil and mulch made from the collected yard waste. However, it’s anticipated that it may be necessary for the Town to charge a small user fee to participating households or by allocating funding from other Town funding streams to support this effort. The town will use the lessons learned from the demonstration to develop plans for funding the community-wide program going forward.]

- c. If your organization is not a member of the community served by the project (e.g., an external non-profit doing work on land owned by another group), transfer of project stewardship/ownership to the community built into the project.

[The demonstration project would be administered within the Town of Shepherdstown. Our partner, Shepherd University’s Tabler Farm is not physically within the municipality, but it is an integral part of Shepherdstown University which is a strong partner to the Town.]

6. **Evaluation:** Describe how you will assess the effectiveness of your project. How will you collect information to refine and improve your project?

- a) For on-the-ground, restoration projects (e.g., rain garden, tree planting), tell us where your project is located, add photos, and if you do not own the land provide proof that the owner approves the project. If your project involves plants, provide the site plan with the native plant list and a maintenance plan (see this programs “Supporting Documents Checklist” for details on native plants and a maintenance plan template: <https://cbtrust.org/wp-content/uploads/MiniCERSupportingDocumentsChecklist.pdf>). Tell us, how you will determine if your project is working well.

[N/A]

- b) For outreach projects, how will you measure the number of people who increased their knowledge? Provide a list of knowledge objectives or an evaluation plan to show beginning and end knowledge change. If you plan to hold a workshop, provide a draft agenda.

[Before the pilot program Shepherdstown will conduct a baseline survey to measure the understanding of the value and interest in recycling food waste. The pilot program will be advertised via the website, social media, and flyers. The number of volunteer requests can also be taken as a demonstration of the level of interest. For the volunteer households education outreach will be necessary to ensure proper waste separation, labels similar to the one to the right will be placed on the bins. Throughout the pilot program feedback will be gathered from both volunteers and the town staff regarding the collection process. Volunteer’s level of participation, volume of waste generated, and compliance with needed waste separation will be monitored in order to assess the effectiveness of the program as it is running, with monthly status reports providing progress updates to the wider community. Upon completion a post-program survey will be conducted to evaluate the program and measure the impacts of educational outreach as well as quantifying the amount of waste successfully recycled. A final report will summarize all lessons learned from the pilot program.]



7. **Contractors:** We recommend getting at least three cost estimates or quotes from three service providers. Learn more about these requirements at: <https://cbtrust.org/wp-content/uploads/FAQ-Document-for-Federal-Awards-March-2025-Update.pdf>.

- a) Has/will a contractor be hired and has a contractor been selected? **[N/A, work will be done by Town staff]**
 b) If you answered “Yes” that a contractor will be used: Describe your contractor/consultant selection process, including justification and background of the selected contractor/ consultant. **[N/A]**

8. **Regulatory Issues:** We are unable to fund projects that are required by a Federal, state, or locally issued permit, decree, mitigation, or enforcement action. In some cases, the Trust may elect to fund optional portions of required projects that go “above and beyond” the regulatory requirements.

- a) Please answer yes or no to the following question: Is any part of your project is required under any existing or pending permit, decree, mitigation, and/or enforcement action? **[No]**

9. **Landownership:** Do you own the land that the project is to occur on?

[Yes, the demonstration will take place within the Town Limits of Shepherdstown, and all collection and

transportation of food waste will be implemented by the Town Public Works Department. The Town will work closely with Shepherd University's Tabler Farm which will receive and process the donated food and yard waste at no cost to the participating households or the Town.)

If you answered "No" you must provide proof that the landowner approves the project. Learn more about letters of commitment here https://cbtrust.org/wp-content/uploads/Chesapeake-Bay-Trust-Letter-of-Commitment-Policy_072422.pdf

10. **Mentorship Program:** Did you participate in the Community Engagement and Restoration Mentorship Program? **(No)**

If you answered "Yes" (i.e., you participated in the Community Engagement and Restoration Mentorship Program): Who was your Mentor organization? What role did your Mentor organization play in this application submission (e.g., project development assistance, narrative creation, application submission assistance, etc.)? How much time did your Mentor organization's staff spend assisting you? **[N/A]**

11. **Upload the required documents for project:** Please review the checklist at <https://cbtrust.org/wp-content/uploads/MiniCERSupportingDocumentsChecklist.pdf> to ensure that all of the required supporting documents we need for your project are included with your application, as applicable. If any of these items that are required/needed to assess your application are not provided with your application, tell us why you are unable to provide this information now and your plan to provide this information later or with assistance. If anything is missing, we will reach out to you to work together to get this information in order to ensure your progress is as successful as possible.

Request for AARP Funding - Market House Plaza Demonstration

Application: 35283

Shepherdstown

Started at: 3/3/2026 02:38 PM - Finalized at: 3/3/2026 03:46 PM

Page: Basic Information

Category

Flagship Grant

Flagship Grant Application

1. Common name of Applicant Organization (Max: 60 characters)

Shepherdstown

Legal Name of Applicant Organization

Corporation of Shepherdstown

Organization Street Address

104 N. King St.

Organization Street Address Line 2

Organization City

Shepherdstown

Organization State

West Virginia

Organization Zip / Postal Code

25443

Organization's Project Manager First / Last Name

Karl Musser

Organization's Project Manager Title

Program Manager

Organization's Project Manager Phone

+1 304-702-2305

Organization's Project Manager Email

kmusser@shepherdstown.us

4. Organization Tax Status

Municipality

5. Organization Federal Tax Identification Number

556000249

Website

<https://www.shepherdstown.gov/>

X (formerly Twitter) Handle

n/a

Facebook Page Name

<https://www.facebook.com/ShepherdstownWestVirginia/>

7. Has your organization applied for an AARP Community Challenge previously?

Yes - Not selected

8. How did you hear about this grant opportunity?

An email from AARP Livable Communities

Page: Community Details

Note: This information is for AARP's internal analysis only, and will not be used in award information, etc.

City

Shepherdstown

County

Jefferson

State

West Virginia

Zip Code

25443

10. Would you describe this community as:

Rural

11. How many residents do you estimate will directly benefit from the project per year?

22000

Please describe:

Estimate using 60% of town residents (1500*0.6), 10% of county residents (61000*0.1), 5% of county visitors from 1 month (308,000*.05)

Estimate Percentage Age 50 or Over:

28

12. This project will primarily reach residents living:

Whole community (e.g., city, county, unincorporated area)

Page: Project Details

- Partisan, political, or election-related activities
- Planning activities, assessments, or surveys without tangible community engagement
- Studies with no follow-up action
- Publication of books or reports
- Acquisition of land or buildings
- Purchase of vehicles or mechanical equipment (e.g., cars, trucks, buses, snowmobiles, snow grooming machines, tractors)
- Sponsorships of other organizations' events or activities
- Research and development for nonprofit or for-profit ventures
- Promotion of for-profit entities or their products/services

13. Project Description

The Town of Shepherdstown (TOS) proposes a temporary pedestrian space, Market House Plaza, around the iconic and historic Old Market House. We will close the area to vehicle traffic and install quick-build amenities to demonstrate the viability of permanent pedestrianization. Currently, gathering spaces downtown are limited; most outdoor seating is for dining, and public benches sit on narrow, uneven sidewalks. These conditions limit comfort and safety, particularly for adults 50+.

The project will transform the town center's environment, offering a place to rest, socialize, and participate in community life. A shaded, car-free plaza will enhance accessibility, foster intergenerational interaction, and strengthen social connections. The demonstration project moves the discussion about this space beyond abstract debate, enabling the community to experience a people-centered space firsthand.

Operating for 6-8 weeks from August to October, the plaza will coincide with the shoulder tourist season and favorable weather. Exact timing will depend on the arrival of furnishings. Before installation, TOS will engage an engineering firm to conduct a traffic study to gauge the plaza's impact and collaborate on its design. Town Public Works staff will procure quick-build materials, like outdoor tables & chairs, planters, and shade sails; relocate TOS benches; and install and maintain the space.

TOS will partner with Experience Shepherdstown and local organizations to host all-ages events, like outdoor movies and concerts. The Public Works Committee will monitor plaza use and tweak the design based on community feedback. Age-Friendly Shepherd Univ will conduct surveys to assess participation and gather feedback, which TOS will share in a community reflection meeting at the installation's end.

This is TOS's first foray into quick-build approaches. This experience lets us measure usage and satisfaction, troubleshoot logistics, and address issues that could impact a permanent plaza.

14. Flagship Project Short Summary

Shepherdstown will pilot a temporary pedestrian plaza using quick-build amenities and all-ages programming to create an accessible, car-free gathering space in downtown that promotes community connection, especially for residents 50+.

AARP Community Challenge projects must be quick-action in nature and completed by December 15, 2026. Use the month-by-month fields below to outline your timeline. Include time for municipal approvals, permitting, procurement, weather delays, and supply chain considerations.

Note: *Grantees will be notified in May 2026. Funds are expected to be distributed in June/July. Final reports are due by December 31, 2026.*

June:

Finalize specifications and procure materials, equipment / Develop communications materials, publicize grand opening / Finalize research questions, survey instrument / Determine contingency planning (weather related/low turnout)

July:

Finalize data collection protocol and schedule. Train volunteers on survey administration

August:

Install equipment / Publicize opening event and other community events / Organize opening event

September

Regular maintenance / Organize community events / Implement Visitor Survey

October

Regular maintenance / Plaza Closing Event / Community feedback session

November:

Survey data analysis / Community meeting to present survey data / Town Council meeting to determine next steps / AARP final report drafted

December:

Final report finalized

16. Land-Use Approvals

Not Applicable

Please Explain

Proposed site is owned by the Corporation of Shepherdstown and the Town Council has already approved the temporary closure of the Plaza.

17. Optional Attachment Upload

[Download File](#)

18. Project Type

Temporary demonstrations that lead to long-term change

19. Flagship Project Category

Public Places

Public Places Subcategory

Public space activation focused on 50+ needs (e.g., parklets, street trees, accessible seating, signage)

20. Flagship Project Deliverables

Deliverables

Deliverable: tables and chairs sets

Quantity: 10

Deliverable: ADA picnic table

Quantity: 1

Deliverable: Relocated benches

Quantity: 6

Deliverable: Shade sails installed

Quantity: 3

Deliverable: Community events organized

Quantity: 8

Deliverable: Survey responses

Quantity: 100

Deliverable: Data analysis presented to the community

Quantity: 1

For example:

I. Organization will purchase and install structures with LED lighting and custom side panels at (ADDRESS).

a. Quantity: 3

II. Organization will install weatherproof ADA-compliant benches at (ADDRESS).

a. Quantity: 7

III. Organization will install AARP-branded signage at (ADDRESS).

a. Quantity: 15

IV. Organization will install weatherproof, accessible raised garden beds.

a. Quantity: 10

V. Organization will host a community event (e.g., workshop, hackathon, training) on (DATE).

a. Quantity: 1

VI. Organization aims to train community members on issues affecting people age 50+, with at least half of attendees being age 50 and older.

a. Quantity: 250

VII. Organization will hold a public event (e.g., kick-off, ribbon cutting) on November 1, 2026.

a. Quantity: 1

VIII. Organization expects attendees at the event, with at least half aged 50 or older.

a. Quantity: 400

IX. Organization will engage volunteers throughout the project – including for painting benches, installation, and event support – with at least half being aged 50 or older.

a. Quantity: 70

21. Organizational Livable Communities Activities

Past livable community work. Shepherdstown has been an Age-Friendly Community since 2022, and Age-Friendly Shepherdstown (AFS) serves as an official Town Council Committee. Town Council, Shepherd University, local businesses, and community organizations participate with AFS to ensure that older adults' needs are considered in TOS decision-making. The committee's 2022 action plan aligns with the TOS's Comprehensive Plan by prioritizing accessibility, pedestrian safety, creation of public and green spaces, and inclusive tourism.

AFS and its predecessor, the Accessibility Committee, have advanced several improvements that particularly benefit residents age 50+. These include installing curb cuts in town, paving a popular shortcut, advocating for sidewalk repairs, and ensuring that TOS-installed benches are accessible and appropriately placed. AFS also supported efforts to amplify and caption TOS meetings to improve access for residents with hearing loss. In 2019, AFS conducted a community survey designed by AARP. Respondents' average age was 68, and they cited the lack of public gathering space downtown as a priority concern.

Building on past efforts. The proposed Market House Plaza directly advances the AFS action plan by creating a safe, car-free, centrally-located public space that meets older adults' needs for accessibility, comfort, and social participation. The plaza further responds to survey findings by providing an accessible gathering space. The pilot will generate new data - through surveys, observations, and community feedback - to help the TOS evaluate long-term pedestrianization and ensure any permanent design reflects the needs of all ages and abilities. By demonstrating how quick-build methods can create an age-friendly environment in the heart of downtown, the project strengthens Shepherdstown's ongoing commitment to livability and expands the TOS's capacity to respond to community needs more quickly.

22. Community Engagement

Community engagement in livable community activities. Shepherdstown has a history of strong civic participation, particularly among residents 50 and older. Nearly 1/3rd of the town's population is over 55, and many are active in organizations that advance livability and healthy aging like

- Shepherdstown Area Independent Living (SAIL), West Virginia's first Village-to-Village organization. Its nearly 100 members organize wellness activities, social programs, and mutual aid for older adults.
- Shepherd Village is the state's only 55+ co-housing community. With 30 homes, they model age-friendly design and community-led decision-making.
- Rotary and Kiwanis have significant memberships over 50. They contribute volunteer labor and support community events.
- Experience Shepherdstown promotes and enhances Shepherdstown as a vibrant place for residents and visitors, including the First Friday concert series. It has 35 core volunteers and dozens more who help with events.
- Shepherd University's Lifelong Learning Program offers low-cost educational and cultural programs targeting older adults. Instructors volunteer their time to design and lead courses.

These groups have participated in AFS initiatives, including accessibility improvements, community surveys, and direct support for local seniors. Their letters of support are attached.

Community involvement. We will invite older adults and local organizations to shape programming, steward the space, and evaluate the plaza's success. We will work with Experience Shepherdstown on programming in the plaza, moving existing activities and encouraging local businesses and community groups to bring new ideas, such as storytimes and game nights. We will also recruit these groups to manage the space and collect qualitative and quantitative data. By involving older adults as participants, volunteers, and co-designers, we will strengthen community ownership and ensure the plaza reflects the needs and preferences of older residents.

23. Older Adults

Quality of Life. The project will create a comfortable public space where adults 50+ can rest, socialize, and participate in community life. Older residents report avoiding downtown because it is hard to navigate the uneven sidewalk and comfortably rest. The plaza's even pavement, additional seating, shade, and greenery will address those issues by offering a welcoming, low-stress environment that encourages time outdoors. By locating the plaza in the heart of downtown, the project strengthens community interaction across the lifespan and reinforces older adults' sense of community. Reducing stress, encouraging physical activity, and promoting social connections all contribute to healthy aging.

Accessibility. The plaza directly addresses long-standing accessibility challenges in downtown. Removing vehicles eliminates conflicts that are especially difficult for people with mobility limitations. The plaza expands pedestrian space and offers additional seating and accessible amenities. Shade structures and movable chairs allow older adults to find comfortable locations based on sun, noise, and activity levels.

Engagement. The plaza will also expand opportunities for adults 50+ to participate in civic and social life. Local community groups will program activities in the plaza, such as gentle exercise classes, music, and game nights. We will explore partnering with the local health system to host a health fair offering screenings and education. By creating a welcoming environment for gathering and activity, the project strengthens engagement, reduces social isolation, and supports a more age-friendly downtown. Older adults will also be recruited as survey collectors and targeted to complete the survey, ensuring that future efforts include their perspectives.

24. Role of Volunteers

Yes

If yes, please describe how volunteers will contribute to the project:

Volunteers will play a central role in the success of the plaza pilot, and many of them will be 50+. As noted earlier, Shepherdstown has a culture of active civic participation, so many older adults are already active in organizations that support livability, wellness, and community events. These volunteers will support daily operations in the plaza by assisting with programming, stewardship, and evaluation. Along with the Public Works Department and committee members from Public Works and AFS, volunteers with Experience Shepherdstown will support event setup and cleanup and keep the space tidy. Volunteers at the Visitor Center will welcome visitors. AFS will also assist with data collection by administering in-person surveys, gathering observational counts, and sharing feedback about how the space functions for people of all ages and abilities. Their involvement ensures that the pilot reflects lived experience, strengthens community ownership, and elevates the voices of residents 50+ in decisions about the future of the Market House area.

Will volunteers age 50 and older be involved?

Yes

Please explain:

See above.

25. Veterans and Military Families

No

Page: Project Budget

26. Liability insurance requirement

Yes

Please enter the total amount requested and provide a breakdown of how the funds will be used.

Notes:

- *AARP reserves the right to award less funding than the requested amount. Be prepared to scale your proposal if needed.*
- *Typically, only 0-15% of the grant may be allocated to indirect, overhead, and staff costs. If the application clearly demonstrates that such services are part of a broader, tangible project that engages residents, a larger percentage of consultant or facilitator costs may be considered.*
- *Include marketing and branding costs (e.g., banners, stickers) to meet AARP branding requirements.*
- *For more details, refer to the [Your Questions Answered](#) webpage.*

Enter whole numbers only. Do not include dollar signs or cents.

TOTAL FLAGSHIP GRANT AMOUNT REQUESTED: \$

13455

CONTRACTED SERVICE COSTS, IF ANY: \$

870

Contracted Service Additional Information:

Time for Experience Shepherdstown's coordinator to organize opening and closing events, and coordinate community-led events.

MATERIALS & SUPPLIES, IF ANY: \$

9030

Materials and Supplies Additional Information:

Materials for the temporary plaza. 10 Planters + soil and flowers for decoration and separation; seating, including 10 café tables and chairs and one ADA picnic table; 3 shade sails to create more comfort, and all-ages games (e.g., cornhole)

MARKETING, BRANDING, OR OUTREACH, IF ANY: \$

1800

Marketing, Branding, or Outreach Additional Information:

E6 For ribbon-cutting and closing ceremonies and professionally printed signs (acknowledging AARP grant)

INDIRECT, OVERHEAD, TRAVEL, OR STAFF COSTS, IF ANY: \$

1755

Indirect, Overhead, Travel, or Staff Costs Additional Information:

15% standard application, includes time of Town staff, including accounting and Town Project Manager

Matching funds are NOT required, but please list any additional financial or in-kind support your organization will contribute. Include volunteer time or donated services as in-kind support.

PRIVATE (INCLUDING NONPROFIT) Matching Funds / Supporting Funds: \$

PRIVATE (INCLUDING NONPROFIT) In-Kind Support:

Volunteer time organizing and supporting special events, communication and promotion, and survey administration

PUBLIC Matching Funds / Supporting Funds: \$

PUBLIC In-Kind Support:

Town will pay for a traffic study for the space, to be completed by an engineering firm, and a contract with a design firm who will design the temporary and final layouts for the plaza and facilitate community feedback sessions. Public Works Department staff time to set up, take down, and maintain the plaza; Town Communications Director's time; Value of First Friday concerts funded by Town; Value of plaza space (2 rentals)

29. Livable Newsletter Consent

Yes, I consent

30. Other Funding

Yes

An opportunity for other possible AARP funding. Please note that by submitting a proposal for the AARP Community Challenge initiative, you and your organization give AARP permission to reach out to you and others at your organization about other possible AARP funding opportunities that your proposal may be eligible for based on the AARP Community Challenge criteria. However, please note that AARP is not obligated in any way to consider your proposal for any additional AARP funding.

Page: Notification

NOTIFICATION

Once you submit your application, you will receive a confirmation email within one hour.

Important: If you do not see the confirmation email, please check your spam or junk folder. If no confirmation is received, your application was NOT successfully submitted. Return to the application to ensure all required fields are completed and that no text boxes exceed the character limits.

All applicants will be notified of their selection via email in May 2026.

To receive funding, selected applicants must:

- Sign and return a binding Grant Agreement and,
- Complete eSupplier finance registration with the AARP National Office in a timely manner.

TERMS AND CONDITIONS

If you submit this application, you agree on behalf of yourself and your organization to release AARP and its affiliates and their respective officers, directors, employees, contractors, agents and representatives from all liability associated with submission and evaluation of your organization's application

By submitting an application to AARP, the applicant affirms they are an authorized representative of the potential grantee, and by and on behalf of potential grantee agrees that:

- The decisions of AARP regarding the eligibility of applicants and the validity of entries shall be final and binding.
- All submissions will be judged by AARP, whose decisions and determinations as to the administration of the award and selection of award recipients are final.
- AARP has the right, in its sole discretion, to cancel, or suspend any grant award.
- All projects and applications will comply with applicable law and will not violate any third-party rights.

- Except where prohibited by law, participation in the AARP Community Challenge constitutes the Applicant's consent to AARP's use of the organization's name and corporate logo, street address, city, state, zip code, county, and names, likenesses, photographs, videos, images, and statements made or provided by the Applicant's representatives regarding the award for promotional purposes in any media without further permission, consent, payment or other consideration in perpetuity.
- Receipt of grant funding requires execution of a grant agreement with AARP and completion of eSupplier registration by June 10, 2026, and compliance with the promotional toolkits. Further,
 - *Grantees will be responsible for all grant activities performed under the AARP grant agreement. Grantees must maintain insurance coverage sufficient to cover the activities, risks, and potential omissions of the grant activities in accordance with generally accepted industry standards and as required by law. Grantees must also ensure contractors, agents, subcontractors, and providers of services maintain insurance coverage consistent with this section.*
 - *All promotional materials (such as newsletters, press releases), events and signage related to the funded project will include a statement indicating that support was received from AARP in compliance with the AARP Community Challenge Promotional Toolkit to be provided to selected grantees.*
 - *Grantees are required to capture photos, videos and/or stories from the project. As Grantee captures photos, videos and/or stories from the project, if an identifiable individual appears in the photos, videos and/or stories, grantee is responsible for having him/her sign the AARP General Release. (This document will be provided to grantees.) In addition, grantee agrees not to include any element in photos or videos or other materials provided to AARP that violates third party rights, such as artwork (including sculptures) and trademarks in text and logo used without permission. Grantee may be asked to send work-in-progress photos to AARP upon request. Following the grant period, grantees are required to respond to periodic requests for updates from AARP.*
 - *The submission of the After-Action Report at the conclusion of the project is required by the deadline. Failure to submit the required report will result in the removal from the AARP website until the time of submission, and non-completion will disqualify a grantee from future AARP Community Challenge grant programs.*
- AARP and its affiliated organizations, subsidiaries, agents and employees are not responsible for late, lost, illegible, incomplete, stolen, misdirected, illegitimate, or impermissible submissions or any other error whether human, mechanical or electronic.

alias7d681c2b0d834cc49ce746763defecda

I, an authorized representative of my applicant organization, understand and agree to the Community Challenge application Terms and Conditions on behalf of my organization.

Reports of Committees, Commissions and Boards Since February 11, 2026

Age Friendly Shepherdstown Committee (February 18)

- Stacey Kendig, the Shepherd University representative, has resigned due to increased responsibilities.
- Most of the meeting focused on updates to the AARP Community Challenge grant.
- Additional updates included ongoing data collection on winter ice and snow removal by interns working with Gino, and the status of the town's Bike Route signage, which remains incomplete with some signs misplaced and many sharrows fading. Marty will continue coordination with Public Works. No new developments were reported on the action plan revision.
- Linda is seeking a new committee leader, and Leigh Ann is considering the role.

Finance Committee (Special Meeting February 25)

- The committee focused on reviewing departmental budgets and the overall budget development timeline. Each department will submit its FY 2027 request using a standard template showing FY 2025 actuals, proposed FY 2027 figures, and a narrative. Budgets reviewed included Police, Street, Sanitation, and Town Hall, while Parks & Recreation and Planning & Zoning were deferred to the next meeting.
- The final version of the FY27 budget is due to the state by March 28.
- Members discussed capital budgeting, including carrying over unfinished FY 2026 projects and gathering proposed capital projects from committees and council members.
- The committee also reviewed state purchasing processes for police vehicles.

Historic Landmarks Commission (March 2)

- The Commission reviewed and approved two applications: a tree well replacement and minor landscaping improvements at 104 North King Street, conditioned on the use of native limestone, and a sign permit for the business *Eclectic* at 106 West German Street.
-
- Commissioners also discussed updates to education materials, the Town's Certified Local Government (CLG) status, and requested feedback on the Town's proposed façade and sidewalk grant programs.

March 2026 Committee/Commission/Board Synopsis

- New business included discussion of a potential historic plaque program recognizing the age of buildings, with an interest in involving local artisans in plaque design. The Commission also voted to recommend that the Town Council replace the Visitor Center sign at the Old Market Hall with one that complies with HLC guidelines and to recommend that existing bollards on German Street be replaced with designs consistent with Secretary of the Interior standards while maintaining safety requirements. Additional discussion addressed potential updates to Title IX of the Town Ordinances and coordination with the Town's consultant on these and other updates.

Parks and Recreation Committee (February 24)

- Committee members reviewed reports for all town parks. Bane-Harris Park saw minimal winter use, while Cullison Park awaits action on the asphalt walking path project. Riverfront Park requires bamboo removal, and Rumsey Park presented Phase 3–Step 1 improvements to be funded by the Rumseyan Society, including maintenance, grassy area creation, added parking, and concrete pads for signage and bike racks.
- Devonshire Park requires improved maintenance and follow-up with local volunteers and Public Works.
- Ongoing projects included Bookmark the Park, Hurley donated property (still closed), and the Bike Friendly Community application, due mid-June.
- New business included a donation/request letter regarding Rumsey Park improvements and a thank-you letter to WV Swing. The C&O Canal replacement marker discussion was postponed.

Planning Commission (February 16)

- 25-42 310 West German Street: Certificate of Appropriateness Project Permit Application – New construction of a detached car garage.
- 26-01 81 Sage Place: Construction by owner of a ready-to-assemble sauna in rear of property.

March 2026 Committee/Commission/Board Synopsis

- Linius Bicker provided an update regarding recent Town Council activities.
- The Town's consultant, Urban Design Ventures, presented on its work to update the Town's Planning and Zoning Ordinance beginning with the Title 9 PUD section to better align with priorities in the Comprehensive Plan.
- Staff presented a draft permitting process outline to clarify the process for commissioners and the public. The Commission discussed potential improvements in the permitting process and public-facing guidance.

Public Works Committee (February 23)

- The committee reviewed several ongoing initiatives, including identifying alternative locations for potential green infrastructure and stormwater improvement projects after previously considered sites were deemed unsuitable. Members also discussed the status of potential Congressionally Directed Funding requests for projects such as Market House Square, the Historic Tobacco Warehouse renovation, and German Street sidewalk improvements.
- Updates were provided on development of a proposed community compost pilot project and the Market House area traffic study. The committee also discussed FY27 budget development and progress on finalizing the Sidewalk and Façade Grant Programs funded in the FY26 budget.
- Updates on the Mayor's meeting with WV officials concerning the Path Project, including that the Department has committed to moving forward with a contract for the project by late March and completing the project by November 30, 2026. The Department is also committed to assisting with several long-standing issues with streets/highways in town including the issues at the 4-way stops.
- Updates also included completion of directional signage for the bike path to town parks, and plans related to the Artistic Bench Project.

Tree Commission (February 12)

- The Commission reviewed ongoing tree maintenance and planting projects, including plans to replace a sugar maple at Town Hall and construct a stone side wall to prevent runoff and erosion around the new tree. The proposal will be resubmitted to the Historic Landmarks Commission for review.
- Members also discussed upcoming planting work at several downtown locations, including 220 and 216 West German Street and 112 West German Street (Bistro), as

well as monitoring the condition of several existing trees.

- The Commission approved multiple proposals from Ecological Services for tree well renovations, pruning, root collar work, and planting of several new street trees. Additional discussion addressed maintenance needs for trees at 229 East German Street and 403 East High Street, including approval of work to stabilize and reduce weight on a large sugar maple.
- Members also discussed coordination with the Public Works Department to ensure street and sidewalk work supports tree preservation goals.
-
- Updates were provided on the 2026 tree planting plan, soil health practices, and use of the Arborscope inventory system. The Commission also recognized the service of longtime volunteer James Dillon and welcomed a new applicant, Terry Hadley, to serve on the commission.

Water and Sanitary Board (February 26)

- Staff reported on operational challenges during a period of unusually cold weather, noting that approximately 45 water meters and several two-inch mainlines froze. Additional heaters were installed at the sanitary plant to ensure pumps continued operating, and staff worked overnight to address issues and monitor operations.
- The boards also discussed financial planning, requesting that Water and Sewer budgets for the next fiscal year be prepared and approved by the end of April and finalized in March in future years to align with the Town's budget process. Workshops on reserve and depreciation accounts, as well as formats for monthly financial reports, are planned for March. Additional updates included routine hydrant maintenance and progress on the Town's new financial management system, with the first phase focusing on Water and Sewer billing.

Grants Committee – Did not submit a summary.

Personnel Committee – Did not meet.

Age-Friendly Shepherdstown

February 18, 2026

M I N U T E S

Attending: Marty Amerikaner, Marcy Bartlett, Leigh Ann Evanson, Linda Spatig

Announcement: Linda announced that Stacey Kendig, our Shepherd University representative, has resigned from the committee due to responsibilities at Shepherd. We talked about whether we need to replace her with another SU representative or just continue to work closely with the Age-Friendly Shepherd University group.

Old Business:

1. AARP Grant. Most of the meeting involved updates and plans related to the AARP Community Challenge grant we initiated. Leigh Ann gave a detailed progress report on what had transpired since our last committee meeting. We talked about what to expect at the Town Council meeting scheduled later that day.
2. Ice and snow removal. We learned that Gino has one or more interns who are collecting data about what transpired this past winter. We heard directly from Hunter, one of the interns who has been involved with this effort.
3. Bike Route. Marty reported that the needed signage was not yet in place. Some recently installed pole signs are in the wrong places. Also, many sharrows on the streets have started to disappear. Marty will continue to work with Woody to ensure adequate signage is in place as soon as possible.
4. Action plan revision. Linda had no news to report on this work.

New Business:

1. Change of committee leadership. Linda reported that she and Marty would be moving out of town early in the summer, after Marty has fulfilled his term on council. She is eager to find someone to take over the leadership of the Age

Friendly Shepherdstown Committee. She has asked Leigh Ann who is considering it.

Next Meeting: March 15, 1:30pm (TBD)

FINANCE COMMITTEE MEETING MINUTES

Wednesday, February 25th 2026
Town Hall, 104 North King Street

1. Call to Order

The special Finance Committee meeting was called to order at approximately 6:33 p.m. This was a special session outside the committee's normal cadence, convened to continue the FY 2027 budget development process. The chair noted there were no objections to the agenda or process.

2. Attendance

Present: Mayor Gatz , Marty Amerikaner , Marcy Bartlett

Staff Attending: Maged Kirollos , Gino Sisco , Amy Boyd

Absent: Not recorded.

3. Approval of Minutes

There was no discussion of prior minutes; the meeting focused solely on the FY 2027 budget.

4. Public Comment

No public comments were recorded during this session.

5. Ongoing Business

- Staff presented an overview of the budget process and timeline. Departments will use a standard Excel template showing FY 2025 actuals and the requested FY 2027 budget along with a narrative from each department head.
- The committee reviewed budgets for the Police, Street, Sanitation and Town Hall departments. Budgets for Parks and Recreation and Planning & Zoning will be reviewed at the next meeting.
- A clean draft of the FY 2027 budget should be ready for the Town Council meeting on the second Wednesday of March. The final budget must be submitted to the state by March 28th; a special meeting may be held if further approval is needed.
- Unfinished projects from the prior fiscal year will carry over into the FY 2027 capital/project budget. A separate capital budget will accompany the operating expense budget to provide clarity.

- Council members and committees will be invited to submit proposals for capital projects. Members discussed whether projects must be identified by the next meeting; while the timeline is tight, this remains the goal.
- The Police Department budget discussion covered holiday overtime and regular overtime. Overtime will be tracked in a separate line to monitor salary creep. Wage increases have reduced overtime; staff continue to explore scheduling adjustments.
- Special event coverage (e.g., Street Fest and First Fridays) requires additional officers. The committee noted that some events may require bringing in extra officers and that schedule adjustments could reduce overtime.
- Revenue from parking enforcement and fines was discussed. Members acknowledged that increased enforcement generates revenue but also requires staffing; the interplay between revenue and staffing will be examined.
- Compensation issues were reviewed, including cost-of-living adjustments (COLA), potential merit increases or bonuses, and the lack of a formal pay scale. Members suggested developing a pay scale and policies for merit increases.
- Salary allocations for Public Works were clarified. Only two employees are dedicated to sanitation; other staff are shared across public works departments. Salary budgets should reflect this distribution.
- Equipment budgets were reviewed. Current spending on office equipment such as printers is modest; staff may recommend reducing these budgets if additional equipment is not needed.
- Members discussed minor expense lines (training, telephone allowances, etc.) and the importance of accurate classification.
- Committees such as the Tree Committee and Park Committee are not part of the Finance Committee's budget, but they may offer project proposals for the capital budget.
- State purchasing processes for police vehicles were explained; accessories are determined by state specifications and purchases are handled through state vendors.

6. Action Items

- Prepare standardized department budget templates with narratives and distribute them to committee members.
- Develop the draft FY 2027 operating budget and separate capital/project budget for review at the next meeting.
- Invite Town Council members and committees to submit proposed capital projects and estimated costs for inclusion in the FY 2027 budget.
- Carry forward unfinished projects from FY 2026 into the FY 2027 capital/project budget.
- Work with department heads to identify and monitor overtime, training and other small expense lines; consider establishing a pay scale and guidelines for merit increases or bonuses.
- Assess revenue sources (e.g., parking enforcement) and ensure staffing levels align with projected revenues; schedule a future discussion dedicated to revenue.

- Verify salary allocations across Public Works departments and adjust budget lines accordingly.
- Schedule the next Finance Committee meeting for the following week to review Parks and Recreation and Planning & Zoning budgets and to incorporate submitted project proposals.

7. New Business

No new business was addressed during this special meeting.

8. Adjournment

Unanimous motion to adjourn at approximately 9:40pm

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, March 2, 2026

6:00 p.m.,

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Tom Mayes (TM), Ashley Reynolds (AR), Rebecca Bicker (RB), Cheryl Brown (CB),

In absentia: None noted.

In audience: Judith Shepherd (JS), David Abruzzi (DA), Jim Auxer (JA), Jim King (JK), Karl Musser (KM), Hunter Wetzell (HW), Robin McGrorty (RM), James Gatz (JG)

1. **Call to Order:** KA called the meeting to order at 6:00 p.m., made introductions of commissioners and support staff, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** KA noted that application 25-42 previously submitted work under a workshop, not as a formal permit application. RB motioned to change minutes to reflect this. AR seconded. All in favor. None opposed. Minutes approved as amended.
3. **Visitors:**
4. **Conflicts of Interest:** None noted.
5. **Applications**

26-03-104 N. King Street

Tree well replacement and small landscaping improvements adjacent to Town Hall. Includes a low, arcing, loose-laid stone wall, 8 feet in length.

- RM, Tree Commissioner, reviewed plan for tree well. KA asked if limestone would be used as material. RM confirmed. TM moved to approve under the condition that native limestone is used, in accordance with Guidelines on PG 68 “Retaining Walls” Section C. AR seconded. All in favor. None opposed. Passed.

26-04-106 W. German Street

Sign Permit Application – business sign for Eclectic for the space formerly occupied by Evolve.

- JS reviewed plans for wooden sign. KA asked how the sign would be attached to building. JS said that the sign would be attached to brackets and a plain black bar. RB moved to approve sign, in accordance with Guidelines on PG 63 “Lighting, Signage & Fire Escapes,” Sections A-C. AR seconded. All in favor. None opposed. Passed.

6. **Workshop Sessions:** None.

7. Ongoing Business

- Update and feedback on Mills Group materials—KA updated commissioners on the extended deadline at the end of April. He noted that new map drafts from Mills Group reflect HLC feedback, but that commissioners are welcome to add further recommendations.
- CLG Update—KA informed commission that CLG status was approved. He noted that SHPO representative Claire Tryon expressed concern about projects not approved by HLC and suggested that more effort is taken by commission to make sure all district projects submit permit applications. Tryon also noted that the HLC did not submit a report on activities for 2022 and 2023.
- Town Grants for facades and sidewalks— KM reminded commission that the town is accepting feedback. KA requested a deadline. KM asked that all feedback be sent directly to him in the next week (by Monday, March 9). TM asked if the recipients of the town grant would be required to display a sign saying they were an award recipient. KM confirmed that was the case.

8. New Business

- Historic plaque program— AR proposed that a plaque program be installed through the town. She proposed that homeowners submit deed chains to receive a plaque certifying the age of their building, or that the HLC provide that research on request. CB asked if the town would supply plaques on request. AR said this was feasible, but that the town would have to agree on plaque design and find a way to store them. TM approves of idea and asks if local artisans could take precedence, perhaps through a competition. AR and KA agreed that the project would ideally support local artisans. AR said that she would draft a page for applications and the competition for a contract, to review next meeting.
- Library sign— KA read his communications with Christy Hagerty, Director of the Shepherdstown Public Library. She said that the material of the previous sign was MDF and that the sign likely was less than 10 years old. KA expressed that the age of the sign means that the HLC does not need to request it be reinstalled.

KA noted that the current sign is not appropriate in materials or in how it is attached to the building. KA and TM confirmed that the current sign was approved by Planning Commission, but not the HLC. KA asked JG what the town would prefer, in order to make the sign appropriate. JG asked for HLC preference. KA suggested replacing the sign with appropriate materials and method of attachment. TM agreed. KA proposed submitting a resolution for the town, or suggested that he attend the next Town Council meeting. JG asked that KA submit a resolution or letter. TM moved for a resolution to recommend to the town council that the sign for the Visitor's Center at the Old Market Hall which under our ordinance should have been approved by the

HLC but which did not receive the approval of the HLC be replaced with a sign that is appropriate under the HLC Guidelines, including the manner in which it is attached to the building and the appropriate materials of the sign. AR seconded. CB asked that it be a recommendation, rather than a resolution. JG accepted. All in favor. None opposed.

KA said that he would attend the April Town Council meeting. JG asked what the town should have prepared. KA suggested the town create a design proposal.

- Bollards— KA noted that SOI Standards recommend that bollards be installed that are “as unobtrusive as possible” and avoid installing bollards “without taking into consideration and visibility so that they negatively impact the historic character of the site.” KA asked if the HLC should submit a proposal to change the bollards to an appropriate design. JG asked that the HLC acknowledge the importance of bollards, to suggest specific designs that would be visually appropriate, and to keep in mind that this suggestion would set precedent for future installations. RB noted that installed bollards should prioritize sturdiness for health and life safety. KA agreed and suggested that the HLC prioritize both historic character and health and life safety. TM moved that the HLC recommend to the Town Council that the existing bollards on German Street be replaced with bollards consistent with SOI Standards, and that the HLC will work collaboratively with the town to determine an appropriate design that meets the performance requirements of the town, that are appropriate replacements, and that future bollards meet this requirement. RB seconded. All in favor. None opposed. Passed.

KA said he would present this at the April Town Council meeting.

- Title IX Revisions— KA noted that Title IX requires that signs and fences come before the HLC for approval, which is not currently reflected in Design Guidelines.

KA noted that the Planning Commission is revising guidelines for Planned Unit Developments (PUDs). KA suggested that the HLC discuss whether PUDs fall under HLC purview. JG said that the ordinances are being codified beyond Title IX. JG said that a contracted company is reorganizing ordinances and may suggest changes based on the ordinance applicability and conflict between ordinances. JG said that zoning categories, including PUDs, are some of the first issues being reviewed. He noted that the consultant recommended the HLC be involved in these discussions as they progress. KA asked that HLC be involved in all discussions related to Title IX changes. TM asked if, during Title IX changes, the “Demolition by Neglect” provision be updated. JG confirmed this was a planned change. AR noted that current provisions exempt state-funded properties from Certificate of Appropriateness requirements. DA emphasized that this is limited to state-owned properties.

JK recommended that the town take special care that local ordinances also reflect state laws, with no conflicts. JG confirmed that was the intention behind the recodification.

- David Abruzzi— DA introduced himself as the newest board member for the Preservation Alliance for West Virginia. He expressed strong approval for the Shepherdstown HLC's actions so far. He clarified the role of PAWV for the state, the organization's composition, and its priorities. He noted that the PAWV Annual Conference will be held locally, at Berkeley Springs from May 12-14.

9. **Adjournment:** MSA unan. To adjourn at 7:20 p.m.



Shepherdstown WEST VIRGINIA

Shepherdstown Parks & Recreation Committee

Draft Minutes – February 24, 2026

Attendance: Cheryl Roberts, Chair; Marty Amerikaner, Adam Thomas

Absent: Tobi Moriarty

1. Call to Order

- Meeting called to order by Chair, C. Roberts at 6:11 p.m.

2. Approval of Agenda

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

3. Approval of Previous Minutes

- Motion by Adam Thomas; Seconded by M. Amerikaner to approve January 27, 2026, Special Meeting minutes. Approved unanimously.

4. Welcome Visitors:

- Hank Walters, Rumseyan Society/Friends of Rumsey Park; Harriett Pearson, The Observer, & Hunter Wetzell, Intern
-

5. Unfinished Business: Park Reports

5.1 Bane-Harris Park – C. Roberts

- Playground equipment was not used during snow; used regularly during clear days.
- Pickle Ball Courts – no use during winter months
- Basketball Court is used a few times per week
- Fairy Garden was not used during snow; used regularly during clear days.

5.2 Cullison Park – M. Amerikaner

- M. Amerikaner will follow up with Woody Coe, Public Works Director for plans to proceed with the installation or application of asphalt surface walking path joining Cullison and Rumsey Parks.

5.3 Riverfront Park –

- Bamboo along the Town Run needs to be removed. With further observation with Public Works as the weather changes, a recommendation will be discussed.

5.4 Rumsey Park – A. Thomas

- Committee recommends the approval for Phase 3-Step1 included below and funded by a donation through the Rumseyan Society (aka "Friends of Rumsey Park" –a 501c3 approved organization for fundraising purposes.)
 - Watering & Maintenance for plantings from Phase 1
 - Fill in quarry area with topsoil and seed for a plush grassy area
 - Addition of two parking spaces
 - Concrete pad for bike rack
 - Concrete pad for C&O/Rumsey historical panel.
 - Removal of forsythia will be performed in June/July.



Shepherdstown WEST VIRGINIA

5.5 Devonshire Park – C. Roberts

- Pickleball court unused during winter. Area needs to be better maintained.
- C. Roberts will follow up with gardening resident(s) of Shepherd Village that informally agreed to maintain the flowering section.
- C. Roberts will follow up with Public Works to discuss maintenance.

6. Ongoing Projects & Issues

6.1 Safety Issues

- None reported

6.2 Bookmark the Park

- Plan to Revive – In Progress

6.3 Hurley Donated “Park” Property Status

- Closed until further notice

6.4 Bike Friendly Community

- At the last regular meeting in November 2025, Leigh Ann Evanson provided information in support of an application and has willingly agreed to provide additional information and feedback to P&R Committee and to lead the effort.
 - C. Roberts will follow up with Leigh Ann.
- Application is 80 pages and intense. A request is made every 4 years
- Deadline for application is mid-June
- Sample Scoresheet submitted for bronze level
- No application fee

7. New Business:

- Donation/Request Letter – Rumsey Park – Attached is a copy of an email from H. Walters, as well as his physical present at this meeting, requesting committee’s recommendation to Town Council for approval of Phase 3-Step 1.
- Thank-you letter – WV Swing. C. Roberts will draft a letter for committee approval and recommendation to Town Council and Mayor for signature & delivery.
- C&O Canal Replacement Marker – Tabled for future meeting.

8. Other Topics for Future Planning

- None

9. Next Meeting – March 24 @ 6:00 p.m. - TBD

10. Adjournment

- Motion by A. Thomas; Seconded by M. Amerikaner to adjourn at 7:01 p.m.

Respectfully Submitted:
Cheryl Roberts, Chair

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Monday, February 16, 2026

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

DRAFT

1. Call to Order:

Time: 6:08 pm

Commissioners Present: L. Bicker, L. Chapalee, J. Gatz, M. Morningstar, R. Parmesano

Commissioners Absent: E. Helmick

Staff: K Musser

2. Approval of Previous Months' Minutes:

Motion to approve January 19, 2026 meeting minutes: L. Bicker, 2nd J. Gatz, all ayes

3. Visitors:

K .Alexander, J. Auxer, P. Chapalee, C. Fletcher of Urban Design Ventures (virtual)

4. Conflicts of Interest:

None

5. Applications:

a. 25-42 310 West German Street

Certificate of Appropriateness Project Permit Application – New construction of a detached car garage.

Staff report provided.

Discussion: Clarified that the application did not need approval from the tree commission, as initially stated in HLC Minutes.

Application meets guidelines.

Motion to approve: J. Gatz, 2nd L. Bicker, all ayes

b. 26-01 81 Sage Place

Construction by owner of a ready-to-assemble sauna in rear of property.

Examples are provided. Staff report provided.

Discussion: The Commission referenced the guidelines for sheds and accessory buildings.

Application meets guidelines.

Motion to approve: M. Morningstar, 2nd J. Gatz, all ayes

6. Continuing Business:

L. Bicker provided a Town Council update.

7. New Business:

a. Chris Fletcher, Urban Design Ventures on ordinance review

- *Task:* C. Fletcher will propose revisions to the town's Planning and Zoning Ordinance.
- *Findings:* An initial review identified the current Zoning Ordinance as difficult to read and implement, containing both contradictions and ambiguity.
- *Priorities:* The initial focus will be on the Title 9 PUD section, with the goal of aligning development with town character, historic preservation, affordability, and other priorities from the Comprehensive Plan.
- *Clarifications:* Annexation and PUD zoning are distinct processes. The Planning Commission's jurisdiction is zoning, not annexation. The Planning Commission's role is limited to making zoning re-classification recommendations to the Town Council.
- *Action Items:* Proposed revisions to the PUD section are planned for the March meeting, for the Planning Commission to review and share feedback. Chris Fletcher will coordinate a workshop with J. Gatz to review these changes before the next Commission meeting.

b. Discussion of application process

- *Task:* K. Musser drafted a permitting process outline, with the goal of clarifying the process for commissioners. This may eventually inform a public-facing version for applicants.
- *Recommendations:* Suggestions for improving the process included providing online procedural guides, communicating the option to consult with town staff before submitting an application, establishing clear submission deadlines, using combined HLC/PC application forms to reduce duplication, explicitly stating which projects do not require permits, citing relevant Title 9 sections in staff review forms, and clarifying the process for re-zoning applications.
- *Action Items:* K. Musser will revise the process draft for the commissioners, while town staff continues work on public-facing materials for the permit application process.

8. Discuss Executive Summary

Executive Summary:

Planning Commission Meeting (February 16, 2026)

Approved Applications

- 25-42 310 West German Street: Certificate of Appropriateness Project Permit Application – New construction of a detached car garage.
- 26-01 81 Sage Place: Construction by owner of a ready-to-assemble sauna in rear of property.

Continuing Business

- L. Bicker provided an update regarding recent Town Council activities.

New Business

- The Commission discussed a comprehensive Planning and Zoning Ordinance review with Urban Design Ventures, beginning with proposing revisions to the Title 9 PUD section to better align with priorities in the Comprehensive Plan and increase usability.
- Staff presented a draft permitting process outline to clarify the process for commissioners. The Commission discussed potential improvements in the permitting process and public-facing guidance.

Public Works Committee Meeting Minutes
Monday, February 23, 2026
6:30 p.m.
Town Hall
104 North King Street

1. Call to order at 6:30 p.m.

Attendance Roll

Members Present:
James Gatz
Linus Bicker
Carrie Jane Blessing

2. Approval of Minutes of December 22, January 19 Workshop, January 26 Meetings

Approval of December 22 meeting minutes was deferred.

Minutes of January 19 Workshop Meeting. Motion to approve, Linus Biker;
Second by James Gatz, Unanimous

Minutes of January 26 Meeting. Motion to approve, Linus Bicker; Second by James Gatz, Ms. Blessing pointed out that she was incorrectly listed as not in attendance, and she requested that the minutes reflect that correction.
Unanimous.

3. Visitors and Public Comment

Jim Auxe, Beth Montgomery, and Pang Tubhirun attended.

4. Ongoing Business

a. Updates to Proposed locations of Green Infrastructure / Storm Water Improvement Projects

Members reviewed the earlier finding that the High Street and Mill Street sites are not viable locations for green infrastructure storm water control projects to be funded with grants from the Chesapeake Bay Foundation. The foundation has agreed to allow the Town to identify alternative sites.
Discussion without a vote.

b. Congressionally Directed Funding Applications – Status

Members discussed the plan to develop applications for Congressionally Directed Funding requests for the following three projects: Development of Market House Square; Renovation of the Historic Tobacco Warehouse; Update of Sidewalks on German Street. Discussion without a vote.

c. Proposed Community Compost Project

Members discussed the proposed project. Staff are working with the Grant committee to develop a grant application to fund a pilot for the composting project. Discussion without a vote.

d. Market House Area Traffic Study – Status

The mayor reported that the town is working with the Region 9 office to obtain a proposal from an engineering firm to study potential traffic impacts of closing South King Street to create a plaza. Discussion without a vote.

e. FY 27 Budget Development

The Mayor reported that the Town Council and Finance Committee will develop the proposed FY27 Budget over the coming weeks. Committees may propose initiative as part of the budget development. Discussion without a vote.

Members discussed the proposed project. Staff are working with the Grant committee to develop a grant application to fund a pilot for the composting project. Discussion without a vote.

The mayor reported that the State has established March 10, 2026, as the date for submitting bids for the Path project. Discussion without a vote.

f. Sidewalk and Façade Grant Programs

The committee discussed plans for finalizing the Sidewalk and Façade Grant programs, both of which were funded as part of the FY26 budget approvals.

Staff shared the draft information with the Town Council at the February 11 meeting. One Town Council members provided comments. In addition, the Historic Landmarks Commission also provided comments. Staff plan to finalize the narratives and post the information on the Town website soon. Discussion without a vote.

g. Installation of Directional Signs for Bike Path to Parks in Town

The mayor reported that all sharrows and directional signs have been installed in keeping with the Committee's earlier vote. Discussion without a vote.

h. Artistic Bench Project

A newly painted bench will be unveiled at a public ceremony at Noon on Saturday, March. The event will coincide with the Frosty Fest event. The committee discussed the option of sponsoring two more new benches and repairing / rebuilding the current bench that features ghosts of Shepherdstown. Discussion without a vote.

i. Collaboration with the WV Highway Department

The mayor reported on meetings with Ed Compton, Deputy State Highway Engineer concerning the Highway 480 Path Project, the Sidewalk engineering project, and other matters. These issues were discussed without a vote.

The Highway Department host the "letting" day for the Highway 480 path contract on March 12. The contract should be finalized the end of March, and the project should be completed no later than November 30, 2026.

The mayor is negotiating with the Highway Department for its support on the following projects / updates:

- Redesign of one or two stretches of sidewalks in town.
- Repairs to ensure that water does not stand on State-managed roads at two locations: Princess Street at Back Alley; and Duke Street south of German Street.
- Repairs to both 4-way stops on Duke Street (at German and at High Street) to correct asphalt ripple issue that is causing

significant noise for residents of nearby homes. The mayor is discussing having the Town implement the needed repairs at those locations.

- Transferring ownership of North Princess Street between German Street and the boat ramp from the State Highway Department to the Town.

7. Member Comments

There were no members' comments.

5. Chair Comments

The Mayor mentioned the need for more discussion on Town banners, and that there had been discussion among community members about a draft design for a banner that had not been finalized.

6. Next meeting Date – March 23, 2026

7. Adjournment

Linus Bicker made a motion to adjourn, and Mayor Gatz seconded the motion. The meeting adjourned at approximately 7:40 p.m.

Shepherdstown Tree Commission Draft Minutes
Thursday, February 12, 2026, at 6 PM Town Hall

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

Visitors: Jim Auxer, Terry Hadley, Hunter Wetzel, Jamie Byron (via phone)

1. Linus called the meeting to order at 6:04 PM.
2. Approval of January 9, 2026 minutes. Approved unanimously.
3. Public comments: None
4. Unfinished business.
 - a. Review pending and completed tree actions – – Tree Action Log

Replacement for tree #369 sugar maple at Town Hall and creation of half-moon side wall to prevent runoff and erosion for new tree.

Linus presented a drawing and description of the proposed side wall to Historic Landmarks Commission two weeks ago. They did not agree to review and approve this because they are requiring us to fill out a formal application using their form.

Action: **Linus** will resubmit for their next meeting on March 2.

Robin will attend since Linus will not be available.

Jamie offered a fallback option if the new tree in that location (a Yoshino Cherry) needs to be planted before approval is obtained for the proposed side wall: he has access to large limestone rocks (no cost) to place around the base.

Action: **Linus** will let Jamie know by March 6 if we will need him to create that temporary wall.

Our planting window is mid March to the end of April.

The commission agreed that ultimately, we want to hire a stonemason to create the designed side wall. **Jamie** will provide contractor information.

Jamie also noted this is one of the three tree wells that need creation/renovation. Other locations are 220 W. German (and maybe 216 W German) and 112 W German (Bistro).

Tree #137 on German & Duke— monitor for borers in May.

Japanese lilac at German & princess— wait until budding/greening so we can see which sections are dead.

Linus noted that Viking has completed grinding of some stumps, he will assess after snow melts.

220 W German —bricked over well. Charlotte talked with resident Philip Alcott who would be glad for a tree in that (8' wide) sidewalk location and would like to be informed about plans. Commission decided on an American smoke tree.

216 W German— Alcorn also described the tree that had been planted here (a cherry) but had led to water leaks 2-3 years ago. Long time resident no longer residing there; lives nearby with a relative but comes periodically to do some work.

Action: Charlotte will try to access phone number from either Crystal or Erik Viking to contact property owner to discuss proposed replacement tree— a redbud.

Action: Linus will contact Woody and facilitate making connections with Jamie about tree well construction.

112 W German (Bistro)— needs tree well work before planting.

Approvals of Proposals for new work

The commission approved Ecological Services proposals for the following areas of work:

Tree well renovation at Bistro, including planting of new cherry tree—\$921

Follow up pruning of 32-40 downtown Street trees—\$520

Root collar excavations, and removal of earn any girdling roots (begin Asap) —\$780

Pruning of market house crab apple—\$350

Planting of 7 new street trees—\$1,950

Re-establish tree well at 220W. German; plant new American smoke tree—\$1,101

Plant Yoshino cherry outside of Town Hall, also creating a stone terrace knee wall (if needed temporarily)—\$993

229 E German— Robin reported that property owner agreeable to replacing cherry trees that are in decline.

Action: Robin will check to see if there's any sign of disease prior to making this decision about three species. We agreed replacement could happen in 1-2 years.

Robin noticed this is a very challenging site which might require excavation because of current root formation.

Jamie noted that these trees want to sucker. Should we let them and then potentially grow new trees via pruning?

Action: at some point, Robin and Jamie will carefully examine the site to make this decision.

403 E High— large sugar maple (has hollows inside, was topped, not easy to work with, has some cables). Commission discussed the costs of keeping this tree alive and decided to approve the Viking proposal of \$2800 to do and weight reduction, remove hollows and add cables.

Also tree #1099– approved Viking proposal to do major pruning of overhanging deadwood.

Vendor Estimates

Commission discussed how to evaluate the proposed costs in vendor estimates. The sense of the commission is that Viking estimates are quite fair; and that we appreciate working with a local company who maintains a standard of fair treatment of their staff and also does pro bono work for the community.

New request for pruning: 110 S. King sugar maple.

Action: Robin will assess in the spring and then plan for pruning, as needed.

Sage Place ground cover Carex woodii for all tree wells:

Action: Linus will forward invoice to town hall to make payment when updated invoice is received (vendor: Kind Earth Growers)

Action: Robin and Charlotte will organize volunteers from their respective communities to help with planting

Action: Jamie will take care of the plants and bring them (with water jugs) when ready for planting.

Coordination with Public Works

Tree Commission Discussed communication with Public Works Department to ensure that street and sidewalk work is in keeping with goals of Tree Commission. Previous street work resulted in a tree well being paved over at 213 W German.

Action: Linus will talk to Public Works Director to arrange for improved coordination.

Approved Tree List -- completed.

2026 Tree Plantings –List and orders completed, also noting potential added tree (redbud) at 216 W. German.

Action: Linus will forward invoice from Sunny Meadows to Town Hall for payment.

Jamie will pick up the trees when ready.

Arborscope

Linus reported that Bartlett has waived the \$2,400 license renewal fee

Action: Linus still needs to ask Bartlett about multi-user access.

Soil Amendments and Tree Health

Tree Commission discussed options for soil amendments for the purpose of maximizing tree health. Jamie has Biotone (an organic fertilizer) but doesn't recommend using it when planting new trees. Tree Commission believes that the Long-term health of trees will

benefit from the addition of native ground covers and proper mulching, fertilizing, and composting.

Replacement on Tree Commission

Tree Commission expressed appreciation for the many years of volunteer labor by James Dillon, who recently resigned. Terry Hadley has submitted her application to serve on the commission. We are happy to welcome her!

6. Adjourned at 7:36 pm

Corporation of Shepherdstown

Minutes of the Meeting of the Water and Sanitary Board

February 26, 2026

Town Hall 104 N. King Street

1. Call to Order

2. Visitors – Greg Welter

3. Board Members Present

Sanitary Board – Harvey Heyser

Water Board- Marcy Bartlett, John Bresland, Dan Shelton, Kathleen Stratton, Sue Kemnitzer

4. Staff present – Kenny Shipley, Duane Swisher, Maged Kirollas

5. Minutes of January 22, 2026 Meeting

-Vote to Approve by Sanitary Board – postponed due to lack of a quorum.

- **Vote** - Water Board voted to approve the minutes of the January meeting.

6. Flow and Quality Reports

a. Report on events related to harsh weather- Staff reported that 45 water meters and a few two inch mainlines froze during the unusually cold weather. Additional heaters were added to the sanitary plant in order to keep pumps running smoothly. Staff worked through the night to remedy problems and monitor operations. Staff showed the boards letters and Facebook postings from customers who appreciated their efforts.

Vote: The Water Board voted to award bonuses to staff who performed so excellently during this difficult period. The motion specified that the mayor and the public works director should determine the amount of the bonuses. The Sanitary Board member present also expressed support for bonuses for the Sanitary Department staff.

7. Financial Reports

a. Budget vs Actuals- The boards asked that the Water and Sewer budgets for next fiscal year be prepared and approved by the end of April. And in future years, these should be finalized in March so they can be coordinated with the preparation of the Town's budget.

b. Plans for workshops on reserve and depreciation accounts, and formats of monthly financial reports to the boards. The boards requested that these workshops be completed in March so that the results can be incorporated into the Water and Sewer budgets for the June 2026 to July 2027 period.

8. Unfinished Business

a. Hydrant report – Routine maintenance is up to date.

b. Financial Management System Procurement – Maged Kirollas reported that the contract for improving the Town's financial system is signed and the first phase will address Water and Sewer Department billing.

9. Next Meetings – March 26 and May 28

10. Adjournment

Staff Reports

Shepherdstown Wastewater, Water and Streets

Water/Sewer Leaks / Issues

- 1) Mt Nebo Service line froze 2/4/26
- 2) High St service line leak- 2/18/26
- 3) Rt 230 Service line leak-2/6/26
- 4) Rt 45 Service line leak 2/28/26
- 5) New/Church/German Sewer backups 2/10/26-2/15/26

Water plant/Wastewater plant

Water plant-

- UV system ordered new Ballast
- Frozen Meters -35 plus to date

Wastewater plant-

- Membrane #1-#4 cleaning Complete
- 2 frozen pump stations

Lead and Copper rule

No update

Streets

Fix street signs

Installed bike path signs

Film Fest Banners up

Bench finished

Road work

Storm Clean up hauling/shoveling/plowing

March 2026 Staff Report

Shepherdstown Wastewater, Water and Streets Continued

Ordered new gas and diesel tanks

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- 2 loads. Including clean up weeks- Dump cost \$100

New Park Property

No update

PATH Project update (Kenny Shipley)

Snyder Environmental to relocate 2 water lines and retap another March 2026- awaiting state permit

Operator update

OIT sewer- hired

Laborer PW -hired

Sanitation Laborer- hired

Losing 2 Laborers from PW- March 27 2026 and May 1 2026

Still accepting applications for OIT water and CDL laborer PW

Shepherdstown Police Department

A total of 420 police service calls include 13 assists for the Jefferson County Sheriff's Office. That is 3% 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 type of calls were alarms, motor vehicle accidents with injury, panic alarms, and suspicious persons etc. It should be noted that all of the agencies in Jefferson have an MOU to reciprocate with that type of service on some of our calls.

Note Worthy Events:

On 2/11/26 Officers received an embezzlement complaint. After multiple people were interviewed, and 2 search warrants served, an arrest was made.

On 2/13/26 Officers responded to a shooting homicide at University Heights. We were the first on the scene and attempted first aid, as well as preserving the scene and gathering witnesses. Sheriff's Office is the primary agency.

Martinsburg City Police is donating a police vehicle that they have taken out of service. This hopefully will give us a spare vehicle with the recent break downs in our police vehicles.

Town Financial Status

1. Revenues are outperforming expectations by ~\$174k YTD

- **Total Revenues Budgeted YTD:** \$1,665,708
- **Actual Revenues:** \$1,840,010
- **Over Budget:** + \$174,302

Key drivers:

- **Video Lottery:** +\$40,964 over YTD budget
- **Interest Income:** +\$37,229
- **Refuse Collection:** +\$22,422
- **Gaming Income:** +\$16,269

These categories demonstrate stable, recurring performance with no one-time anomalies.

2. Property-related revenues show a mixed picture

- **Ad Valorem Taxes** significantly exceed YTD budget: **+\$92,206**
- **Supplemental Taxes** sharply underperform: **-\$14,756**

These offset each other slightly but overall property tax activity is **net positive**. Strength is expected to increase again in Feb/March when second-cycle property tax payments arrive.

3. Weak spots in revenue—Hotel/Motel and Sales Tax

These underperformers are worth monitoring:

Category	Under Budget YTD	Notes
Hotel/Motel Tax	-\$40,917	Revenue is 1 month behind; Bavarian Inn noted at \$19k receivable
Sales Tax	-\$8,921	Sales activity appears softer compared to prior cycles
Parking Meters	-\$3,906	Could be seasonal or reduced enforcement presence

This is notable because Hotel/Motel and Sales Tax are typically leading indicators of economic activity in town.

The Town is on track for a **\$300k+ surplus**, but structural overruns in R&M and professional services deserve attention.

EXPENSES INSIGHTS

4. Total expenses are *under budget* by \$127,502

- **YTD Budget:** \$1,672,316
- **Actuals:** \$1,544,814
- **Under Budget: -\$127,502** [[FY26 Corpo...1.31.2026 | Excel](#)]

This under-run is **good** but comes from **uneven patterns** across departments: some are heavily under, others significantly over.

5. Major departments running *significantly under budget*

Police Department

- **Under Budget:** -\$30,693
- **Driving factors:**
 - Retirement: -\$17,471
 - Group Insurance: -\$1,134
 - Many operating lines under (training, advertising, overtime not separated out)

Planning & Zoning

- **Massive underspend:** -\$47,236
- Due primarily to:
 - Salary, FICA, and Retirement lines far below expected YTD
 - But **offset** partially by high IT and legal costs

Parking Department (new)

- **Actuals = \$0** vs YTD budget \$42,316

- Supporting narrative: department started but expenses not yet allocated

Contributions/Transfers: + \$43,732 over

Driven by:

- Community Grants: +\$37,200
- Fire Department: -\$799 under
- Street Grant pass-throughs: +\$7,331

This is the 2nd largest overage category.

Streets Department: + \$23,381 over

Key contributors:

- R&M Equipment unusually high: +\$16,464 (tree maintenance, excavator tracks)
- Advertising/Legal/Publications: +\$2,554
- Contracted Services: +\$5,904

This indicates real operational pressure in maintenance.

Sanitation: + \$29,225 over

Main drivers:

- Salaries +\$25,439
 - Contracted Services +\$8,197
 - Landfill +\$6,551
- Offset slightly by other underlines.
-

CROSS-DEPARTMENTAL INSIGHTS

7. Personnel costs are inconsistent across departments

- Some departments (City Hall, Sanitation, Streets) show **material overages** in salary-related lines.

- Others (Planning & Zoning, Police) show significant **underruns**, indicating timing, vacancies, or misallocation.

This suggests structural opportunities for **position control tracking** and possibly rebalancing.

8. R&M (Repairs & Maintenance) costs are spiking Town-wide

Across **City Hall, Streets, Sanitation, and Police**, R&M lines are frequently over budget. This indicates:

- Aging infrastructure
- Costlier maintenance cycles
- Potential need for deferred maintenance planning

R&M Equipment lines alone account for over **\$30k** in combined overages.

9. Revenues are rising faster than expenses—leading to a strong surplus

The workbook shows a **YTD surplus of \$301,804** even after transfers.

This is driven mainly by:

- Strong recurring revenue performance
 - Timing delays in personnel and new department (Parking) expenses
 - Underutilization in certain departments
-

SHEET 2 INSIGHTS (WV Treasury Revenue Distributions)

These quarterly distributions (2022–2024) show a steady upward trend with notable jumps in 2023 Q3 and 2024 Q3.

This aligns with the Town's increases in:

- Video Lottery revenue
- Gaming income
- Sales tax sensitivity

Corporation of Shepherdstown

FY26 Budget vs Actuals

Through January 31, 2026

	REVENUES	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
299	Carryover	\$ 240,000	\$ 174,950	\$ 384,522	\$ 224,305	\$224,305	\$0	
301	Taxes Ad Valorem	\$ 239,731	\$ 253,444	\$ 253,444	\$ 147,842	\$240,049	\$92,206	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 23,100	\$ 26,155	\$ 26,155	\$ 15,257	\$501	(\$14,756)	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	\$ 2,917	\$3,817	\$900	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	\$ 46,667	\$53,697	\$7,031	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 83,000	\$ 85,000	\$ 85,000	\$ 49,583	\$49,031	(\$552)	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 185,000	\$ 185,000	\$ 185,000	\$ 107,917	\$107,418	(\$499)	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	\$ 233	\$165	(\$69)	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 300,000	\$ 300,000	\$ 300,000	\$ 175,000	\$134,083	(\$40,917)	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	\$ 326,667	\$317,746	(\$8,921)	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	\$ 32,083	\$27,846	(\$4,238)	
321	Parking Violations	\$ 30,000	\$ 12,000	\$ 12,000	\$ 7,000	\$12,130	\$5,130	
325	Business Licenses	\$ 20,000	\$ 10,000	\$ 10,000	\$ 5,833	\$10,271	\$4,437	Revenue received as beginning of FY26
326	Building Permits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 2,333	\$2,087	(\$246)	
327	WV Opioid settlement fund	\$ 0	\$ 0	\$ 0	\$ 0	\$1,029	\$1,029	
328	Franchise Tax	\$ 9,000	\$ 5,500	\$ 5,500	\$ 3,208	\$5,271	\$2,063	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 7,000	\$ 5,000	\$ 5,000	\$ 2,917	\$1,139	(\$1,777)	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	\$ 90,417	\$86,510	(\$3,906)	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,000	\$ 45,000	\$ 45,000	\$ 26,250	\$36,801	\$10,551	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,000	\$ 175,000	\$ 175,000	\$ 102,083	\$124,506	\$22,422	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	\$ 52,500	\$68,769	\$16,269	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 80,000	\$ 130,000	\$ 130,000	\$ 75,833	\$113,062	\$37,229	
381	Misc. Reimbursements	\$ 2,000	\$ 0	\$ 0	\$ 0	(\$2,534)	(\$2,534)	
382	Refunds and Rebates	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,833	\$5,224	(\$609)	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,000	\$ 36,000	\$ 36,000	\$ 21,000	\$28,326	\$7,326	Monthly recycling collection revenue
397	Video Lottery	\$ 240,000	\$ 243,129	\$ 243,129	\$ 141,825	\$182,789	\$40,964	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 350	\$ 350	\$ 350	\$ 204	\$2,843	\$2,639	Payroll Reimbursement for Police grant work
	Total Revenues	\$ 3,746,181	\$ 2,645,928	\$ 2,855,500	\$ 1,665,708	\$ 1,840,011	\$ 174,302	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
409	Mayor's Office - 409	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,167		(\$1,167)	
104	FICA	\$ 151	\$ 0	\$ 0	\$ 0		\$ 0	
111	Telephone	\$ 970	\$ 500	\$ 500	\$ 292		(\$292)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 58		(\$58)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 2,600	\$ 2,600	\$ 1,517	\$ 0	(\$1,517)	
410	City Council -410	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 3,500	\$ 3,000	(\$500)	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 263	\$ 230	(\$33)	
226	Liability /Workers Comp Insurance	\$ 550	\$ 250	\$ 250	\$ 146		(\$146)	Workers Comp
	Total Council	\$ 7,000	\$ 6,700	\$ 6,700	\$ 3,908	\$ 3,230	(\$679)	
87								
411	City Recorder	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 875	\$ 750	(\$125)	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 67	\$ 57	(\$10)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 37		(\$37)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,679	\$ 979	\$ 807	(\$172)	
141								
416	Police Judges - 416	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 9,900	\$ 9,900	\$ 5,775	\$ 1,800	(\$3,975)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 8,900	\$ 9,900	\$ 9,900	\$ 5,775	\$ 1,800	(\$3,975)	
435	Regional Dev Authority - 435	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
222	Dues & Subscriptions	\$ 1,439	\$ 2,649	\$ 2,649	\$ 1,545	\$ 0	(\$1,545)	Annual Bill from Regional Development Authority
	Total Regional Dev. Authority	\$ 1,439	\$ 2,649	\$ 2,649	\$ 1,545	\$ 0	(\$1,545)	
437	Planning & Zoning - 437	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
103	Salaries	\$ 75,200	\$ 85,508	\$ 85,508	\$ 49,880	\$ 3,270	(\$46,610)	
104	FICA	\$ 6,169	\$ 6,541	\$ 6,541	\$ 3,816	\$ 250	(\$3,565)	
105	Group Insurance	\$ 14,364	\$ 12,000	\$ 12,000	\$ 7,000	\$ 7,052	\$ 52	
106	Retirement	\$ 8,000	\$ 8,550	\$ 8,550	\$ 4,988	\$ 0	(\$4,988)	
211	Telephone	\$ 2,000	\$ 0	\$ 0	\$ 0		\$ 0	
214	Travel	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
218	Postage	\$ 105	\$ 0	\$ 0	\$ 0	\$ 9	\$ 9	
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	\$ 4,958	\$ 8,288	\$ 3,330	legal costs
226	Insurance & Bonds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,167	\$ 904	(\$263)	Workers Comp
230	Contracted Services	\$ 0	\$ 2,000	\$ 2,000	\$ 1,167		(\$1,167)	
341	Departmental Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 176	\$ 176	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,424	\$5,424	
	Total Planning and Zoning	\$ 130,543	\$ 125,099	\$ 125,099	\$ 72,974	\$ 25,739	(\$47,236)	
438	Elections - 438	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
103	Salaries	\$ 0	\$ 1,000	\$ 1,000	\$ 583	\$ 0	(\$583)	
222	Departmental Supplies	\$ 0	\$ 4,500	\$ 4,500	\$ 2,625	\$ 0	(\$2,625)	
223	Total Elections	\$ 0	\$ 5,500	\$ 5,500	\$ 3,208	\$ 0	(\$3,208)	No election in FY 25
440	City Hall - 440	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
103	Salaries	\$ 161,173	\$ 202,008	\$ 202,008	\$ 117,838	\$ 131,911	\$14,073	
104	FICA	\$ 12,330	\$ 15,454	\$ 15,454	\$ 9,015	\$ 10,021	\$1,007	
105	Group Insurance	\$ 21,500	\$ 32,000	\$ 32,000	\$ 18,667	\$ 12,929	(\$5,738)	
106	Retirement	\$ 7,797	\$ 25,930	\$ 25,930	\$ 15,126	\$ 10,205	(\$4,921)	
108	Overtime/Extra Help	\$ 4,000	\$ 2,000	\$ 2,000	\$ 1,167		(\$1,167)	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	\$ 4,667		(\$4,667)	
213	Utilities	\$ 10,000	\$ 12,000	\$ 12,000	\$ 7,000	\$ 13,203	\$6,203	
214	Travel	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,167		(\$1,167)	
215	R&M Building & Grounds	\$ 3,800	\$ 8,000	\$ 8,000	\$ 4,667	\$ 16,645	\$11,978	Oracle Elevator - Replace door operator board on elevator -\$12K
216	R&M Equipment	\$ 2,100	\$ 2,000	\$ 2,000	\$ 1,167	\$ 1158	(\$9)	
218	Postage	\$ 2,500	\$ 4,000	\$ 4,000	\$ 2,333	\$ 1,000	(\$1,333)	Mail Machine
219	Building & Equipment Rental	\$ 850	\$ 700	\$ 700	\$ 408		(\$408)	
221	Training and Education	\$ 1,500	\$ 2,000	\$ 2,000	\$ 1,167	\$ 20	(\$1,146)	
220	Advertising/Legal Publications	\$ 1,200	\$ 1,200	\$ 1,200	\$ 700	\$ 308	(\$392)	
222	Dues & Subscriptions	\$ 1,450	\$ 0	\$ 0	\$ 0	\$ 1,149	\$1,149	Zoom, Adobe Acro, Monday.com subscription --annual - 5 seats for Work Management
223	Professional Services	\$ 50,000	\$ 25,000	\$ 25,000	\$ 14,583	\$ 45,703	\$31,119	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	\$ 20,417	\$ 16,323	(\$4,094)	Workers Comp and liability insurance
230	Contracted Services	\$ 57,850	\$ 41,000	\$ 41,000	\$ 23,917	\$ 37,617	\$13,700	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	\$ 13,417	\$ 27,548	\$14,131	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT	\$ 20,000	\$ 30,000	\$ 30,000	\$ 17,500	\$ 18,666	\$1,166	Tek Advisor IT Services , Intuit software
	Total City Hall	\$ 443,050	\$ 479,392	\$ 479,292	\$ 282,920	\$ 353,153	\$70,233	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 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
566	Contributions/Transfers to Other Funds	\$ 13,739	\$ 0	\$ 0	\$ 0	\$ 7,331	\$7,331	Streets Grant Expense - Pass-Through Grant Expenses
568	Contributions - Community Grants	\$ 15,000	\$ 15,000	\$ 15,000	\$ 8,750	\$ 45,950	\$37,200	Shepherdstown Visitor's Center - Community Grant - PYMT # 1, 2 - WV Advancement and Development Division
568-1	Fire Dept	\$ 4,700	\$ 8,000	\$ 8,000	\$ 8,000	\$ 7,201	(\$799)	
	Total Contributions/Transfers	\$ 33,439	\$ 23,000	\$ 23,000	\$ 16,750	\$ 60,482	\$43,732	
571	Parking-571	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
103	Salaries	\$ 0	\$ 51,084	\$ 51,084	\$ 29,799	\$ 0	(\$29,799)	New Dept for FY 26 - will allocate from Police Dept moving forward.
104	FICA	\$ 0	\$ 3,908	\$ 3,908	\$ 2,280	\$ 0	(\$2,280)	
105	Group Insurance	\$ 0	\$ 6,800	\$ 6,800	\$ 3,967	\$ 0	(\$3,967)	
106	Retirement	\$ 0	\$ 8,000	\$ 8,000	\$ 4,667	\$ 0	(\$4,667)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
216	R&M Equipment	\$ 0	\$ 2,000	\$ 2,000	\$ 1,167	\$ 0	(\$1,167)	
345	Uniforms	\$ 0	\$ 750	\$ 750	\$ 438	\$ 0	(\$438)	
	Total Parking	\$ 0	\$ 72,542	\$ 72,542	\$ 42,316	\$ 0	(\$42,316)	
699	Contingencies-699	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
566	Merit	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
	COLA	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
566	Unexpected Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 125,969		(\$125,969)	
	Total Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 125,969	\$ 0	(\$125,969)	
700	Police Department - 700	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
103	Salaries	\$ 445,000	\$ 467,725	\$ 467,725	\$ 272,840	\$ 299,282	\$26,442	Incluces Parking Enforcement and Admin Support - Parking will be allocated to new created dept (Parking)
104	FICA	\$ 40,545	\$ 35,781	\$ 35,781	\$ 20,872	\$ 22,487	\$1,614	
105	Group Insurance	\$ 92,000	\$ 106,720	\$ 106,720	\$ 62,253	\$ 61,118	(\$1,135)	
106	Retirement	\$ 30,000	\$ 53,000	\$ 53,000	\$ 30,917	\$ 13,445	(\$17,471)	
108	Overtime/Extra Help	\$ 85,000	\$ 40,000	\$ 40,000	\$ 23,333		(\$23,333)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,833	\$ 5,101	(\$732)	
213	Utilities	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,917	\$ 7,051	\$4,134	
215	R&M Building & Grounds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 8,750		(\$8,750)	
216	R&M Equipment	\$ 4,000	\$ 5,000	\$ 5,000	\$ 2,917	\$ 5,087	\$2,170	
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 8,167	\$ 6,259	(\$1,908)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 1,225	\$ 660	(\$565)	
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 583		(\$583)	
221	Training & Education	\$ 4,000	\$ 5,000	\$ 5,000	\$ 2,917	\$ 1,232	(\$1,685)	
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
223	Professional Services	\$ 17,000	\$ 6,000	\$ 6,000	\$ 3,500	\$ 3,856	\$356	Law Firm Fees
226	Insurance & Bonds	\$ 65,000	\$ 77,500	\$ 77,500	\$ 45,208	\$ 50,827	\$5,618	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,000	\$ 1,000	\$ 1,000	\$ 583		(\$583)	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 2,013	\$ 5,573	\$3,560	Magistrate and Police Court Attorney
235	Police Remittance Fees	\$ 6,000	\$ 7,000	\$ 7,000	\$ 4,083	\$ 4,415	\$332	
307	Bank Charges	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,000	\$ 35,000	\$ 20,417	\$ 8,327	(\$12,090)	
343	Police Gas/Fuel	\$ 20,000	\$ 20,000	\$ 20,000	\$ 11,667	\$ 11,167	(\$500)	
345	Uniforms	\$ 5,000	\$ 6,400	\$ 6,400	\$ 3,733	\$ 3,853	\$120	Mostly for new officers
353	Computer Software/IT	\$ 15,000	\$ 47,000	\$ 47,000	\$ 27,417	\$ 21,713	(\$5,703)	Software costs, Tek Advisors Etc - (Notebooks for 2 police vehicles)
	Total Police Dept	\$ 919,305	\$ 963,676	\$ 963,676	\$ 562,144	\$ 531,451	(\$30,693)	
750	Streets - 750	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
103	Salaries	\$ 130,000	\$ 123,963	\$ 123,963	\$ 72,312	\$ 79,579	\$7,267	
104	FICA	\$ 10,000	\$ 9,483	\$ 9,483	\$ 5,532	\$ 6,031	\$499	
105	Group Insurance	\$ 23,000	\$ 29,500	\$ 29,500	\$ 17,208	\$ 15,515	(\$1,694)	
106	Retirement	\$ 7,000	\$ 6,500	\$ 6,500	\$ 3,792	\$ 4,028	\$236	
211	Telephone	\$ 700	\$ 600	\$ 600	\$ 350	\$ 341	(\$9)	
213	Utilities	\$ 25,000	\$ 28,000	\$ 28,000	\$ 16,333	\$ 15,109	(\$1,225)	Potomac Edison - Street Lights/Master Bill Account
215	R&M Buildings & Grounds	\$ 40,000	\$ 7,000	\$ 7,000	\$ 4,083	\$ 4,829	\$745	Street Maintenance - Panhandle Dumpsters invoice "Standard 30 yd pricing 409 E. High Street \$1847"

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
216	R&M Equipment	\$ 9,000	\$ 5,000	\$ 5,000	\$ 2,917	\$ 19,381	\$16,464	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	\$ 6,417	\$ 4,063	(\$2,353)	
220	Advertising/Legal Publications/Postage	\$ 250	\$ 250	\$ 250	\$ 146	\$ 2,700	\$2,554	
221	Training & Education	\$ 255	\$ 250	\$ 250	\$ 146		(\$146)	
226	Insurance & Bonds	\$ 20,000	\$ 22,000	\$ 22,000	\$ 12,833	\$ 13,158	\$324	Workers Comp and Liability Insurance
230	Contracted Services	\$ 70,000	\$ 72,500	\$ 72,500	\$ 42,292	\$ 48,196	\$5,904	Includes Tree Maintenance - Street Grant Expense
341	Departmental Supplies	\$ 30,400	\$ 35,000	\$ 35,000	\$ 20,417	\$ 17,468	(\$2,949)	PA Municipal, Inc. Invoice for \$6,755 in Sept. and kable Excavating for \$1,483
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 4,375	\$ 2,860	(\$1,515)	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,917	\$ 2,193	(\$723)	
	Total Streets	\$ 387,105	\$ 363,546	\$ 363,546	\$ 212,069	\$ 235,449	\$23,381	
800	Sanitation-800	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
103	Salaries	\$ 126,600	\$ 137,780	\$ 137,780	\$ 80,372	\$ 105,811	\$25,439	
104	FICA	\$ 5,800	\$ 10,540	\$ 10,540	\$ 6,148	\$ 8,040	\$1,891	
105	Group Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,833	\$ 5,642	(\$192)	
106	Retirement	\$ 5,000	\$ 12,200	\$ 12,200	\$ 7,117	\$ 9,117	\$2,000	
216	R&M Equipment	\$ 15,000	\$ 1,000	\$ 1,000	\$ 583		(\$583)	
217	R&M Auto	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,833	\$ 2,429	(\$3,405)	
218	Postage	\$ 5,000	\$ 250	\$ 250	\$ 146		(\$146)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 58		(\$58)	
221	Training & Education	\$ 400	\$ 200	\$ 200	\$ 117		(\$117)	
226	Insurance & Bonds	\$ 35,000	\$ 1,200	\$ 1,200	\$ 700	\$ 646	(\$54)	Workers Comp
230	Contracted Services	\$ 20,000	\$ 25,000	\$ 25,000	\$ 14,583	\$ 22,781	\$8,197	Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 10,000	\$ 12,000	\$ 12,000	\$ 7,000	\$ 4,459	(\$2,541)	
343	Auto Supplies	\$ 12,000	\$ 5,000	\$ 5,000	\$ 2,917		(\$2,917)	
345	Uniforms	\$ 3,000	\$ 4,000	\$ 4,000	\$ 2,333	\$ 2,275	(\$59)	
349	001-Landfill	\$ 28,400	\$ 28,000	\$ 28,000	\$ 16,333	\$ 22,885	\$6,551	Landfill Fees
349	002-Recycling	\$ 15,000	\$ 20,000	\$ 20,000	\$ 11,667	\$ 9,953	(\$1,713)	Recycling Fees
353	Software/IT	\$ 12,000	\$ 6,000	\$ 6,000	\$ 3,500	\$ 431	(\$3,069)	Intuit, Tek Advisors Etc
	Total Sanitation	\$ 313,300	\$ 283,270	\$ 283,270	\$ 165,241	\$ 194,466	\$29,225	
806	Water & Sewer-806	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	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 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	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	\$ 1,458	\$ 2,351	\$892	
106	Retirement	\$ 200	\$ 0	\$ 0	\$ 0		\$0	
213	Utilities	\$ 250	\$ 250	\$ 250	\$ 146	\$ 43	(\$103)	
215	R&M Buildings & Grounds	\$ 5,000	\$ 8,000	\$ 8,000	\$ 4,667	\$ 2,365	(\$2,302)	
216	R&M Equipment	\$ 0	\$ 1,000	\$ 1,000	\$ 583		(\$583)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
226	Insurance & Bonds	\$ 1,137	\$ 1,500	\$ 1,500	\$ 875	\$ 1,961	\$ 1,086	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,167		(\$1,167)	
343	Auto Supplies	\$ 2,000	\$ 1,000	\$ 1,000	\$ 583	\$ 695	\$ 112	
459	Capital Outlay-Equipment	\$ 60,200	\$ 0	\$ 0	\$ 0		\$ 0	
	Total Parks and Rec	\$ 80,000	\$ 16,250	\$ 16,250	\$ 9,479	\$ 7,414	(\$2,065)	
901	Visitor's Bureau - 901	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
567	Contributions	\$ 150,000	\$ 150,000	\$ 150,000	\$ 87,500	\$ 85,444	(\$2,056)	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	\$ 87,500	\$ 93,336	\$ 5,836	
912	Civic Promotions-912	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	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	\$ 12,706		(\$12,706)	
568-002	Contributions-Housing & Historical Preservation	\$ 0	\$ 21,782	\$ 21,782	\$ 12,706	\$ 13,211	\$ 505	Installation of Christmas lights at the Market House and Town Hall
568-003	Contributions-Land Use Planning	\$ 0	\$ 21,782	\$ 21,782	\$ 12,706		(\$12,706)	
568-004	Contributions-Sustainable Services	\$ 0	\$ 21,782	\$ 21,782	\$ 12,706	\$ 5,645	(\$7,061)	Tobacco Warehouse Flood Insurance
568-005	Contributions-Town Facilities & Parks	\$ 0	\$ 21,782	\$ 21,782	\$ 12,706		(\$12,706)	
	Total Civic Promotions	\$ 0	\$ 108,910	\$ 108,910	\$ 63,531	\$ 18,856	(\$44,675)	
916	Library 916	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 1/31/2026	FY 26 Actuals Thru 1/31/2026	Over/(Under) Budget Thru 1/31/26	Notes and Explanations
567	Contributions	\$ 21,600	\$ 24,840	\$ 24,840	\$ 14,490	\$ 18,630	\$ 4,140	Monthly Contribution from Shepherdstown to the library of \$2,070
	Total Library	\$ 21,600	\$ 24,840	\$ 24,840	\$ 14,490	\$ 18,630	\$ 4,140	
381	Total Expenses	\$ 3,746,181	\$ 2,645,928	\$ 2,855,400	\$ 1,672,317	\$ 1,544,814	(\$127,502)	
382								
383	Surplus or (Deficit)						301,805	Transfer to Capital Outlay
	True Surplus or (Deficit)						301,805	

Balance Sheet

Corporation of Shepherdstown
As of January 31, 2026

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
106 Petty Cash	\$440.00
GENERAL FUNDS BANKING	
101.011 General Operating Funds 6209	-\$2,573.28
Reserved Portion 6209	-0.20
Restricted Portion 6209	0.20
Total for 101.011 General Operating Funds 6209	-\$2,573.28
101.040 DR/CR Revenue Checking 8818	10,028.71
101.09 PoliceDR/CR Acct-all 6798	10,569.73
101.50 Payroll Checking 0471	4,270.87
102 Global (was WSG) 6039	19,361.69
GENERAL FUNDS ICS ACCOUNTS	\$5,001,058.49
Total for GENERAL FUNDS BANKING	\$5,042,716.21
RESTRICTED FUNDS	\$328,426.08
RESTRICTED FUNDS BANKING	
101.04 JC Bike Path Project Funds	0.00
Total for RESTRICTED FUNDS BANKING	\$0.00
RESTRICTED FUNDS ICS ACCOUNTS	
Opioid Settlement Fund 8607 ICS	4,463.45
Total for RESTRICTED FUNDS ICS ACCOUNTS	\$4,463.45
Undeposited Funds	617.98
Total for Bank Accounts	\$5,376,663.72

Balance Sheet

Corporation of Shepherdstown
As of January 31, 2026

Distribution account	Total
Accounts Receivable	
General Funds A/R	\$0.00
108 Other Accrued Receivables	\$0.00
108.01 NSF Check Receivables	886.40
Total for 108 Other Accrued Receivables	\$886.40
109 Accrued Taxes Receivable	
109.01 Accr. Rec.-All Other Revenues	46,614.35
109.02 Accru Rec.-W/S Utility Tax-All	3,439.80
109.03 Deferred Property Taxes Rec.	25,894.51
109.04 A/R-Video Lottery	15,702.87

Balance Sheet

Corporation of Shepherdstown
As of January 31, 2026

Distribution account	Total
Total for 109 Accrued Taxes Receivable	\$91,651.53
111 Garbage Billing	\$0.00
111.01 Garbage Billing-All	23,705.02
111.02 Recycling Billing-All	4,611.32
111.03 Allowance for Doubtful Accounts	-2,000.00
Total for 111 Garbage Billing	\$26,316.34
Total for General Funds A/R	\$118,854.27
Total for Accounts Receivable	\$118,854.27
Other Current Assets	
112.011 Tobacco Warehouse	0.00
150.00 Net OPEB Asset	19,086.00
Direct Deposit Payroll Due	0.00
Other Current Assets	
112.01 Prepaid Expenses	97,587.65
112.02 Supplies & Materials Inventory	0.00
112.07 Workers Comp Deposit	0.00
Total for Other Current Assets	\$97,587.65
Uncategorized Asset	0.00
Total for Other Current Assets	\$116,673.65
Total for Current Assets	\$5,612,191.64
Fixed Assets	
General Fixed Assets (Gov-Wide)	
Accumulated Depr.	-\$4,403,379.15
Construction in Progress	

Balance Sheet

Corporation of Shepherdstown
As of January 31, 2026

Distribution account	Total
131.01 CIP-Gen Gov. Bldg/Impr.	\$135,767.00
136.03 CIP-Infrastructure	0.00
136.05 CIP Infrastructure Milling and Paving	93,422.05
136.06 CIP - New Street Storm Drainage	0.00
Total for Construction in Progress	\$229,189.05
Fixed Assets	\$9,652,504.46
Total for General Fixed Assets (Gov-Wide)	\$5,478,314.36
Total for Fixed Assets	\$5,478,314.36
Other Assets	\$68,447.10
Total for Assets	\$11,158,953.10

Balance Sheet

Corporation of Shepherdstown
As of January 31, 2026

Distribution account	Total
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
244.01 General Fund Payable - Payroll	0.00
General Funds A/P	\$0.00
201 Accounts Payable, Vendor	4,479.88
Total for General Funds A/P	\$4,479.88
Total for Accounts Payable	\$4,479.88
Credit Cards	
213 Purchase Card Payable	\$38,882.12
Fifth Third	0.00
Total for Credit Cards	\$38,882.12
Other Current Liabilities	-\$964,917.39
Total for Current Liabilities	-\$921,555.39
Total for Liabilities	-\$921,555.39
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Retained Earnings	650,295.88
Net Income	17,351.78
Total for Equity	\$12,080,508.49
Total for Liabilities and Equity	\$11,158,953.10

Approval of Town Expenditures

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

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
GENERAL FUNDS BANKING					
101.011 General Operating Funds 6209					
01/05/2026	Bill Payment (Check)	23752	Tek Advisors	IT Services	-11,022.01
01/05/2026	Bill Payment (Check)	23753	Kay Casto & Chaney	Panig & Zoning -Professional Services rendered through Nov. 30, 2025	-1,782.00
01/05/2026	Expense		Travelers-legal	Business Commerical Insurace - 1 Year	-71,540.75
01/06/2026	Bill Payment (Check)	23754	Shepherdstown Public Library	Monthy Contribution for January 2026	-2,070.00
01/06/2026	Bill Payment (Check)	23755	D. Frank Hill, III, Municipal Judge	Municipal Judge	-200.00
01/06/2026	Bill Payment (Check)	23756	Storm, LLC	January/February Lease Payment	-1,250.00
01/06/2026	Bill Payment (Check)	23757	Ligush Cleaning Service	Cleaning Service for December 2025	-800.00
01/06/2026	Expense	Remittance-mun.court	WV Treasury	Remittance by Municipal Court fees- December 2025	-360.00
01/07/2026	Bill Payment (Check)	23758	Shepherdstown Volunteer Fire Dept.	Annual donation to the Shepherdstown Fire Dept.	-7,201.00
01/08/2026	Bill Payment (Check)	23759	Jefferson County Emergency Communications	Police -Cradlepoint devices - FirsNet Nighthawks CAD/Mobile Data	-219.18
01/08/2026	Bill Payment (Check)	23760	United Way of the Eastern Panhandle	Teen Court Remittance for December 2025	-80.00
01/08/2026	Expense		Michael Chalmers	Communication Fees	-1,700.00
01/08/2026	Bill Payment (Check)		SmartBill	CH , Water, Sewer Billing	-1,719.32
01/09/2026	Bill Payment (Check)		Fogle Accounting and Consulting	Accounting Svcs	-2,750.00
01/10/2026	Expense	Returned Check	The Station at Shepherdstown, Inc.	Charge back, returned check	-130.18
01/12/2026	Expense		US Bank	P - cards payment	-36,647.89
01/15/2026	Bill Payment (Check)	ACH Payment	Jefferson County CVB	Hotel/Motel 50%--Receipts--December payment	-8,756.04
01/16/2026	Bill Payment (Check)	ACH Payment	Frontier	Elevator phone for the Market House	-317.00
01/16/2026	Bill Payment (Check)	ACH Payment	Corporation of Shepherdstown	Water bill Town Hall , 102 N. King	-521.50
01/20/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Town Hall, Police electric	-898.99
01/20/2026	Expense		Corporation of Shepherdstown	CH Utility	-439.67
01/20/2026	Expense		Corporation of Shepherdstown	CH Utility	-81.83
01/21/2026	Bill Payment (Check)	23761	Appalachian Software, Inc.	Sanitation Utility Billing Support	-1,046.84
01/21/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Electic bill - utility	-23.49

01/21/2026	Expense		Iron Mountain Solutions Inc	Shredding Services	-291.47
01/22/2026	Bill Payment (Check)	ACH Payment	American Conservation Film Festival	Banners for the American Conservation Film Festival	-2,700.00
01/22/2026	Bill Payment (Check)	ACH Payment	Oracle Elevator	Elevator	-15.64
01/22/2026	Bill Payment (Check)	23762	Christine Barnes	Sewing / Badges / Velcro x 20	-74.60
01/22/2026	Bill Payment (Check)	23763	Executive Emergency Lighting	Repairs to Police Vehicle (A. Simms)	-661.25
01/22/2026	Bill Payment (Check)	23764	SmartBill	CH Billing Supplies and Expense (Custom inserts x 1,850)	-323.75
01/22/2026	Expense		First Energy	Police Utilities	-899.49
01/23/2026	Bill Payment (Check)	23765	Ajani Deondre Akwara	Reimbursement per Court ruling - 25ST05903	-395.00
01/23/2026	Bill Payment (Check)	ACH Payment	Shepherdstown Visitor's Center dba Experience Shepherdstown	Contribution - Community Grant --FY25-26 - Payment #3	-13,050.00
01/29/2026	Bill Payment (Check)	ACH Payment	Shepherdstown Visitor's Center	Hotel/Motel Tax receipts for December 2025	-6,181.07
01/30/2026	Bill Payment (Check)	ACH Payment	Viking Tree Service	Norway Maple - 31' - 45' --Tree removal and stump grinding	-1,650.00
01/30/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Streets electric bill	-1,828.14
01/30/2026	Bill Payment (Check)	23766	Mosca Design	7 Pole Mount Presidential Snowflake with warm white LED lamps and mounting hardware	-5,193.74
Total for 101.011 General Operating Funds 6209					-\$184,821.84

101.09 PoliceDR/CR Acct-all 6798					
01/02/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-6.91
01/05/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-255.30
01/13/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
01/20/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
01/27/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
01/30/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
Total for 101.09 PoliceDR/CR Acct-all 6798					-\$263.61

101.50 Payroll Checking 0471					
01/02/2026	Expense		AFLAC	Benefits - Insurance	-567.52

01/05/2026	Expense		GUSTO	GUSTO - Payroll fees	-671.62
01/06/2026	Check	23571	Christmas Club	Christmas Club	-320.00
01/06/2026	Expense		VALIC Retirement Payable	Retirement	-7,791.06
01/14/2026	Expense		Garnishments	Garnishments	-2,071.30
01/15/2026	Check	23572	Christmas Club	Christmas Club PPE 01 09 2026	-320.00
01/21/2026	Bill Payment (Check)	23573	WV-Mountaineer Flexible Benefits	January 2026 Employee Benefits	-2,007.84
01/21/2026	Expense		PEIA	Health Insurance	-645.00
01/22/2026	Expense		VALIC Retirement Payable	Retirement	-8,339.22
01/26/2026	Expense		AFLAC	Benefits - Insurance	-567.52
Total for 101.50 Payroll Checking 0471					-\$23,301.08

**Total for GENERAL FUNDS
BANKING with sub-accounts**

-\$208,386.53

213 Purchase Card Payable

01/01/2026	Expense	5623	Intuit	QuickBooks Fees	123.05
01/01/2026	Expense	5623	Intuit	QuickBooks Fees	123.05
01/01/2026	Expense	5623	Cintas Corporation	Uniform	520.13
01/02/2026	Expense	5623	Apple Valley Waste Inc	Recycling Fees	983.45
01/02/2026	Expense	5623	Cintas Corporation	Uniform	520.13
01/02/2026	Expense	5623	Oracle Elevator Holdco Inc.	Elevator	15.64
01/02/2026	Expense	5623	Intuit	QuickBooks Fees	80.25
01/02/2026	Expense	3985	Zoom	Zoom	10.00
01/03/2026	Expense	3985	Comcast Phone of WV	Communication - Phones / internet	278.64
01/04/2026	Expense	3985	Comcast Phone of WV	Communication - Phones / internet	395.69
01/05/2026	Expense	4802	Harbor Freight	Tools for auto maintenance	561.78
01/05/2026	Expense	4802	Bob's Tire Service	Tires	544.13
01/05/2026	Expense	2540	Quill Corporation	Supplies	291.50
01/05/2026	Expense	2540	Berkeley Club Beverages	Water Cooler Rental/Bottles of Water	36.02
01/05/2026	Expense	3985	Zoom	Zoom	40.78
01/06/2026	Expense	5623	Shenandoah Air Conditioning	Air Conditioning	684.00
01/06/2026	Expense	5623	Shenandoah Air Conditioning	Air Conditioning	99.00
01/06/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	20.00
01/06/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	69.00
01/06/2026	Expense	4810	USA Bluebook	PH Strips/D1 Dispenser	1,224.56
01/06/2026	Expense	4810	Home Depot	Dept. Supplies (401.24 water)	172.04
01/06/2026	Expense	2654	Amazon.com	Boots for Officer Simms	144.45
01/06/2026	Expense	2654	Amazon.com	Austin Simms - Office Chair	139.09
01/06/2026	Expense	2540	Quill Corporation	Office Supplies	227.73
01/06/2026	Expense	3082	Amazon.com	Public Works--Impact Socket Adapter Set	33.15
01/06/2026	Expense	3082	Amazon.com	Public Works--Supplies	29.68
01/06/2026	Expense		Berkeley Club Beverages	Water Cooler Rental/Bottles of Water	52.69

		Credit Card			
01/06/2026	Credit		Amazon.com	Boots for Officer Simms	-133.45
01/07/2026	Expense	5623	Cintas Corporation	Uniform	635.55
01/07/2026	Expense	5623	Quill Corporation	Office Supplies	74.98
01/07/2026	Expense	4810	Specialty Business Supplies, Inc	Lab sample shipping (635.11 water)	12.25
01/08/2026	Expense	5623	Intuit	Invoice #R1248 (401.43 water)	294.25
01/08/2026	Expense	5623	AR&E	Invoice #R1248 (401.43 water)	472.00
01/08/2026	Expense	5623	Pitney Bowes-Town lease	Postage - Lease	175.98
01/08/2026	Expense	4258	USA Bluebook	PH Strips/D1 Dispenser (401.42 sewer)	196.39
01/08/2026	Expense	2615	Walmart	Mini Refrigerator with Freezer for Office	201.16
01/08/2026	Expense	2615	Walmart	Kitchen and cleaning supplies	64.86
01/09/2026	Expense	3985	Comcast Business, Inc	Communications	1,113.00
01/09/2026	Expense	3985	Comcast Phone of WV	Water Communications	329.61
01/09/2026	Expense	3985	Bowles Rice LLP	Legal Services	6,417.54
01/09/2026	Expense	3985	Bowles Rice LLP	Legal Services	\$920.25
01/09/2026	Expense	3985	CallingPost Communications, Inc.	Comunication	\$583.00
01/09/2026	Expense	2615	Costco.com	Printer - New office	\$423.99
01/10/2026	Expense	2615	Walmart	Supplies - new office	\$21.07
01/12/2026	Expense		Everest Window Cleaning (Bolyard Ent.)	Window cleaning	\$91.80
01/12/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	\$23.00
01/12/2026	Expense	9895	Specialty Printing	Printing	\$146.93
01/12/2026	Expense	2654	Amazon.com	Supplies	\$106.96
01/12/2026	Expense	2654	Amazon.com	Supplies	\$40.65
01/12/2026	Expense	3082	Dollar General Store	Supplies	\$79.16
01/12/2026	Expense		US Bank	P- card payment	-\$36,647.89
01/13/2026	Expense	5623	T-Mobile	Cell phones	\$2,278.35
01/13/2026	Expense	5623	Quill Corporation	Supplies	\$100.07
01/13/2026	Expense	9895	Winchester Equipment Co.	New Pump - Sewer	\$1,500.00
01/13/2026	Expense	2654	Amazon.com	Duty Belt - B. Dickens	\$42.79
01/13/2026	Expense	3082	Dollar General Store	Supplies	\$46.48
01/14/2026	Expense	4802	Carquest of Martinsburg- (S.Corp.)	Supplies	\$226.36
01/14/2026	Expense	3082	Amazon.com	Supplies	\$119.00
01/15/2026	Expense	9895	Dollar General Store	Supplies	\$27.03
01/15/2026	Expense	2540	Modern Marketing	Barricade Tape	\$387.01
01/16/2026	Expense	5623	Pitney Bowes-police lease	Postage - Lease	\$85.41
01/19/2026	Expense	3082	Tractor Supply Company	Kerosene Heater for Public Works	\$249.99
01/19/2026	Expense	2615	Home Depot	Door Mat/Almond table/PVC MB Cordless - White	\$89.82
01/20/2026	Expense	5623	Quill Corporation	Office Supplies	\$53.15
01/20/2026	Expense	3082	Home Depot	Dept. Supplies (401.24 water)	\$221.37
01/20/2026	Expense	3985	Comcast Phone of WV	102 N. King Street	\$349.08
01/21/2026	Expense	5623	Waste Management Inc	Landfill, Sludge	\$2,470.25
01/21/2026	Expense	5623	Kershner Controls	Invoice #214 (401.43 (Sewer)	\$520.00
01/21/2026	Expense	5623	Everest Window Cleaning (Bolyard Ent.)	Window Cleaning - City Hall	\$91.80
01/21/2026	Expense	2654	Food Lion	Supplies for Snow Storm	\$36.18
01/21/2026	Expense	3082	Amazon.com	Milwaukee Electric - M18 Fuel Power Head wiht Quick-LOK for Public Works	\$179.00
01/21/2026	Expense	3082	Amazon.com	Milwaukee M18 Fuel Quik-LOK Brush Attachment and Broom	\$499.12
01/21/2026	Expense	3082	Home Depot	Rubber (401.42 water)	\$499.12
01/21/2026	Expense	3082	Tribute Store Flowers	Supplies / Equipment for upcoming storm for Public Works	\$928.58
01/21/2026	Expense	3082	Tribute Store Flowers	Funeral Flowers for Jack Ellis (401.24 water)	\$136.80
01/22/2026	Expense	5623	Super Shoes	Work Boots for Kenneth Shipley (401.21 sewer)	\$113.99

01/22/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	\$92.00
01/22/2026	Expense	5623	Dodson Septic	Sludge	\$390.00
01/22/2026	Expense	9895	East Mountain Health Physicians Inc.	Pre-Employment screening (736.2 sewer)	\$120.00
01/22/2026	Expense	2654	Amazon.com	Winter Jacket/Ice Cleats for Liz Gonzalez	\$228.63
01/22/2026	Expense	3985	EVO GOV	system	\$150.00
01/23/2026	Expense	5623	Oldcastle APG	Sanitation - Mulch tip fee trucks/trailers	\$200.00
01/23/2026	Expense	5623	Waste Management Inc	Landfill, Sludge	\$1,460.23
01/23/2026	Expense	5623	Dodson Septic	Sludge	\$390.00
01/25/2026	Expense	5623	Griffith Energy Services, Inc. (diesel)	Diesel	\$792.86
01/25/2026	Expense	5623	Griffith Energy Services, Inc. (gasoline)	Fuel	\$1,759.14
				WV RWA Maintaining Water Quality in Distribution Systems	
01/27/2026	Expense	3082	Suncoast Learning	for Arnold Wright (601.2 water)	\$215.00
01/28/2026	Expense	5623	Adobe Acropro	Adobe sub	\$21.19
01/28/2026	Expense	3985	Amazon.com	Supplies	\$70.89
01/29/2026	Expense	2540	Carquest of Martinsburg- (S.Corp.)	Auto Repairs	\$22.24
01/29/2026	Expense	3082	Amazon.com	Honda Generator (401.42 water)	\$998.00
				Milwaukee M18 Fuel Quik-LOK Rubber Broom Attachment	
01/29/2026	Expense	3082	Amazon.com	(401.43 water)	\$250.00
01/29/2026	Expense	3082	Amazon.com	Milwaukee Electric Tools Battery Pack x 2	\$436.50
01/29/2026	Expense	3082	Amazon.com	Supplies	\$70.18
	Credit Card				
01/29/2026	Credit	5623	Quill Corporation	Supplies	-\$19.59
	Credit Card				
01/29/2026	Credit	5623	Quill Corporation	Supplies	-\$13.79
01/30/2026	Expense	5623	Gladhill Pest Control Inc.	Pest Control	\$653.00
Total for 213 Purchase Card Payable					\$2,100.78

RESTRICTED FUNDS					
103 Customer Deposit Accounts 3194					
	01/16/2026	Check	Corporation of Shepherdstown	Customer Deposit Refunds	-92.77
	01/16/2026	Check	Kathleen Turner	Customer Deposit Refunds	-92.77
		Check		Customer Deposit Refunds	0.00
Total for 103 Customer Deposit Accounts 3194					-\$185.54
Total for RESTRICTED FUNDS with sub-accounts					\$0.00
TOTAL					-\$185.54