

## Shepherdstown Finance Committee Agenda

Wednesday, April 01, 2026 6:30 P.M.

Town Hall

104 N. King Street

Zoom

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

1. Call to order
2. Approval of the minutes March 05<sup>th</sup>, and March 17<sup>th</sup>, 2026
3. Community Grant Applications: -
  - The Community Club's Back Alley Garden Tour
  - Michelle Kwiatkowski/Wild Rose Soap Co.'s Handmade Christmas in Shepherdstown
  - The Roving Peregrine Theatre Company's Fall Productions
4. Update on Edmunds. GovTech transition progress.
5. Capital Budget – Discussion Cont'd
6. Adjournment

**Shepherdstown Finance Committee Meeting Minutes**  
**Wednesday, March 4, 2026**  
**6:30 P.M.**  
**Town Hall**  
**104 N. King Street**

1. Call to order: 6:33 pm  
Committee Members Attending: Mayor Gatz, Marty Amerikaner, Marcy Bartlett  
Staff: Maged Kirolos, Gino Sisco, Charles Coe, Hunter Wetzel
  
2. Approval of February Minutes: February 4 and 25, 2026 Finance Committee Meeting Minutes Approved
  
3. Visitors: Jim Auxer
  
4. New Business:
  - a. None
  
5. Continuing Business:
  - a. FY27 Budget Discussions
    1. Discussion included staffing levels, employee departures, and hiring needs.
    2. Also discussed were costs, operations, long term planning, and contractual services.
  - b. There were discussions of Capital Expenditures and the Capital Budget.
  
6. Chairperson's report:
  - a. None
  
7. Motion to adjourn: 9:00 pm Marcy Bartlett motion to adjourn, unanimous approval

**Shepherdstown Special Finance Committee Meeting Minutes**  
**Wednesday, March 17, 2026**  
**6:15 P.M.**  
**Town Hall**  
**104 N. King Street**

1. Call to order: 6:23 pm  
Committee Members Attending: Mayor Gatz, Marty Amerikaner, Marcy Bartlett  
Staff: Maged Kirolos, Gino Sisco, Hunter Wetzel
  
2. Approval of February Minutes: No minutes were submitted for approval.
  
3. Visitors: Jim Auxer, Harriet Pearson
  
4. New Business:
  1. Discussed was the Shepherdstown “Welcome” Banner Contest funding. Moving to present it to town council for the previously agreed \$3400 budget.
  
5. Continuing Business:
  - a. FY27 Budget Discussions
    1. Discussion included revenue projections, removing payroll reimbursement as a revenue item, Planning and Zoning being moved into Town Hall budget.
    2. A motion was made by Marcy Bartlett and seconded by Marty Amerikaner to recommend the FY 2027 budget to Town Council. Motion passed unanimously.
  
6. Chairperson’s report:
  - a. None
  
7. Motion to adjourn: 8:45 pm Marcy Bartlett motion to adjourn, unanimous approval



*Shepherdstown*  
WEST VIRGINIA

**Shepherdstown  
Community Grant Application**

**Date:** 3/25/2026

**Applicant Information**

Applicant organization name: The Roving Peregrine Theatre Company

Mailing address: 473 First Street, Inwood WV 25428

Physical address, if different: 113 S. Princess street  
Shepherdstown WV 25443

Website: [www.rovingperegrinetheatre.org](http://www.rovingperegrinetheatre.org)

Year organization was founded: 2021

Organization's tax-exempt number (EIN): 87-3257955

Organization's total operating budget for current fiscal year: \$57,050

Name/title of the organization's representative for this application:  
Heather Wallen

Telephone: 717 801 5942

Email: [therovingperegrine@gmail.com](mailto:therovingperegrine@gmail.com)



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## **Grant Application, cont.**

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

The Roving Peregrine Theatre Company has consistently produced theatre and workshop opportunities for five years, with the move to this location happening in 2024. The Founding artistic director holds a degree in theatre administration and runs the theatre with a board of 10 members of varying professional experience. This grant will help support our theatrical season for the fall of 2026. We already have experience bringing theatre to the area and know how to market to the community and serve the community both onstage, behind the scenes, and as audience members.

### **Grant Request Information**

Project name: Fall Productions: Night Mother & Striking 12

Amount requested: \$2,500

Non-grant funds and in-kind services to be provided by the applicant:

Applied for another grant for \$2000, haven't heard back.  
Funds from previous shows help to pay for the next show.  
Donations from previous donors may be available again.

Implementation timeline, including delivery of any progress reports and the final report: Night Mother will go up in September 2026 and Striking 12 in December of 2026.

Project budget (including both grant and non-grant funds):

Rights for both Shows: 3 Performances of Night Mother - \$490  
6 Performances of Striking 12 - \$2,000

Scripts/Librettos: \$700  
Staffing (Director, Music Director, Stage Manager): \$2,000  
Costumes/Props/Set: \$500

Total: \$5,690 for both productions

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## Grant Application, cont.

### Project Description:

The Roving Peregrine Theatre Company will bring two theatrical presentations to the community in the latter half of 2026. "Night Mother" a two person straight play featuring actors and creatives from the community and a partnership with a Suicide prevention initiative going up in September for three nights. A Musical will also be performed in December for six performances, featuring five community members as well as several theatre makers. Our theatre space allows for 50 patrons a night, potentially serving 450 members of our community as theatre goes and bringing patrons to the community from elsewhere, often bringing them to restaurants and other Shepherdstown offerings during the day. We plan to join local restaurants in partnership to promote the plays, encouraging guests to go to those restaurants and then return for the plays. We also are bringing awareness to a cause close to us with "Night Mother" which deals with themes of suicide and mental health, something that community members support awareness of and help for. We will provide local resources and outreach opportunities during these shows. Roving Peregrine is also a creative outlet for both local and regional actors and theatre makers, bringing new people to the area but also giving opportunities to locals and students at Shepherd University. Thank you for your consideration.

Applicant's signature & date:

3/25/26

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**Shepherdstown  
Community Grant Application**

**Date:** 03/19/26

**Applicant Information**

Applicant organization name: Wild Rose Soap Co/Michelle Kwiatkowski

Mailing address: 173 Ashley Dr. Shepherdstown, WV 25443

Physical address, if different:

Website: Facebook: Handmade Christmas in Shepherdstown

Year organization was founded: 2010

Organization's tax-exempt number (EIN): n/a

Organization's total operating budget for current fiscal year: n/a

Name/title of the organization's representative for this application:  
Michelle Kwiatkowski, founder

Telephone: 4143240906

Email: mywildrosesoap@gmail.com



Shepherdstown  
WEST VIRGINIA

## Grant Application, cont.

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

Michelle Kwiatkowski: 15 years experience founding and running the Wild Rose Soap Co.; 10 years event planning experience (art markets, festivals, classes, community events). Organizer of the Shepherdstown Valentine, Easter, and Christmas Handmade Markets, Blue Ridge Arts & Crafts Festival Spring & Fall Festivals, Old World Christmas Markets at Bear Chase Brewing, Hillsborough Winery, and Stockyard Brewing Company. Prior experience with grants from the Jefferson County Visitor Center and reporting outcomes.

### Grant Request Information

Project name: Handmade Christmas in Shepherdstown: 10th annual event

Amount requested: 1000

Non-grant funds and in-kind services to be provided by the applicant:

\$1250: Rental of building, marketing

Implementation timeline, including delivery of any progress reports and the final report: Sat. Nov. 21st and Sun. Nov. 22nd, 2026 (event), final report complete by Dec. 15th

Project budget (including both grant and non-grant funds):

\$2,250 Total Cost:

\$950 rental cost  
\$300 Marketing costs (flyers, posters, signs, etc)  
\$250 Santa  
\$100 Swag Bags  
\$300: Newspaper advertisement

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## Grant Application, cont.

### Project Description:

The 10th annual Handmade Christmas in Shepherdstown is in the planning stages for Sat. Nov. 21st and Sun. Nov. 22nd, 2026 at the War Memorial Building in Shepherdstown, WV.

The annual holiday art market features 40 local artists and draws in tourists from Frederick, Baltimore, Northern Virginia, PA, and the DC area. The town benefits from the added tourists, who shop at local stores, eat at the town restaurants, and stay at local hotels.

With the grant money, the market could expand advertisement to reach more customers (bring in more tourists to town), gift out swag bags to shoppers, and hire a Santa to do photos with children.

Thanks for your consideration!

Applicant's signature & date:

3/19/26

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*Shepherdstown*  
WEST VIRGINIA

**Shepherdstown  
Community Grant Application**

**Date:** 3-6-2026

**Applicant Information**

Applicant organization name: Shepherdstown Community Club

Mailing address: PO Box 463, Shepherdstown WV 25443

Physical address, if different: 102 E German St, Shepherdstown WV 25443

Website: <https://www.shepherdstowncommunityclub.org>

Year organization was founded: 1945 formerly known as The Men's Club of Shepherdst

Organization's tax-exempt number (EIN): 23-7005339

Organization's total operating budget for current fiscal year: \$38,534 Park and W

Name/title of the organization's representative for this application:  
Errika Best and Patty Parrish, Committee Chairs Back Alley Garden Tour & Tea

Telephone: 304-876-3323 OR 304-838-2516 (Errika)

Email: [info@shepherdstowncommunityclub.org](mailto:info@shepherdstowncommunityclub.org) OR [errikabest@gmail.com](mailto:errikabest@gmail.com)



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## Grant Application, cont.

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

This is my fifth year on the BAGT Committee after its post Covid revival. I have been a co-chair along side James (Pug) Puglisi and Patty Parrish both residents of Shepherdstown. The tour has been revitalized with record breaking attendance. Ticket sales last year exceeded 800. Planning and orchestrating the weekend long event begins months in advance and brings together a multitude of community members.

### Grant Request Information

Project name: Back Alley Garden Tour Street Banners

Amount requested: \$1,200

Non-grant funds and in-kind services to be provided by the applicant:

As a non-profit community organization the SCC will rely on committee members who provide invaluable volunteer hours to coordinate the designs to be used on new banners.

Implementation timeline, including delivery of any progress reports and the final report:

March—April 2026; creation, order and delivery will all occur as soon as possible.

Project budget (including both grant and non-grant funds):

The estimated cost for each banner is \$83.34. This estimate will increase with the addition of tax and any design costs by the manufacturer with an estimated \$20 per image edit. The SCC plans to order 12 banners to replace the old BAGT banners totaling the requested \$1,200 grant.

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*Shepherdstown*  
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## Grant Application, cont.

### Project Description:

The Back Alley Garden Tour & Tea which occurs on May 16th-17th this year (3rd weekend in May annually) is a core fundraising effort by the Shepherdstown Community Club. The BAGT pulls visitors from the quad state area (and beyond) for this annual event. According to Shepherdstown Community Club records we have dates leading back to the origin of the Garden Tour to 1989! The BAGT brings together members of our town and region to both plan and attend the weekend long event. All proceeds from the BAGT go toward the day to day operations of the organization owned Morgan's Grove Park and the War Memorial Building. The mission statement of the SCC "providing a welcoming community center and park for all ages. Promoting civic engagement through diverse events and activities" enhances the mission of not only the community club, but the BAGT committee to help foster a community event that welcomes all to our wonderful town. Residents of the Corporation of Shepherdstown open up their backyards to allow hundreds of visitors to engage in a self guided tour of the hidden gems down quaint alleys.

The funds provided by the Shepherdstown Town Grant will be used to purchase new street banners to promote advertising and attendance of this integral fundraiser. The club itself just recognized its 80th year of service! With continued efforts by so many members of the community club we will continue to fundraise annually to maintain the operating budget for both the War Memorial Building and Morgan's Grove Park. The Grant funds will allow the committee to hang the purchased 12 banners throughout town annually for as long as the banners maintain their integrity. Thank you on behalf of the community club for entertaining our application and in advance for funds allowing us to move forward with the purchase of new Back Alley Garden Tour Banners.

**Applicant's signature & date:**

*Erika M Best*

dotloop verified  
03/05/26 4:58 PM EST  
T3OL-4UUI-IN0Y-MSFW

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