

## **SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA**

Wednesday, April 8, 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 March 11 and 19, 2026

### **4. Public Comment Period**

- a. People who have registered to address Town Council

### **5. Public Hearings**

- a. First Reading of Proposed Ordinance to Authorize Elected Officials to Choose to Decline Their Pay

### **6. Ongoing Business**

- a. Briefing on Election Planning
  - i. Appointment of Poll Workers
  - ii. Set Compensation for Poll Workers
- b. Path to Morgan Grove Park Project - Status
- c. Young/Shiopley Annexation Request -- Status
- d. Public Works Committee Recommendation on Market House Plaza Pilot
- e. Public Works Committee Recommendation on Storm Water Control Projects
  - i. Old Queen Alley rain garden
  - ii. Church Street Paper Street drainage improvement
- f. Real Estate matters

## **7. New Business**

- a. Request for Event Permit
  - i. July 4<sup>th</sup> Parade
- b. Town support for the July 4<sup>th</sup> celebration
  
- c. Resolutions
  - i. Fair Housing Month
  - ii. Town Council Executive Sessions
  - iii. Princess Street Shopping District
  
- d. Town Grant Applications
  - i. Applications for Congressionally Directed Spending–German Street Sidewalks - Status
  - ii. Application to Chesapeake Bay Foundation for support of pilot / demonstration of community food and yard waste program – Status
  - iii. Application submitted to Community Foundation for support for refurbishment of gate and entry way to Shepherd Family Burial Ground - Status
  
- e. Historic Landmarks Commission Update
  - State review of town’s administration of the historic district
  - Request to adjust the sign on the front of the historic Market House
  - Request for new design for bollards located on town streets
  - Proposed town program to place plaques on historic buildings
  
- f. Community Grant Applications
  - i. Back Alley Garden Tour
  - ii. The Roving Peregrine Theatre Company
  
- g. Donations to the Town of Shepherdstown - None
  
- h. Special Recognition by Town Council
  
- i. Planning for Orientation of Town Officials Following the Municipal Election
  
- j. Summer Interns
  
- k. Special Town Council Meeting on April 21 at 6:30 p.m. for Laying the Levy for FY 27

## **8. Reports by Committees, Commissions, and Boards**

- Draft and/or approved meeting minutes
  - a. Age Friendly Shepherdstown Committee
  - b. Finance Committee

- c. Grants Committee
- d. Historic Landmarks Commission
- e. Parks and Recreation Committee
- f. Personnel Committee
- g. Planning Commission
- h. Public Works Committee
- i. Tree Commission
- j. Water Board and Sanitary Board

**9. Staff / Department Reports**

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

**10. Mayor's Report**

## Town Council Meeting Minutes

**DRAFT**

**SHEPHERDSTOWN TOWN COUNCIL MEETING 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: 6:34**

**2. Attendance:**

**Council Members-** Marty Amerikaner (on Zoom), Marcy Bartlett, Linus Bicker, Cheryl Roberts, Shannon Thomas, and Carrie Blessing. Mayor Gatz could not be at the meeting, so Recorder Amerikaner served as chair.

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

**Community members** (who signed in): Annette Gavin-Bates, Emily Samide, John Meeker

**3. Approval of Minutes**

- a. Town Council Meeting Minutes of February 11, 2026: Motion to approve: Carrie; Second: Linus, Unanimous

**4. Public Comment Period**

- a. People who have registered to address Town Council:  
No public comments

**5. Ongoing Business**

- a. Briefing on Election Planning: Town Clerk Amy Boyd reviewed key election milestones including candidate filing deadlines and the upcoming appointment of election officials. Council members were asked to help identify residents willing to serve on the election board.
- b. FY 27 Budget Development - Maged reported that the first draft of the FY 2027 budget has been completed. A special Finance Committee meeting will review the draft before it is presented to the full council for approval prior to the state deadline. Council agreed to scheduling a special Town Council meeting on Thursday March 19 to reviewing and vote on the full FY 2027 budget.

- c. Path Project - Gino reported that bids for the Division of Highways PATH project will be opened March 12. Construction is expected to begin in the summer and be completed by autumn.
  
- d. Workshop on Planned Unit Development (PUD) Workshop: On behalf of the Planning Commission, Council members were invited to participate in a joint workshop on March 16 (starting immediately after the Planning Commission meeting at approx. 6:45 pm). The focus will be on potential updates to the PUD zoning ordinance.

## 6. New Business

- a. Briefing on Jefferson County Convention and Visitor Bureau - Annette Gavin Bates presented the bureau's annual report and provided an overview of tourism activity and marketing efforts in Jefferson County. She emphasized the ongoing success of the JCCVB in demonstrating increased numbers of visitors and dollars spent in Jefferson County and specifically in Shepherdstown over the last several years,

- b. Request for Event Permits

- Shepherdstown May Day Celebration: Council unanimously approved the permit for the annual May Day celebration on McMurrans Green on May 3 2026

- Relay for Life: Council unanimously approved the permit for the Relay for Life event scheduled for April 18, 2026.

- c. Other Requests

- i. Relay for Life – request to place purple ribbons and Faces of Hope portraits: vote was postponed until the next Council meeting.

- d. State-funded and managed sidewalk ADA work in town – status: Gino reported that the State DOH had notified the Town that there was needed sidewalk work associated with State roads that will be initiated soon

- e. Committees/Commissions/Boards Volunteer Applications

- i. Tree Commission - Terry Hadley was unanimously approved as a member of the Tree Commission

- ii. Board of Zoning Appeals – Carolyn Rodis was unanimously approved for reappointment to the Board of Zoning Appeals.

f. Resolution Authorizing the Shepherdstown Welcome Banner Contest: Council discussed the contest as proposed by Shannon. As several budget and timeline details needed to be clarified, the motion was tabled until the next Council meeting.

g. Town Applications for Grants

i. Congressionally Directed Funding request – The Grants Committee reported plans to pursue federal funding requests for sidewalk improvements and the Market House project.

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: Chief King reported that Martinsburg is donating some of their older police cars to other municipalities and that Shepherdstown will be receiving one. It's been carefully evaluated, and is in good shape, with lower mileage than some of our current cars.

## **7. Reports by Committees, Commissions, and Boards**

Draft and/or approved meeting minutes

a. Age Friendly Shepherdstown Committee

b. Finance Committee

c. Grants Committee: see g. i. above

d. Historic Landmarks Commission

e. Parks and Recreation Committee: Cheryl discussed Phase 3 park improvements including installation of a bike rack, new parking spaces and signage, and removal of invasive species (later this summer). Approval of the donation by Hank Walter to cover the costs of this phase was postponed until the next meeting of Council.

f. Personnel Committee

g. Planning Commission

h. Public Works Committee

i. Tree Commission: Linus reported on current tree work in Town.

j. Water Board and Sanitary Board

## **8. Staff / Department Reports**

a. Department Reports

Public Works: Woody Coe reported on the recent work of his staff, including responding to 35 frozen meters and 2 frozen pump stations, service line leaks, a significant sewer back up ordering new supplies, and maintenance work on multiple pieces of equipment. Two water lines will need to be relocated as part of the PATH project work. A new sewer plant operator

was hired, as were 2 laborers.

b. Police Department: Mike King reported on Police activity during February, which included 420 calls. He reported that a person had been arrested for embezzlement after a lengthy investigation and that the department was the first to arrive at the scene of a homicide on Hensel Drive.

b. Town Financial Status: Maged reported that our revenue is above budget and that our expenses are below budget, resulting in a budget surplus so far this year. Any surplus at the end of the year will be carried over to FY 27.

c. Approval of Town Expenditures: Marcy moved and Cheryl seconded motion to approve town expenditures as reported by Maged. After discussion of several lines on the report and clarifying the importance of differentiating the JCCVB from Experience Shepherdstown by using clearly different names for each on these reports, the expenditures were approved unanimously.

**9. Mayor's Report: none**

**10. Adjournment:** Linus moved and Cheryl seconded motion to adjourn at 8:13. Unanimous approval

**Draft Minutes**

**SPECIAL SHEPHERDSTOWN TOWN COUNCIL MEETING**

Thursday, March 19, 2026 – 6:30 p.m.

Town Hall – 104 North King Street

**1. Call to Order: 6:32 PM**

**2. Attendance:**

Council members: Mayor Gatz, Marty Amerikaner, Marcy Bartlett, Cheryl Roberts, Linus Bicker, and Shannon Thomas

Staff: Maged Kirollos, Gino Cisco

**3. Public Comment Period**

- a. None

**4. Shepherdstown Welcome Banner Contest Funding**

Council reviewed funding for the banner contest. Costs will not exceed **\$3,400**, which will cover artist stipends and banner production. These funds were previously allocated within the 2026 budget.

A motion was made by Linus Bicker and seconded by Marcy Bartlett to approve the funding.  
**Motion passed unanimously.**

**5. Sexual Assault Awareness Month Request to Place Awareness Ribbons**

Council was asked to approve a request to place teal awareness ribbons throughout town.

A motion was made by Cheryl Roberts and seconded by Linus Bicker to approve the request.  
**Motion passed unanimously**

**6. Donations to the Town of Shepherdstown**

**a. Automobile from the Martinsburg Police Department**

Council reviewed the donation of a police vehicle to be used as a backup unit, now that the requisite form had been submitted. The vehicle was reported to be in good condition.

A motion was made by Cheryl Roberts and seconded by Linus Bicker to accept the donation.  
**Motion passed unanimously.**

**b. Monetary Donation from the Women of the Moose**

Council reviewed a **\$100 donation** to the Police Department with no restrictions.

A motion was made by Mayor Gatz and seconded by Marcy Bartlett to accept the donation.  
**Motion passed unanimously.**

**c. Donation to Rumsey Park from the Rumseyan Society**

Council reviewed an in-kind donation for Phase 3, Step 1 improvements at Rumsey Park, not to exceed **\$20,000**, including landscaping, parking spaces, and site improvements. All costs will be covered by the donor.

A motion was made by Cheryl Roberts and seconded by Shannon Thomas to approve the donation and associated work.

**Motion passed unanimously.**

**7. Approval of the Proposed FY27 Town Budget**

Maged led a presentation describing the proposed FY2027 operating budget. Revenues and expenses are projected to be approximately **\$3.02 million**, resulting in the balanced budget required by State law. The budget includes personnel costs, departmental operations, and a contingency reserve.

A motion was made by Marcy Bartlett and seconded by Cheryl Roberts to approve the FY2027 budget.

**Mayor Gatz voted - Yes**

**Marty Amerikaner Voted - Yes**

**Marcy Bartlett Voted - Yes**

**Cheryl Roberts Voted - Yes**

**Linus Bicker Voted - Yes**

**Shannon Thomas Voted - Yes**

**8. Adjournment**

A motion to adjourn was made and seconded at **7:32**.

**Motion passed unanimously.**

Public Hearing Amending Section 2-601

TO: Shepherdstown Town Council  
FROM: James Gatz, Mayor  
DATE: April 3, 2026

SUBJECT: Draft to Clarify Ordinance on Compensation of Elected Officials and  
Authorizing Elected Officials to not Accept Compensation

I propose the Council amend Chapter 6 of Title 2 of the Code of Shepherdstown to allow any official to decline compensation. The attached draft would accomplish this goal.

The ordinance amendment is needed because in recent Town Budget submittals for review by the Office of the West Virginia Treasurer, state staff have required that all elected town officials receive compensation in accordance with Town ordinance. The ordinance does not explicitly authorize an official to decline compensation. As such, the Town has is required to pay elected officials regardless of whether the official has chosen to decline the payment. The proposed amendment explicitly allows elected officials to decline the compensation from the town by written communication with the Town.

REDLINE to Display Proposed Amendments

AN ORDINANCE AMENDING  
SECTION 2-601 OF CHAPTER 6 OF TITLE 2 OF THE  
CODE OF SHEPHERDSTOWN, WEST VIRGINIA  
FOR CLARIFICATION AND TO ALLOW AN  
OFFICIAL TO DECLINE COMPENSATION

The SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 6 of Title 2 of the Code of Shepherdstown is hereby amended by amending and re-enacting Section 2-601 to be re-titled, "Compensation of Elected Officials", to provide clarification on compensation, and to allow any official to decline compensation. Accordingly, there is re-enacted Section 2-601 of Chapter 6 of Title 2 to read as follows:

**CHAPTER 6 - Rate of Compensation for Municipal Officers**

**Section 2-601- ~~In General~~ Compensation of Elected Officials**

~~The rate of remuneration for Town Officials shall be as follows:~~

~~The annual compensation and remuneration for the Town's elected officials during their respective terms of office and those officials appointed to complete unexpired terms shall be as follows:~~

- ~~a) Mayor - \$2000.00, payable monthly annually;~~
- ~~b) Recorder - \$1500.00, payment monthly annually; and~~
- ~~c) Members of the Town Council - \$1200.00, payable monthly. annually~~

~~Any official may decline compensation in whole or in part or donate any paid compensation to the Town of Shepherdstown by timely written communication to the Town's finance officer.~~

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Recorder

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Adopted: \_\_\_\_\_

**AN ORDINANCE AMENDING  
SECTION 2-601 OF CHAPTER 6 OF TITLE 2 OF THE  
CODE OF SHEPHERDSTOWN, WEST VIRGINIA  
FOR CLARIFICATION AND TO ALLOW AN  
OFFICIAL TO DECLINE COMPENSATION**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 6 of Title 2 of the Code of Shepherdstown is hereby amended by amending and re-enacting Section 2-601 to be re-titled "Compensation of Elected Officials", to provide clarification on compensation, and to allow any official to decline compensation. Accordingly, there is re-enacted Section 2-601 of Chapter 6 of Title 2 to read as follows:

Section 2-601 Compensation of Elected Officials

The annual compensation and remuneration for the Town's elected officials during their respective terms of office and those officials appointed to complete unexpired terms shall be as follows:

- (a) Mayor - \$2,000.00, payable monthly;
- (b) Recorder - \$1,500.00, payable monthly; and
- (c) Members of Town Council - \$1,200.00 payable monthly.

Any official may decline compensation in whole or in part or donate any paid compensation to the Town of Shepherdstown by timely written communication to the Town's financial officer.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Recorder

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Adopted: \_\_\_\_\_

## 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

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

## February–March Election Milestones

- March 2 – March 13 Candidate Filing Period (published in the newspaper beginning February 12)
- March 24 – Deadline for candidates to withdraw from the election

March 31 – Drawing for ballot position

## 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 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.

## May Election Milestone

- May 7 – 13 – Publish Sample Ballot

Sample ballot is published as a Class I legal advertisement between these dates and again a week before the election.

- May 12 - Last Day to Register to Vote

If you live within Shepherdstown town limits, you are eligible to register and vote in the 2026 municipal election. Registration is handled through Jefferson County Clerk, and residents can register in several ways:

**Online:** Visit the West Virginia [Voter Registration Portal](#) to register or check your voter status.

**By Mail:** Download the West Virginia voter registration form, complete it, and mail it to the [Jefferson County Clerk](#) at P.O. Box 208, Charles Town, WV 25414.

**In Person:** Register directly at the Jefferson County Clerk's Office at 100 E. Washington Street, Charles Town, WV 25414.

**In Person** during transactions at the West Virginia Department of Motor Vehicles (DMV).

## Council Input Requested

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

Details regarding the June 2 Municipal Election are available on the website and at Town Hall.

## Appointment of Poll Workers

## **June 2, 2026 Municipal Election**

### **Appointment of Poll Workers**

Adam Thomas  
Shannon Thomas  
Linda Spatig  
David Rampy  
Leah Rampy  
Carolyn Rodis  
Kaye Schultz  
Phil Baker-Shenk  
Danielle Corsetto  
Kathleen Stratton  
Angela Wood  
Frank McCluskey  
Mike Binder  
Linda Layne  
Stephanie Unger  
John Shaffer  
Amy Jacot de Boinod  
Jean Garretson  
Rachael Oviatt  
Crystal Painter  
Pete Spreen  
Lois Spreen  
Emily Gross

### **Other Ongoing Business Items**

Information on the following topics will be distributed separately  
or at the Town Council Meeting

- 6.a.ii. Set compensation of poll workers
- 6.b. Path to Morgan Grove Park Project – Status
- 6.c. Young/Shipleigh Annexation Request – Status
- 6.d. Public Works Committee Recommendation on Market House Plaza Project
- 6.e. Public Works Committee Recommendation on Storm Water Control Projects:  
Old Queen Alley raid garden and Church Street Paper Street drainage improvement
- f. Real Estate Matters

# Market House Plaza:

## Pilot Implementation Strategy



Exploring a phased approach to activate public space around the historic Market House

# Project Goals

- As a 90-day pilot initiative, create a pedestrian plaza surrounding the Shepherdstown Market House.
- Goals
  - Improve pedestrian safety
  - Enhance small town character by creating a flexible community gathering space
  - Support local businesses by making the center of town more inviting and more attractive

# Pilot – Sep 1st

- Reversible
- Close north and south lanes of King Street beside the Market House
- Footprint – 60 feet to rear of Market House
- No changes to infrastructure
- Planters will be used as bollards to block traffic – the side of War Building will still be accessible for loading
- Community planting event to fill planters



# Alignment with Comprehensive Plan

- Goal 1 – Promote Economic Prosperity & Cultural Vibrancy (EC)
- Goal 4 PS18: Improve Pedestrian Safety in Town

## Funding

- Total project cost – approximately \$15k
- AARP grant application submitted in February

# Why the Market House Area

- Hazardous pedestrian area
- Central civic landmark already used for markets and community events
- Underutilized roadway space
- Previous temporary closure demonstrated traffic can reroute
- Opportunity to strengthen the heart of downtown

# Precedent – Prior Closure Experience

- Roadway previously closed for several months following building damage
- Traffic rerouted during that period without significant disruption
- Demonstrates that temporary closure is feasible



# Concerns

- Traffic diversion - Traffic study
- Emergency vehicle access – Traffic study and consultation with Fire Department needed
- Parking – Parking on S. King will not be impacted
- War Memorial access – Access for loading/unloading for events will be maintained.
- Farmer’s Market – no impact
- Commercial delivery access – minimal impact

# Roadmap

## T-90

- **Create the draft design and layout**
- **Stakeholder Coordination – Community Workshop**
  - **Residents / Business Owners / Community Club / Farmer’s Market**
- **Identify materials/costs**
- **Complete budgeting through finance committee and town council**
- **Initiate/Complete Traffic Study to include Emergency Access Review**
- **Develop screening plan for trashcans beside Sweet Shop/Commission artist to paint screen**

## T-60

- Consult with Historic Landmarks Commission
- Adjust plans/design taking into consideration feedback from workshop, traffic study, and HLC
- Install hose bib @ Market House
- Assess loading zones
- Develop and execute communication plan

## T-30

- Procure materials: seating, planters, miscellaneous.

## T-15

- Build and paint screen
- Procure plants

# Other points of note...

- The Public Works Committee voted at its March meeting to recommend this general approach on the condition that the committee will sponsor public input sessions by the end of May to inform the plan
- The Plaza concept is remarkably similar to the weekly closure of the space for the Farmer's Market and for the recent Frosty Fest event.



Illustrative examples of possible pilot activation



Illustrative examples of possible pilot activation



Illustrative examples of possible pilot activation

# Pilot Completion

Town Council assess success and decide:

- 1) Continue pilot
- 2) Permanent change
- 3) Disband and resume to previous state

# Pilot Evaluation Criteria

- Emergency access maintained
- Traffic diversion manageable
- Positive business and community feedback
- Demonstrated public use of plaza space
- Maintenance requirements manageable

DATE: April 5, 2026  
TO: Town Council  
FROM: James Gatz, Mayor  
SUBJECT: Green Infrastructure Projects Funded by Chesapeake Bay Foundation Grant

The Public Works Committee has recommended that the Town Council should approve the use of grant funds awarded by the Chesapeake Bay Foundation to support engineering studies for two small green infrastructure storm water management projects in town.

The two projects would replace two larger projects that were approved by the prior town Council in 2024. Unfortunately, the Chesapeake Bay Foundation withdrew its approval of the original projects when the engineering firm discovered that underground utilities (water and sewer pipes) were located at the two previous sites.

The Foundation has agreed to repurpose the original grant to support engineering studies for the two new projects. The Town will be able to apply for a grant from the foundation to support construction once the engineering projects are complete.

The Town originally contracted with Kimley-Horn Engineering for engineering studies of the original two projects. Kimley-Horn has reduced its cost estimates considering the smaller size of the two new projects. The firm's cost estimates are shown here:

Kimley-Horn Engineering Costs:

Old Queen Alley Bioretention Project	\$14,180.00
Church Street Extension Green Infrastructure Design	<u>\$ 8,380.00</u>
<b>Total</b>	<b>\$22,560.00</b>

Estimated Construction Costs:

Old Queen Alley Bioretention Project	\$14,268.00
Church Street Extension Green Infrastructure Design	<u>\$ 6,966.00</u>
Total	\$21,234.00

## Church Street North of High – Reforested Green Paper Street

Paper streets are platted rights-of-way with no physical road and often appear as vacant lots. Shepherdstown has several within its ownership that can be converted into useable green spaces that incorporate green infrastructure elements.

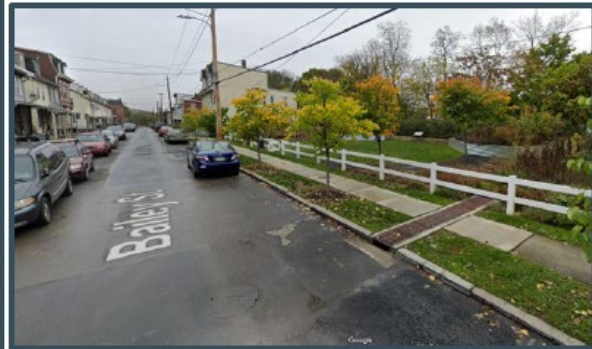
This concept focuses on a paper street near the intersection of High Street and Church Street. Curb cut openings through the sidewalk allow stormwater from the 2.19-acre drainage area to flow into the park’s newly reforested conservation and be soaked up by native trees and pollinators. Additional runoff could be collected in a vegetated curb extension North Church Street.

Design costs will total \$8,380 and represents a ratio of \$3,826/Acre Treated. Current construction estimates total \$6,966 at \$3,181/acre treated.

**Table 3: Preliminary cost estimates: Paper street pocket park**

Task	Cost/unit	Units	Qty.	Total
Engineering and permitting	\$6,000	Per	1	\$6,000
Surveying	\$10,000	Per	0.15	\$1,500
Landscape design	\$880	Per	1	\$880
Curb cut opening with grate	\$500	Per	2	\$1,000
Seed and straw stabilization	\$0.13	SF	1,828	\$238
Material delivery	\$300	Load	1	\$300
Plantings	\$1	SF	1,828	\$1,828
Labor	\$2,400	Day	1.5	\$3,600
<b>Preliminary estimate</b>				<b>\$15,346</b>

**Figure 4: Paper street pocket park conceptual rendering**



Example Pocket Park  
Image Source: Google  
Maps, 2023

## Old Queen Alley Bioretention Project

Shepherdstown Town Hall is located at the bottom of Old Queen Alley's slope. A significant amount of runoff flows to the back entrance of Town Hall due to no existing stormwater management methods along the alley. This concept plan proposes redesigning a small parking lot that is owned and operated by the Corporation to allow for the installation of a small bioretention feature.

The parking stalls will slide outward to align with the existing adjacent parking area on the corner of King Street and Old Queen Alley. This newly available green space between the edge of the parking area and property line will be sufficient to accommodate an appropriately sized bioretention facility.

**Figure 10: Old Queen Alley bioretention conceptual rendering**



The proposed bioretention will capture and treat the first 1" of runoff from the 60,150-square-foot (1.38 acres) drainage area. Design costs will total \$14,180 and at \$10,275/acre treated. Current construction estimates total \$14,268 at \$10,339/acre treated. This project should be coordinated with the repaving of Old Queen Alley to achieve an economy of scale for both projects; this will also include grading and crowning the alleyway to allow for drainage to flow towards the bioretention feature.

**Table 7: Preliminary cost estimates: Old Queen Alley bioretention**

Task	Cost/unit	Units	Qty.	Total
Engineering and permitting	\$11,800	Per	1	\$11,800
Surveying	\$10,000	Per	0.15	\$1,500
Landscape design	\$880	Per	1	\$880
BR-7 Bio-media	\$ 43	CY	68	\$2,924
Clean #57 gravel (includes delivery)	\$23	CY	14	\$308
Clean #8 choker stone (includes delivery)	\$28	CY	7	\$196
Mulch	\$28	CY	16	\$448
Material delivery	\$300	Load	5	\$1,500
Plantings	\$1	SF	1,692	\$1,692
Labor	\$2,400	Day	3	\$7,200
<b>Preliminary estimate</b>				<b>\$28,448</b>

## Special Event Requests

Mayor Gatz.

Thanks for your help with the Parade. Enclosed is the application, completed as far as we know. I wasn't sure about some of the questions, i.e. parking meters bagged, so let me know what I need to change.

So far, I have been unable to get a band, still have some unanswered requests, but seems we're a little late in our ask.

Darlene

# 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 4th OF JULY PARADE Event Date 4 July 2026  
 Event Sponsor SHEPHERDSTOWN ROTARY Secondary Date \_\_\_\_\_

### Organizer's Contact Information

Name: DARLENE TRUMAN Cell: 304-582-8194  
 Address: PO Box 896 SHEPHERDSTOWN, WV 25443  
 Email DARLENE TRUMAN@COMCAST.NET Alt. Phone 304-453-7670

### Event Information

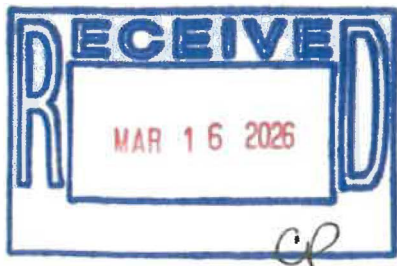
Requested Area(s)  City Streets/Sidewalks \_\_\_ Sidewalks only \_\_\_ Other \_\_\_  
 Location of Event GERMAN STREET BETWEEN CHURCH & PRINCESS, LINEUP ALONG CHURCH  
 Attach route for processional events. Be precise when indicating location.  
 Event Hours 11am until 12pm Set up start time 9:30am Clean up end time N/A  
 \*\*\*\*NOTE\*\*\*\* Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.  
 Anticipated Attendance (per day): Participants Similar to last year Spectators       

### Office Use Only

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

Police: ___ Approved ___ Denied ___ Conditional	Planning: ___ Approved ___ Denied ___ Conditional
Fire: ___ Approved ___ Denied ___ Conditional	Public Works ___ Approved ___ Denied ___ Conditional
Town Manager: ___ Approved ___ Denied ___ Conditional	Town Council: ___ Approved ___ Denied ___ Conditional

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 4th OF JULY PARADE

Brief Description of Event: PARADE ON GERMAN STREET, BEGINNING AT CHURCH ST. ENDING AT PRINCESS. LINEUP ALONG CHURCH AT 9:30AM. PARADE START 11AM

Has your organization held this event in the past? YES

When and Where? SALUTE

Is the event a fundraiser? NO

Will you require assistance from Fire/EMS? YES / MAYBE (additional fees apply) How many units? ? Council reserves the right to assign additional units at applicant cost. ROSS MURPHY STATED FIRE DEPT. WILL PARTICIPATE

Will you require assistance from the Police Department? YES (additional fees apply) How many units? ? Council reserves the right to assign additional units at applicant cost. WILL BE CONTACTING CHIEF KING

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

Will you be providing private security? NO

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

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

Will streets YES or intersections YES be blocked? Requires police department assistance. List streets and/or intersections \_\_\_\_\_

Public Works assistance needed? NO Street Sweeping YES/NO Barricades or fencing Material YES (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? ANNOUNCERS STAND IN FRONT OF Mc MURRAN HALL  
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? UNSURE  
What and where? \_\_\_\_\_  
Check with Parking for costs and arrangements

Indemnification

I DORLENE TRUMAN 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 ROTARY (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.

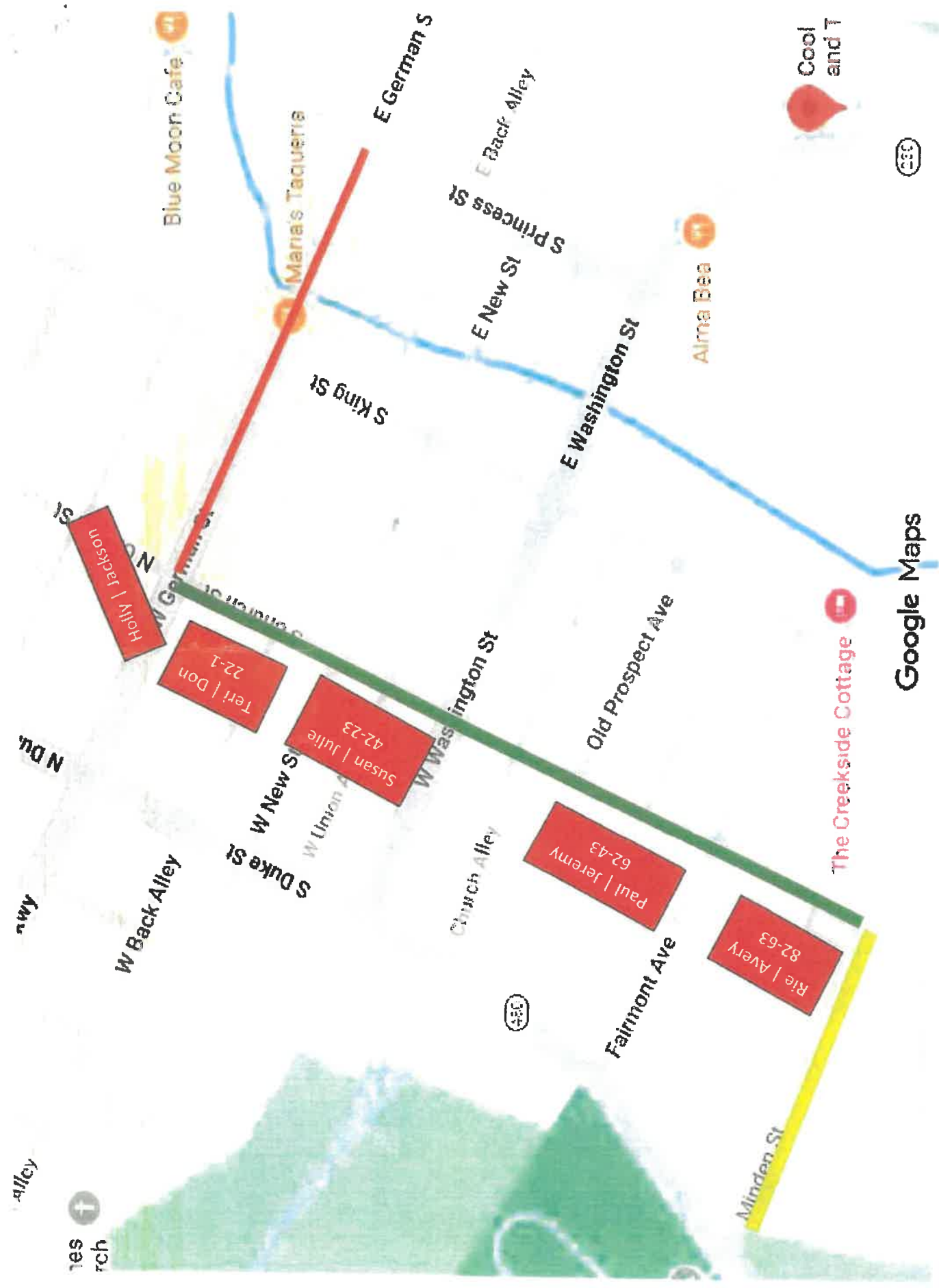
[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

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 Dorlene Truman Date 15 March 24

Title PARADE ORGANIZER





Google Maps

### **Other New Business Items**

Information on the following topics will be distributed separately  
or at the Town Council Meeting

- 7.b. Town support for the July 4<sup>th</sup> celebration.

## Resolutions

March 31, 2026

Dear Local Government Official:

As the recipient of Community Development Block Grant (CDBG) funds, provided by the U.S. Department of Housing and Urban Development (HUD), your local government is required to promote fair housing.

April 2026 marks the 58<sup>th</sup> anniversary of the enactment of Title VIII of the Civil Rights Act of 1968 - Fair Housing Law. Fair Housing Law prohibits discrimination in the sale or rental of housing based upon race, color, religion, sex, national origin, disability, or familial status.

Governor Morrisey has proclaimed April 2026 as Fair Housing Month in West Virginia. The proclamation commemorates this anniversary and emphasizes the policy of the State of West Virginia to provide its citizens with equal opportunity and access to housing.

You are reminded of your responsibility to implement appropriate activities to promote fair housing during the month of April throughout the year. Enclosed is a list of examples and resources your agency may find useful in promoting fair housing.

Fair Housing Month is an opportunity to review and initiate local policies designed to further and promote fair housing choice.

Steps may include the passage of a fair housing resolution or the issuance of a special proclamation to bring the message of fair housing to the citizens of your community, newspaper ad or public service announcement. More importantly, local zoning and policies must also reflect a commitment to fair housing.

If you need additional information, please contact Ryan Halsey, CDBG Program Manager, at (304)352-3988 or send email to [Ryan.J.Halsey@wv.gov](mailto:Ryan.J.Halsey@wv.gov).

Sincerely,



Jennifer Ferrell, Director  
Community Advancement and Development

JLF: rjh

***Proclamation***

Mayor and Town Council, Shepherdstown, West Virginia

WHEREAS: equal opportunity in housing is a right guaranteed to all Americans under Title VIII of the Civil Rights Act of 1968; and

WHEREAS: the 58th anniversary of the National Fair Housing Law provides an opportunity for Americans to rededicate themselves to the principle of freedom of choice and reacquaint themselves with the rights and responsibilities that are theirs under the law; and

WHEREAS: implementation of the Fair Housing Policy of West Virginia requires positive commitment, involvement and support of each and every one of our citizens; and

WHEREAS: the Mayor and Town Council of Shepherdstown provides leadership in an effort to make fair housing a right that can be realized by all of our citizens;

NOW THEREFORE,  
BE IT RESOLVED: that, we, the Mayor and Town Council of Shepherdstown, West Virginia, do hereby proclaim April 2026 as:

***Fair Housing Month***

throughout the Town of Shepherdstown and encourage all residents to support the practice and policy of fair housing in their personal lives, as well as in their workday duties.

---

James Gatz, Mayor



TO: Shepherdstown Town Council  
FROM: James Gatz, Mayor  
DATE: April 3, 2026  
SUBJECT: Draft Town Council Policy on Executive Sessions

I recommend that the Town Council adopt the following resolution to adopt a new Town Council policy about procedures for entering, conducting and exiting executive sessions at Town Council meetings. The proposed policy aligns with requirements of the West Virginia Open Meetings Act and with procedures the Town Council has followed since July 2024.

**DRAFT**

**Corporation of Shepherdstown**

**Resolution to Adopt the Town Council Policy on Executive Sessions**

WHEREAS, the meetings of the Town Council of the Corporation of Shepherdstown are conducted in accordance with the requirements of the Open Governmental Proceedings Act, codified at W. Va. Code §6-9A-1 *et seq.*, in order to provide notice to the public of the official deliberation and actions of the Town Council; and

WHEREAS, the Open Governmental Proceedings Act provides that the Town Council, as governing body, may make and enforce reasonable rules for the conduct of its meetings under the Act; and

WHEREAS, the Open Governmental Proceedings Act requires that public business generally be conducted in public, and that the decisions of the Town Council be made in public, but also recognizes that certain matters may be held in executive session as needed to protect private, proprietary, or confidential matters designated by W. Va. Code §6-9A-4; and

WHEREAS, the Town Council desires to adopt a policy to establish the rules for entering, conducting, and exiting executive sessions at the meetings of the Town Council;

NOW, THEREFORE, BE IT RESOLVED by the Town Council that the enclosed “Town Council Policy on Executive Sessions of Town Council” is adopted and approved.

---

James Gatz, Mayor

## DRAFT

### Shepherdstown Town Council Policy on Executive Sessions

#### Introduction

The Town Council of the Corporation of Shepherdstown, West Virginia (“Town Council”) conducts public meetings pursuant to the West Virginia Open Governmental Proceedings Act, as codified at *W. Va. Code* §§ 6-9A-1 *et seq.* (“OGPA”), including by holding portions of such meetings in executive session closed to the public pursuant to *W. Va. Code* §6-9A-4. This Town Council Policy (the “Policy”) establishes the rules for conducting executive sessions of the meetings of Town Council.

#### Policy

1. Scope and application. This Policy applies to public meetings held by Town Council and to any and all executive sessions held within such meetings. This Policy is adopted in accordance with OGPA and consistent with Open Meetings Advisory Opinion 2022-01, adopted by the Open Governmental Meetings Committee of the West Virginia Ethics Commission on March 3, 2022. This Policy will be interpreted to be consistent with OGPA and applicable decisions of courts having jurisdiction over related matters. To the extent there is a conflict, or apparent conflict, between the provisions of this Policy and OGPA or binding judicial precedent, OGPA and decisional law shall prevail over the provisions of this Policy.

2. Definitions. Terms used in this Policy, unless specifically defined otherwise in the Policy, have the meanings supplied in OGPA.

3. Executive Session Procedures. Town Council will conduct executive sessions in accordance with the following procedures:

a. Any matter on the public meeting agenda may be considered in executive session if it is permissible to do so under OGPA.

b. Town Council will move into executive session only by majority vote of its members present at any public meeting.

c. The motion to enter executive session will identify the authority under OGPA for the executive session. This identification may be made by describing the purpose of the executive session – e.g. to consider matters affecting the acquisition or development of real estate – or by citing the specific portion of OGPA authorizing the executive session.

d. The executive session will include all members of Town Council present, except any member who is disqualified from participating by law or applicable rule or regulation, and any other persons Town Council determines appropriate.

e. No minutes nor any other record of the executive session will be made.

f. Each person present in the executive session shall have a duty to maintain as confidential all matters discussed in the executive session, and no such person may disclose, or allow to be disclosed, the information addressed in executive session. Disclosure of the matters discussed in executive session may be made only in the following instances: (1) when Town Council affirmatively acts to permit such disclosure, and then only to the extent permitted by the Town Council action and applicable law; and (2) when required by law.

g. Town Council will exit executive session by majority vote of the members present.

h. The presiding officer of the Town Council, or other designated person, shall record the motion and votes to enter and exit executive session, noting the time of each and the vote of each member.

Adopted this \_\_\_ day of \_\_\_\_\_, 2026

The Town Council of The Corporation of Shepherdstown, West Virginia

\_\_\_\_\_  
By: James Gatz

Its: Mayor

Attest:

\_\_\_\_\_  
Amy Boyd

Town Clerk

DRAFT

**Shepherdstown Resolution No. 26-002**

**A RESOLUTION AUTHORIZING THE REVIEW AND CONSIDERATION OF A NEW SIGN AT  
THE CORNER OF GERMAN AND PRINCESS STREETS**

WHEREAS, the Town of Shepherdstown seeks to support and promote its local businesses and enhance the experience of residents and visitors; and

WHEREAS, Princess Street is home to a growing number of small businesses, shops, and restaurants that contribute to the character and local economy of Shepherdstown; and

WHEREAS, it has been identified by Princess Street business owners that many visitors are unaware of the businesses located along Princess Street due to insufficient visibility and signage at the corner of German and Princess Streets; and

WHEREAS, the current signage at this location does not adequately draw attention to Princess Street; and

WHEREAS, a more visible and thoughtfully designed sign would help guide pedestrian traffic, encourage exploration, and enhance the overall visitor experience by highlighting additional shopping and dining opportunities; and

WHEREAS, the installation of improved signage would benefit both the businesses located on Princess Street and the Town as a whole; and

WHEREAS, the upcoming summer season presents a timely opportunity to implement improvements that support increased visitor activity;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Shepherdstown that the proposed sign at the corner of German and Princess Streets be considered.

ADOPTED this \_\_\_\_ day of April, 2026.

---

Mayor

Dear Members of the Town Council,

We are writing as business owners on Princess Street to express our support for the proposed installation of a new sign at the corner of German and Princess Streets.

Princess Street is home to a growing number of small businesses, shops, and restaurants that contribute to the character and local economy of Shepherdstown.

However, many visitors are not aware of what lies just around the corner. The current signage does not adequately draw attention to our street, and we believe a more visible and thoughtfully designed sign would help guide foot traffic and encourage exploration. Improved signage at this key intersection would not only benefit the businesses located on Princess Street, but also enhance the overall visitor experience by highlighting more of what our town has to offer.

With the busy summer season approaching, this is a timely opportunity to make a meaningful impact. We appreciate the Town Council's consideration of this proposal and your continued support of local businesses.

Sincerely,  
Amy & Alex  
Amy & Alex's Homemade Ice Cream & Coffee

Heather Wallen  
Ryan Perry  
& Zane Oberholzer  
- The Roving Peregrine Theatre Company

Scott Anderson  
Community Garden Market

Laura Richards Bakin  
Game Knights

Holly & Sean Alessi  
Wind Gap Music

Prapasara (Pang) Tubhirun  
Skull City Studio  
Pangtography

Rudy Bakin  
Game Knights

Amanda Berry and Jonathan Schmidt Make It Shepherdstown

### **Other Town Grant Application Items**

Information on the following topics will be distributed separately  
or at the Town Council Meeting

- d.i. Applications for Congressionally Directed Spending – German Street Sidewalks – Status
- d.ii. Application to Chesapeake Bay Foundation for support of pilot/demonstration of community food and yard waste program – Status
- d.iii. Application submitted to Community Foundation for support for refurbishment of gate and entry way to Shepherd Family Burial Ground - Status

## Community Grant Applications



*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)

Town Hall | 104 N. King St. | PO Box 248 (mail) | Shepherdstown, WV 25443



*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:**

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.

Town Hall | 104 N. King St. | PO Box 248 (mail) | Shepherdstown, WV 25443



*Shepherdstown*  
WEST VIRGINIA

## 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  
T3DL-4UUI-INDY-MSFW

Town Hall | 104 N. King St. | PO Box 248 (mail) | Shepherdstown, WV 25443



*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**

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**



## 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

Town Hall | 104 N. King St. | PO Box 248 (mail) | Shepherdstown, WV 25443



*Shepherdstown*  
WEST VIRGINIA

## 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

Town Hall | 104 N. King St | PO Box 248 (mail) | Shepherdstown, WV 25443

## **Other New Business**

Information on the following topics will be distributed separately  
or at the Town Council Meeting

- h. Special Recognition by Town Council
- i. Planning for Orientation of Town Officials following the municipal election
- j. Summer interns

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

# Age-Friendly Shepherdstown

## Draft Minutes

March 18, 2026

Attending: Marty Amerikaner, Leigh Ann Evanson, Jan Hafer, Linda Spatig

1. March minutes were unanimously approved.

### 2. Old Business

a. AARP Community Challenge Grant. We thanked and complimented Leigh Ann for her good work on the grant proposal which was unanimously and enthusiastically supported by Town Council. Leigh Ann reported that we should get a decision about funding in mid-May. We agreed that it was important to include local businesses in future discussions and decisions about the temporary pedestrian plaza around the Marketplace Building downtown. There has been conversations about town funding as a “special project” if AARP funds are not available.

b. Safety and fall prevention. Marty spoke at a recent finance committee meeting, advocating for renewed focus on town-wide sidewalk repairs, especially as it has been one of the two 2026 priorities for in the Public Works committee, and a long-term safety concern for Age-Friendly Shepherdstown.

- c. **Bike Route.** Marty announced that the town has been informed that bids were out for installing a sidewalk from Shepherdstown to Morgan's Grove Park. It is scheduled to be in place by November 2026. Marty also reported that bike route sharrows will be redone when the weather is warmer and that two pole street signs were being moved to their correct places.
  
- d. **New AFS Action Plan.** Linda continues to work on this but asked for committee feedback/suggestions on the original Action Plan by Friday, March 27. Leigh Ann offered to examine the Shepherdstown Comprehensive Plan and our AFS Action Plan to identify connections between the two. We discussed including DUAs (Accessible Dwelling Units) and PUDs (Planned Unit Developments) in the section on increasing accessible and mixed income housing in town.

### 3. New Business

- a. **Committee Membership.** When Linda and Marty move in June, we will need a new chair for the Age Friendly committee. We discussed how we might recruit someone for that position. Linda agreed to consult with SAIL about finding a new SAIL liaison for the committee.

b. Arms for new town benches. Linda said that Linus, in Public Works, said he is aware that we want arms for any future benches. The arms enable people to more easily get up from the benches.

**4. Next meeting: April 15, 1:30pm, (TBD)**

**DRAFT**  
**TOWN GRANTS COMMITTEE MINUTES**  
**Tuesday, February 3, 2026, 6:15 pm**  
**Town Hall, 104 North King Street**

1. **Call to Order:** Emily called the meeting to order at 6:20 pm.

Present: James Gatz, Emily Samide, Mary Fortuna (Zoom)

Absent: Carrie Blessing

Guests: None

2. **Approval of Minutes:** A motion was made by Shannon to approve the Feb 3 minutes, with an edit to move Marcy Bartlett to the Guest line; second by Mayor Gatz.

3. **Ongoing Business**

The AARP Demonstration Grant application has been submitted.

**Congressionally Directed Spending (CDS)** applications to Riley Moore's office are due Friday. The calls from Capito and Justice have not been announced yet, but we anticipate them soon.

- Ok to address letters of support "To Whom It May Concern" so all are covered.
- **Emily** will confirm which committees we have to send our applications to for each grant.
- **Mayor Gatz** said that **Linus** is drafting the narrative for the Market House Pedestrian Plaza.
- **Emily** is drafting the narrative for the Sidewalk project.
- **Shannon** is gathering Letters of Support for both projects, by Friday, March 6.
- It was agreed to hold off on Tobacco Warehouse funding for now to allow more time to refine and address major potential obstacles like parking and flooding.
  - Shannon noted that the idea for using the bottom floor for community kayak storage has been tossed around for a while now, to address the flooding issue.
  - Regardless of the creative solution, some committees simply will not even consider a project on a flood plain.
  - Could be an income generator for the Town.
  - Consider applying for a planning grant for this project instead. CDS funding is only for capital projects, not for planning, research, etc.
- Riley Moore will only accept projects which can be done within the year of award (18 months from submission)
  - Emily suggested only submitting the sidewalk grant, in this case.
  - Shannon suggested that the pedestrian plaza could probably also be completed within that time frame.

- There are funding opportunities through the One Big Beautiful Bill which we should look into, including priorities such as healthy aging and health care access.
- We can probably also apply for EDI (Economic Development Initiative) grants for sidewalk upgrades, highlighting that since our town is a portal for the rest of the state it's important to have a safe streetscape
- Once everything is gathered, Karl will submit the CDS applications and Emily will assist.

**Grant Tracker spreadsheet:** Emily shared updates that have been made to the spreadsheet. Mary has a working list of grant opportunities that could apply to our priorities and which fit into a grant strategy that she is working on. Will review at our April meeting.

- If we hear about additional grants, send to **Mary** and she'll add to the opportunity list.

**Grant Process Review:** Leigh Ann shared lessons learned from the AARP application. Good opportunity to hone our process.

- Reaching out to stakeholders
  - Discussion about when should notification be more direct, such as a notice to the homeowner, and who should do this.
  - Many from the impacted neighborhood were aware of and available for public comment at the special meeting, but not everyone got the word.
  - When applicable, this should be a Town employee responsibility, not the Grants Committee, who are all volunteers.
- Grant opportunities are often short fused and we must act fast.
  - The Grants Committee only pursues grants which align with the Comprehensive Plan, which was available for comment for a long time. In theory the projects have been vetted. However, some projects are clearly stated while others are implied, so **the Town can help with awareness by creating and posting a list of the projects for which we're seeking funding.**
  - The Town won't always have 100% agreement on projects, but must give people adequate opportunity to raise issues, and then make decisions based on what's best for the majority.
- Documentation storage: Important to ensure all grant documentation, applications, etc., are stored consistently in the Grants Committee Sharepoint. Emily sent Karl the link to our AARP Flagship Grant folder so he can upload the final submission there for future reference and tracking.
- Final reviewer and review process:
  - Important to have one final reviewer who is the designated decision maker for final look and fresh eyes. Should be a Town employee.
  - Need to clearly define our institutional review process: who just needs awareness, who is needed to provide input or make a decision; and who is the final reviewer before

submission. Some will vary based on the project, but the final review should be consistent.

- May be helpful to create a basic SOP to help community members understand the process. Mary and Leigh Ann will discuss the recent AARP process and **Mary** will draft an SOP for committee review.

4. New Business: None

5. General Committee Discussion: None

6. Public Comment: None

7. Adjourn: The meeting adjourned at approximately 7:35 pm.

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 McGroarty (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.

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

**Committee Members Present:** Mayor James Gatz (JG), Town Councilor Linus Bicker (LB)

**Committee Members Absent:** Town Councilor Carrie Blessing (CB)

**Staff in Attendance:** Gino Sisco – Town Administrator, Karl Musser – Project Manager and Planning and Zoning

**In audience:** Elise Baach (EB), Marty Baach (MB), Jim Auxer (JA), Steve Pearson (SP), Harriet Pearson (HP), George Moody (GM)

1. **Call to Order:** JG called the meeting to order at 6:35pm
2. **Approval of Minutes:** No minutes were approved
3. **Public Comment:** GM, Owner of the Mecklenburg Inn stated that he was leaning against supporting a proposed park at the Market House. EB Stated that she would like to be informed about any plans concerning a proposed park at the Market House
4. **Ongoing Business:**
  - a. Proposed Locations of Green Infrastructure /Storm Water Improvement Projects – Status
    - i. JG discussed the changes to potential stormwater/green infrastructure locations.
    - ii. One new location may be between West High Street and the SU stadium along a “paper” street.
  - b. Congressionally Directed Funding Applications – Status
    - i. Applications were submitted with the Town’s congressional delegation.
    - ii. German Street sidewalks were discussed as potential congressionally directed funding.
  - c. Proposed Community Composting Project – Status
    - i. Discussion of some details about composting.
    - ii. Utilize a small grant as well as some budgeted funds from the Town.
    - iii. Potentially 30 homes in a pilot program.
  - d. Market House Plaza Project and Area Traffic Study – Status
    - i. LB presented a PowerPoint presentation on a potential Market House park or plaza.
    - ii. This would be a phased approach that would include public meetings, public comments, and an open dialogue with the community.

- iii. There is an AARP grant available for this project.
- iv. Dates and deadlines were discussed but nothing was set.
- v. There will be a traffic study done at some time for this potential park.
- vi. There was a motion to send this proposal to the Town Council for discussion by the Town Councilors. JG made the motion LB second - passed unanimously.
- e. Sidewalk and Façade Grant Programs – Status
  - i. It was determined that in the May Public Works meeting there would be discussion of building façade support for business that would coincide with the historic preservation Month.
  - ii. JG stated that Sidewalks Program is not ready yet.
- f. Artistic Bench Project – Status
  - i. Discussion centered on design themes for two benches that were being purchased and prepared for artist designs.
  - ii. Themes discussed were elephant theme and ghost theme as well as a Shepherdstown theme.
  - iii. LB moved to procure the two benches JG second - passed
- g. Collaboration with State Highway Department – Status
  - i. JG stated that the PATH project is ready to start with an anticipated completion date in November 2026.
  - ii. Discussions concerning paving at intersection of Duke and High Streets to improve noise reduction and buckling of pavement.

**5. Member Comments:**

- a. None

**6. Chair Comments:**

- a. JG stated that the Town will be sure to be open about projects and will ensure stakeholder engagement.

**7. Next Meeting Date:** April 27, 2026

**8. Adjournment:** At 7:52pm JG moved to adjourn and LB second - unanimous

Corporation of Shepherdstown

Minutes of the Meeting of the Water and Sanitary Board

March 26, 2026

Town Hall 104 N. King Street

1. Call to Order

2. Visitors – Mr. Auxer, Mr. Welter

3. Board Members Present

Sanitary Board – James Gatz, Harvey Heyser, Bob Keller

Water Board – James Gatz, Marcy Bartlett, Jack Eggleston, Dan Shelton, Kathleen Stratton

4. Vote to Approve Minutes

a. Minutes of the February 26, 2026 Meeting

- **Vote** – Approved by Sanitary Board

-**Vote** -- Approved by Water Board

b. Minutes of the January 22, 2026

- **Vote** – Approved by Sanitary Board

5. Flow and Quality Reports – All measures within acceptable range.

6. Financial Reports

a. Budget vs Actuals- Members of both boards again ask for improvements in the format of charts, and for pages in the packet of materials to be number sequentially.

b. Plans for workshops on reserve and depreciation accounts, and formats of monthly financial reports to the boards. Planning was

postponed because staff were working on preparation of the Town's annual budget.

c. Relationship between town budget and W&S department budgets. Madged Kirollos, the Town Financial Officer, gave a general overview of how the town's budget relates to the Water and Sewer Department budgets. He also outlined how the bank accounts for the two are structured. Many questions arose and should be addressed before changes in tariffs are considered.

## 7. Unfinished Business

a. Study of the Town Run Watershed – Marcy Bartlett reported that sampling is proceeding as planned.

b. Hydrant report – No new problems but continuing concern about how to avoid damage to hydrants by delivery trucks.

## 8. New Business

a. Testing Biosolids for PFAS – Sanitary department proposed to begin testing biosolids for PFAS.

**Vote** - The Sanitary Board voted to begin testing.

b. Public Compliments to the Sanitation Department – Sue Kemnitzer thanked the Sanitary Department for their excellent presentation on the town's sanitary system at the American Conservation Film Festival. She read one of the dozens of messages from Shepherdstown residents which thanked our staff for their excellent work.

9. Next Meetings – April 23 and May 28

10. Adjourn

## Staff Reports

Staff Report for April Town Council Packet

**Wastewater, Water and Streets**

**Water/Sewer Leaks / Issues**

- 1) Bon Aire- Hydrant valve leaking- (awaiting parts)
- 2) Church St/New St- Sewer March 2026
- 3) Washington St -Water service line leak March 30 2026

**Water plant/Wastewater plant**

Water plant-

- Hydrant Flushing and Testing to start Apr 21- May 21

Wastewater plant-

- New Fernbank pump station- Install

**Lead and Copper rule**

NO UPDATE

**Streets**

Fix street signs/ reinstall bike signs

Asphalt

Speed bump reinstall

Banners

Park clean up

**Trash/Recycling/Yard waste/Rough cost**

Glass- 5 tons of glass stored (not accepting deliveries this month)

Trash – 48 Tons collected in the month of March 2500.00

Recycling- 12 Tons collected in the month of Mar 1200.00

Staff Report for April Town Council Packet

Yard Waste- 10 loads -500.00

**PATH project**

Bid awarded/Still awaiting permit from DOH to relocate waterlines

**New Park Property**

NO UPDATE

**New Hires in Public Works/Water/Wastewater**

3 new hires doing great (Laborer/Laborer/Sewerplant OIT)

Awaiting applications for 2 more positions (Water OIT, CDL laborer)

### **Town Financial Status**

Information on the following topics will be distributed separately  
or at the Town Council Meeting

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

## Staff Report for April Town Council Packet

### Shepherdstown Police Department

A total of 487 police service calls include 10 assists for the Jefferson County Sheriff's Office. That is 2% of the calls being an assist to another agency. Jefferson County assisted us with 3 calls for service.

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

#### Note Worthy Events:

In the month of February we noticed a larger number than usual of minor traffic accidents. As a result of the accidents, a traffic enforcement initiative occurred resulting in 199 traffic stops for various violations. Of those stops, 47 citations were given and 160 written warnings were issued. During this same month traffic accidents were back down to 3 for the month.

Town Financial Status

## Shepherdstown Financial – February 2026 – Executive summary

### 1. Overall Financial Position

- Total Revenues (YTD): \$1,947,143
- Total Expenses (YTD): \$1,659,532
- Operating Surplus (YTD): \$291,482

The Town is ahead of budget overall, with revenues modestly exceeding projections and expenditures coming in well below budget at this point in the fiscal year.

### 2. Revenues – Key Takeaways

#### Revenue Performance

- Budgeted through Feb 2026: ~\$1.90M
- Actuals through Feb 2026: ~\$1.95M
- Variance: +\$43,477 (favorable)

#### Major Revenue Highlights

- Strong Performers
  - Property (Ad Valorem) Taxes: ~\$240K collected, well above YTD budget due to seasonal collection timing.
  - Utility Tax: ~\$70.7K collected, ahead of budget.
  - Video Lottery: ~\$190K collected, exceeding YTD expectations.
  - Interest Income: ~\$113K collected, outperforming budget as a result of higher balances/rates.
  - Refuse Collection & Recycling: Both categories exceed YTD budget.
- Underperforming / Timing-Driven
  - Hotel/Motel Tax: ~\$143K collected, trailing YTD expectations (one-month reporting lag noted).
  - Sales Tax: ~\$318K collected vs. ~\$373K budgeted YTD (quarterly distribution timing).
  - Liquor Tax & B&O Tax: Slightly under budget but expected to improve later in the year based on quarterly collections.

- Supplemental Property Taxes: Minimal collections to date; occur sporadically as reassessments are completed.

Overall, revenue variances are largely timing-related, not structural issues.

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### **3. Expenditures – Key Takeaways**

#### **Expense Performance**

- Budgeted through Feb 2026: ~\$1.91M
- Actuals through Feb 2026: ~\$1.66M
- Variance: -\$248,005 (under budget)

#### Departments with Significant Underspending

- Planning & Zoning:
  - ~\$20K spent vs. ~\$83K budgeted YTD
  - Driven by delayed staffing costs and retirement contributions.
- Parking Department:
  - New FY26 department with no expenses posted yet, creating a ~\$48K favorable YTD variance.
- Contingencies:
  - Large reserve budgeted; no unexpected contingency spending recorded.
- Police Department:
  - ~\$587K actual vs. ~\$642K budgeted YTD
  - Overtime and retirement costs are lower than anticipated so far.

#### Departments with Notable Overspending (YTD)

- City Hall:
  - ~\$378K actual vs. ~\$322K budgeted YTD
  - Driven by:
    - Professional services (legal, tax, communications)
    - Building repairs (elevator repairs)
    - IT/software and office supplies

- Contributions / Community Grants:
  - ~\$53K actual vs. ~\$18K budgeted YTD
  - Due largely to Visitor Center and community grant payments <sup>早</sup> in the fiscal year.

Despite isolated overruns, total expenditures remain well controlled relative to budget.

### **Bottom Line**

- The Town is in a strong financial position at the end of February FY26.
- The \$291K operating surplus is driven more by expense timing and vacancy savings than by sustained over-performance in revenue.
- Many revenue and expense variances are seasonal or timing-related, suggesting results may normalize later in the fiscal year.

## Corporation of Shepherdstown

### FY26 Budget vs Actuals

#### Through February, 2026

	REVENUES	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/26	Notes and Explanations
299	Carryover	\$ 240,000	\$ 174,950	\$ 384,522	\$ 256,348	\$256,348	\$0	
301	Taxes Ad Valorem	\$ 239,731	\$ 253,444	\$ 253,444	\$ 168,963	\$240,049	\$71,086	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 23,100	\$ 26,155	\$ 26,155	\$ 17,437	\$501	(\$16,936)	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	\$ 3,333	\$3,817	\$484	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	\$ 53,333	\$70,685	\$17,352	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 83,000	\$ 85,000	\$ 85,000	\$ 56,667	\$49,031	(\$7,636)	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 185,000	\$ 185,000	\$ 185,000	\$ 123,333	\$107,418	(\$15,915)	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	\$ 267	\$165	(\$102)	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 300,000	\$ 300,000	\$ 300,000	\$ 200,000	\$142,704	(\$57,296)	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	\$ 373,333	\$317,746	(\$55,588)	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	\$ 36,667	\$28,328	(\$8,339)	
321	Parking Violations	\$ 30,000	\$ 12,000	\$ 12,000	\$ 8,000	\$15,125	\$7,125	
325	Business Licenses	\$ 20,000	\$ 10,000	\$ 10,000	\$ 6,667	\$10,446	\$3,780	Revenue received as beginning of FY26
326	Building Permits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 2,667	\$2,392	(\$274)	
327	WV Opioid settlement fund	\$ 0	\$ 0	\$ 0	\$ 0	\$1,029	\$1,029	
328	Franchise Tax	\$ 9,000	\$ 5,500	\$ 5,500	\$ 3,667	\$5,271	\$1,604	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 7,000	\$ 5,000	\$ 5,000	\$ 3,333	\$1,139	(\$2,194)	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	\$ 103,333	\$100,613	(\$2,720)	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,000	\$ 45,000	\$ 45,000	\$ 30,000	\$37,651	\$7,651	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,000	\$ 175,000	\$ 175,000	\$ 116,667	\$141,361	\$24,695	Monthly refuse collection revenue
368	Contributions from Other Entities	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	
374	Payroll Reimbursement	\$ 1,095,600	\$ 0	\$ 0	\$ 0	\$3,031	\$3,031	
376	Gaming Income	\$ 110,000	\$ 90,000	\$ 90,000	\$ 60,000	\$68,769	\$8,769	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 80,000	\$ 130,000	\$ 130,000	\$ 86,667	\$113,310	\$26,643	
381	Misc. Reimbursements	\$ 2,000	\$ 0	\$ 0	\$ 0	\$0	\$0	
382	Refunds and Rebates	\$ 10,000	\$ 10,000	\$ 10,000	\$ 6,667	\$5,158	(\$1,509)	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,000	\$ 36,000	\$ 36,000	\$ 24,000	\$31,732	\$7,732	Monthly recycling collection revenue
397	Video Lottery	\$ 240,000	\$ 243,129	\$ 243,129	\$ 162,086	\$189,997	\$27,911	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 350	\$ 350	\$ 350	\$ 233	\$3,328	\$3,095	Payroll Reimbursement for Police grant work
	<b>Total Revenues</b>	<b>\$ 3,746,181</b>	<b>\$ 2,645,928</b>	<b>\$ 2,855,500</b>	<b>\$ 1,903,667</b>	<b>\$ 1,947,144</b>	<b>\$ 43,477</b>	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/26	Notes and Explanations
<b>409</b>	<b>Mayor's Office - 409</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,333	\$ 0	(\$1,333)	
104	FICA	\$ 151	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
111	Telephone	\$ 970	\$ 500	\$ 500	\$ 333	\$ 0	(\$333)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 67	\$ 0	(\$67)	Workers Comp
	<b>Total Mayor's Office</b>	<b>\$ 3,221</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>\$ 1,733</b>	<b>\$ 0</b>	<b>(\$1,733)</b>	
<b>410</b>	<b>City Council -410</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 3,000	\$ 3,000	\$ 0	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 225	\$ 230	\$ 5	
226	Liability /Workers Comp Insurance	\$ 550	\$ 250	\$ 250	\$ 125		(\$125)	Workers Comp
	<b>Total Council</b>	<b>\$ 7,000</b>	<b>\$ 6,700</b>	<b>\$ 6,700</b>	<b>\$ 3,350</b>	<b>\$ 3,230</b>	<b>(\$121)</b>	
87								
<b>411</b>	<b>City Recorder</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 0	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 58	\$ 57	(\$0)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 32		(\$32)	Workers Comp
	<b>Total Recorder</b>	<b>\$ 1,679</b>	<b>\$ 1,679</b>	<b>\$ 1,679</b>	<b>\$ 840</b>	<b>\$ 807</b>	<b>(\$32)</b>	
141								
<b>416</b>	<b>Police Judges - 416</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
223	Professional Services	\$ 8,900	\$ 9,900	\$ 9,900	\$ 6,600	\$ 2,000	(\$4,600)	One Municipal Court Judge and one prosecutor
	<b>Total Police Judges</b>	<b>\$ 8,900</b>	<b>\$ 9,900</b>	<b>\$ 9,900</b>	<b>\$ 6,600</b>	<b>\$ 2,000</b>	<b>(\$4,600)</b>	
<b>435</b>	<b>Regional Dev Authority - 435</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
222	Dues & Subscriptions	\$ 1,439	\$ 2,649	\$ 2,649	\$ 1,766	\$ 0	(\$1,766)	Annual Bill from Regional Development Authority
	<b>Total Regional Dev. Authority</b>	<b>\$ 1,439</b>	<b>\$ 2,649</b>	<b>\$ 2,649</b>	<b>\$ 1,766</b>	<b>\$ 0</b>	<b>(\$1,766)</b>	
<b>437</b>	<b>Planning &amp; Zoning - 437</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 75,200	\$ 85,508	\$ 85,508	\$ 57,005	\$ 3,270	(\$53,736)	
104	FICA	\$ 6,169	\$ 6,541	\$ 6,541	\$ 4,361	\$ 250	(\$4,111)	
105	Group Insurance	\$ 14,364	\$ 12,000	\$ 12,000	\$ 8,000	\$ 8,060	\$ 60	
106	Retirement	\$ 8,000	\$ 8,550	\$ 8,550	\$ 5,700	\$ 0	(\$5,700)	
211	Telephone	\$ 2,000	\$ 0	\$ 0	\$ 0		\$ 0	
214	Travel	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
218	Postage	\$ 105	\$ 0	\$ 0	\$ 0		\$ 0	
220	Advertising/Legal Publications	\$ 1,000	\$ 0	\$ 0	\$ 0	\$ 404	\$ 404	
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	\$ 5,667	\$ 1,782	(\$3,885)	legal costs
226	Insurance & Bonds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,333	\$ 1,017	(\$316)	Workers Comp
230	Contracted Services	\$ 0	\$ 2,000	\$ 2,000	\$ 1,333		(\$1,333)	
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 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/26	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,424	\$5,424	
	<b>Total Planning and Zoning</b>	<b>\$ 130,543</b>	<b>\$ 125,099</b>	<b>\$ 125,099</b>	<b>\$ 83,399</b>	<b>\$ 20,382</b>	<b>(\$63,018)</b>	
438	Elections - 438	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/26	Notes and Explanations
103	Salaries	\$ 0	\$ 1,000	\$ 1,000	\$ 667	\$ 0	(\$667)	
222	Departmental Supplies	\$ 0	\$ 4,500	\$ 4,500	\$ 3,000	\$ 0	(\$3,000)	
223	<b>Total Elections</b>	<b>\$ 0</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>	<b>\$ 3,667</b>	<b>\$ 0</b>	<b>(\$3,667)</b>	No election in FY 25
440	City Hall - 440	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/26	Notes and Explanations
103	Salaries	\$ 161,173	\$ 202,008	\$ 202,008	\$ 134,672	\$ 131,911	(\$2,761)	
104	FICA	\$ 12,330	\$ 15,454	\$ 15,454	\$ 10,303	\$ 10,021	(\$281)	
105	Group Insurance	\$ 21,500	\$ 32,000	\$ 32,000	\$ 21,333	\$ 14,776	(\$6,557)	
106	Retirement	\$ 7,797	\$ 25,930	\$ 25,930	\$ 17,287	\$ 10,205	(\$7,082)	
108	Overtime/Extra Help	\$ 4,000	\$ 2,000	\$ 2,000	\$ 1,333		(\$1,333)	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	\$ 9,000	\$ 8,000	\$ 8,000	\$ 5,333		(\$5,333)	
213	Utilities	\$ 10,000	\$ 12,000	\$ 12,000	\$ 8,000	\$ 14,557	\$6,557	
214	Travel	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,333		(\$1,333)	
215	R&M Building & Grounds	\$ 3,800	\$ 8,000	\$ 8,000	\$ 5,333	\$ 16,645	\$11,311	Oracle Elevator - Replace door operator board on elevator -\$12K
216	R&M Equipment	\$ 2,100	\$ 2,000	\$ 2,000	\$ 1,333	\$ 930	(\$403)	
218	Postage	\$ 2,500	\$ 4,000	\$ 4,000	\$ 2,667	\$ 1,027	(\$1,639)	Mail Machine
219	Building & Equipment Rental	\$ 850	\$ 700	\$ 700	\$ 467	\$ 528	\$61	
221	Training and Education	\$ 1,500	\$ 2,000	\$ 2,000	\$ 1,333	\$ 390	(\$943)	
220	Advertising/Legal Publications	\$ 1,200	\$ 1,200	\$ 1,200	\$ 800	\$ 601	(\$199)	
222	Dues & Subscriptions	\$ 1,450	\$ 0	\$ 0	\$ 0	\$ 1,815	\$1,815	Zoom, Adobe Acro, Monday.com subscription --annual - 5 seats for Work Management
223	Professional Services	\$ 50,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 53,860	\$37,193	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	\$ 11,248	\$3,248	Yearly Audit Costs - BHM, CPA HRP - CH Audit Cost June 30, 2024
226	Insurance & Bonds	\$ 42,000	\$ 35,000	\$ 35,000	\$ 23,333	\$ 18,331	(\$5,003)	Workers Comp and liability insurance
230	Contracted Services	\$ 57,850	\$ 41,000	\$ 41,000	\$ 27,333	\$ 41,572	\$14,239	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	\$ 15,333	\$ 25,994	\$10,661	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT	\$ 20,000	\$ 30,000	\$ 30,000	\$ 20,000	\$ 23,273	\$3,273	Tek Advisor IT Services , Intuit software
	<b>Total City Hall</b>	<b>\$ 443,050</b>	<b>\$ 479,392</b>	<b>\$ 479,292</b>	<b>\$ 322,195</b>	<b>\$ 377,686</b>	<b>\$55,491</b>	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 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/26	Notes and Explanations
566	Contributions/Transfers to Other Funds	\$ 13,739	\$ 0	\$ 0	\$ 0		\$0	Streets Grant Expense - Pass-Through Grant Expenses
568	Contributions - Community Grants	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 45,950	\$35,950	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)	
	<b>Total Contributions/Transfers</b>	<b>\$ 33,439</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ 18,000</b>	<b>\$ 53,151</b>	<b>\$35,151</b>	
571	Parking-571	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/26	Notes and Explanations
103	Salaries	\$ 0	\$ 51,084	\$ 51,084	\$ 34,056	\$ 0	(\$34,056)	New Dept for FY 26 - will allocate from Police Dept moving forward.
104	FICA	\$ 0	\$ 3,908	\$ 3,908	\$ 2,605	\$ 0	(\$2,605)	
105	Group Insurance	\$ 0	\$ 6,800	\$ 6,800	\$ 4,533	\$ 0	(\$4,533)	
106	Retirement	\$ 0	\$ 8,000	\$ 8,000	\$ 5,333	\$ 0	(\$5,333)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/26	Notes and Explanations
216	R&M Equipment	\$ 0	\$ 2,000	\$ 2,000	\$ 1,333	\$ 0	(\$1,333)	
345	Uniforms	\$ 0	\$ 750	\$ 750	\$ 500	\$ 0	(\$500)	
	<b>Total Parking</b>	<b>\$ 0</b>	<b>\$ 72,542</b>	<b>\$ 72,542</b>	<b>\$ 48,361</b>	<b>\$ 0</b>	<b>(\$48,361)</b>	
<b>699</b>	<b>Contingencies-699</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
566	Merit	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
	COLA	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
566	Unexpected Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 143,965		(\$143,965)	
	<b>Total Contingencies</b>	<b>\$ 0</b>	<b>\$ 6,375</b>	<b>\$ 215,947</b>	<b>\$ 143,965</b>	<b>\$ 0</b>	<b>(\$143,965)</b>	
<b>700</b>	<b>Police Department - 700</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 445,000	\$ 467,725	\$ 467,725	\$ 311,817	\$ 299,282	(\$12,535)	Incluces Parking Enforcement and Admin Support - Parking will be allocated to new created dept ( Parking)
104	FICA	\$ 40,545	\$ 35,781	\$ 35,781	\$ 23,854	\$ 22,487	(\$1,368)	
105	Group Insurance	\$ 92,000	\$ 106,720	\$ 106,720	\$ 71,147	\$ 69,851	(\$1,295)	
106	Retirement	\$ 30,000	\$ 53,000	\$ 53,000	\$ 35,333	\$ 13,445	(\$21,888)	
108	Overtime/Extra Help	\$ 85,000	\$ 40,000	\$ 40,000	\$ 26,667		(\$26,667)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 10,000	\$ 10,000	\$ 10,000	\$ 6,667	\$ 7,101	\$435	
213	Utilities	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,333	\$ 6,092	\$2,759	
215	R&M Building & Grounds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000		(\$10,000)	
216	R&M Equipment	\$ 4,000	\$ 5,000	\$ 5,000	\$ 3,333	\$ 5,121	\$1,788	
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 9,333	\$ 7,878	(\$1,455)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 1,400	\$ 875	(\$525)	
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 667		(\$667)	
221	Training & Education	\$ 4,000	\$ 5,000	\$ 5,000	\$ 3,333	\$ 1,232	(\$2,102)	
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
223	Professional Services	\$ 17,000	\$ 6,000	\$ 6,000	\$ 4,000	\$ 4,257	\$257	Law Firm Fees + Police Legal Fees
226	Insurance & Bonds	\$ 65,000	\$ 77,500	\$ 77,500	\$ 51,667	\$ 57,281	\$5,614	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,000	\$ 1,000	\$ 1,000	\$ 667	-\$ 647	(\$1,314)	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 2,300	\$ 6,453	\$4,153	Magistrate and Police Court Attorney
235	Police Remittance Fees	\$ 6,000	\$ 7,000	\$ 7,000	\$ 4,667	\$ 4,465	(\$202)	
307	Bank Charges	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,000	\$ 35,000	\$ 23,333	\$ 8,484	(\$14,849)	
343	Police Gas/Fuel	\$ 20,000	\$ 20,000	\$ 20,000	\$ 13,333	\$ 42,307	\$28,973	
345	Uniforms	\$ 5,000	\$ 6,400	\$ 6,400	\$ 4,267	\$ 4,086	(\$181)	Mostly for new officers
353	Computer Software/IT	\$ 15,000	\$ 47,000	\$ 47,000	\$ 31,333	\$ 26,530	(\$4,803)	Software costs, Tek Advisors Etc - (Notebooks for 2 police vehicles)
	<b>Total Police Dept</b>	<b>\$ 919,305</b>	<b>\$ 963,676</b>	<b>\$ 963,676</b>	<b>\$ 642,451</b>	<b>\$ 586,579</b>	<b>(\$55,872)</b>	
<b>750</b>	<b>Streets - 750</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 130,000	\$ 123,963	\$ 123,963	\$ 82,642	\$ 79,579	(\$3,063)	
104	FICA	\$ 10,000	\$ 9,483	\$ 9,483	\$ 6,322	\$ 6,031	(\$291)	
105	Group Insurance	\$ 23,000	\$ 29,500	\$ 29,500	\$ 19,667	\$ 17,731	(\$1,935)	
106	Retirement	\$ 7,000	\$ 6,500	\$ 6,500	\$ 4,333	\$ 4,028	(\$306)	
211	Telephone	\$ 700	\$ 600	\$ 600	\$ 400		(\$400)	
213	Utilities	\$ 25,000	\$ 28,000	\$ 28,000	\$ 18,667	\$ 19,217	\$550	Potomac Edison - Street Lights/Master Bill Account
215	R&M Buildings & Grounds	\$ 40,000	\$ 7,000	\$ 7,000	\$ 4,667	\$ 5,055	\$388	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 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/26	Notes and Explanations
216	R&M Equipment	\$ 9,000	\$ 5,000	\$ 5,000	\$ 3,333	\$ 21,658	\$18,324	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	\$ 7,333	\$ 7,261	(\$72)	
220	Advertising/Legal Publications/Postage	\$ 250	\$ 250	\$ 250	\$ 167	\$ 2,700	\$2,533	
221	Training & Education	\$ 255	\$ 250	\$ 250	\$ 167		(\$167)	
226	Insurance & Bonds	\$ 20,000	\$ 22,000	\$ 22,000	\$ 14,667	\$ 15,047	\$380	Workers Comp and Liability Insurance
230	Contracted Services	\$ 70,000	\$ 72,500	\$ 72,500	\$ 48,333	\$ 56,834	\$8,501	Includes Tree Maintenance - Street Grant Expense
341	Departmental Supplies	\$ 30,400	\$ 35,000	\$ 35,000	\$ 23,333	\$ 20,583	(\$2,751)	PA Municipal, Inc. Invoice for \$6,755 in Sept. and kable Excavating for \$1,483
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 5,000	\$ 6,258	\$1,258	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,333	\$ 2,622	(\$711)	
	<b>Total Streets</b>	<b>\$ 387,105</b>	<b>\$ 363,546</b>	<b>\$ 363,546</b>	<b>\$ 242,364</b>	<b>\$ 264,604</b>	<b>\$22,240</b>	
<b>800</b>	<b>Sanitation-800</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 126,600	\$ 137,780	\$ 137,780	\$ 91,853	\$ 105,811	\$13,957	
104	FICA	\$ 5,800	\$ 10,540	\$ 10,540	\$ 7,027	\$ 8,040	\$1,013	
105	Group Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 6,667	\$ 6,448	(\$219)	
106	Retirement	\$ 5,000	\$ 12,200	\$ 12,200	\$ 8,133	\$ 9,117	\$984	
216	R&M Equipment	\$ 15,000	\$ 1,000	\$ 1,000	\$ 667		(\$667)	
217	R&M Auto	\$ 10,000	\$ 10,000	\$ 10,000	\$ 6,667	\$ 3,062	(\$3,605)	
218	Postage	\$ 5,000	\$ 250	\$ 250	\$ 167		(\$167)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 67		(\$67)	
221	Training & Education	\$ 400	\$ 200	\$ 200	\$ 133		(\$133)	
226	Insurance & Bonds	\$ 35,000	\$ 1,200	\$ 1,200	\$ 800	\$ 810	\$10	Workers Comp
230	Contracted Services	\$ 20,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 22,781	\$6,114	<a href="#">Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement</a>
341	Departmental Supplies	\$ 10,000	\$ 12,000	\$ 12,000	\$ 8,000	\$ 4,686	(\$3,314)	
343	Auto Supplies	\$ 12,000	\$ 5,000	\$ 5,000	\$ 3,333	\$ 2,749	(\$585)	
345	Uniforms	\$ 3,000	\$ 4,000	\$ 4,000	\$ 2,667	\$ 2,857	\$190	
349	001-Landfill	\$ 28,400	\$ 28,000	\$ 28,000	\$ 18,667	\$ 24,795	\$6,128	Landfill Fees
349	002-Recycling	\$ 15,000	\$ 20,000	\$ 20,000	\$ 13,333	\$ 11,178	(\$2,155)	Recycling Fees
353	Software/IT	\$ 12,000	\$ 6,000	\$ 6,000	\$ 4,000	\$ 492	(\$3,508)	Intuit, Tek Advisors Etc
	<b>Total Sanitation</b>	<b>\$ 313,300</b>	<b>\$ 283,270</b>	<b>\$ 283,270</b>	<b>\$ 188,847</b>	<b>\$ 202,824</b>	<b>\$13,977</b>	
<b>806</b>	<b>Water &amp; Sewer-806</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
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
	<b>Total Water &amp; Sewer</b>	<b>\$ 1,095,600</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$0</b>	Water and Sewer will reimburse for these expenses
<b>900</b>	<b>Parks and Rec - 900</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 7,000	\$ 0	\$ 0	\$ 0		\$0	
104	FICA	\$ 536	\$ 0	\$ 0	\$ 0		\$0	
105	Group Insurance	\$ 1,677	\$ 2,500	\$ 2,500	\$ 1,667	\$ 2,687	\$1,020	
106	Retirement	\$ 200	\$ 0	\$ 0	\$ 0		\$0	
213	Utilities	\$ 250	\$ 250	\$ 250	\$ 167	\$ 43	(\$124)	
215	R&M Buildings & Grounds	\$ 5,000	\$ 8,000	\$ 8,000	\$ 5,333	\$ 2,365	(\$2,969)	
216	R&M Equipment	\$ 0	\$ 1,000	\$ 1,000	\$ 667		(\$667)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/26	Notes and Explanations
226	Insurance & Bonds	\$ 1,137	\$ 1,500	\$ 1,500	\$ 1,000	\$ 2,210	\$ 1,210	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,333		(\$1,333)	
343	Auto Supplies	\$ 2,000	\$ 1,000	\$ 1,000	\$ 667	\$ 2,582	\$ 1,916	
459	Capital Outlay-Equipment	\$ 60,200	\$ 0	\$ 0	\$ 0		\$ 0	
	<b>Total Parks and Rec</b>	<b>\$ 80,000</b>	<b>\$ 16,250</b>	<b>\$ 16,250</b>	<b>\$ 10,833</b>	<b>\$ 9,886</b>	<b>(\$947)</b>	
<b>901</b>	<b>Visitor's Bureau - 901</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
567	Contributions	\$ 150,000	\$ 150,000	\$ 150,000	\$ 100,000	\$ 89,755	(\$10,245)	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
	<b>Total Visitor's Bureau</b>	<b>\$ 300,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 97,647</b>	<b>(\$2,353)</b>	
<b>912</b>	<b>Civic Promotions-912</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
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	\$ 14,521		(\$14,521)	
568-002	Contributions-Housing & Historical Preservation	\$ 0	\$ 21,782	\$ 21,782	\$ 14,521	\$ 13,211	(\$1,310)	Installation of Christmas lights at the Market House and Town Hall
568-003	Contributions-Land Use Planning	\$ 0	\$ 21,782	\$ 21,782	\$ 14,521		(\$14,521)	
568-004	Contributions-Sustainable Services	\$ 0	\$ 21,782	\$ 21,782	\$ 14,521	\$ 6,826	(\$7,695)	Tobacco Warehouse Flood Insurance
568-005	Contributions-Town Facilities & Parks	\$ 0	\$ 21,782	\$ 21,782	\$ 14,521		(\$14,521)	
	<b>Total Civic Promotions</b>	<b>\$ 0</b>	<b>\$ 108,910</b>	<b>\$ 108,910</b>	<b>\$ 72,607</b>	<b>\$ 20,037</b>	<b>(\$52,570)</b>	
<b>916</b>	<b>Library 916</b>	<b>FY25 Budget Rev 1</b>	<b>FY26 Budget Approved</b>	<b>FY26 Budget Rev 1</b>	<b>FY26 Budget Thru 2/28/2026</b>	<b>FY 26 Actuals Thru 2/28/2026</b>	<b>Over/(Under) Budget Thru 2/28/26</b>	<b>Notes and Explanations</b>
567	Contributions	\$ 21,600	\$ 24,840	\$ 24,840	\$ 16,560	\$ 20,700	\$ 4,140	Monthly Contribution from Shepherdstown to the library of \$2,070
	<b>Total Library</b>	<b>\$ 21,600</b>	<b>\$ 24,840</b>	<b>\$ 24,840</b>	<b>\$ 16,560</b>	<b>\$ 20,700</b>	<b>\$ 4,140</b>	
381	<b>Total Expenses</b>	<b>\$ 3,746,181</b>	<b>\$ 2,645,928</b>	<b>\$ 2,855,400</b>	<b>\$ 1,907,537</b>	<b>\$ 1,659,532</b>	<b>(\$248,005)</b>	
382								
383	Surplus or (Deficit)						291,482	Transfer to Capital Outlay
	<b>True Surplus or (Deficit)</b>						<b>291,482</b>	

## Approval of Town Expenditures

**Transaction Detail by Account**  
**Corporation of Shepherdstown**  
February 1-28, 2026

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
<b>GENERAL FUNDS BANKING</b>					
<b>101.011 General Operating Funds 6209</b>					
02/03/2026	Expense		WV Treasury	Remittance by Municipal Court fees- January 2026	-190.00
	Bill Payment	ACH		Work Completed within the Communication Director role per contract -January 2026	
02/05/2026	(Check)	Payment	Michael Chalmers	Renewal NetCloud Mobile Essentials Plan/Advanced Plan x 4	-1,700.00
	Bill Payment	ACH			
02/05/2026	(Check)	Payment	RCN Tech	Replacement of Mobile Camera Unit	-1,316.88
	Bill Payment				
02/05/2026	(Check)	23767	Trinity Security Integrators	4 Arraignments - December/January	-1,620.00
	Bill Payment				
02/05/2026	(Check)	23768	Arthur J. Auxer, III	Teen Court Remittance for January 2026	-160.00
	Bill Payment				
02/05/2026	(Check)	23769	United Way of the Eastern Panhandle	IT Services	-50.00
	Bill Payment				
02/05/2026	(Check)	23770	Tek Advisors	Cleaning Services	-3,121.78
	Bill Payment				
02/06/2026	(Check)	23771	Ligush Cleaning Service	Monthly donation for February 2026	-800.00
	Bill Payment				
02/06/2026	(Check)	23772	Shepherdstown Public Library	February/March Lease Payment	-2,070.00
	Bill Payment				
02/06/2026	(Check)	23773	Storm, LLC	Municipal Judge for February 2026	-1,250.00
	Bill Payment				
02/06/2026	(Check)	23774	D. Frank Hill, III, Municipal Judge	Legal Fees - Claim # F8J3324	-200.00
	Bill Payment				
02/06/2026	(Check)	23775	Travelers-legal	Accounting Svcs	-3,373.20
	Bill Payment				
02/09/2026	(Check)		Fogle Accounting and Consulting	PAYMENT U.S. BANK	-2,750.00
02/10/2026	Expense		US Bank	CH, Sewer, Water Billing Exp	-38,882.12
	Bill Payment				
02/10/2026	(Check)		SmartBill	Water bill TH, 102 N King St.	-1,729.85
	Bill Payment	ACH			
02/17/2026	(Check)	Payment	Corporation of Shepherdstown	Planning Commission project permit refund	-521.50
	Bill Payment				
02/19/2026	(Check)	23776	Garth Janssen	Cradlepoint devices unlimited x 3, firsNet Nighthawks	-100.00
	Bill Payment		Jefferson County Emergency Communications		
02/19/2026	(Check)	23777		Invoice #44436 -- Custom Banners for Boo-Fest	-184.85
	Bill Payment	ACH			
02/19/2026	(Check)	Payment	Mosca Design		-1,975.08

	Bill Payment	ACH			
02/19/2026	(Check)	Payment	Mosca Design	Invoice #44924	-784.16
02/19/2026	Expense		Corporation of Shepherdstown	City Hall Utility , Phone	-439.67
02/19/2026	Expense	3-0010-00	Corporation of Shepherdstown	City Hall Utility , Phone	-81.83
	Bill Payment			Rental for John Deere 323e track skid loader for snow	
02/23/2026	(Check)	23778	Final Touch Construction LLC	removal	-4,300.00
	Bill Payment				
02/23/2026	(Check)	23779	The Martinsburg Journal	Renewal subscription - 52 weeks	-182.00
02/23/2026	Expense		Iron Mountain Solutions Inc	Mtn. Iron sherrding , storage, services	-310.54
	Bill Payment	ACH			
02/24/2026	(Check)	Payment	Central Elevator Inspection Svc II, LLC	Annual No Load Test per WV Code	-170.00
	Bill Payment	ACH			
02/24/2026	(Check)	Payment	Mosca Design	24 custom banners for the American Conservation Film Festival/Shipping and Handling	-2,773.01
	Bill Payment			Invoice # 2244415 - Diagnostic Test	
02/25/2026	(Check)	23780	Carter Machinery Company, Inc.	Machine/Transport Machine to Carter	-828.00
	Bill Payment				
02/25/2026	(Check)	23781	Makiah N. Breeden	Reimbursement per court ruling - Citation 23ST04862	-400.00
02/27/2026	Expense		James River Equipment	Skid Steer	-2,283.42

**Total for 101.011 General  
Operating Funds 6209**

**-\$74,547.89**

101.09 PoliceDR/CR Acct-all  
6798

02/03/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
02/04/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-56.30
02/05/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
02/10/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
02/17/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
02/24/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35

<b>Total for 101.09</b>						
<b>PoliceDR/CR Acct-all 6798</b>						<b>-\$58.05</b>

101.50 Payroll Checking						
0471						
	02/03/2026	Expense		VALIC Retirement Payable	Retirement	-8,339.22
	02/04/2026	Expense		Gusto	GUSTO - Payroll fees	-683.06
	02/19/2026	Expense	23571	VALIC Retirement Payable	Retirement	-8,339.22
	02/20/2026	Expense		PEIA	Health Insurance	-688.00
					Health Insurance, CH, Police, Streets, Sanitation,	
	02/20/2026	Expense		PEIA	Sewer, Water	-33,587.62
	02/23/2026	Expense	23572	Aflac	Benefits - Insurance	-567.52
<b>Total for 101.50 Payroll</b>						
<b>Checking 0471</b>						<b>-\$52,204.64</b>

**Total for GENERAL FUNDS**  
**BANKING with sub-accounts** **-\$126,810.58**

<b>213 Purchase Card Payable</b>						
	02/01/2026	Expense	5623	Intuit	440.353 City Hall Computer Software	80.25
	02/01/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	81.02
	02/01/2026	Expense	5623	Intuit	440.353 City Hall Computer Software	0.00
	02/01/2026	Expense	5623	Intuit	Water- Computer Software	123.05
	02/01/2026	Expense	5623	Intuit	Sewer - Computer Software	123.05
					Streets Maintenance & Equipment:750.341	
	02/02/2026	Expense	3082	Amazon.com	Departmental Supplies	470.67
	02/02/2026	Expense	9895	Tractor Supply Company	Heaters for Pump Station (401.43 sewer)	124.95
					Pump Station and Plant Water Pipe Heat Cable/Electric	
	02/02/2026	Expense	9895	Home Depot	Heat Cable Kit (401.43 sewer)	119.56
	02/02/2026	Expense	2654	Sheetz	Police Vehicle Expenses:700.343 Gas/Fuel	30.62
	02/02/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	20.00
	02/02/2026	Expense	5623	Quill Corporation	Office Supplies CH, water, sewer	479.43
	02/02/2026	Expense	5623	Miss Utility of West Virginia Inc	Message Fees water / sewer	61.95

02/02/2026	Expense	5623	Gladhill Pest Control Inc.	Pest Control	653.00
02/02/2026	Expense	5623	Kershner Controls	Invoice #219 (401.46 sewer)	780.00
02/02/2026	Expense	5623	Quill Corporation	440.341 City Hall Departmental Supplies	0.00
02/02/2026	Expense	3985	Zoom.US	440.353 City Hall Computer Software	10.00
02/03/2026	Expense	2654	Les's Auto & Truck Repair	Police Vehicle Expenses:700.217 R&M Auto	364.78
02/03/2026	Expense	3082	Sunset Car Wash	Police car wash	20.00
02/03/2026	Expense	3082	Amazon.com	Streets Maintenance & Equipment:750.341 Departmental Supplies	142.35
02/03/2026	Expense	3082	Amazon.com	Streets Maintenance & Equipment:750.341 Departmental Supplies	206.88
02/03/2026	Expense	3082	Home Depot	Various parts for Water Plant (401.46 water)	970.56
02/03/2026	Expense	4802	James River Equipment	Streets Maintenance & Equipment:750.216 R&M Equipment	1,013.93
02/03/2026	Expense	4802	Carquest of Martinsburg- (S.Corp.)	Police Vehicle Expenses:700.217 R&M Auto	446.09
02/03/2026	Expense	4802	Shepherdstown Rocs	Sanitation Vehicle Expenses:800.343 Auto Supplies/Fuel	53.35
02/03/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	68.35
02/03/2026	Expense	2654	Sheetz	Police Vehicle Expenses:700.343 Gas/Fuel	40.08
02/03/2026	Expense	3985	Spirit of Jefferson	437 Planning & Zoning:437.220 Advertising/Legal Publications	18.54
02/03/2026	Expense	3985	Comcast Phone of WV	Telecommunications	278.49
02/04/2026	Expense	2540	Berkeley Club Beverages	700 Police Department:700.341 Departmental Supplies	37.48
02/04/2026	Expense	4810	Specialty Business Supplies, Inc	Water supplies	13.11
02/04/2026	Expense	4810	Home Depot	Hot water heater (401.42 water)	592.82
02/04/2026	Expense	4258	Shepherdstown Rocs	Gas/ Fuel	40.00
02/04/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	80.00
02/04/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	89.28
02/04/2026	Expense	2654	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	33.19
02/04/2026	Expense	5623	Everest Window Cleaning (Bolyard Ent.)	Window cleaning	91.80
02/04/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	46.00
02/04/2026	Expense	3985	Berkeley Club Beverages	440.341 City Hall Departmental Supplies	53.86
02/04/2026	Expense	2615	Walmart	440.341 City Hall Departmental Supplies	103.87
02/04/2026	Expense	3985	Comcast Phone of WV	Telecommunications	395.48
02/05/2026	Expense	4810	Shepherdstown Rocs	Gas/ Fuel	\$49.32
02/05/2026	Expense	9895	Shepherdstown Rocs	Gas/ Fuel	\$45.38
02/05/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	\$75.59
02/05/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	\$46.71
02/05/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	\$69.00
02/05/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	\$288.52
02/05/2026	Expense	5623	AR&E	Invoice #R1340 (401.43 water)	\$387.17
02/05/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$31.39

02/05/2026	Expense	3985	Spirit of Jefferson	437 Planning & Zoning:437.220 Advertising/Legal Publications	\$18.54
02/06/2026	Expense	3082	Hach Co.	Water reagents (635.11 water)	\$512.40
02/06/2026	Expense	4802	Shepherdstown Rocs	Sanitation Vehicle Expenses:800.343 Auto Supplies/Fuel	\$91.06
02/06/2026	Expense	5623	Shenandoah Air Conditioning	HVAC expense	\$99.00
02/06/2026	Expense	5623	Cintas Corporation	Uniform	\$520.13
02/06/2026	Expense	5623	Cintas Corporation	Uniform	\$520.13
02/06/2026	Expense	5623	Cintas Corporation	Uniform	\$635.55
02/06/2026	Expense	5623	Cintas Corporation	Uniform	\$530.75
02/06/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$35.50
02/06/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$15.24
02/07/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$31.70
02/07/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$29.22
02/08/2026	Expense	2654	Amazon.com	700.216 Police supplies	\$10.69
02/08/2026	Expense	2654	Amazon.com	700.216 Police supplies	\$23.53
02/08/2026	Expense	5623	Intuit	softwate / QB	\$294.25
02/08/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$38.30
02/09/2026	Expense	4802	Shenandoah Sales & Service, Inc.	Sanitation Vehicle Expenses:800.343 Auto Supplies/Fuel	\$268.25
02/09/2026	Expense	3985	Comcast Business, Inc	Internet / phone	\$1,112.26
02/09/2026	Expense	3985	Comcast Phone of WV	Phone	\$329.55
02/10/2026	Credit Card	3082	Amazon.com	Credit for returned supply order	-\$70.18
02/10/2026	Expense	3082	Shepherdstown Rocs	Streets Maintenance & Equipment:Gas/ Fuel	\$45.56
02/10/2026	Expense	5623	Apple Valley Waste Inc	Sanitation Dumping Fees:800.349-002 002-Recycling	\$720.00
02/10/2026	Expense	3009	Martins	Police Vehicle Expenses:700.343 Gas/Fuel	\$35.00
02/10/2026	Expense	2615	Walmart	440.341 City Hall Departmental Supplies	\$42.34
02/11/2026	Expense	3082	Hach Co.	Water reagents (635.11 water)	\$76.29
02/11/2026	Expense	4802	Shepherdstown Rocs	Sanitation Vehicle Expenses:800.343 Auto Supplies/Fuel	\$1.43
02/11/2026	Expense	4802	Shepherdstown Rocs	Sanitation Vehicle Expenses:800.343 Auto Supplies/Fuel	\$61.01
02/11/2026	Expense	2654	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$33.12
02/11/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	\$69.00
02/11/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	\$69.00
02/11/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	\$69.00
02/11/2026	Expense	3985	USPS Shepherdstown	Planning Commission Expenses:440.823 Postage	\$18.50
02/12/2026	Expense	4802	Carter Machinery Company, Inc.	Streets Maintenance & Equipment:Backhoe/Haul	\$828.00
02/12/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	\$32.00
02/12/2026	Expense	4802	Rentals Unlimited	Streets Vehicle Expenses:Windshield Rental/Repair	\$1,198.14
02/12/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$35.87
02/12/2026	Expense	3985	Spirit of Jefferson	Planning Commission Expenses:440.822 Advertising	\$293.86

02/13/2026	Expense	4802	Shepherdstown Rocs	Sanitation Vehicle Expenses:800.343 Auto Supplies/Fuel	\$79.83
02/14/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$34.55
02/14/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$29.30
02/16/2026	Expense	4258	Applied Industrial Technologies	Couplers for WWTP Feed Pumps (401.47 sewer)	\$810.17
02/16/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	\$74.01
02/16/2026	Expense	3009	Sheetz	Police Vehicle Expenses:700.343 Gas/Fuel	\$44.54
02/16/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$30.20
02/17/2026	Expense	2654	Les's Auto & Truck Repair	Police Vehicle Expenses:700.217 R&M Auto	\$649.65
02/17/2026	Expense	4258	Shepherdstown Rocs	Auto Gas/Fuel	\$47.46
02/17/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	\$121.01
02/17/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	\$300.00
02/17/2026	Expense	3985	CallingPost Communications, Inc.	CH, Water, Sewer Communications	\$583.00
02/18/2026	Expense	4810	Home Depot	Supplies	\$174.39
02/18/2026	Expense	9895	Sheetz	Gas/ Fuel	\$15.00
02/18/2026	Expense	2654	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$39.65
02/18/2026	Expense	5623	Super Shoe Stores/Macro Retail	Boots for Charles Coe and Duane Swisher (401.21 water)	\$284.98
02/18/2026	Expense	5623	PA Municipal, Inc.	Streets Maintenance & Equipment:750.341 Departmental Supplies	\$568.50
02/18/2026	Expense	5623	Rentals Unlimited	750 Streets:Loader, Rubber Track Large	\$1,133.68
02/18/2026	Expense	5623	Rentals Unlimited	750 Streets:Lift, Boom 32' Trailer	\$439.61
02/18/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$23.00
02/19/2026	Expense	3082	Amazon.com	750 Streets:750.345 Uniforms	\$40.79
02/19/2026	Expense	4258	Shepherdstown Rocs	Gas/ Fuel	\$35.63
02/19/2026	Expense	4258		Cleaning supplies for the WWTP and 2 mission batteries (401.47 sewer)	\$244.93
02/19/2026	Expense	4802	Moser's Repair, LLC	Streets Maintenance & Equipment:750.216 R&M Equipment	\$434.86
02/19/2026	Expense	5623	T-Mobile	T- Mobile Cell phones	\$1,585.33
02/19/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$35.60
02/19/2026	Expense	3985	IIMC	City Hall Personnel Training	\$210.00
02/19/2026	Expense	3985	VIRGINIA MUNICIPAL LEAGUE	440 City Hall:City Hall Other Expenses:440.222 City Hall Dues & Subscriptions	\$25.00
02/20/2026	Expense	2540	Les's Auto & Truck Repair	Police Vehicle Expenses:700.217 R&M Auto	\$158.60
02/20/2026	Expense	4810	Cool Green Auto & Tire Inc	Auto repairs (650.2 water)	\$51.00
02/20/2026	Expense	4258	Shepherdstown Rocs	Fuel / Gas	\$86.76
02/20/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	\$68.02
02/20/2026	Expense	4802	Carquest of Martinsburg- (S.Corp.)	Streets Maintenance & Equipment:750.341 Departmental Supplies	\$147.28
02/20/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$30.25
02/20/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$31.09
02/20/2026	Expense	3985	Comcast Phone of WV	City Hall Utilities:Comcast Internet	\$347.00

02/21/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$36.35
02/22/2026	Expense	3009	Sheetz	Police Vehicle Expenses:700.343 Gas/Fuel	\$39.02
02/22/2026	Expense	3985	EVO GOV	Monthly fee for web site hosting and content management system	\$150.00
02/23/2026	Expense	2540	Quill Corporation	700 Police Department:700.341 Departmental Supplies	\$120.26
02/23/2026	Expense	5623	Kershner Controls	Invoice #227 (401.43 sewer)	\$260.00
02/23/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	\$20.00
02/24/2026	Expense	3082	Shepherdstown Rocs	Gas/ Fuel	\$50.60
02/24/2026	Expense	9895	Shepherdstown Rocs	Gas/ Fuel	\$50.95
02/24/2026	Expense	4802	Home Depot	Streets Maintenance & Equipment:750.215 R&M Buildings & Grounds	\$226.44
02/24/2026	Expense	2654	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$41.89
02/24/2026	Expense	5623	Everest Window Cleaning (Bolyard Ent.)	Window cleaning	\$91.80
02/24/2026	Expense	3009	Sheetz	Police Vehicle Expenses:700.343 Gas/Fuel	\$25.50
02/24/2026	Expense	2615	USPS Shepherdstown	440.341 City Hall Postage	\$22.95
	Credit Card				
02/25/2026	Credit	4810	USA Bluebook	Stenner Pump (401.43 water) return	-\$599.95
02/25/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	\$118.46
02/25/2026	Expense	4802	Shepherdstown Rocs	Sanitation Vehicle Expenses:800.343 Auto Supplies/Fuel	\$75.73
02/25/2026	Expense	5623	Waste Management Inc	Landfill, Sludge	\$2,848.50
02/25/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	\$69.00
02/25/2026	Expense	3009	Sheetz	Police Vehicle Expenses:700.343 Gas/Fuel	\$27.27
02/25/2026	Expense	3985	SP Visioneer	440 City Hall:Training and Education for Amy	\$160.00
02/26/2026	Expense	4802	Dollar General Store	Streets Maintenance & Equipment:750.341 Departmental Supplies	\$67.68
02/26/2026	Expense	5623	Charles Town Heating & Air Conditioning	440 City Hall: Service all Heat Pumps	\$300.00
02/26/2026	Expense	5623	Quill Corporation	Paper Towels / 10 packs/carton (401.24 sewer)	\$145.98
02/26/2026	Expense	5623	Cintas Corporation	Uniform	\$520.13
02/26/2026	Expense	5623	Cintas Corporation	Uniform	\$622.84
02/26/2026	Expense	5623	Cintas Corporation	Uniform	\$530.75
02/27/2026	Expense	3009	Sheetz	Police Vehicle Expenses:700.343 Gas/Fuel	\$46.07
<b>Total for 213 Purchase Card Payable</b>					<b>\$33,107.80</b>

**RESTRICTED FUNDS**

**103 Customer Deposit  
Accounts 3194**

02/28/2026 Check

Customer Deposit Refunds

0.00

	02/28/2026	Check	Customer Deposit Refunds	0.00
	02/28/2026	Check	Customer Deposit Refunds	0.00
	02/28/2026			
<b>Total for 103 Customer Deposit Accounts 3194</b>				<u>0.00</u>
<b>Total for RESTRICTED FUNDS with sub-accounts</b>				<u>\$0.00</u>
	<b>TOTAL</b>			<u>\$0.00</u>