

Minutes of Town Council Meeting

April 8, 2026

DRAFT: SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, April 8, 2026 – 6:30 p.m.

Town Hall – 104 North King Street

1. Call to Order

Meeting called to order at 6:37 p.m.

2. Attendance

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

Absent: Carie Blessing

Staff: Gino Sisko , Amy Boyd , Mike King , Maged Kirollos , Hunter Wetzel

3. Approval of Minutes

Town Council Meeting Minutes of March 11 and 19, 2026 were approved unanimously.

4. Public Comment Period

Erica Best requested grant funding for Back Alley Garden Tour banners supporting the Community Club and War Memorial Building.

Elizabeth McGowan spoke in support of a resolution supporting immigrant neighbors.

David Zumbrun addressed Council regarding the Young/Shipleigh annexation request.

Heather Wallen provided information on the Roving Peregrine Theatre Company and its programming.

Linda Lane (Bee City) requested fencing, signage, and coordination regarding the watershed garden and pollinator initiatives.

5. Public Hearings

First reading of ordinance allowing elected officials to decline pay was presented. Suggestions to modify the language were made, and Town Attorney Chazz Printz will make changes before the next meeting. No votes were taken.

6. Ongoing Business

- a. Election Briefing: Town Council is required to appoint election officials (poll workers and counting board). The list of volunteers was presented to Council (Deb Tucker's name had been omitted from the list and was added back at the meeting). The list was approved unanimously (full list is available from Town Clerk Amy Boyd). The discussion about compensation for poll workers was deferred until next month.
- b. Path to Morgan's Grove Park project funding confirmed; project moving forward towards November 2026 completion date.
- c. Update received on Young/Shipleigh annexation; no action taken; plan to review at the Special Town Council meeting on April 21.
- d. Market House Plaza 90-day pilot project plan and timeline was presented by Linus Bicker; after extensive discussion it was approved unanimously, with recommendation that HLC review the proposal.
- e. Stormwater project locations revised due to utility conflicts; motion approved unanimously to proceed with updated plans and funding.
- f. Real estate matters: discussion moved to end of meeting to occur in Executive Session.

7. New Business

- a. Event Permit: Council approved the permit for our annual July 4th Parade
- b. Town support for July 4th celebration: brief discussion of how Town can further support the celebration.
- c. Resolutions:
 - i. Fair Housing Month: Proclamation was read aloud and approved unanimously by Council.
 - ii. Town Council Executive Sessions: Resolution concerning Town policy and practices regarding Executive Sessions (intended to clarify consistency with State Code) was passed unanimously
 - iii. Princess Street Shopping District: A proposal for new signage to promote the retail shops on Princess Street was introduced and discussed; Council voted unanimously to approve a planning process for developing appropriate signage and sign placement.
- d. Town Grant Applications:

Council received an update on the applications for:

 - i. Congressionally Directed Spending support for improvements to German Street sidewalks
 - ii. Chesapeake Bay Foundation support for proposed yard waste program
 - iii. Community Foundation for support of refurbishing the entry way to Shepherd Family Burial Ground

No Council action was taken on any of these items

- e. Historic Landmarks Commission: Historic Landmarks Commission: Keith Alexander described recent work, highlighting their process of being reviewed in order to maintain the Town's status as a Certified Local Government; the review produced a very positive outcome (Keith called it an "A-"). He also noted that several recent public projects had not been reviewed by the HLC when they ought to have been. Two specific recommendations for Council were to a) review the Library sign and b) review the yellow bollards that were placed around the fire hydrant on German Street. Last, there was a brief presentation on a new grant program to support plaques for historic homes and other structures. The request that Council approve a request to support this project was approved unanimously.
- f. Community Grant applications:
 - i. Back Alley Garden Tour request for a community grant for \$1200 was approved unanimously.
 - ii. Roving Peregrine Theatre Company request for a community grant was approved as modified to include only funding for the first of two proposed plays (\$1250); the second will be reviewed at the May meeting.
- g. No new donations to the Town were reported
- h. The Town's recognition as a "Readers' Choice TOP 10 Best Historic Small Town" by USA Today was noted. Ashley Neese was thanked for her work on this project.
- i. There will be an orientation session for newly elected officials in mid June.
- j. There are two applications for paid summer internships, and Hunter will be continuing his work for the summer.
- k. A Special Town Council meeting is scheduled for April 21 at 6:30 p.m. The purpose is to "lay the levy" as well to address any additional items on the agenda

8. Reports by Committees, Commissions, and Boards

Reports were included in the packet;. Cheryl Roberts reported on current status of the Phase 1 improvements to Rumsey Park.

9. Staff / Department Reports

- a. Financial report was included in the packet; no detailed discussion occurred.
- b. Gino noted that there are several applicants for paid summer internships with the Town.
- c. Police report focused on the range and number of calls received (487), with a larger than usual number of vehicle accidents
- d. Public Works reported on several water leaks and service line repairs; Street work will focus on street sign, speed bump re-installation and banner installations. There have been 3 new hires.
- e. Motion to approve town expenditures was unanimously approved.

10. Council went into executive session at 9:24pm to discuss real estate issues and came out at 9:50. No votes were taken in the Executive Session, and no motions were made when Council emerged from the Executive Session.

11. Motion to adjourn was unanimously approved at 9:50

Public Hearing

First Reading

Replacement Ordinance – Planned Unit Development

AN ORDINANCE REPEALING AND REPLACING CHAPTER 7A OF TITLE 9 OF THE CODE OF SHEPHERDSTOWN FOR PLANNED UNIT DEVELOPMENT (PUD)

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 7A of Title 9 of the Code of Shepherdstown is hereby repealed and replaced with a revised, updated ordinance entitled Planned Unit Development (PUD), to read as follows:

CHAPTER 7A PLANNED UNIT DEVELOPMENT (PUD)

Section 9-7A01 Purpose and Intent

A. The purpose of this Planned Unit Development (PUD) ordinance is to:

1. Encourage innovative and flexible land development that promotes efficient use of land and infrastructure;
2. Facilitate high-quality design, coordinated development, and mixed-use opportunities;
3. Preserve natural, scenic, historic, and environmental resources;
4. Promote compatible land uses and improved site planning;
5. Allow flexibility from conventional zoning standards in exchange for superior design, public amenities, and community benefits; and
6. Ensure developments are consistent with the Comprehensive Plan and adopted Town policies.
7. Establish criteria for the review and evaluation of proposed Planned Unit Developments.

B. The intent of this Planned Unit Development (PUD) ordinance is to offer one or more of the following advantages:

1. Apply the design principles of new urbanism, neo-traditionalism, and other emerging smart growth principles, village-scale urban form and development patterns, and best management practices to ensure a healthy, sustainable, and economically vibrant community, using Shepherdstown as a physical model;
2. Promote development patterns that maximize compatibility of differing adjacent land uses to avoid the necessity of extensive buffering;

3. Enhance the appearance of neighborhoods by conserving areas of open space, special natural beauty, historic resources, steep slopes, ecological importance, flood prone areas, and natural green spaces where appropriate, while understanding that land within Shepherdstown is best suited for densities and development patterns compatible with small town urbanism;
4. Encourage good village-scale contextual design and mitigate congestion on streets;
5. Promote architecture that is compatible with the Shepherdstown's community vernacular, and/or the surroundings;
6. Promote appropriate small town densities that encourage economical and socially feasible multimodal transportation, including walking, bicycling, and transit beyond private vehicles; and
7. Promote and protect the environmental integrity of the site and its surroundings by providing suitable design responses to the specific environmental constraints of the site and surrounding area.

Section 9-7A02 Definitions

The following terms are defined for the purpose of interpreting, administering, and enforcing Title 9, Chapter 7A Planned Unit Development (PUD).

- A. Applicant, PUD: The legal or equitable owner(s) or authorized agent proposed for PUD designation.
- B. Tract of Land: A single parcel or two or more contiguous parcels of land assembled for the purpose of development as a Planned Unit Development (PUD) and under single or unified ownership or control at the time of application.
- C. Planned Unit Development (PUD): A zoning classification enacted by Ordinance for an area under single or unified ownership or control for which land use and development are advanced as a single entity according to approved PUD planning documents that allows flexibility from standard zoning requirements. The PUD regulatory instruments include the approved Outline Plan and the Development Plan that generally consist of:
 1. A map showing the development area and all proposed improvements to the development area;
 2. Text that sets forth the permitted uses and development standards to be met; and,
 3. Exhibits setting forth any aspects of the Outline Plan and Development Plan not

fully described in the map and text.

The map, text, and exhibits constitute the PUD planning documents and identify the development, uses, standards, and regulations for the Planned Unit Development area in lieu of the regulations for the underlying district.

- D. Outline Plan: A generalized plan illustrating the overall design, layout, development standards, land uses, density, circulation, and open space.
- E. Development Plan: A detailed plan specifying exact development, phasing, and improvements.
- F. Permanent Improved Open Space: Functional and accessible open space usable for passive and/or active recreation such as, but not limited to parks, playgrounds, swimming pools, ball fields, plazas, courtyards, landscaped green spaces, trails and greenways, and other areas that are created or modified human activity. Such open space shall not include schools, community centers, or other similar areas.
- G. Permanent Natural Open Space: Meaningful areas of natural vegetation, water bodies, or other landforms that are left undisturbed.
- H. Development Standards: Regulations that govern the physical design, layout, intensity, and performance of development on a site, including but not limited to lot size, setbacks, building height, lot coverage, density, open space, landscaping, parking, access, signage, buffering, and other dimensional or design requirements applicable within the PUD.
- I. Underlying District: The zoning classification for property prior to the establishment of Planned Unit Development (PUD) District for same.
- J. Undisturbed Land: Land within a proposed PUD area that is in its natural state and has not been subject to grading, excavation, filling, clearing, compaction, construction activity, or other human alteration, except for minimal selective clearing or utility installation. Examples of undisturbed land include, but are not limited to undisturbed woodlands, wetlands, floodplains, stream buffers; areas of intact native vegetation not previously altered by development.
- K. Historic Resources:
 - 1. Identified as property, building, structure, and/or object that is individually designated as a local historic landmark;
 - 2. Located within a Town adopted historic district or historic district listed in the National Register of Historic Places;

3. Listed on or eligible for listing on the National Register of Historic Places; or,
4. Identified as a property, building, structure, and/or object contributing to a Town adopted historic district or historic district listed in the National Register of Historic Places.

Section 9-7A03 Applicability

- A. The Planned Unit Development (PUD) process shall be voluntary and initiated by the property owner(s) or authorized applicant.
- B. This Planned Unit Development (PUD) Ordinance may apply to:
 1. Lands already within the municipal boundaries of the Corporation of Shepherdstown, unless expressly prohibited by the Planning and Zoning Ordinance; and, processed
 2. Lands newly annexed into the Corporation of Shepherdstown.
- C. For newly annexed lands:
 1. Property may be classified as a Planned Unit Development (PUD) District concurrent with or subsequent to annexation approval.
 2. No property may be classified as a Planned Unit Development (PUD) District concurrent with annexation approval unless an Outline Plan has been approved.
 3. Property classified as PUD District after annexation approval shall follow the procedures set forth herein for lands already within the municipal boundaries of the Corporation of Shepherdstown
 4. Approval of a PUD for annexed lands shall constitute the establishment of zoning for the property following annexation and shall supersede any interim zoning classification.
 5. The underlying zoning district of a Planned Unit Development (PUD) District shall be the R-1 District unless otherwise classified in the approved Outline Plan.
- D. Land use and development within a Planned Unit Development (PUD) District may be permitted only through and pursuant to the approved PUD Outline Plan and PUD Development Plan.

Section 9-7A04 Requirements for Planned Unit Development

- A. The area designated in the Planned Unit Development map must be a tract of land at least two (2) acres in size and under single ownership or control. Single control of property under multiple ownership may be accomplished through the use of enforceable covenants, development agreements, and/or commitments which run concurrent with the Planned Unit Development.
- B. The Outline Plan shall indicate the permitted land uses, development standards, locations of improvements, and other applicable specifications of the Planning and Zoning Ordinance which shall govern the Planned Unit Development. If the Outline Plan is silent on a particular land use development standard or other specification of the Planning and Zoning Ordinance, the standard of the underlying district or the applicable regulations shall apply.
- C. The location of Planned Unit Developments shall be designated on the Official Zoning Map and adopted pursuant to rules and regulations governing amendments of the Planning and Zoning Ordinance.
- D. The Planned Unit Development must comply with all required improvements, construction standards, design standards, and all other engineering standards adopted and enforced by the Corporation of Shepherdstown, and any other pertinent regulations, except where specifically varied through the provisions of the Planning and Zoning Ordinance.
- E. Designation and Conveyance or Ownership of Permanent Open Space.
 - 1. Designation.
 - (a) Within all Planned Unit Developments, a minimum of thirty percent (30%) of the proposed PUD area shall be designated as permanent open space.
 - (b) At least twenty-five percent (25%) of the total permanent open space shall be of the Improved Open Space type.
 - (c) To the greatest extent practicable, permanent open space within a PUD shall be preserved as natural open space consisting of existing environmental features such as woodlands, wetlands, floodplains, steep slopes, riparian corridors, native vegetation, and other undisturbed lands. The applicant shall demonstrate during PUD Outline Plan review that site design, lot layout, building placement, and infrastructure locations have been arranged to prioritize the preservation of contiguous undisturbed natural areas before the designation of improved open space. Where

natural features are limited or preservation is constrained by site conditions, the applicant shall provide justification acceptable to the Town.

- (d) Creation of a graded and surfaced walking trails through areas of Natural Open Space shall constitute disturbance of the area and calculated as Improved Open Space in the amount of the length of the walking trail multiplied by its width.
 - (e) PUDs adjoining existing or planned parks or trails shall provide direct pedestrian and bicycle connections.
 - (f) Schools, community centers, club houses, museums, etc. shall not be calculated as permanent open space.
 - (g) Stormwater detention areas shall not be calculated as permanent open space unless designed as an amenity such as, but not limited to rain gardens, ponds with trails, etc.
2. Proximity. In the case of mixed-use Planned Unit Developments, permanent open space shall be allocated to the property in proportion to the uses assigned to the Planned Unit Development and shall be located in reasonable proximity to those uses. Provided, however, the permanent open space need not be located in proximity to the use in the case of preservation of existing features.
 3. Proportion. If the Outline Plan provides for the Planned Unit Development to be constructed in phases, open space must be provided for each phase of the Planned Unit Development in proportion to that phase.
 4. Conveyance. Permanent open space shall be conveyed in or owned by one of the following forms:
 - (a) To a municipal or public corporation; or
 - (b) To a nonprofit corporation or entity established for the purpose of benefiting the owners and tenants of the Planned Unit Development or, where appropriate and where approved by the Town Council, adjacent property owners, or both. All conveyances hereunder shall be structured to ensure that the grantee has the obligation and the right to effect maintenance and improvement of the common open space; and that such duty of maintenance and improvement is enforced by the owners and tenants of the Planned Unit Development and, where applicable, by adjacent property owners; or

- (c) To owners other than those specified in Subsections (a) and (b) above, and subject to restrictive covenants describing and guaranteeing the open space and its maintenance and improvement, running with the land for the benefit of residents of the Planned Unit Development or adjacent property owners, or both.
- F. Uses permitted in a Planned Unit Development may be any use that is found in the Planning and Zoning Ordinance in any district, subject to the PUD Outline Plan's schedule of permitted uses approved by the Town Council.
- G. For purposes of determining overall project size, two or more parcels of land owned by the applicant that are wholly or partially separated by a public street or other right of way may be considered contiguous and thus may be counted in fulfilling the minimum acreage requirement, provided that the use and development of the property is incorporated into, and is an integral part of the project plans; and provided that there is no other property not owned by the applicant separating the parcels in question. Where there is uncertainty in determining a parcel's qualification to be included in the PUD, the Planning Commission shall resolve the issue and make a determination as to the project boundaries, after considering the advice of the Mayor and/or Zoning Officer and the request by the applicant.

Section 9-7A05 Procedure for Approval of Planned Unit Development

- A. Introduction. Applications shall be accompanied by all plans and documents required by Sections 9-7A05. A three-step application process shall be used. The steps in the process are:
 - 1. Pre-application Conference;
 - 2. Outline Plan Approval; and
 - 3. Development Plan Approval.
- B. Pre-application Conference. Prior to filing a formal application for approval of a Planned Unit Development, the applicant shall schedule a pre-application conference with the Mayor and/or Zoning Officer. The purposes of the pre-application conference shall be to:
 - 1. Allow the applicant to present a general concept and to discuss characteristics of the development concept in relation to adopted Town plans and policies.
 - 2. Allow the Mayor and/or Zoning Officer to inform the applicant of pertinent policies, standards, ordinance requirements, materials, and procedures for the Planned Unit Development as well as identify and discuss potential site and off-site constraints.

3. The pre-application conference is intended only for the above purposes. Any discussion, comment, guidance, recommendation, interpretation, or indication of support expressed by Town officials, staff, consultants, or representatives during a PUD pre-application meeting shall be advisory only and shall not be binding upon the Corporation of Shepherdstown or the applicant. No statement made at such meeting shall constitute a formal decision, approval, or commitment regarding the PUD application. All determinations shall be made only upon formal submission, review, and action in accordance with the PUD procedures and standards set forth herein.

C. Procedure for PUD Outline Plan Approval. Based upon the pre-application conference, the applicant must then develop and submit an Outline Plan for the proposed Planned Unit Development.

1. The Outline Plan and application for the Planned Unit Development shall be filed with the Mayor and/or Zoning Officer.
2. Within fifteen (15) calendar days of submission, the Mayor and/or Zoning Officer shall determine in writing whether the PUD Outline Plan and Application are complete.
 - (a) If the PUD Outline Plan and Application are incomplete, the applicant shall be notified in writing of deficiencies.
 - (b) The official administrative review period shall not commence until the PUD Outline Plan and Application are determined to be complete.
3. The period of official administrative review by the Mayor and/or Zoning Officer shall not exceed thirty (30) calendar days; provided the applicant may consent in writing to an extension of the review period.
4. Where during official administrative review the Mayor and/or Zoning Officer determines that a PUD Outline Plan and Application include, may include, or may affect historic resources, the applicant shall be advised in writing that the PUD Development Plan and Application shall be referred to the Historic Landmarks Commission for review and, if applicable, certificate of appropriateness approval.
5. The Outline Plan and PUD application and the results of the official administrative review shall then be forwarded to the Planning Commission for its consideration, public hearing and recommendations, together with the Mayor and/or Zoning Officer's report, such other documents as may be pertinent to the Planned Unit Development.

6. The Planning Commission shall hold a public hearing. A notice of time and place of such public hearing shall be published in a paper of general circulation in the area at least once, at least fifteen (15) calendar days prior to the date set for the hearing. Such notice shall contain the address or location of the property for which the Planned Unit Development is being sought
7. Where there are environmentally sensitive features on the site or the PUD Development Plan is expected to be complex, or there are other important planning implications involved, the Planning Commission may reserve the authority to review and approve the PUD Development Plan. And, where the Planning Commission recommends denial of a PUD Outline Plan and the Town Council approves the PUD Outline Plan, the Planning Commission shall review the PUD Development Plan.
8. The Planning Commission shall complete its review and render a decision on the PUD Outline Plan and Application within forty-five (45) calendar days of its public hearing, unless an extension of time is granted by the applicant.
9. Upon completion of its review, the Planning Commission shall forward the Outline Plan and PUD Application to the Town Council with 1) a favorable recommendation, or 2) an unfavorable recommendation.
10. The Town Council shall vote on the ordinance enacting the Outline Plan and PUD designation within forty-five (45) calendar days after Planning Commission action, unless an extension of time is granted by the applicant. The Town Council may enact or reject the PUD ordinance.
11. Outline Plan Revisions During Review. The Mayor and/or Zoning Officer; the Planning Commission; or the Town Council may permit submission of revised plans during their respective reviews. Acceptance of revised materials may restart the respective review periods upon written consent of the applicant.
12. Estimated Cumulative PUD Outline Plan Review Timeline. Figure 9-7A06-1 illustrates the estimated cumulative timeline for PUD Outline Plan review and decision points. The table is provided for reference only and shall not be considered regulatory. Review timelines provided herein are dependent upon the reasonable scheduling of public meetings and shall be adjusted to reflect regularly scheduled Planning Commission and Town Council meetings, requisite public notice, and changes in meeting dates.

PUD Outline Plan Phase	Duration	Estimated Cumulative Timeline	Description
Outline Plan Submission			
Phase 1 – Initiation	15 days	Days 1–15	Application completeness review and determination.
Phase 2 – Administrative Review	30 days	Days 16–45	Official administrative review.
Phase 3 – Public Hearing Notice	15 days	Days 46–60	Planning Commission Public Hearing advance notice.
Phase 4 – Planning Commission	45 days	Days 61–105	Planning Commission recommendation.
Phase 5 – Town Council	45 days	Days 106–150	Town Council decision on PUD Ordinance.

Figure 9-7A06-1 – PUD Outline Plan Estimated Cumulative Time

D. Effect of PUD Outline Plan Approval:

1. When an Outline Plan and PUD Ordinance has been enacted by the Town Council, the Outline Plan shall become effective and the Zoning Map shall be amended to designate the site as a Planned Unit Development (PUD).
2. Upon such amendment of the Zoning Map, the use and development of the site shall be governed by the PUD Outline Plan, subject to approval of the PUD Development Plan.
3. No permit of any kind within the PUD area shall be issued until the PUD Development Plan has been approved.

E. Procedure for PUD Development Plan Approval.

1. Purpose of PUD Development Plan. The purpose of the Development Plan is to designate the controls for development of the Planned Unit Development. The PUD Development Plan shall show the exact location of each building and improvement to be constructed and a designation of the specific internal use or range of uses for

each building.

2. Time Limit for Submission of PUD Development Plan. The PUD Development Plan shall be submitted to the Mayor and/or Zoning Officer not more than eighteen (18) months following Town Council approval of the Outline Plan and PUD ordinance; or, in the case of property classified as a Planned Unit Development (PUD) District concurrent with annexation, eighteen (18) months following the annexation effective date.
3. The PUD Outline and Development Plans may be submitted as a single plan if all requirements of Section 9-7A05 are satisfied. The PUD Development Plan may be submitted and approved in phases, with each phase representing a portion of the PUD Outline Plan, at the discretion of the Planning Commission. The time limit for submitting each phase for approval may be set forth in the PUD Outline Plan, in which case that schedule shall control the timing of development, rather than the time period contained in this paragraph. The Planning Commission may extend the time for application for approval of the PUD Development Plan and/or phases of the PUD Development Plan for good cause, consistent with the purposes of the Planning and Zoning Ordinance.
4. Expiration of Time Limit to Submit PUD Development Plan. The original PUD applicant(s) or current developer of the Planned Unit Development may request a time extension by submitting a written request to the Mayor and/or Zoning Officer at least sixty (60) days before the PUD Development Plan submission deadline. The Planning Commission shall have the authority to approve or deny the request for good cause. If the deadline expires without an approved extension, the Planning Commission shall initiate action to amend the Zoning Map to rescind the PUD District designation. The Mayor and/or Zoning Officer shall notify the applicant(s) or developer in writing at least thirty (30) days prior to the Planning Commission's public hearing.
5. Relationship of PUD Development and PUD Outline Plan. The PUD Development Plan shall conform to the PUD Outline Plan as approved.
6. The applicant must have the PUD Development Plan or phase plan approved prior to issuance of any project permit within the PUD District or related phase.
7. PUD Development Plan Submission. The Development Plan or phase plan and supporting data shall be filed with the Mayor and/or Zoning Officer.
 - (a) Within fifteen (15) calendar days of submission, the Mayor and/or Zoning Officer shall determine in writing whether the PUD Development Plan or

phase plan is complete.

- (1) If the PUD Development Plan or phase plan is incomplete, the applicant shall be notified in writing of deficiencies.

8. The official administrative review period, whether completed by the Mayor and/or Zoning Officer or by the Planning Commission, shall not commence until the PUD Development Plan or phase plan is determined to be complete. Official Administrative Review by Mayor and/or Zoning Officer.

- (a) It shall be the responsibility and authority of the Mayor and/or Zoning Officer to review and render a decision on PUD Development Plans or phases, and Planning Commission consideration or action shall not be required when such review and decision authority has been delegated; unless the PUD Outline Plan and the PUD Development Plan are submitted and approved as a single plan or the Planning Commission retains PUD Development Plan review and decision authority at the time the Planning Commission rendered a decision on the PUD Outline Plan; or Town Council approves an Outline Plan for which the Planning Commission recommended denial.

- (b) Within fifteen (15) calendar days of submission, the Mayor and/or Zoning Officer shall determine in writing whether the PUD Development Plan and Application are complete.

- (1) If the PUD Development Plan and Application are incomplete, the applicant shall be notified in writing of deficiencies.

- (2) The official administrative review period shall not commence until the PUD Development Plan and Application are determined to be complete.

- (c) The period of official administrative review by the Mayor and/or Zoning Officer shall not exceed forty-five (45) calendar days; provided the applicant may consent in writing to an extension of the review period.

- (d) Where, at the time of official administrative review of the PUD Outline Plan the Mayor and/or Zoning Officer determined that the PUD or any phase thereof includes, may include, or may affect historic resources, the PUD Development Plan or phase plan and application shall be referred to the Historic Landmarks Commission for review and, where required, for issuance of a Certificate of Appropriateness pursuant to § 9-309. Any

denial of a Certificate of Appropriateness, or conditions imposed as part of an approved Certificate of Appropriateness by the Historic Landmarks Commission, shall be binding upon the Mayor and/or Zoning Officer.

(1) Review by the Historic Landmarks Commission and the Mayor and/or Zoning Officer shall occur concurrently following determination of completeness. Each reviewing authority shall render its decisions within the time period applicable to that authority, and such periods need not be of equal duration.

(2) Provided, the review of the Mayor and/or Zoning Officer shall not be completed, approval granted, or a project permit issued prior to the certificate of appropriateness approval by the Historic Landmarks Commission.

(3) In the event the Historic Landmarks Commission review extends beyond the period of official administrative review by the Mayor and/or Zoning Officer, the latter official administrative review period shall be completed within fifteen (15) calendar days following the Historic Landmarks Commission certificate of appropriateness approval.

(e) The Mayor and/or Zoning Officer shall review the Development Plan or phase plan to include site plan review, in accordance with the requirements of the Planning and Zoning Ordinance and the approved PUD Outline Plan.

9. Official Administrative Review by Planning Commission. When the Planning Commission retained PUD Development Plan review and decision authority at the time the Planning Commission rendered a decision on the PUD Outline Plan or Town Council approved an Outline Plan for which the Planning Commission recommended denial, the Planning Commission shall have the responsibility and authority to review and render a decision on PUD Development Plans or phases.

(a) Within fifteen (15) calendar days of submission, the Mayor and/or Zoning Officer shall determine in writing whether the PUD Development Plan and Application are complete.

(1) If the PUD Development Plan and Application are incomplete, the applicant shall be notified in writing of deficiencies.

(2) The official administrative review period shall not commence until

the PUD Development Plan and Application are determined to be complete.

(b) The period of official administrative review by the Planning Commission shall not exceed forty-five (45) calendar days; provided the applicant may consent in writing to an extension of the review period.

(c) The Planning Commission shall:

(1) Review the PUD Development Plan or phase plan to include site plan review, in accordance with the requirements of the Planning and Zoning Ordinance and the approved PUD Outline Plan.

(2) Hold a public hearing in accordance with §9-7A06.C.3.

(3) Either approve, deny, or approve with modifications to the PUD Development Plan or phase plan.

(4) Complete its review and render a decision on the PUD Development Plan or phase plan within forty-five (45) calendar days of its public hearing, unless an extension of time is granted by the applicant.

(5) Where, at the time of official administrative review of the PUD Outline Plan the Mayor and/or Zoning Officer determined that the PUD or any phase thereof includes, may include, or may affect historic resources, the PUD Development Plan or phase plan and application shall be referred to the Historic Landmarks Commission for review and, where required, for issuance of a Certificate of Appropriateness pursuant to § 9-309. Any denial of a Certificate of Appropriateness, or conditions imposed as part of an approved Certificate of Appropriateness by the Historic Landmarks Commission, shall be binding upon the Planning Commission.

(a) Review by the Historic Landmarks Commission and the Planning Commission shall occur concurrently following determination of completeness. Each reviewing authority shall render its decisions within the time period applicable to that authority, and such periods need not be of equal duration.

(b) Provided, the review of the Planning Commission shall not be completed, approval granted, or a project permit issued prior to the certificate of appropriateness approval by the

Historic Landmarks Commission.

(c) In the event the Historic Landmarks Commission review extends beyond the period of official administrative review by the Planning Commission, the latter official administrative review period shall be completed within fifteen (15) calendar days following the Historic Landmarks Commission certificate of appropriateness approval.

10. Estimated Cumulative PUD Development Plan Review Timeline. Figure 9-7A06-2 illustrates the estimated cumulative timeline for PUD Development Plan review and decision points. The table is provided for reference only and shall not be considered regulatory. Review timelines provided herein are dependent upon the reasonable scheduling of public meetings and shall be adjusted, as applicable, to reflect regularly scheduled Planning Commission and Historic Landmark Commission meetings, requisite public notice, and changes in meeting dates.

PUD Development Plan Phase Track 1 – Mayor/Zoning Officer Track 2 – Planning Commission	Duration	Estimated Cumulative Timeline	Description
Development Plan Submission			
Tracks 1 & 2 – Phase 1 Initiation	15 days	Days 1–15	Application completeness review and determination.
Track 1 – Phase 2a Administrative Review	60 days	Days 16-60	Official administrative review by Mayor and/or Zoning Officer.
Track 1 – Phase 2b (if applicable) Historic Landmarks Commission	60 days	Days 16-60	Historic Landmarks Commission review and certificate of appropriateness (if applicable)

PUD Development Plan Phase Track 1 – Mayor/Zoning Officer Track 2 – Planning Commission	Duration	Estimated Cumulative Timeline	Description
Track 2 – Phase 2 Public Hearing Notice	15 days	Days 1-15	Planning Commission Public Hearing advance notice.
Track 2 – Phase 3a Administrative Review	45 days	Days 16-60	Official administrative review by Planning Commission.
Track 2 – Phase 3b (if applicable) Historic Landmarks Commission	45 days	Days 16-60	Historic Landmarks Commission review and certificate of appropriateness (if applicable)

Figure 9-7A06-2 – PUD Development Plan Estimated Cumulative Time

11. Expiration of Approved PUD Development Plan. The PUD Development Plan shall expire two (2) years after approval, unless project permits have been obtained and are still current and valid on that date. This rule shall also apply to each phase of a PUD Development Plan approved in phases. The applicant may request, in writing and not less than sixty (60) days prior to the expiration deadline, an extension of time, and the approving authority may extend the time limit for good cause. Such extension may be considered at the time of PUD Development Plan or phase approval.

12. Effect of Approval of PUD Development Plan. No permit of any kind shall be issued for any purpose within a Planned Unit Development except in accordance with the approved PUD Development Plan, and after acceptance by the Corporation of Shepherdstown of all required guarantees for improvement.

Section 9-7A06 Specific Content of Plans

Planned Unit Development plans and supporting data shall include all documentation listed in this Section of Chapter 7A of Title 9 unless certain documentation is deemed superfluous by the Mayor and/or Zoning Officer due to the specific circumstances of the particular request.

A. Pre-application Conference Requirements

1. A written letter of intent from the applicant describing the applicant's purposes and objectives for developing the area proposed for Planned Unit Development (PUD) designation.
2. A scaled drawing of the contemplated PUD area, in simple sketch form, showing the proposed location and extent of the land uses, major streets, and the approximate location of any existing easements, natural features, and topographic or geologic constraints.

B. PUD Outline Plan Requirements

1. A drawing of the proposed Planned Unit Development shall be prepared at scale not less than 1" = 50' and shall show in concept major circulation; generalized location and dimensions of building structures and parking areas; open space areas, recreation facilities, and other details to indicate the character of the proposed development. The submission shall include:
 - (a) A site location map.
 - (b) Map data such as north point, scale and date of preparation.
 - (c) The name of the proposed development, with the words "Outline Plan" in the title block.
 - (d) Boundary lines and acreage of each land use component.
 - (e) Existing easements, including location, width and purpose.
 - (f) Existing land use on abutting and adjacent properties.
 - (g) Other conditions on adjoining land: topography (at no less than 2-foot contour intervals) including any embankments or retaining walls; use and location of major buildings, railroads, power lines, towers and other influences; name of any adjoining subdivision plat.
 - (h) Existing streets on and adjacent to the tract, including street name, right-

of-way width, walks, curbs, gutters, culverts and drainageways.

- (i) Proposed public improvements: streets and other major improvements planned by the public for future construction on or adjacent to the tract.
 - (j) Existing utilities on the tract.
 - (k) Any land within the proposed PUD area designated by FEMA as a Special Flood Hazard Area (SFHA) with a 1-Percent Annual-Chance of flooding (100-year flood) and the floodway.
 - (l) Other conditions on the tract, including water courses, wetlands, sinkholes, wooded areas, isolated trees six (6) inches or more in diameter at 4.5 feet above ground, existing structures, and other significant features.
 - (m) Existing vegetation to be preserved and the locations, nature, and purpose of proposed landscaping.
 - (n) The geographic Area of Potential Effect (APE) within which the PUD may directly or indirectly cause alterations in the character or use of above ground historic properties, including historic buildings, districts, structures, and/or objects, should they exist.
2. Miscellaneous. The Mayor and/or Zoning Officer shall inform the applicant of any additional documents or data requirements after the Pre-application Conference. The developer must submit 10 copies of any page of any portion of the plan that exceeds 11 inches by 17 inches in size. If fewer copies than required are submitted, the Mayor and/or Zoning Officer shall deem the application to be incomplete and shall not schedule hearing dates until the situation is resolved.
3. Written Statement of Character of the Planned Unit Development. An explanation of the character of the Planned Unit Development and the reasons why it has been planned to take advantage of the flexibility of these PUD regulations. The written statement shall include:
- (a) Objectives. A specific explanation of how the proposed Planned Unit Development meets the objectives of all adopted land use policies which affect the land in question.
 - (b) Ownership. A statement of present and proposed ownership of all land within the project including the beneficial owners of a land trust.

- (c) Scheduling. Timing of proposed development indicating:
 - (1) Phases in which the project will be built, including the area, density, use, public facilities, and open space to be developed with each phase. Each phase shall be described and mapped; and
 - (2) Projected dates for beginning and completion of each phase of land development.

- (d) Proposed Uses. A schedule of proposed permitted land uses, both by-right and conditional uses, along with the following details:
 - (1) Residential Uses: dwelling unit types, gross area, architectural concepts (narrative, sketch, or representative imagery), number of units, bedroom breakdown, proposed occupancy limits for each residential component, and building heights.
 - (2) Nonresidential Uses: specific nonresidential uses to be permitted, including gross floor areas (GFA), architectural concepts (narrative, sketch, or representative imagery), and building heights.

- (e) Facilities Plan. Preliminary concepts and feasibility reports for:
 - (1) Streets, roadways and bikeways
 - (2) Sidewalks and pedestrian pathways
 - (3) Water supply system
 - (4) Sanitary sewers
 - (5) Stormwater management
 - (6) Public utilities
 - (7) Streetscaping, furniture and lighting

- (f) Traffic Impact Analysis. If requested by the Mayor and/or Zoning Officer or by the Planning Commission, a study of the traffic impact caused by the proposed Planned Unit Development and/or any measures proposed to mitigate that impact. Such study shall be conducted by a traffic or transportation engineer licensed in the State of West Virginia.

C. PUD Development Plan Requirements. The application for PUD Development Plan

approval shall include, but not be limited to, the following documents:

1. Such additional information as may have been required by the PUD Outline Plan approval.
2. An accurate map exhibit of the entire phase for which PUD Development Plan approval is being requested, showing the following:
 - (a) Tabulation on each separate subdivided use area, including land area, number of buildings, number of dwelling units per acre, type of dwelling units, bedroom breakdown, and limits on occupancy.
 - (b) Precise location of all buildings to be constructed, setbacks, and a designation of the specific use or range of uses for each building. Single-family residential development on individual lots need not show precise locations of buildings on each lot, but plans shall show minimum and/or maximum building setback lines and other design constraints.
 - (c) Design and precise location of all streets, drives, and parking areas, including construction details, centerline elevations, pavement type, curbs, gutters, and culverts details.
 - (d) Location of all public utility lines and easements.
 - (e) A final detailed landscape plan. A detailed final landscape shall be drawn to scale and depict existing and proposed site conditions, including buildings, parking, circulation, utilities, easements, and areas of disturbance. It shall identify all existing vegetation to be preserved or removed and all proposed landscaping, including trees, shrubs, groundcover, turf, buffers, and screening. The plan shall include plant quantities, species (botanical and common names), sizes, spacing, installation details, and landscape schedules. Required buffers, open space areas, screening, and any stormwater or environmental landscaping features shall be clearly shown. Where applicable, the plan shall include irrigation, phasing, and a maintenance and replacement program identifying the responsible party. The final landscape plan shall demonstrate compliance with the approved PUD Outline Plan and all applicable zoning and development standards.
 - (f) A detailed Permanent Open Space Plan showing the location and acreage of Improved Open Space, Natural Open Space and total Permanent Open Space; how it will be owned and maintained; and all proposed

improvements.

3. If lands to be subdivided are included in the Planned Unit Development, a subdivision plat meeting the requirements of a preliminary plat, as modified by the PUD Outline Plan approval, is required where platting is to be proposed concurrent with the PUD Development Plan review and approval process.
4. Projected construction schedule.
5. Agreements and covenants which govern the use, maintenance, and continued protection of the Planned Unit Development and its common spaces, shared facilities, and private roads.
6. Guarantee of Performance for Completion of Improvements. A bond or other guarantee acceptable to the Corporation of Shepherdstown shall be provided for all proposed public improvements and shall be executed at time of project permit application or platting, whichever comes first. Improvements that must be guaranteed include facilities that shall become public and may include other facilities or improvements as may be specified in the PUD Outline or PUD Development Plan approval. If the project is to be built in phases, the guarantee shall be posted prior to the commencement of work on each phase. The guarantee shall specify the time for completion of improvements and shall be in an amount of one hundred twenty-five percent (125%) of the estimated cost of the improvements, as determined by the project contractor or engineer, and as approved by the Planning Commission.

Section 9-7A07 Review Criteria

In consideration of a Planned Unit Development Outline Plan, the Mayor and/or Zoning Officer in his/her report to the Planning Commission, the Planning Commission in their recommendation to Town Council, and the Town Council in its decision, shall consider as many of the following principles as may be relevant to the specific proposal:

- A. The extent to which the proposed plan meets the purposes of the Planning and Zoning Ordinance, the Comprehensive Plan, and any other adopted planning objectives of the Corporation of Shepherdstown.
- B. The extent to which the proposed plan meets the requirements, standards, and stated purpose of the Planned Unit Development regulations.
- C. The extent to which the proposed plan complies with the Planning and Zoning Ordinance, including but not limited to, the density, dimension, bulk, use, required improvements, and construction and design standards.

- D. The extent to which the proposed plan supports public health, safety, and general welfare.
- E. The extent to which the physical design of the proposed plan makes adequate provision for public services, ensures adequate control over vehicular traffic while promoting alternative forms of transportation, preserves and protects designated permanent open space, and enhances the amenities of Shepherdstown's small-town character, which includes considerations for environmental stewardship, recreation, and visual enjoyment.
- F. The extent to which the proposed plan directly or indirectly alters the character or use of above ground historic properties, including historic buildings, districts, structures, and/or objects, should they exist, within the Area of Potential Effect (APE).
- G. The extent to which the proposed plan meaningfully advances the Town's affordable housing objectives through the provision of income-restricted units, integration of affordable units throughout the site, long-term enforceability of affordability restrictions, and proportionality between requested regulatory flexibility and public benefit.
- H. The extent to which the proposed plan promotes relationship, compatibility, and buffering to the adjacent properties and neighborhoods, and whether the proposed plan would substantially interfere with the use or diminish the value of adjacent properties and neighborhoods.
- I. The extent to which the proposed plan promotes the Corporation of Shepherdstown's physical development, tax base, and economic well-being. Special consideration in the form of increased development flexibility may be given to projects that are intended to rehabilitate or replace dilapidated areas, brownfields, or other areas of general visual or economic blight. Such special consideration shall not be granted to projects intended for construction on lands that consist of 60 percent or more previously undisturbed lands.
- J. The extent to which the proposed plan will not cause undue traffic congestion, and can be adequately served by existing or programmed public facilities, services, and infrastructure.
- K. The extent to which the proposed plan preserves natural, scenic, and environmental resources.
- L. The extent to which the proposed plan will enhance the appearance, image, function, and economic sustainability of the community at large.
- M. The extent to which the proposed plan supports multi-modal transportation options, preserves useful open space, provides significant amenities to residents, and incorporates architectural detailing, massing, and scale that is consistent with Shepherdstown's historic community character.

N. The extent to which the proposed plan is designed to a human scale, with design objectives that generally include, but are not limited to:

1. Building setbacks designed to reinforce and prioritize pedestrian-oriented streetscapes, frames the street, encourages social interaction, and supports an attractive and walkable community character. Examples might include, but are not limited to 5 to 15-foot front setbacks for single-family residential uses; 0 to 10-foot front setbacks for townhouses, mixed-use, and commercial buildings; minimum and maximum front setbacks that create a continuous street wall; non-residential uses with a public entrance facing the street; parking placed at the rear of buildings; etc.
2. Pedestrian infrastructure and design elements that prioritize walkability, enhance safety and accessibility, and create an inviting, human-scaled public realm. Examples might include, but are not limited to sidewalks on both sides of the street (i.e., 6-foot width for residential spaces and 10-foot width for mixed-use and commercial spaces); crosswalks at all intersections, mid-block crossings for blocks exceeding 300 feet, raised crosswalks and/or curb extensions in high-pedestrian areas; dedicated bicycle lanes or multi-use paths along arterial streets connecting to town-wide trails; larger PUDs (i.e., over 10 acres) that include a mile or more of internal pedestrian and bike paths; etc.
3. Mixed-use and active storefront development patterns that create vibrant and walkable environments by integrating public street building orientation, compact and dynamic commercial, office, and civic uses on ground-floor frontage, transparent facades, and pedestrian-scaled design thereby strengthening economic vitality, enhancing the public realm, and supporting safe, attractive, and dynamic community centers.

Section 9-7A08 Changes in the Approved Planned Unit Development

A. Changes Requiring PUD Outline Plan Approval. Material changes that alter the approved concept or intent of the Planned Unit Development shall require PUD Outline Plan Approval following the procedures under Section 9-7A06(C). Material changes include but are not limited to:

1. Significant changes in density;
2. Significant changes in the proportion or allocation of land uses;
3. Change in the list of approved uses;
4. Changes in the locations of uses;

5. Changes in functional uses of open space, where such change constitutes an intensification of use of the open space; and/or
 6. Changes in the final governing agreements where such changes conflict with the approved Outline Plan.
- B. Changes Requiring PUD Development Plan Approval. Material, site-specific changes that alter the development's approved functional, physical, or performance impacts shall require PUD Development Plan Approval following the procedures under Section 9-7A06(E). Material, site-specific changes include but are not limited to:
1. Revisions to lot arrangement, or addition of buildable lots that alter the approved development density;
 2. Modifications to approved site design standards, include but not limited to required landscaping, signage, building height, architectural character, building massing, or footprint;
 3. Alterations to the internal street network or off-street parking configuration;
 4. Changes to the design, location, or function of drainage or stormwater management facilities;
 5. Amendments to the approved Permanent Open Space Plan;
 6. Changes in site access that result in an intensification of traffic on roadways classified above local streets; and/or
 7. All other changes not expressly addressed under Section 9-7A09A shall require approval of a new or amended PUD Development Plan.

_____ (Mayor)

_____ (Recorder)

First Reading: _____

Second Reading: _____

Adopted: _____

Ongoing Business

Briefing on Election Planning

Set Compensation for Poll Workers

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

April 14 – Deadline to appoint Election Officials and Alternates

May Election Milestones

May 7 – 13 – Publish Sample Ballot

May 12 - Last Day to Register to Vote

May 20 – 30 – Early Voting at Town Hall (includes two Saturdays before the election)

May 26 – June 1 – Publish Sample Ballot (Second Publication)

May 27 – Deadline for Absentee Ballot Applications

June Election Milestones

June 1 - Last Day to Hand Deliver an Absentee Ballot to Town Hall

June 2 – Election Day (Polls are Open 6:30 a.m. – 7:30 p.m.) Town Hall is the Polling Location

June 8 – Canvassing Begins – Completed by Town Council. (Requires a special meeting)

June 10 – Certifying the Results – Completed by Town Council

Council Input Requested

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

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

Community Conversation on Plaza

Thursday, May 21, 6:30 pm

FOR IMMEDIATE RELEASE

Town of Shepherdstown to Host Community Conversation on Downtown Plaza Concepts

May 7, 2026 – (SHEPHERDSTOWN, W.Va.) – The Town of Shepherdstown will host a community conversation on Thursday, May 21, from 6:30–8:30pm, at the War Memorial Building (Community Club), located at 102 East German Street, to gather public input on ideas related to a potential public plaza near the Market House in downtown Shepherdstown.

The session is intended to serve as an open discussion about concepts for creating a more flexible outdoor public space that could support a variety of community uses and help enhance the vibrancy of the downtown area. Preliminary ideas being explored include outdoor seating and gathering areas that could accommodate activities such as community events, The Farmers Market, live music, movie nights and seasonal celebrations.

Town officials emphasized that the meeting is intended to encourage public participation and community feedback early in the process as ideas continue to evolve.

Everyone is invited to learn more about the concepts, share suggestions, ideas and concerns, and take part in the conversation.

Individuals unable to attend the meeting may also submit comments and suggestions in writing by emailing comments@shepherdstown.gov or by delivering comments directly to Town Hall (104 N. King St., Shepherdstown).

Questions regarding the event may be directed to Karl Musser at Town Hall at (304) 876-2312 or kmusser@shepherdstown.gov.

#

Contact:

Mike Chalmers
Director of Communications
Town of Shepherdstown
(304) 279-4225
mchalmers@shepherdstown.gov

Ongoing Business

Project Status

- a) Path/Sidewalk to Morgan Grove Park**
- b) Young/Shipleigh Annexation**
- c) Green Infrastructure Storm Water Control Projects**
- d) Historic Preservation Materials**
- e) Food and Yard Waste Pilot/Demonstration**
- f) Real Estate Matters**

New Business

Asking Saves Lives Day Proclamation

Proclamation

Asking Saves Lives Day

WHEREAS, the epidemic of gun violence is plaguing our nation’s children and claiming five lives a day; and

WHEREAS, gun violence is the leading cause of death among children in the United States; and

WHEREAS, the ASK (Asking Saves Kids) campaign encourages parents to add one more safety question to conversations before their child visits others homes, “Is there an unlocked gun in your home?”; and

WHEREAS, asking this simple question before sending your child to another home could help save your child’s life; and

WHEREAS, the hope is that asking will become a common health and safety question; offering a real immediate solution that all Americans can adopt to help protect their families and children from injury and death; and

WHEREAS, the power of the ASK campaign is that it brings together all Americans concerned with the welfare of children, including gun owners, and makes the solution to gun violence a discussion about public safety and good parenting; and

WHEREAS, the first day of summer, the season in which kids typically spend more time at home or the homes of friends and family, is designated as National ASK Day;

BE IT RESOLVED, that the **Town of Shepherdstown**, therefore does hereby proclaim June 21, 2026, to be “ASK Day” and calls upon the people of **Shepherdstown** to recognize this special observance with appropriate ceremonies and activities.

James K. Gatz
Mayor of Shepherdstown

Request for Event Permit
Town-Sponsored First Friday Events

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 FIRST FRIDAYS Event Date FIRST FRIDAYS MAY THROUGH DECEMBER (SEE ATTACHED)

Event Sponsor Experience Shepherdstown / Corporation of Shepherdstown Secondary Date _____

Organizer's Contact Information

Name: Ashley Nease Cell: (347) 489-8285
 Address: PO Box 329, Shepherdstown WV 25443
 Email ExperienceShepherdstown@gmail.com Alt. Phone Shannon Thomas (651) 329-7063

Event Information

Requested Area(s) City Streets/Sidewalks Sidewalks only Other _____
 Location of Event *MCMURRAN LAWN AND KING ST. *NOTE: LOCATION MIGHT CHANGE FOR JUNE AND JULY – WILL SEND UPDATE AS APPLICABLE UPON CONFIRMATION FOR THESE EVENTS
 Attach route for processional events. Be precise when indicating location.

Event Hours 5pm until 7pm Set up start time 4pm Clean up end time 8pm
 ****NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants 10 Spectators est. 150

Office Use Only

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

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

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

Event Information

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

Name of Event SHEPHERDSTOWN FIRST FRIDAYS _____

Brief Description of Event: Live music May through October, community gathering, business/informational tents, games. November activity TBD. December will include holiday caroling, and a bonfire to be coordinated with the Shepherdstown Fire Department

Has your organization held this event in the past? YES _____
When and Where? MCMURRAN LAWN & KING ST, MONTHLY 2025 _____

Is the event a fundraiser? NO _____

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

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

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

Will you be providing private security? NO _____

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

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

Will streets YES _____ or intersections NO _____ be blocked? **Requires** police department assistance.
List streets and/or intersections KING ST BTWN GERMAN & OLD QUEEN ALLEY _____

Public Works assistance needed? YES _____ Street Sweeping 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, FOR BANDS _____

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? YES _____ What and where? SMALL TENTS ON KING ST _____
Check with Planning for U&O Requirements


Will you require dedicated parking or bagged meters? 1 DEDICATED SPOT FOR BAND.
What and where? GERMAN ST IN FRONT OF MCMURRAN FOR LOAD IN/OUT (May-Oct)____
Check with Parking for costs and arrangements

Indemnification

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

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

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

Signature  Date 9 April 2026

Title Board President, Experience Shepherdstown

Fee Schedule

Application Fee--\$25

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

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

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

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

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

2026 Shepherdstown First Friday Schedule (updated April 9, 2026)

First Friday Date	Monthly theme/ cornerstone town events	"Shepherdstown Live" Music	Art or other activities to draw people downtown*	Location
JAN		No First Friday	Frosty Fest Ice Rink (postponed, weather)	
6 FEB	Valentine's Day		(business specials)	
6 MAR	American Cons. Film Fest		Rescheduled Frostyfest Ice Rink (Rotary) and Restaurant Week	
3 APR	Spring in Shepherdstown		Art Crawl	
1 MAY	Back Alley Garden Tour	Band OPHSET (blend of pop, rock, R&B & country)		McMurrans Lawn & King
5 JUN	Pride	Band Tony M. Music (kid-focused, blending music, literature & storytelling) <i>(sponsored by Wind Gap)</i>		Behind White Hall (tentative)
3 JUL	Independence Day CATF	Band Ginata Pinata (funk, fusion, electronica)	Luna Aerial Dance	McMurrans Lawn & King (or JSB, tentative)
7 AUG		Band Undertone (90s grunge with contemporary Americana & alternative rock) <i>(sponsored by Stoney's Pub & Nikki Visions Salon)</i>		McMurrans Lawn & King
4 SEP	Appalachian Heritage Fest & Writers in Residence	Band Megan Jean (eclectic mix of Americana, rock, blues & folk)	Appalachian Art Show	McMurrans Lawn & King
2 OCT	Halloween in Shepherdstown	Band Howling at the Earth Alternative/Indie rock <i>(sponsored by Wind Gap)</i>		McMurrans Lawn & King
6 NOV	Veterans Day, Thanksgiving		TBD Life-sized chess game? Inflatable race down German or Princess?	TBD
4 DEC	Holidays in Shepherdstown	Holiday Carolers	Bonfire, s'mores, caroling	King St

Town Support for Parades

- 1) Pride Parade**
- 2) Independence Day Parade**

Shepherdstown Community Grant Applications

- 1) Shepherdstown Public Library (purchase and installation of solar panels)**
- 2) Shepherdstown Street Fest (general support)**

Shepherdstown Resolution No. 26-003

Resolution Authorizing Financial Support for the Shepherdstown Public Library Solar Project

WHEREAS, the Town of Shepherdstown, through the Shepherdstown Community Grants Program, seeks to support and promote local organizations; and

WHEREAS, the Shepherdstown Public Library is a major contributor of culture and education for Shepherdstown residents of all ages; and

WHEREAS, the Shepherdstown Public Library is committed to improving its energy efficiency while lowering electricity costs through the addition of solar panels; and

WHEREAS, the Shepherdstown Public Library is requesting \$20,000.00 in funding to support its solar panel project;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Shepherdstown awards a grant in the amount of \$20,000.00 to the Shepherdstown Public Library for its solar project.

ADOPTED this ___ day of May, 2026.

James Gatz, Mayor
Town of Shepherdstown



Shepherdstown
WEST VIRGINIA

**Shepherdstown
Community Grant Application**

Date:

Applicant Information

Applicant organization name:

Mailing address:

Physical address, if different:

Website:

Year organization was founded:

Organization's tax-exempt number (EIN):

Organization's total operating budget for current fiscal year:

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

Telephone:

Email:



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:

Grant Request Information

Project name:

Amount requested:

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

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

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



Shepherdstown
WEST VIRGINIA

Grant Application, cont.

Project Description:

Applicant's signature & date:

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

Shepherdstown Resolution No. 26-004

Resolution Authorizing Financial Support for the 2026 Shepherdstown Street Fest Inc Event

WHEREAS, the Town of Shepherdstown, through the Shepherdstown Community Grants Program, seeks to support and promote local events and organizations; and

WHEREAS, the Shepherdstown Street Fest Inc is one of the largest and most important community events, contributing to the local economy; and

WHEREAS, it has been identified that the Shepherdstown Street Fest Inc requires financial support to plan, organize, and manage all aspects of the event; and

WHEREAS, the Shepherdstown Street Fest Inc is requesting \$2,500.00 in funding to support its annual event;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Shepherdstown awards a grant in the amount of \$2,500 to the Shepherdstown Street Fest Inc and waives all Town fees associated with the 2026 event.

ADOPTED this ___ day of May, 2026.

James Gatz, Mayor
Town of Shepherdstown



Shepherdstown
WEST VIRGINIA

**Shepherdstown
Community Grant Application**

Date: 2026-04-29

Applicant Information

Applicant organization name: **Shepherdstown Street Fest Inc**

Mailing address: **P.O. Box 322, Shepherdstown, WV 25443**

Physical address, if different: **187 Ashley Dr, Shepherdstown, WV 25443**

Website: **<https://shepherdstownstreetfest.org/>**

Year organization was founded: **2011**

Organization's tax-exempt number (EIN): **45-1155465**

Organization's total operating budget for current fiscal year: **\$38,000**

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

David Billmyer, Board President

Telephone: **304-671-3673**

Email: **billmyer.david@gmail.com**



Shepherdstown
WEST VIRGINIA

Grant Application, cont.

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

Extensive experience in organizing and executing the annual local festival, including securing sponsorship, coordinating with artisan and food vendors, securing and managing volunteers, submission of all required permits and applications, and booking nine musical acts to perform on two stages.

Grant Request Information

Project name: Shepherdstown Street Fest 2026

Amount requested: \$2500

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

Implementation timeline, including delivery of any progress reports and the final report: Any required progress reports can be delivered weekly or bi-weekly up until the event date with a final report being delivered no later than one week after the event date

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

Stage/Sound/Lighting: \$10,000, Generator: \$600, Restrooms: \$1200, T-Shirts: \$800, Public Works Overtime: \$1400, Insurance: \$2050, Alcohol: \$8500, Advertising: \$750, Eastern Panhandle Transit Authority: \$500, Shepherdstown Grant: \$2500, TOTAL BUDGET = \$28,300

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



Shepherdstown
WEST VIRGINIA

Grant Application, cont.

Project Description:

The 2026 Shepherdstown Street Fest represents the continuation of a cherished annual tradition that has served as a cornerstone of our community's cultural and economic calendar for multiple years. As a long-standing event, the festival has a proven track record of bringing together the local community while simultaneously introducing the unique charm of Shepherdstown to hundreds of visitors from across the region.

The festival serves as an economic engine for the town, driving significant foot traffic to local businesses and creating a vibrant marketplace for regional vendors. Central to our mission is the support of the arts; the event provides a premier professional stage for local musicians, offering them the invaluable opportunity to perform in front of large, diverse audiences.

Beyond the immediate celebration, Shepherdstown Street Fest is committed to long-term community reinvestment. Each year, the festival successfully generates enough support to provide meaningful donations to two local organizations, ensuring that the spirit of the event translates into tangible benefits for our area's non-profit sector. Through meticulous planning, we aim to deliver an inclusive, safe, and exhilarating experience that celebrates the historic legacy and bright future of our town.

Applicant's signature & date:

David Billmyer

Digitally signed by David Billmyer
Date: 2026.04.29 15:20:50 -04'00'

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

Donations to the Town

1) Cash Donation by Bill Lukens



Shepherdstown
WEST VIRGINIA

**Shepherdstown
Donation Application**

OK GUS
4/30/2026

Donor Information

Donor Name: William Lukens

Mailing address: 114 Lukens Cir

Physical address, if different:

Website/URL:

Contact Name:
Bill Lukens

Contact Phone number: 304-820-5137

Contact Email address:

Type of Proposed Donation (select as many as appropriate)

- Monetary
- Real Property (land, buildings, etc.)
- Vehicle
- Other (equipment, artwork, furnishings)
- Service or Labor

Estimated Value of Proposed Donation – Please provide a dollar value and describe how the value was determined (appraisal or supporting documentation may be required).

\$500.00

Description of the Proposed Donation – Please provide a detailed description of the item(s) to be donated, including the condition, size, materials, or scope of services, and whether installation will be required (attach additional pages and supporting documentation, such as photographs, if necessary).

Cash

Estimate of Annual Maintenance and Operations Costs – Please indicate whether the donation will require ongoing maintenance by the Town and, if so, what is the estimated amount of annual maintenance.

None

Donor Certification – I certify that I am authorized to submit this application for donation and that the information provided is accurate to the best of my knowledge. I understand that all proposed donations are subject to review and acceptance by the entire Town Council and the Town of Shepherdstown and, if accepted, all donations immediately become the sole property of the Town.

– Donor Signature:

– Printed Name:

– Date:

Town Applications for Grant Funding and Related Matters

1) Status of Current Applications

- a. Pop-Up Pilot of Plaza**
- b. Restoration of Gate to Shepherd Family Burial Ground**
- c. Support for Pilot/Demonstration of Food and Yard Waste Program**

2) Approval of New Applications

- a. Safe Streets for All Planning Grant (and resolution)**

3) Request for Proposal for Grant Writer/Planner

SHEPHERDSTOWN RESOLUTION No. 26-005

Supporting the Safe Streets and Roads for All (SS4A) Grant Program and Committing to the Elimination of Roadway Fatalities and Serious Injuries

WHEREAS, the Corporation of Shepherdstown values the life and safety of every person who travels the Town's streets — residents, students, visitors, commuters, and workers alike; and

WHEREAS, Shepherdstown is West Virginia's oldest incorporated town, a nationally recognized historic community, and home to Shepherd University, whose approximately 3,700 students share a compact 1.5-square-mile street network with permanent residents, tourists, regional commuters, and freight traffic on corridors not designed for modern multimodal demands; and

WHEREAS, West Virginia Department of Transportation (WVDOT) crash records for 2019–2023 document 93 crashes within the Shepherdstown municipality geography, including 3 serious injuries and pedestrian-vehicle conflicts on the Town's primary state-route corridors; and

WHEREAS, the Town's zero motor vehicle fatality record over 2019–2023 is a baseline to be actively preserved, not taken for granted, as traffic volumes, pedestrian activity, commuter growth, and new bicycle and pedestrian infrastructure on WV Route 480 place increasing demands on the Town's roadway network; and

WHEREAS, Jefferson County is among the fastest-growing counties in West Virginia, with expanding residential development along the rural approach corridors serving Shepherdstown, generating increased commuter traffic through the historic district; and

WHEREAS, the Town's vibrant civic and cultural event calendar — including the Contemporary American Theater Festival, the American Conservation Film Festival, Street Fest, the Pride Parade, and the Back Alley Garden Tour — draws significant volumes of out-of-town visitors unfamiliar with local road patterns, creating periodic and growing pedestrian-vehicle safety challenges; and

WHEREAS, the U.S. Department of Transportation’s Safe Streets and Roads for All (SS4A) grant program provides federal funding to municipalities to develop and implement comprehensive roadway safety action plans consistent with the Safe System Approach; and

WHEREAS, in coordination with the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO), and is applying for an SS4A FY 2026 Planning and Demonstration Grant to complete, formally adopt, and implement a Comprehensive Safety Action Plan (CSAP); and

WHEREAS, the SS4A program requires that an eligible Action Plan reflect a formal commitment by the applicant’s governing body to the goal of eliminating roadway fatalities and serious injuries; and

WHEREAS, the Town Council of the Corporation of Shepherdstown finds that the adoption of a Comprehensive Safety Action Plan is a core function of responsible local governance and is consistent with the current Administration’s priorities of public safety, infrastructure investment, historic district stewardship, and economic vitality;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Corporation of Shepherdstown, Jefferson County, West Virginia, as follows:

SECTION 1. The Town Council of the Corporation of Shepherdstown hereby commits to the goal of achieving zero roadway fatalities and zero serious injuries within the Town’s jurisdiction by 2050, and to support and partnering with the region and State of West Virginia in meeting the statewide goal of zero roadway fatalities and serious injuries by 2050.

SECTION 3. The Town Council authorizes and directs the Mayor, or the Mayor’s designee, to submit an application for an SS4A FY 2026 Planning and Demonstration Grant on behalf of the Corporation of Shepherdstown for purposes of developing a Comprehensive Safety Action Plan, and to execute any agreements, certifications, or other documents necessary to receive and administer such a grant.

SECTION 6. This Resolution shall take effect immediately upon adoption.

ADOPTED this _____ day of May, 2026.

James Gatz, Mayor
Town of Shepherdstown

REQUEST FOR QUALIFICATIONS

Part-Time Grant Writing Services

Town of Shepherdstown, West Virginia

Statements of Qualifications Due: June 12, 2026, 5:00 PM ET

INTRODUCTION

The Town of Shepherdstown, West Virginia, is soliciting Statements of Qualifications (SOQ) from interested individuals or firms to support the town in instituting an internal program for seeking grant funding to support town priorities, in developing annual plans for seeking grants, and in writing grant applications. It is anticipated that the selected individual or firm will provide these services on a part-time contractual basis.

The town seeks a skilled grant writing professional or firm who can hit the ground running. The successful candidate will bring expertise and strategic thinking needed to establish a durable grant-seeking program for the town from the ground up.

It is anticipated that the two primary outcomes of the first year of the engagement will be:

- Development of a strong grant-seeking function and annual Strategic Grant Seeking Plan for the town government including establishing relationships with funders, gathering information, developing planning tools, and setting up systems that will deliver results.
- Produce more than \$1,000,000 in grant funding for town priorities.

Outcomes of future years will be to update the annual Strategic Grant Seeking Plan to align with new priorities and to write grant applications that result in new grant funding for the town priorities.

This Request for Qualifications (RFQ) is not a solicitation for bids or a guarantee of contract award. Selected individuals and firms will be invited to contract with the Town for the requested services annually.

The Town reserves the right to reject any or all submissions, to waive technical irregularities, and to accept submissions deemed to be in the best interest of the Town.

BACKGROUND

Founded in 1762, Shepherdstown is an historic town nestled along the Potomac River, approximately 60 miles west of the core of Washington, DC. The population includes approximately 1,500 residents in the town proper with an additional 3,000–4,000 residents living in nearby unincorporated areas that call Shepherdstown their hometown. Shepherdstown's per capita income is among the highest in West Virginia.

Much of Shepherdstown comprises a historic district with many buildings dating to the late 1700s. The quaint downtown area includes small shops that cater to residents and tourists alike, with a strong focus on arts, crafts, and restaurants, many of which serve as music venues. The town is surrounded by breathtaking natural beauty, including its

iconic Town Run stream that winds throughout the town, scenic rural vistas, parks, and outdoor recreation opportunities.

Shepherd University, a component of the West Virginia University system, with upwards of 3,000 undergraduate students, is located in town. Tourism, recreation, and education are key drivers of the local economy.

The municipality operates under a strong mayor-council form of government. The town government is making significant investments to modernize town functions as a means to protect and preserve the character of the town for the long term. Priority areas include infrastructure expansion (water and wastewater systems); streetscape improvements; business development and entrepreneurship; the arts (visual and performing arts, music, and crafts); historic preservation; environmental protection both in town and in the surrounding county area; transportation; recreation; affordable housing; and services for residents.

The town currently has no dedicated staff position for grant identification or proposal development. This engagement is intended to establish a part-time grant writing function that will increase the volume and quality of grant applications submitted on behalf of the municipality.

SCOPE OF SERVICES

The selected individual or firm will administer the following services as an independent contractor (it is estimated that the services will require approximately 15 to 20 hours per week on average).

1. Create Strategic Grant Seeking Plan

The consultant will, with the guidance and input of town officials, establish an annual Strategic Grant Seeking Plan for the town. The plan will serve as a living document informing town grant-seeking practices and priorities. The consultant will update the plan at least annually.

2. Grant Research and Prospecting

The selected individual or firm will be responsible for thorough research and prospecting for sources of grants in keeping with the Strategic Grant Seeking Plan and town priorities through such activities as:

- Continuously monitor federal, state, and private foundation grant databases for funding opportunities relevant to municipal priorities including
- Develop and maintain an annual Grant Opportunity Calendar, identifying upcoming deadlines, eligibility requirements, award amounts, and application objectives aligned with town priorities.
- Develop and maintain a library of boilerplate language, town statistics, supporting data, and application templates for use in building future grant narratives and applications efficiently.
- Provide periodic briefings to municipal elected officials and staff on prospective funding opportunities.

- Correspond with funders regarding deadlines, program requirements, and application guidance, and attend informational sessions for upcoming grant opportunities.

3. Proposal Development and Writing

The selected individual or firm will be responsible for writing and submitting high-quality, thorough, and timely grant proposals in support of town priorities, as approved by town officials.

- Coordinate with town officials, department heads, and program staff to gather project data, narratives, and supporting documentation required for grant applications.
- Draft, edit, and finalize complete grant proposals to meet the funder criteria and requirements.
- Ensure all proposals comply with funder requirements, formatting standards, and submission procedures.
- Submit grant applications through appropriate portals (such as Grants.gov, state agency systems, foundation portals) by required deadlines.

For initial planning purposes, the cumulative fundraising goal for the first 12-months of this engagement is the successful submittal of approximately 5-8 applications valued at approximately \$1 million in grant funding sought. While the timing of the grant applications depends on funder deadlines, the consultant should plan to produce at least 1–2 applications from July – September 2026 and then progressively more applications in each successive quarter. For example, to 1-2 applications from July through September 2026, and an additional number in each succeeding quarterly with up to at least 4 – 6 applications submitted from in months April – June 2027.

4. Grant Management Support

The selected firm or individual will be responsible for assisting the town with grant management.

- Assist town staff with preparation of grant acceptance documentation and compliance agreements upon award.
- Work with the town Finance Department to track and follow up on applications, awards, and reporting requirements.
- Maintain a grant tracking log documenting applications submitted, awards received, reporting deadlines, and performance benchmarks.
- Prepare a monthly grant report summarizing the status of all active applications, recent awards, upcoming deadlines, and other relevant updates. Review this report with the town Grant Committee at its monthly meetings.
- Support program staff with progress report preparation and financial reporting as required by grant agreements.

5. Strategic Advisory

The selected firm or individual will be responsible for providing the mayor and other town leaders strategic advice and input on grant-seeking activities.

- Advise the Mayor and other elected officials, department directors on grant readiness, matching fund requirements, and alignment of projects with available funding streams.
- Identify options for innovative grant-seeking such as leading multi-jurisdictional or regional grant applications in coordination with neighboring municipalities or regional planning agencies.

MINIMUM QUALIFICATIONS

Respondents must demonstrate all the following minimum qualifications to be considered for this engagement:

A minimum of three (3) years of successful experience writing grant proposals for government agencies, nonprofit organizations, or public institutions.

1. Demonstrated success securing grants from private and corporate funders, federal agencies (e.g., HUD, DOT, EPA, USDA, EDA, DOJ, Appalachian Regional Commission) and/or state agencies.
2. Proficiency in federal grant submission systems including Grants.gov.
3. Availability to devote approximately 15-20 hours per week to this project during regular business hours, with flexibility for occasional deadlines.
4. Ability to work independently with minimal supervision while coordinating effectively with town leaders and staff.

PREFERRED QUALIFICATIONS

The following qualifications are not required but will strengthen a respondent's evaluation:

- Prior experience working directly with or for a municipal or county government.
- Familiarity with private and corporate funding and West Virginia-specific grant programs, including WV CDBG, WV SHPO, and WV Development Office programs.
- Experience with historic preservation funding, funding for arts programming and related topics, Transportation Alternatives Programs (TAP/RAISE), Community Development Block Grants (CDBG) or related funding streams.
- Established relationships with program officers at relevant private sector and foundation funders and state or federal agencies.

SUBMISSION REQUIREMENTS

Interested individuals and firms must submit a complete Statement of Qualifications (SOQ) by June 12, 2026, 5:00 PM ET that includes all of the following components, in the order listed:

1. Cover Letter (1 page maximum)

A brief letter of interest signed by the respondent (or authorized representative, if a firm) confirming availability, the proposed hourly rate or retainer structure, and a statement of interest in the required services.

2. Qualifications and Experience (3 pages maximum)

A summary of the respondent's relevant experience, including:

- Number of years of grant writing experience.
- Types of grants pursued (federal, state, corporate, foundation) and subject areas (infrastructure, housing, public safety, historic preservation, parks, transportation, human services, etc.).
- List of grants applied for and awarded within the past five (5) years, including funder name, grant amount requested, award amount, and project description.
- Grant award rate (total awards divided by total applications submitted).

3. Sample Grant Proposal

One complete grant proposal narrative (or substantial excerpt of no fewer than five pages) that had been submitted within the past three years. The sample should demonstrate the respondent's ability to write clearly, make a compelling case for funder investment, and meet funder requirements. Proprietary or confidential content may be redacted with notation.

4. Cost Proposal for Services

The respondent's proposed compensation structure, including:

- Proposed hourly rate OR monthly retainer amount.
- Reimbursable expenses (e.g., application fees, printing, travel).

Note: Cost proposals will be evaluated as one component of the overall selection criteria. The Town is not obligated to select the lowest-cost respondent.

5. References

Contact information for three (3) professional references from prior grant writing engagements. At least two references must be from representatives of local governments or nonprofit organizations that employed or contracted with the respondent for grant writing services. References must include the representative's name, title, organization, email address, and telephone number.

6. Submission Instructions

Statements of Qualifications must be submitted electronically in PDF format to:

Gino Sisco, Town Administrator Town of Shepherdstown Email: GSisco@Shepherdstown.gov Subject Line: RFQ — Grant Writing Services — [Respondent Name]

Submissions received after the deadline will not be considered. The Town is not responsible for transmission failures or technical errors.

EVALUATION AND SELECTION

All complete, timely submissions will be evaluated by a review panel. Evaluation factors will include relevant experience, quality of writing sample, qualifications and credentials, demonstrated understanding of the municipal grant landscape, cost proposal and availability.

The town may invite respondents to participate in a brief interview (in-person or virtual) prior to making a final selection. The town will notify all respondents of its selection decision in writing.

The selected respondent will be invited to negotiate a professional services contract. If negotiations are unsuccessful, the town reserves the right to initiate negotiations with the next-ranked respondent.

GENERAL CONDITIONS AND RESERVATIONS

- This RFQ does not constitute an offer of employment or a commitment to contract.
- The town reserves the right to reject any submissions, to waive informalities, and to re-solicit at any time.
- Costs incurred in preparing and submitting a Statement of Qualifications are solely the responsibility of the respondent.
- Submissions become public records upon contract execution and may be subject to disclosure under applicable open records laws.
- This engagement is subject to annual appropriation by the Town of Shepherdstown government. Continuation of services beyond the initial contract period is contingent upon available funding.
- The town is an equal opportunity employer and encourages submissions from minority-owned, women-owned, and veteran-owned businesses.

QUESTIONS?

If you have questions or require additional information, please send email to Gino Sisco, Town Administrator, at Gsisco@Shepherdstown.gov

Briefing on Bond Financing

Contract for Flower Bed Design and Ongoing Maintenance

Town Staff / Department Reports

- 1) Department Reports**
- 2) Town Financial Status**
- 3) Town Expenditures (approval)**

Shepherdstown Wastewater, Water and Streets Department

Water/Sewer Leaks / Issues

- 1) Cherry Lane 2 inch line locate 4/28-5/1
- 2) Meter relocate New St- 4/20
- 3) Sewer backup- German St 4/17
- 4) Water leak-service line-Washington st-4/1

Water plant/Wastewater plant

Water plant-

- UV system ordered new Ballast
- PFAS sampling
- Hydrant flushing complete

Wastewater plant-

- Membrane inspection
- PFAS biosolid sampling

Lead and Copper rule

- GRR plan-line replacement deadline Oct 2037

Streets

Fix street signs

Garden tour Banners up

2 new benches being constructed

Road work/ patch work

Clean up week

Trash/Recycling/Yard waste/Rough cost

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

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

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

Yard Waste- 10 loads. Including clean up weeks- Dump cost \$500

PATH Project update (Kenny Shipley)

Snyder Environmental to relocate 2 water lines complete

Pre construction meeting 4/21

Operator update

Still accepting applications for OIT water and CDL laborer PW

Shepherdstown Police Department

A total of 565 police service calls include 21 assists for the Jefferson County Sheriff's Office. That is 3.7% of the calls being an assist to another agency. Jefferson County assisted us with 6 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 April a person who has yet to be identified, called in 2 school threats. One at Wildwood, and the second at Charles Town Middle. This type of a call is resource draining for the entire county simply due to the nature of the call. Our agency assisted with the handling of police related calls through out the county so that the "threat" could be dealt with in a way that provided the most safety for all involved.

Corporation of Shepherdstown - Overall Financial Performance (Through Q3 FY26)

Metric	Budget (Thru 3/31/26)	Actuals (Thru 3/31/26)	Variance
Total Revenues	\$2,141,625	\$2,102,999	(\$38,626) under budget
Total Expenses	\$2,145,550	\$1,900,933	(\$244,618) under budget
Net Surplus	—	—	\$205,992

Bottom Line: The Town is running a **\$205,992 surplus** year-to-date, primarily due to expenses coming in significantly under budget.

Revenues Performing Above Budget:

- **Taxes Ad Valorem (Property Tax):** +\$63,732 (strong Feb/Mar collections)
- **Interest Income:** +\$44,372 (operating account earnings)
- **Video Lottery:** +\$44,781
- **Utility Tax:** +\$18,209
- **Refuse Collection:** +\$9,738
- **Gaming Income:** +\$8,788

Revenues Performing Below Budget:

- **Sales Tax:** (\$102,254) — quarterly distribution timing (Oct, Jan, Apr, Jul)
- **Hotel/Motel Tax:** (\$70,129) — seasonal tourism impact
- **Liquor Tax:** (\$31,332) — expecting higher Q3 revenue
- **Supplemental Taxes:** (\$19,116)
- **B&O Tax:** (\$14,719)

Revenue Timing: Several revenue sources (Sales Tax, Liquor Tax, Hotel/Motel Tax) are below budget due to collection timing — monitor Q4 closely.

Total Expenses Summary

Metric	Amount
Total Budgeted (Thru 3/31/26)	\$2,145,550
Total Actuals (Thru 3/31/26)	\$1,900,933
Total Variance	(\$244,618) under budget

Bottom Line:

Total expenses are running \$244,618 (11.4%) under budget, which combined with slightly lower revenues creates a \$205,992 surplus through Q3 FY26.

Overall Assessment: The Town is in a healthy financial position with a year-to-date surplus of ~\$206,000. Revenue shortfalls in some categories are offset by lower-than-expected expenses across most departments.

Key Takeaways

- 1. Strong surplus position — \$206K surplus provides flexibility for the remainder of FY26**
- 2. Revenue timing — Several revenue sources (Sales Tax, Liquor Tax) are below budget due to quarterly distribution timing; expected to catch up in Q4**
- 3. Sales tax growth — Historical trend shows 11% growth over 3 years, a positive indicator for future budgets**

Corporation of Shepherdstown

Balance Sheet

As of March 31, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	4,900,566.40
RESTRICTED FUNDS	330,602.64
RESTRICTED FUNDS ICS ACCOUNTS	4,515.27
Undeposited Funds	617.98
Total Bank Accounts	\$5,236,742.29
Accounts Receivable	
General Funds A/R	112,465.33
Total Accounts Receivable	\$112,465.33
Other Current Assets	
150.00 Net OPEB Asset	19,086.00
Other Current Assets	47,935.65
Total Other Current Assets	\$67,021.65
Total Current Assets	\$5,416,229.27
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,488,057.62
Total Fixed Assets	\$5,488,057.62
Other Assets	
Beneficial Interest in Assets Held by Others	53,343.10
Due from Market House Legal Settlement	15,104.00
Total Other Assets	\$68,447.10
TOTAL ASSETS	\$10,972,733.99
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	16,193.19
Total Accounts Payable	\$16,193.19
Credit Cards	
213 Purchase Card Payable	54,359.30
Total Credit Cards	\$54,359.30
Other Current Liabilities	
140.02 DO - Change in Proportionate	-1,320.00
140.5 DO - Change in Assumptions	-2,695.00
2104 PEIA Payable	4,356.00
260 Accrued Compensated Absences	84,750.59
280.10 DI-Different Expected/Actual I	11,110.00
280.20 DI-Difference Proj/Actual Earn	318.00
280.30 DI-Changes/Differences Prop. S	13,022.00
280.40 DI - Changes in Assuptions	10,648.00

	TOTAL
290.50 Restricted for Equipment	96,206.00
292.20 PPA-Beginning OPEB Liability	927.00
292.30 PPA-2017 RHBT Payment	-15,199.00
Child Support	-971.53
Christmas Club	-680.00
Due to (from) Coal Severance	-22,750.31
Due to (from) Sewer	-447,780.45
Due to (from) Water	-932,194.86
Garnishments	3,170.12
Gen Fund Other Current Liab.	70,923.20
Payroll Liabilities	27,513.36
VALIC Retirement Payable	25,996.49
Total Other Current Liabilities	\$ -1,074,650.39
Total Current Liabilities	\$ -1,004,097.90
Total Liabilities	\$ -1,004,097.90
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Retained Earnings	650,295.88
Net Income	-86,324.82
Total Equity	\$11,976,831.89
TOTAL LIABILITIES AND EQUITY	\$10,972,733.99

Note

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

Corporation of Shepherdstown

FY26 Budget vs Actuals

Through March 31, 2026

	REVENUES	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
299	Carryover	\$ 240,000	\$ 174,950	\$ 384,522	\$ 288,392	\$288,392	\$ 0	
301	Taxes Ad Valorem	\$ 239,731	\$ 253,444	\$ 253,444	\$ 190,083	\$253,815	\$63,732	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 23,100	\$ 26,155	\$ 26,155	\$ 19,616	\$501	(\$19,116)	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	\$ 3,750	\$3,817	\$67	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	\$ 60,000	\$78,209	\$18,209	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 83,000	\$ 85,000	\$ 85,000	\$ 63,750	\$49,031	(\$14,719)	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 185,000	\$ 185,000	\$ 185,000	\$ 138,750	\$107,418	(\$31,332)	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	\$ 300	\$170	(\$130)	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 300,000	\$ 300,000	\$ 300,000	\$ 225,000	\$154,871	(\$70,129)	Monthly Tax assessed on local hotels, motels, and short term rentals
314	Sales Tax	\$ 560,000	\$ 560,000	\$ 560,000	\$ 420,000	\$317,746	(\$102,254)	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	\$ 41,250	\$28,613	(\$12,637)	
321	Parking Violations	\$ 30,000	\$ 12,000	\$ 12,000	\$ 9,000	\$14,810	\$5,810	
325	Business Licenses	\$ 20,000	\$ 10,000	\$ 10,000	\$ 7,500	\$10,446	\$2,946	Revenue received as beginning of FY26
326	Building Permits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 3,000	\$2,392	(\$608)	
327	WV Opioid settlement fund	\$ 0	\$ 0	\$ 0	\$ 0	\$1,029	\$1,029	
328	Franchise Tax	\$ 9,000	\$ 5,500	\$ 5,500	\$ 4,125	\$5,271	\$1,146	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 7,000	\$ 5,000	\$ 5,000	\$ 3,750	\$1,622	(\$2,128)	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	\$ 116,250	\$112,752	(\$3,498)	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,000	\$ 45,000	\$ 45,000	\$ 33,750	\$41,251	\$7,501	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,000	\$ 175,000	\$ 175,000	\$ 131,250	\$140,988	\$9,738	Monthly refuse collection revenue
368	Contributions from Other Entities	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
374	Payroll Reimbursement	\$ 1,095,600	\$ 0	\$ 0	\$ 0	\$3,065	\$3,065	
376	Gaming Income	\$ 110,000	\$ 90,000	\$ 90,000	\$ 67,500	\$76,288	\$8,788	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 80,000	\$ 130,000	\$ 130,000	\$ 97,500	\$141,872	\$44,372	
381	Misc. Reimbursements	\$ 2,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
382	Refunds and Rebates	\$ 10,000	\$ 10,000	\$ 10,000	\$ 7,500	\$7,054	(\$446)	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,000	\$ 36,000	\$ 36,000	\$ 27,000	\$31,583	\$4,583	Monthly recycling collection revenue
397	Video Lottery	\$ 240,000	\$ 243,129	\$ 243,129	\$ 182,347	\$227,127	\$44,781	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 350	\$ 350	\$ 350	\$ 263	\$2,868	\$2,606	Payroll Reimbursement for Police grant work
	Total Revenues	\$ 3,746,181	\$ 2,645,928	\$ 2,855,500	\$ 2,141,625	\$ 2,102,999	(\$38,626)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
409	Mayor's Office - 409	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,500	\$ 0	(\$1,500)	
104	FICA	\$ 151	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
111	Telephone	\$ 970	\$ 500	\$ 500	\$ 375	\$ 0	(\$375)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 75	\$ 0	(\$75)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 2,600	\$ 2,600	\$ 1,950	\$ 0	(\$1,950)	
410	City Council -410	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 4,500	\$ 4,500	\$ 0	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 338	\$ 344	\$ 7	
226	Liability /Workers Comp Insurance	\$ 550	\$ 250	\$ 250	\$ 188		(\$188)	Workers Comp
	Total Council	\$ 7,000	\$ 6,700	\$ 6,700	\$ 5,025	\$ 4,844	(\$181)	
87								
411	City Recorder	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,125	\$ 1,125	\$ 0	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 86	\$ 86	(\$0)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 48		(\$48)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,679	\$ 1,259	\$ 1,211	(\$48)	
141								
416	Police Judges - 416	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 9,900	\$ 9,900	\$ 7,425	\$ 1,800	(\$5,625)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 8,900	\$ 9,900	\$ 9,900	\$ 7,425	\$ 1,800	(\$5,625)	
435	Regional Dev Authority - 435	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
222	Dues & Subscriptions	\$ 1,439	\$ 2,649	\$ 2,649	\$ 1,987	\$ 0	(\$1,987)	Annual Bill from Regional Development Authority
	Total Regional Dev. Authority	\$ 1,439	\$ 2,649	\$ 2,649	\$ 1,987	\$ 0	(\$1,987)	
437	Planning & Zoning - 437	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
103	Salaries	\$ 75,200	\$ 85,508	\$ 85,508	\$ 64,131	\$ 16,348	(\$47,783)	
104	FICA	\$ 6,169	\$ 6,541	\$ 6,541	\$ 4,906	\$ 1,251	(\$3,655)	
105	Group Insurance	\$ 14,364	\$ 12,000	\$ 12,000	\$ 9,000	\$ 9,140	\$ 140	
106	Retirement	\$ 8,000	\$ 8,550	\$ 8,550	\$ 6,413		(\$6,413)	
211	Telephone	\$ 2,000	\$ 0	\$ 0	\$ 0		\$ 0	
214	Travel	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
218	Postage	\$ 105	\$ 0	\$ 0	\$ 0	\$ 27	\$ 27	
220	Advertising/Legal Publications	\$ 1,000	\$ 0	\$ 0	\$ 0	\$ 294	\$ 294	
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	\$ 6,375	\$ 12,496	\$ 6,121	legal costs
226	Insurance & Bonds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,017	(\$483)	Workers Comp
230	Contracted Services	\$ 0	\$ 2,000	\$ 2,000	\$ 1,500		(\$1,500)	
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 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,424	\$5,424	
	Total Planning and Zoning	\$ 130,543	\$ 125,099	\$ 125,099	\$ 93,824	\$ 46,173	(\$47,652)	
438	Elections - 438	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
103	Salaries	\$ 0	\$ 1,000	\$ 1,000	\$ 750	\$ 0	(\$750)	
222	Departmental Supplies	\$ 0	\$ 4,500	\$ 4,500	\$ 3,375	\$ 0	(\$3,375)	
223	Total Elections	\$ 0	\$ 5,500	\$ 5,500	\$ 4,125	\$ 0	(\$4,125)	No election in FY 25
440	City Hall - 440	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
103	Salaries	\$ 161,173	\$ 202,008	\$ 202,008	\$ 151,506	\$ 180,005	\$28,499	
104	FICA	\$ 12,330	\$ 15,454	\$ 15,454	\$ 11,591	\$ 13,672	\$2,082	
105	Group Insurance	\$ 21,500	\$ 32,000	\$ 32,000	\$ 24,000	\$ 16,757	(\$7,243)	
106	Retirement	\$ 7,797	\$ 25,930	\$ 25,930	\$ 19,448	\$ 14,146	(\$5,302)	
108	Overtime/Extra Help	\$ 4,000	\$ 2,000	\$ 2,000	\$ 1,500	\$ 0	(\$1,500)	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	\$ 6,000	\$ 6,000	\$0	
213	Utilities	\$ 10,000	\$ 12,000	\$ 12,000	\$ 9,000	\$ 8,851	(\$149)	
214	Travel	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,500	\$ 0	(\$1,500)	
215	R&M Building & Grounds	\$ 3,800	\$ 8,000	\$ 8,000	\$ 6,000	\$ 20,105	\$14,105	Oracle Elevator - Replace door operator board on elevator -\$12K
216	R&M Equipment	\$ 2,100	\$ 2,000	\$ 2,000	\$ 1,500	\$ 2431	\$931	
218	Postage	\$ 2,500	\$ 4,000	\$ 4,000	\$ 3,000	\$ 1,298	(\$1,702)	Mail Machine
219	Building & Equipment Rental	\$ 850	\$ 700	\$ 700	\$ 525	\$ 528	\$3	
221	Training and Education	\$ 1,500	\$ 2,000	\$ 2,000	\$ 1,500	\$ 390	(\$1,110)	
220	Advertising/Legal Publications	\$ 1,200	\$ 1,200	\$ 1,200	\$ 900	\$ 881	(\$19)	
222	Dues & Subscriptions	\$ 1,450	\$ 0	\$ 0	\$ 0	\$ 1,868	\$1,868	Zoom, Adobe Acro, Monday.com subscription --annual - 5 seats for Work Management
223	Professional Services	\$ 50,000	\$ 25,000	\$ 25,000	\$ 18,750	\$ 51,954	\$33,204	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	\$ 26,250	\$ 34,344	\$8,094	Workers Comp and liability insurance
230	Contracted Services	\$ 57,850	\$ 41,000	\$ 41,000	\$ 30,750	\$ 41,955	\$11,205	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	\$ 17,250	\$ 26,222	\$8,972	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT	\$ 20,000	\$ 30,000	\$ 30,000	\$ 22,500	\$ 20,363	(\$2,137)	Tek Advisor IT Services , Intuit software
	Total City Hall	\$ 443,050	\$ 479,392	\$ 479,292	\$ 361,469	\$ 453,018	\$91,549	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 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
566	Contributions/Transfers to Other Funds	\$ 13,739	\$ 0	\$ 0	\$ 0	\$ 1,181	\$1,181	Streets Grant Expense - Pass-Through Grant Expenses
568	Contributions - Community Grants	\$ 15,000	\$ 15,000	\$ 15,000	\$ 11,250	\$ 45,950	\$34,700	Shepherdstown Visitor's Center - Community Grant - PYMT # 1, 2 - WV Advancement and Development Division
568-1	Fire Dept	\$ 4,700	\$ 8,000	\$ 8,000	\$ 8,000	\$ 7,201	(\$799)	
	Total Contributions/Transfers	\$ 33,439	\$ 23,000	\$ 23,000	\$ 19,250	\$ 54,332	\$35,082	
571	Parking-571	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
103	Salaries	\$ 0	\$ 51,084	\$ 51,084	\$ 38,313	\$ 0	(\$38,313)	New Dept for FY 26 - will allocate from Police Dept moving forward.
104	FICA	\$ 0	\$ 3,908	\$ 3,908	\$ 2,931	\$ 0	(\$2,931)	
105	Group Insurance	\$ 0	\$ 6,800	\$ 6,800	\$ 5,100	\$ 0	(\$5,100)	
106	Retirement	\$ 0	\$ 8,000	\$ 8,000	\$ 6,000	\$ 0	(\$6,000)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
216	R&M Equipment	\$ 0	\$ 2,000	\$ 2,000	\$ 1,500	\$ 0	(\$1,500)	
345	Uniforms	\$ 0	\$ 750	\$ 750	\$ 563	\$ 0	(\$563)	
	Total Parking	\$ 0	\$ 72,542	\$ 72,542	\$ 54,407	\$ 0	(\$54,407)	
699	Contingencies-699	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
566	Merit	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
	COLA	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
566	Unexpected Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 161,960		(\$161,960)	
	Total Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 161,960	\$ 0	(\$161,960)	
700	Police Department - 700	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
103	Salaries	\$ 445,000	\$ 467,725	\$ 467,725	\$ 350,794	\$ 374,876	\$24,082	Incluces Parking Enforcement and Admin Support - Parking will be allocated to new created dept (Parking)
104	FICA	\$ 40,545	\$ 35,781	\$ 35,781	\$ 26,836	\$ 28,157	\$1,321	
105	Group Insurance	\$ 92,000	\$ 106,720	\$ 106,720	\$ 80,040	\$ 79,214	(\$826)	
106	Retirement	\$ 30,000	\$ 53,000	\$ 53,000	\$ 39,750	\$ 15,696	(\$24,054)	
108	Overtime/Extra Help	\$ 85,000	\$ 40,000	\$ 40,000	\$ 30,000	\$ 0	(\$30,000)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 10,000	\$ 10,000	\$ 10,000	\$ 7,500	\$ 8,879	\$1,379	
213	Utilities	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,750	\$ 4,101	\$351	
215	R&M Building & Grounds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 11,250	\$ 0	(\$11,250)	
216	R&M Equipment	\$ 4,000	\$ 5,000	\$ 5,000	\$ 3,750	\$ 5,121	\$1,371	
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 10,500	\$ 8,531	(\$1,969)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 1,575	\$ 1961	\$386	
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 750	\$ 0	(\$750)	
221	Training & Education	\$ 4,000	\$ 5,000	\$ 5,000	\$ 3,750	\$ 1,232	(\$2,518)	
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
223	Professional Services	\$ 17,000	\$ 6,000	\$ 6,000	\$ 4,500	\$ 4,259	(\$241)	Law Firm Fees + Police Legal Fees
226	Insurance & Bonds	\$ 65,000	\$ 77,500	\$ 77,500	\$ 58,125	\$ 57,281	(\$844)	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,000	\$ 1,000	\$ 1,000	\$ 750	-\$ 647	(\$1,397)	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 2,588	\$ 6,453	\$3,865	Magistrate and Police Court Attorney
235	Police Remittance Fees	\$ 6,000	\$ 7,000	\$ 7,000	\$ 5,250	\$ 4,465	(\$785)	
307	Bank Charges	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,000	\$ 35,000	\$ 26,250	\$ 8,969	(\$17,281)	
343	Police Gas/Fuel	\$ 20,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 27,781	\$12,781	
345	Uniforms	\$ 5,000	\$ 6,400	\$ 6,400	\$ 4,800	\$ 4,433	(\$367)	Mostly for new officers
353	Computer Software/IT	\$ 15,000	\$ 47,000	\$ 47,000	\$ 35,250	\$ 23,438	(\$11,812)	Software costs, Tek Advisors Etc - (Notebooks for 2 police vehicles)
	Total Police Dept	\$ 919,305	\$ 963,676	\$ 963,676	\$ 722,757	\$ 664,199	(\$58,558)	
750	Streets - 750	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
103	Salaries	\$ 130,000	\$ 123,963	\$ 123,963	\$ 92,972	\$ 95,622	\$2,650	
104	FICA	\$ 10,000	\$ 9,483	\$ 9,483	\$ 7,112	\$ 7,255	\$143	
105	Group Insurance	\$ 23,000	\$ 29,500	\$ 29,500	\$ 22,125	\$ 20,108	(\$2,017)	
106	Retirement	\$ 7,000	\$ 6,500	\$ 6,500	\$ 4,875	\$ 4,891	\$16	
211	Telephone	\$ 700	\$ 600	\$ 600	\$ 450	\$ 0	(\$450)	
213	Utilities	\$ 25,000	\$ 28,000	\$ 28,000	\$ 21,000	\$ 19,271	(\$1,729)	Potomac Edison - Street Lights/Master Bill Account
215	R&M Buildings & Grounds	\$ 40,000	\$ 7,000	\$ 7,000	\$ 5,250	\$ 6,303	\$1,053	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 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
216	R&M Equipment	\$ 9,000	\$ 5,000	\$ 5,000	\$ 3,750	\$ 22,318	\$18,568	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	\$ 8,250	\$ 8,280	\$30	
220	Advertising/Legal Publications/Postage	\$ 250	\$ 250	\$ 250	\$ 188	\$ 2,700	\$2,513	
221	Training & Education	\$ 255	\$ 250	\$ 250	\$ 188	\$ 0	(\$188)	
226	Insurance & Bonds	\$ 20,000	\$ 22,000	\$ 22,000	\$ 16,500	\$ 15,047	(\$1,453)	Workers Comp and Liability Insurance
230	Contracted Services	\$ 70,000	\$ 72,500	\$ 72,500	\$ 54,375	\$ 59,645	\$5,270	Includes Tree Maintenance - Street Grant Expense
341	Departmental Supplies	\$ 30,400	\$ 35,000	\$ 35,000	\$ 26,250	\$ 20,643	(\$5,607)	PA Municipal, Inc. Invoice for \$6,755 in Sept. and kable Excavating for \$1,483
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 5,625	\$ 6,101	\$476	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,750	\$ 2,622	(\$1,128)	
	Total Streets	\$ 387,105	\$ 363,546	\$ 363,546	\$ 272,660	\$ 290,807	\$18,148	
800	Sanitation-800	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
103	Salaries	\$ 126,600	\$ 137,780	\$ 137,780	\$ 103,335	\$ 133,921	\$30,586	
104	FICA	\$ 5,800	\$ 10,540	\$ 10,540	\$ 7,905	\$ 10,174	\$2,269	
105	Group Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 7,500	\$ 7,312	(\$188)	
106	Retirement	\$ 5,000	\$ 12,200	\$ 12,200	\$ 9,150	\$ 11,039	\$1,889	
216	R&M Equipment	\$ 15,000	\$ 1,000	\$ 1,000	\$ 750	\$ 200	(\$550)	
217	R&M Auto	\$ 10,000	\$ 10,000	\$ 10,000	\$ 7,500	\$ 3,062	(\$4,438)	
218	Postage	\$ 5,000	\$ 250	\$ 250	\$ 188	\$ 0	(\$188)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 75	\$ 0	(\$75)	
221	Training & Education	\$ 400	\$ 200	\$ 200	\$ 150	\$ 0	(\$150)	
226	Insurance & Bonds	\$ 35,000	\$ 1,200	\$ 1,200	\$ 900	\$ 810	(\$90)	Workers Comp
230	Contracted Services	\$ 20,000	\$ 25,000	\$ 25,000	\$ 18,750	\$ 22,781	\$4,031	Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 10,000	\$ 12,000	\$ 12,000	\$ 9,000	\$ 5,517	(\$3,483)	
343	Auto Supplies	\$ 12,000	\$ 5,000	\$ 5,000	\$ 3,750	\$ 3,442	(\$308)	
345	Uniforms	\$ 3,000	\$ 4,000	\$ 4,000	\$ 3,000	\$ 2,857	(\$143)	
349	001-Landfill	\$ 28,400	\$ 28,000	\$ 28,000	\$ 21,000	\$ 26,272	\$5,272	Landfill Fees
349	002-Recycling	\$ 15,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 12,173	(\$2,827)	Recycling Fees
353	Software/IT	\$ 12,000	\$ 6,000	\$ 6,000	\$ 4,500	\$ 554	(\$3,946)	Intuit, Tek Advisors Etc
	Total Sanitation	\$ 313,300	\$ 283,270	\$ 283,270	\$ 212,453	\$ 240,112	\$27,660	
806	Water & Sewer-806	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
103	Salaries	\$ 798,600	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 62,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	FICA is being recorded in Due To/From Account Instead of here
105	Group Insurance	\$ 170,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
106	Retirement	\$ 65,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Retirement is being recorded in Due To/From Account Instead of here
	Total Water & Sewer	\$ 1,095,600	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Water and Sewer will reimburse for these expenses
900	Parks and Rec - 900	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
103	Salaries	\$ 7,000	\$ 0	\$ 0	\$ 0		\$0	
104	FICA	\$ 536	\$ 0	\$ 0	\$ 0		\$0	
105	Group Insurance	\$ 1,677	\$ 2,500	\$ 2,500	\$ 1,875	\$ 3,047	\$1,172	
106	Retirement	\$ 200	\$ 0	\$ 0	\$ 0		\$0	
213	Utilities	\$ 250	\$ 250	\$ 250	\$ 188	\$ 43	(\$145)	
215	R&M Buildings & Grounds	\$ 5,000	\$ 8,000	\$ 8,000	\$ 6,000	\$ 2,365	(\$3,636)	
216	R&M Equipment	\$ 0	\$ 1,000	\$ 1,000	\$ 750		(\$750)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
226	Insurance & Bonds	\$ 1,137	\$ 1,500	\$ 1,500	\$ 1,125	\$ 2,210	\$ 1,085	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,500		(\$1,500)	
343	Auto Supplies	\$ 2,000	\$ 1,000	\$ 1,000	\$ 750	\$ 1,639	\$ 889	
459	Capital Outlay-Equipment	\$ 60,200	\$ 0	\$ 0	\$ 0		\$ 0	
	Total Parks and Rec	\$ 80,000	\$ 16,250	\$ 16,250	\$ 12,188	\$ 9,303	(\$2,885)	
901	Visitor's Bureau - 901	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
567	Contributions	\$ 150,000	\$ 150,000	\$ 150,000	\$ 112,500	\$ 89,755	(\$22,745)	50% of Hotel/Motel Tax Collections
460	Construction in progress	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 7,892	\$ 7,892	Rankin Painting - Market House Painting Project for \$12k
	Total Visitor's Bureau	\$ 300,000	\$ 150,000	\$ 150,000	\$ 112,500	\$ 97,647	(\$14,853)	
912	Civic Promotions-912	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
568	Contributions	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	50% of Hotel/Motel Tax Collections - New Department
568-001	Contributions-Vibrant Downtown & Support the Businesses	\$ 0	\$ 21,782	\$ 21,782	\$ 16,337		(\$16,337)	
568-002	Contributions-Housing & Historical Preservation	\$ 0	\$ 21,782	\$ 21,782	\$ 16,337	\$ 13,211	(\$3,125)	Installation of Christmas lights at the Market House and Town Hall
568-003	Contributions-Land Use Planning	\$ 0	\$ 21,782	\$ 21,782	\$ 16,337		(\$16,337)	
568-004	Contributions-Sustainable Services	\$ 0	\$ 21,782	\$ 21,782	\$ 16,337	\$ 5,645	(\$10,692)	Tobacco Warehouse Flood Insurance
568-005	Contributions-Town Facilities & Parks	\$ 0	\$ 21,782	\$ 21,782	\$ 16,337		(\$16,337)	
	Total Civic Promotions	\$ 0	\$ 108,910	\$ 108,910	\$ 81,683	\$ 18,856	(\$62,827)	
916	Library 916	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 3/31/2026	FY 26 Actuals Thru 3/31/2026	Over/(Under) Budget Thru 3/31/26	Notes and Explanations
567	Contributions	\$ 21,600	\$ 24,840	\$ 24,840	\$ 18,630	\$ 18,630	\$ 0	Monthly Contribution from Shepherdstown to the library of \$2,070
	Total Library	\$ 21,600	\$ 24,840	\$ 24,840	\$ 18,630	\$ 18,630	\$ 0	
381	Total Expenses	\$ 3,746,181	\$ 2,645,928	\$ 2,855,400	\$ 2,145,550	\$ 1,900,933	(\$244,618)	
382								
383	Surplus or (Deficit)						205,992	Transfer to Capital Outlay
	True Surplus or (Deficit)						205,992	

Transaction Detail by Account
Corporation of Shepherdstown
 March 01 - May 06

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
GENERAL FUNDS BANKING					
101.011 General Operating Funds 6209					
03/02/2026	Bill Payment (Check)	ACH Payment	KIND EARTH	40 Carex woodii 50DP	-1,002.72
03/02/2026	Bill Payment (Check)	23782	D. Frank Hill, III, Municipal Judge	Municipal Judge	-200.00
03/02/2026	Bill Payment (Check)	23783	Shepherdstown Public Library	Monthly donation for March 2026	-2,070.00
03/02/2026	Bill Payment (Check)	23784	Storm, LLC	March/April Lease	-1,250.00
03/02/2026	Bill Payment (Check)	ACH Payment	Michael Chalmers	Communication Director role per contract -February 2026	-1,700.00
03/02/2026	Expense	1347-2	KIND EARTH	SALE KIND EARTH GROVE XXXXXX6202 SALE KIND EARTH GROVE XXXXXX6202 03/02/26 ID #- TRACE #-XXXXXXXX5845037	-99.50
03/03/2026	Bill Payment (Check)	ACH Payment	James River Equipment	SKID STEER 324G	-7,459.84
03/03/2026	Bill Payment (Check)	ACH Payment	James River Equipment	Service Contract	-2,283.42
03/03/2026	Bill Payment (Check)	ACH Payment	James River Equipment	Parts/Labor for Copact Skid Steer S590	-5,256.43
03/03/2026	Expense	February 2026	WV Treasury	Remittance by Municipal Court fees- February 2026	-200.00
03/04/2026	Bill Payment (Check)	ACH Payment	Jefferson County CVB	Hotel/Motel 50%--Receipts--Feb. 2026 payment	-3,498.45
03/04/2026	Bill Payment (Check)	ACH Payment	Viking Tree Service	End-weight reduction and cabling for Tree #1098	-2,850.00
03/06/2026	Bill Payment (Check)	23785	Arthur J. Auxer, III	2 arraignments in February 2026	-80.00
03/06/2026	Bill Payment (Check)	23786	Kable Excavating	Stone Class II Haul from Inwood x 2	-1,001.28
03/06/2026	Bill Payment (Check)	23788	United Way of the Eastern Panhandle	Teen Court Remittance for February 2026	-50.00
03/06/2026	Bill Payment (Check)	23789	Jefferson County Emergency Communications	FirsNet Nighthawks CAD/Mobile Data - 12/6/2025 - 1/5/2026	-159.74
03/06/2026	Bill Payment (Check)	23790	Ligush Cleaning Service	Cleaning Services	-950.00

03/06/2026	Bill Payment (Check)	23791	Tek Advisors	IT Services	-23.75
03/06/2026	Bill Payment (Check)	23792	Tek Advisors	IT Services	-2,575.59
03/06/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Streets Utilities	-1,830.13
03/06/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Streets Utilities	-22.07
03/10/2026	Bill Payment (Check)	23793	Sadie Kline	Refund - charged credit card twice	-295.00
03/10/2026	Bill Payment (Check)	ACH	Corporation of Shepherdstown	Water Bill for 102 N. King Street - Feb 2026	-81.83
03/10/2026	Expense		US Bank	Credit Card payment	-33,183.54
03/10/2026	Bill Payment (Check)		SmartBill	Smartbill	-1,648.54
03/12/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Electric Bill for 104 N. King Street--Town Hall / Police	-1,009.89
03/12/2026	Bill Payment (Check)		Fogle Accounting and Consulting	Accounting Sevcs	-2,750.00
03/13/2026	Bill Payment (Check)	23795	Shenandoah Sales & Service, Inc.	Repairs to Garbage Truck	-1,220.86
03/13/2026	Bill Payment (Check)	23796	Bob's Tire Service, Incorp.	Auto Repair - Tires	-266.14
03/16/2026	Bill Payment (Check)	ACH Payment	Ghosh Engineers, Inc.	Task Order #1, General Engineering Services - February 2026	-565.00
03/17/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Streets light poles for Hurley's Trailer Park	-10.17
03/18/2026	Bill Payment (Check)	Auto Pay	Pitney Bowes Bank, Inc. Purchase Power	Purchase Power Account - 8000909011281321	-214.99
03/18/2026	Bill Payment (Check)	23797	CoxHollidaYoung, PLLC	Audit Fees - Deposit	-2,500.00
03/19/2026	Bill Payment (Check)	23798	West Virginia Municipal League-WVML	WVMCRA Annual Dues FY 2026-2027	-551.16
03/20/2026	Bill Payment (Check)	23799	Jeff. Co. Commission Ambulance Fee	Jeff. Co. Commission Ambulance Fee	-130.00
03/20/2026	Bill Payment (Check)	23800	Travelers-legal	Legal Fees	-400.60
03/20/2026	Bill Payment (Check)	23801	Ecological Services LLC	Pruning of Market House Crabapple	-350.00
03/20/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Electric Bill	-809.93
03/20/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Streets Utilities	-20.58

	Bill Payment	ACH		Market House, 100 German Street - Standard Repair Agreement	
03/20/2026	(Check)	Payment	Oracle Elevator		-838.00
03/23/2026	Expense		Iron Mountain Solutions Inc	Iron Mountation Monthly Fees	-310.54
	Bill Payment	ACH			
03/24/2026	(Check)	Payment	USI Insurance Services	CNA Surety - WVDOH Bond (blanket bond)	-250.00
03/24/2026	Expense		Pitney Bowes	Postage	-1,000.00
	Bill Payment			Reimbursement per court order - Bond Citation 23ST04072	
03/26/2026	(Check)	23802	Valerie M. Dubinsky		-350.00
	Bill Payment	ACH		Market House, 100 German Street - Annual Inspection/Elevator phone battery needs replaced	
03/26/2026	(Check)	Payment	Oracle Elevator		-2,354.00
	Bill Payment	ACH			
03/26/2026	(Check)	Payment	Griffith Energy Services, Inc.	Fuel / Gasoline	-18,869.06
	Bill Payment	ACH			
03/27/2026	(Check)	Payment	Top Asphalt Suppliers, LLC	Wearing C T	-414.10
	Bill Payment				
03/27/2026	(Check)	23803	D & A Cleaning Company, LLC	Cleaning Services	-950.00
	Bill Payment	ACH			
03/27/2026	(Check)	Payment	Jefferson County CVB	Hotel/Motel 50%--Receipts--March 2026 payment	-4,310.50
	Bill Payment				
04/01/2026	(Check)	23804	Storm, LLC	April/May Lease	-1,250.00
	Bill Payment				
04/01/2026	(Check)	23805	Shepherdstown Public Library	Monthy donation for April 2026	-2,070.00
	Bill Payment				
04/01/2026	(Check)	23806	D. Frank Hill, III, Municipal Judge	Municipal Judge	-200.00
	Bill Payment				
04/01/2026	(Check)	23807	Shenandoah Sales & Service, Inc.	Repairs to Garbage Truck Invoice 016630	-3,263.87
	Bill Payment	ACH			
04/01/2026	(Check)	Payment	Michael Chalmers	Communication Director role per contract	-1,700.00
	Bill Payment				
04/02/2026	(Check)	23808	Tek Advisors	IT Services	-3,311.99
	Bill Payment				
04/03/2026	(Check)	23809	Tek Advisors	IT Services	-2,987.50
	Bill Payment	ACH			
04/03/2026	(Check)	Payment	Potomac Edison Company	Streets Utilities	-1,830.65
	Bill Payment	ACH			
04/06/2026	(Check)	Payment	Corporation of Shepherdstown	Town Hall Water Bill - 2 months	-877.84
	Bill Payment	ACH			
04/06/2026	(Check)	Payment	Corporation of Shepherdstown	102 N. King Street water bill	-81.83
	Bill Payment	ACH			
04/07/2026	(Check)	Payment	Frontier	Elevator phone for the Market House	-358.84
	Bill Payment				
04/07/2026	(Check)	23810	Appalachian Heating & Air	Market House HVAC repair; add 1-3 lb R-410A Refrigerant;General HVAC Material	-1,259.00

04/08/2026	Bill Payment (Check)	23811	Urban Design Ventures	Technical Consulting Services for two months Dec. 1, 2025 5- Jan. 31, 2026	-7,091.25
04/08/2026	Bill Payment (Check)	23812	Urban Design Ventures	Technical Consulting Services for two months - February and March	-6,628.76
04/09/2026	Bill Payment (Check)		Fogle Accounting and Consulting	Accounting Sevcs	-2,750.00
04/10/2026	Expense		Remittance Fees	Remittance by Municipal Court fees- March 2026	-780.00
04/10/2026	Expense		US Bank	P- cards Payment	-54,346.57
04/14/2026	Bill Payment (Check)	23816	Jefferson County Emergency Communications	Cradlepoint devices unlimited x 6	-246.18
04/15/2026	Bill Payment (Check)	23817	The Roving Peregrine Theatre Company	Community Grant - Theatre's fall production of Night Mother (the Project)	-1,250.00
04/15/2026	Bill Payment (Check)	23818	Shepherdstown Community Club	Community Grant	-1,200.00
04/16/2026	Bill Payment (Check)	23819	Final Touch Construction LLC	Police Dept Renovation	-7,000.00
04/16/2026	Bill Payment (Check)	23820	Final Touch Construction, LLC	Police Dept Renovation	-8,000.00
04/16/2026	Bill Payment (Check)	ACH Payment	Berkeley Club Beverages, Inc.	Rental of Hot/Cold Cooler	-11.11
04/16/2026	Bill Payment (Check)	23821	Amy Boyd	Reimbursement	-239.88
04/16/2026	Bill Payment (Check)	23822	Marellen Aherne	303 East High Street Damage - tree Expense	-2,718.00
04/17/2026	Bill Payment (Check)	23823	Ecological Services LLC	Downtown Street Tree Follow-up Pruning	-520.00
04/17/2026	Bill Payment (Check)	23824	Ecological Services LLC	Labor for proper planting of 5 street trees -- 2 redbuds and 3 dogwoods on New Street along Cemetary stone wall	-1,250.00
04/17/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Streets Utilities--O'Hurley's Trailer Park	-32.87
04/20/2026	Bill Payment (Check)	23825	Blue Talon Consulting LLC	In-Service Training for Officer Simms	-245.00
04/23/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Street Utilities	-20.57
04/23/2026	Bill Payment (Check)	ACH Payment	Jefferson County CVB	Hotel/Motel 50%--Receipts--April 2026 Payment	-6,083.70
04/24/2026	Bill Payment (Check)	23826	Ecological Services LLC	Landscaping/Planting Tree outside Bistro 112; Masonry - Bistro 112 Tree Well Renovation	-921.00
04/27/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Streets Utilities	-1,830.65

05/01/2026	Bill Payment (Check)	23827	United Way of the Eastern Panhandle	Teen Court Remittance	-180.00
05/01/2026	Bill Payment (Check)	23828	Tek Advisors	IT Services	-95.00
05/01/2026	Bill Payment (Check)	ACH Payment	Michael Chalmers	Communication Director role per contract -February 2026	-1,700.00
05/01/2026	Bill Payment (Check)	23829	D. Frank Hill, III, Municipal Judge	Municipal Judge for May 2026	-200.00
05/01/2026	Bill Payment (Check)	23830	Storm, LLC	May/June 2026 Lease	-1,250.00
05/01/2026	Bill Payment (Check)	23831	Shepherdstown Public Library	Monthly donation for May 2026	-2,070.00
05/01/2026	Bill Payment (Check)	23832	D & A Cleaning Company, LLC	Cleaning Services	-950.00
Total for 101.011 General Operating Funds 6209					-\$239,019.41

101.09 PoliceDR/CR Acct-all 6798					
03/03/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
03/04/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-55.95
03/06/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
03/10/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
03/17/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
03/24/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
03/31/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
04/02/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-55.95
04/07/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
04/14/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
04/21/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
Total for 101.09 PoliceDR/CR Acct-all 6798					-\$115.05

101.50 Payroll Checking						
0471						
03/04/2026	Expense		VALIC	Retirement		-8,339.22
03/04/2026	Expense		Gusto	GUSTO - Payroll fees		-694.51
03/06/2026	Check	23577	JSB	Christmas Club		-280.00
	Bill Payment					
03/16/2026	(Check)	23578	WV Mountaineer Flexible Benefits	Flexible Benefits		-1,400.94
	Bill Payment					
03/16/2026	(Check)	23579	WV-Mountaineer Flexible Benefits	Flexible Benefits		-1,618.04
03/16/2026	Expense		VALIC	Retirement		-8,339.22
03/18/2026	Expense		PEIA	Benefits		-712.00
03/18/2026	Expense		PEIA	Benefits		-36,010.28
03/24/2026	Check	23580	JSB	Christmas Club		-280.00
03/25/2026	Expense		Aflac	Benefits		-567.52
	Bill Payment					
04/01/2026	(Check)	23581	JSB	Christmas Club		-280.00
04/03/2026	Expense		VALIC	Retirement		-8,339.22
04/03/2026	Expense		Gusto	GUSTO - Payroll fees		-717.41
04/10/2026	Expense		VALIC	Retirement		-8,339.22
04/17/2026	Expense		PEIA	Benefits		-483.00
04/20/2026	Check	23582	JSB	Christmas Club		-280.00
04/22/2026	Expense		Aflac	Benefits		-567.52
05/01/2026	Check	23583	JSB	Christmas Club		-280.00
05/01/2026	(Check)	23584	WV-Mountaineer Flexible Benefits	Flexible Benefits		-1,672.08
Total for 101.50 Payroll Checking 0471						-\$79,200.18

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

-\$318,334.64

213 Purchase Card Payable						
03/01/2026	Expense	2615	Walmart	City Hall Departmental Supplies		63.57
03/01/2026	Expense	5623	Intuit	QuickBooks Online Advanced		123.05
03/01/2026	Expense	5623	Intuit	QuickBooks Online Advanced		123.05
03/02/2026	Expense	2654	Shepherdstown Rocs	Gas/Fuel		32.00
03/02/2026	Expense	4258	Tractor Supply Company	Couplers for totes (401.45 sewer)		41.96
03/02/2026	Expense	4258	Shepherdstown Rocs	Gas/Fuel		54.51
03/02/2026	Expense	4810	Shepherdstown Rocs	Gas/Fuel		51.50
03/02/2026	Expense	4802	Shepherdstown Rocs	Auto Supplies/Fuel		82.11

				9 trees; tree and shrub success kit x 5; Mulch x 5 bags;	
03/02/2026	Expense	5623	Sunny Meadows	leaf gro x 5 bags	2,710.90
03/02/2026	Expense	5623	Gladhill Pest Control Inc.	Pest Control	653.00
03/02/2026	Expense	5623	Intuit	440.353 City Hall Computer Software	80.25
03/02/2026	Expense	5623	Adobe Acropo	City Hall Dues & Subscriptions	21.19
03/02/2026	Expense	5623	Apple Valley Waste Inc	Sanitation Dumping Fees:-Recycling	745.15
03/02/2026	Expense	5623	Miss Utility of West Virginia Inc	Message Fees W/S	52.70
03/02/2026	Expense	3009	Shepherdstown Rocs	Gas/Fuel	23.97
03/02/2026	Expense	3009	Shepherdstown Rocs	Gas/Fuel	38.70
03/02/2026	Expense	3009	Shepherdstown Rocs	Gas/Fuel	33.53
03/02/2026	Expense	3009	Shepherdstown Rocs	Gas/Fuel	38.30
03/03/2026	Expense	4810	USA Bluebook	Due to (from) Water	2,891.55
03/03/2026	Expense	4802	Cool Green Auto & Tire Inc	Auto Repair	728.55
03/03/2026	Expense	4802	Shepherdstown Rocs	Fuel	55.00
				Streets Maintenance & Equipment:750.215 R&M	
03/03/2026	Expense	4802	Home Depot	Buildings & Grounds	958.80
				440 City Hall:City Hall Other Expenses:440.222 City	
03/03/2026	Expense	3985	Zoom	Hall Dues & Subscriptions	10.00
03/03/2026	Expense	3985	Comcast Phone of WV	Communication	278.49
03/03/2026	Expense	3009	Sheetz	Gas/Fuel	43.42
03/03/2026	Expense	3009	Shepherdstown Rocs	Gas/Fuel	28.45
03/04/2026	Expense	4802	Shepherdstown Rocs	Streets Vehicle Expenses:750.343 Auto Supplies/Fuel	120.53
03/04/2026	Expense	5623	Quill Corporation	Dept Supplies	333.60
03/04/2026	Expense	5623	Quill Corporation	Dept Supplies	120.38
03/04/2026	Expense	3985	Comcast Phone of WV	Communication	395.83
				440.219 City Hall Building & Equipment	
03/05/2026	Expense	4802	Home Depot	Rental:440.215 R&M Building & Grounds	139.79
03/05/2026	Expense	3082	Shepherdstown Rocs	Gas/Fuel	66.26
03/05/2026	Expense	5623	Everest Window Cleaning (Bolyard Ent.)	Cleaning Services	91.80
03/05/2026	Expense	3985	Berkeley Club Beverages	Hot and Cold Cooler Rental/bottles of water	63.35
03/05/2026	Expense	2540	Pitney Bowes	Postage - Supplies	195.97
03/05/2026	Expense	2540	Berkeley Club Beverages	Hot and Cold Cooler Rental/bottles of water	56.46
03/05/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	37.80
03/06/2026	Expense	4802	Home Depot	Fuel Tank Parts / Town Hall Light	403.75
03/06/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	41.00
03/07/2026	Expense	5623	WV DHHR Bureau for Public Health	Due to (from) Water	69.00
03/07/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$40.00
03/08/2026	Expense	5623	Intuit	QuickBooks Online Advanced	\$294.25
03/08/2026	Expense	3985	Comcast Phone of WV	Due to (from) Water	\$329.55
03/08/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$29.37
03/09/2026	Expense	3985	Comcast Business, Inc	Communication	\$1,112.26
03/10/2026	Expense	4258	Maxlock, LLC	Door Keys for WWTP (401.24 sewer)	\$4.78
03/10/2026	Expense	4810	Specialty Business Supplies, Inc	Lab sample shipping (635.11 water)	\$12.25
03/10/2026	Expense	3009	Sheetz	Police Vehicle Expenses:700.343 Gas/Fuel	\$58.09

03/10/2026	Expense	3009	Shepherdstown Rocs	Police Vehicle Expenses:700.343 Gas/Fuel	\$34.00
03/10/2026	Expense		US Bank	GENERAL FUNDS BANKING:101.011 General Operating Funds 6209	-\$33,183.54
03/11/2026	Expense	5623	Shepherdstown Rocs	Police Vehicle Fuel	\$91.53
03/11/2026	Expense	3082	Amazon.com	Admin. supplies and expense/office chairs (401.24 sewer)	\$516.00
03/12/2026	Expense	9895	Specialty Business Supplies, Inc	Office suppliles (401.24 sewer)	\$79.41
03/12/2026	Expense	3985	Spirit of Jefferson	440 City Hall:440.220 Advertising/Legal Publications	\$573.40
03/15/2026	Expense	3985	CallingPost Communications, Inc.	Communication	\$583.00
03/16/2026	Expense	2654	Amazon.com	700 Police Department:700.341 Departmental Supplies	\$40.64
03/16/2026	Expense	2654	Amazon.com	Dept Supplies	\$124.11
03/16/2026	Expense	4802	Home Depot	Streets Maintenance & Equipment:750.341 Departmental Supplies	\$60.42
03/16/2026	Expense	5623	AR&E	Invoice #R1463 (401.42 water)	\$387.24
03/16/2026	Expense	5623	Frontier	440 City Hall:440.216 R&M Equipment	\$241.61
03/16/2026	Expense	5623	Berkeley Club Beverages	440.341 City Hall Departmental Supplies	\$11.11
03/17/2026	Expense	4802	Dog Waste Depot	Sanitation Other Expenses:800 Sanitation:800.341 Departmental Supplies	\$179.54
03/17/2026	Expense	4802	Tractor Supply Company	Streets Maintenance & Equipment:750.216 R&M Equipment	\$299.98
03/17/2026	Expense	2540	Les's Auto & Truck Repair	Police Vehicle Expenses:700.217 R&M Auto	\$653.37
03/17/2026	Expense	3985	Bowles Rice LLP	Planning Commission Expenses:440.817 Legal Services	\$2,608.50
03/17/2026	Expense	3985	Bowles Rice LLP	Legal Services (Annexation/proposed plats)	\$3,396.25
03/17/2026	Expense	3985	Bowles Rice LLP	440.223 City Hall Professional Services	\$1,816.00
03/18/2026	Expense	4802	Carquest of Martinsburg- (S.Corp.)	Streets Maintenance & Equipment:750.216 R&M Equipment	\$61.83
03/18/2026	Expense	3082	Amazon.com	Streets Maintenance & Equipment:750.215 R&M Buildings & Grounds	\$99.99
03/18/2026	Expense	3082	Amazon.com	Streets Maintenance & Equipment:750.215 R&M Buildings & Grounds	\$108.90
03/18/2026	Expense	3082	Amazon.com	Streets Maintenance & Equipment:750.215 R&M Buildings & Grounds	\$80.47
03/18/2026	Expense	3082	Amazon.com	Office supplies (401.24 sewer)	\$202.65
03/18/2026	Credit	3082	Amazon.com	Office supplies (401.24 sewer)	-\$16.14
03/18/2026	Expense	3082	Hach Company	Water reagents (635.11 water)	\$626.92
03/18/2026	Expense	5623	Miss Utility of West Virginia Inc	Lab sample shipping (635.11 water)	\$60.40
03/18/2026	Expense	2540	Pitney Bowes	700 Police Department:700.218 Postage	\$85.41
03/19/2026	Expense	3082	Amazon.com	Office furniture / supplies (401.24 sewer)	\$581.91
03/19/2026	Expense	3082	Hach Co.	Water reagents (635.11 water)	\$143.40
03/19/2026	Expense	3082	Amazon.com	Office supplies (401.24 sewer)	\$43.91

03/19/2026	Expense	3985	Comcast Phone of WV	City Hall Utilities:440.211 Telephone/Utilities/Water	\$347.00
03/20/2026	Expense	4802	Home Depot	Streets Maintenance & Equipment:750.216 R&M	
03/20/2026	Expense	5623	Oldcastle APG	Equipment	\$299.00
03/20/2026	Expense	5623	T-Mobile	Sanitation Dumping Fees:800.349-002 002-Recycling	\$250.00
03/20/2026	Expense	3985	Bowles Rice LLP	Cell Phones	\$1,125.11
03/21/2026	Expense	2615	Walmart	440.223 City Hall Professional Services	\$333.69
03/22/2026	Expense	5623	Waste Management Inc	440.341 City Hall Departmental Supplies	\$54.96
03/22/2026	Expense	3985	EVO GOV	Landfill / Sludge	\$2,188.05
03/22/2026	Expense	3985	FEMA NFIP Flood	440.223 City Hall Professional Services	\$150.00
03/23/2026	Expense	4810	Dollar General Store	440 City Hall:440.236 Insurance & Bonds	\$16,024.00
03/23/2026	Expense	9895	Cool Green Auto & Tire Inc	Dept Supplies	\$40.55
03/23/2026	Expense	5623	Everest Window Cleaning (Bolyard Ent.)	Auto Repair	\$1,954.39
03/23/2026	Expense	3009		Cleaning Services	\$91.80
03/23/2026	Expense	3009	Court Street	700 Police Department:700.345 Uniforms	\$190.09
03/24/2026	Expense	9895	Sheetz	Police Contractual Svc:700.303 Police Legal Fees	\$2.00
03/24/2026	Expense	3082	Hach Co.	Car wash	\$15.00
				Water reagents (635.11 water)	\$140.40
03/24/2026	Expense	2540	Quill Corporation	700 Police Department:700.341 Departmental Supplies	\$176.44
03/24/2026	Expense	2540	Temu	700 Police Department:700.345 Uniforms	\$48.74
03/25/2026	Expense	9895	Dollar General Store	Supplies	\$39.80
03/25/2026	Expense	5623	Griffith Energy Services, Inc. (diesel)	Fuel	\$2,443.15
03/25/2026	Expense	3985	Amazon.com	440.341 City Hall Departmental Supplies	\$9.85
03/26/2026	Expense	3082	Sheetz	Streets Vehicle Expenses:750.217 R&M Auto	\$15.00
03/26/2026	Expense	3985	Amazon.com	440.341 City Hall Departmental Supplies	\$23.88
03/27/2026	Expense	5623	Quill Corporation	Supplies	\$25.98
03/27/2026	Expense	5623	Quill Corporation	Supplies	\$45.98
03/28/2026	Expense	5623	Adobe Acropro	440 City Hall:City Hall Other Expenses:440.222 City	
03/28/2026	Expense	5623	Quill Corporation	Hall Dues & Subscriptions	\$21.19
03/30/2026	Expense	4258	Capital Electric	Supplies	\$23.98
03/30/2026	Expense	5623	Super Shoe Stores/Macro Retail	Fuses and bulbs for WWTP (401.45 sewer)	\$47.46
03/30/2026	Expense		Quill Corporation	Uniform - Shoes	\$169.99
				Supplies	\$306.29
04/10/2026	Expense		US Bank	GENERAL FUNDS BANKING:101.011 General	
				Operating Funds 6209	-\$54,346.57

**Total for 213 Purchase Card
Payable**

-\$33,170.81

RESTRICTED FUNDS

103 Customer Deposit Accounts 3194			
	3/2/2026 Check	Customer Deposit Refunds	0.00
	3/3/2026 Check	Customer Deposit Refunds	0.00
	3/4/2026 Check	Customer Deposit Refunds	0.00
			<hr/>
Total for 103 Customer Deposit Accounts 3194			\$0.00
Total for RESTRICTED FUNDS with sub-accounts			\$0.00
	TOTAL		\$0.00

Reports by Town Committees, Commissions and Boards

- 1) Age Friendly Shepherdstown Committee**
- 2) Finance Committee**
- 3) Grants Committee**
- 4) Historic Landmarks Committee**
- 5) Parks and Recreation Committee**
- 6) Personnel Committee**
- 7) Planning Commission**
- 8) Public Works Committee**
- 9) Tree Commission**
- 10) Water Board and Sanitary Board (joint minutes)**

Age-Friendly Shepherdstown Committee

MINUTES

April 22, 2026

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

1. Minutes from March were unanimously approved.
2. Old Business
 - a. AARP Challenge Grant: Linda and Marty reported that there was no news at this time. We still expect to hear about the grant decision sometime in May.
 - b. Bike Route: Marty reported that Woody would be reapplying sharrows when the weather is warmer. Marty reminded us that signage adjacent to the new walkway to Morgan's Grove Park needs to indicate that it is to be shared between bikers and pedestrians.
 - c. Committee Membership/Leadership: Linda reported that Lois Spreen agreed to chair the committee when Linda leaves.
 - d. New Action Plan: Linda led a discussion going section by section through about half of the Action Plan. Linda will revise the draft considering committee members' suggestions. We spent a good deal of time discussing the Vision, Mission, and Value Statements parts of the plan. We agreed that we are more like an advisory board than a committee in that our roles are focused on advocacy and accountability. Linda agreed to continue drafting the new plan and to send members parts to review before we meet again.
3. **Next meeting: May 27, 1:30pm, zoom** (This is a change from our usual meeting schedule. We postponed by a week to accommodate members' schedules.)

SHEPHERDSTOWN PLANNING COMMISSION EXECUTIVE SUMMARY

REGULAR MEETING AND PUBLIC HEARING

Monday, April 20, 2026

6:00 p.m. TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

Public Comment

Public Comment was heard from Steve Pearson regarding the PUD ordinance update.

Applications

26-09 200 E. High Street Blue Moon Café: Project Permit Application – Installation of temporary/seasonal pergola covered outdoor seating area located in a portion of the existing parking area.

Application denied due to not meeting the off-street parking requirements of Title 9 Section 207.

Continuing Business

The Commission received updates on permitting procedures and recruitment efforts and Town Council activities regarding the path Morgan's Grove Park and the Market Building Plaza demonstration project. The commission reviewed and discussed a draft of the proposed PUD ordinance update.

Resolutions

The Commission moved to recommend to Town Council the adoption of the repeal and replace of the PUD ordinance, with the recommendation to objectively define affordable units in the review criteria, and to thoroughly consider other edits and suggestions from the Planning Commission and today's public comment. Motion passed unanimously.

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Monday, April 20, 2026

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

DRAFT

1. Call to Order:

Time: 6:00 pm

Commissioners Present: R. Parmesano, L. Bicker, L. Chapalee, J. Gatz, E. Helmick

Commissioners Absent: M. Morningstar

Staff: K. Musser, G. Sisco, H. Wetzel

2. Approval of Previous Months' Minutes:

a. February 16, 2026, Meeting

Motion to approve: E. Helmick, 2nd L. Bicker, all ayes

3. Visitors:

S. Pearson, H. Pearson, J. Auxer, T. Dolan, J. Dolan, C. Printz

4. Conflicts of Interest:

None

5. Public Comment:

S. Pearson (131 W. German St.) offered public comment on the proposed PUD ordinance: cases where a parcel has significant unbuildable land, that land should not count towards the open space requirement and concerned there is no mention of historic resources such as artifacts or potential archaeological studies and suggested such studies be restricted to the portion of the site that is being disturbed, citing State Historic Preservation Guidelines. Also mentioned that the timing on when traffic and stormwater analysis is required should be made clearer.

6. Applications:

a. **26-09 200 East High Street Blue Moon Cafe**

Project Permit Application – Installation of a seasonal pergola covered 392 sq. ft. outdoor seating area in a portion of the parking lot.

J. Dolan gives a summary of the project. Confirms that it would occupy 2 of their 8 parking spaces. Confirms that it would not block the sidewalk. Confirms that it will not be permanent, structures will not be attached to the existing building or the ground.

Discussion of off-street parking requirements which are based on floor area square

footage and number of employees and the applicant does not appear to meet that requirement. Existing situation would be grandfathered in, but the proposed change would not. Discussion of the general area parking situation including mentions that the Café's employees do not use the Café's off-street parking area and that the Shepherd University lot across the street is available during the Café's busiest times, but that nearby parking does not count towards the ordinance requirement.

Commission is supportive of the project but concludes that it does not meet the parking requirements of Title 9 Section 207.

Motion to deny: L. Chapalee, 2nd E. Helmick, all ayes – application denied.

7. Continuing Business:

Application Process: K. Musser shared an update of the application process outline. The Commission advised adding a schedule of fees. J. Gatz advised that HLC going through similar process and had a flow chart illustrating the process. The Commission asked about reducing the number of forms. Discussion of enforcement.

Recruiting New Members: L. Bicker shared an update of recent advertising by the Town. No new applications have been received. Discussion of how many members there needs to be.

Town Council Update: L. Bicker shared updates on the path to Morgan's Grove Park, the Young-Shipleigh annexation, the proposed Market square plaza pilot project, and HLC's historical markers.

PUD Ordinance Revision Update: C. Printz gives an update status summary and discusses the Planning Commission's role. Clarifies that final wording will be up to the Town Council and that the Commission's comments on the draft will be delivered to the consultant drafting the revision. Recommends that the Commission approve moving the draft forward to the Town Council along with its comments.

Following discussion included balancing flexibility with preservation goals, emphasizing the importance of regulations being consistent with HLC expectations, including historic preservation considerations, and the importance of coordination between the Planning Commission and HLC.

The discussion also touched on ensuring the ordinance provides both flexibility and clarity for applicants, avoiding overly rigid requirements that may not reflect real-world conditions, and improving coordination between governing bodies involved in development review

L. Bicker expressed concerns that the draft felt unfinished and further discussion followed on the editing process. L. Chapalee discussed wanting to highlight the lack of definition for affordable housing which would make that criteria difficult to apply.

Motion to recommend to Town Council the adoption of the repeal and replacement ordinance with the recommendation to objectively define affordable units in the review criteria and to thoroughly consider other edits and suggestions from the Planning Commission and today's public comment: L. Chapalee, 2nd R. Parmesano, all ayes – motion passed.

Discussion of the executive summary and taking of minutes.

8. New Business:

None

9. Adjournment:

Motion to adjourn: R. Parmesano, 2nd E. Helmick, all ayes

Time: 7:22 pm



Shepherdstown WEST VIRGINIA

Shepherdstown Parks & Recreation Committee

Draft Minutes – April 28, 2026

Attendance: Cheryl Roberts, Chair; Marty Amerikaner and Adam Thomas
Absent: Tobi Moriarty

1. Call to Order

- Meeting called to order by Chair, C. Roberts at 6:08 p.m.

2. Approval of Agenda

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

3. Approval of Previous Minutes

- Motion by Adam Thomas; Seconded by M. Amerikaner to approve March 24, 2026. Approved unanimously.

4. Welcome Visitors:

- Hank Walters and Kristi Hendricks Rumseyan Society/Friends of Rumsey Park. Corp of S'town Staff: Gino Sisco and Hunter Whetzel (Intern)
-

5. Unfinished Business: Park Reports

5.1 Bane-Harris Park – C. Roberts

- Playground equipment -Normal Use.
- Pickle Ball Courts – Normal Use
- Basketball Court - Normal Use
- Fairy Garden - Normal Use
- Recommend Dog Bags be monitored and replaced regularly.
- M. Amerikaner requested to repave basketball/pickleball court with a smooth surface due to existing pits and cracks.

5.2 Cullison Park – M. Amerikaner

- Walking Path from Cullison Park to Rumsey - Complete/CLOSED
- Many Thanks to Public Works for installation!
- Noted by M. Amerikaner that their is a steep decline which may possibly require a railing. Public Works will be consulted.

5.3 Riverfront Park – T. Moriarty

- Bamboo along the Town Run removal. C. Roberts will walk the path to investigate and follow up with Public Works for recommendations.

5.4 Rumsey Park – A. Thomas

- Phase III-Step 1, funded by a donation through the Rumseyan Society (aka “Friends of Rumsey Park” –a 501c3 approved organization for fundraising purposes.) is scheduled to commence this week. (Richard Barrett Construction replaces R&L Landscaping per H. Walters)
 - Watering & Maintenance for plantings from Phase 1
 - Topsoil, seed, and mulch for a plush grassy area
 - Gravel and Blacktop for two parking spaces



Shepherdstown

WEST VIRGINIA

- Concrete pad for bike rack
 - Removal of forsythia will be performed in June/July.
 - Note: Concrete Pad for Historic Panels has been modified by recommendations from Hopewell Manufacturing and requested to install in-ground 24" deep. This is being investigated to determine whether the designated location is free of bedrock complications.
 - Bike Rack has been identified and will be purchased after the concrete pad is installed.
 - WV Swing –A Thank-you Letter to Shepherdstown Rotary - Complete/CLOSED
 - Continue to pursue special signage for “No Climbing on Rocks”.
 - **Note: The replacement of the James Rumsey Monument Historic Panel has not been approved by Town Council. The initial request has been made and the content for the panel will need to be discussed prior to moving forward for a final decision.
 - **Note: the Historic Bridges Panels project has not been approved by Town Council. Additional information is required included a donation application from Doug Perks/Historic Shepherdstown.
 - **Note: C. Roberts has consulted Historic Landmarks Commission and Historic Shepherdstown for support and advice regarding the request for panel. Once approved, installation is set for this fall. Timeline for Hopewell Manufacturing is 4 weeks from the point of final content submission to installation.
 - **Note: Attached Information and Pricing of each Historic Panel
 - **5.5 -Devonshire Park – C. Roberts**
 - Area needs to be better maintained and C. Roberts accepted an offer from Town Hall Intern, Hunter Whetzel to lead a group of students to begin maintenance. He will request assistance from Public Works for receptacles and tools.
-

6. Ongoing Projects & Issues

6.1 Safety Issues

- None reported

6.2 Bookmark the Park

- Initial Planning Stage – OPEN

6.3 Hurley Donated “Park” Status

- Community Survey in Progress for future planning - A. Thomas/T. Moriarty

6.4 Bike Friendly Community

- No follow up from Leigh Ann Evanson - CLOSED

7. New Business:

- M. Amerikaner suggested that requests, ideas, recommendations, etc., regarding Town Parks need to be originated with Parks and Recreation Committee. During Parks & Recreation Committee meetings, a concept plan may be requested if the project is in line with the Corporation of Shepherdstown’s needs and approved by Town Council.
- Vacancy Announcement - Vice M. Amerikaner’s relocation (July 2026)

8. Other Topics for Future Project Planning



Shepherdstown
WEST VIRGINIA

9. Next Meeting – May 26 @ 6:00 p.m. – Rumsey Park (weather permitting; Town Hall is the back-up)

10. Adjournment

- Motion by M. Amerikaner; Seconded by A. Thomas to adjourn at 7:12 p.m.

Respectfully Submitted:
Cheryl Roberts, Chair



Shepherdstown

WEST VIRGINIA

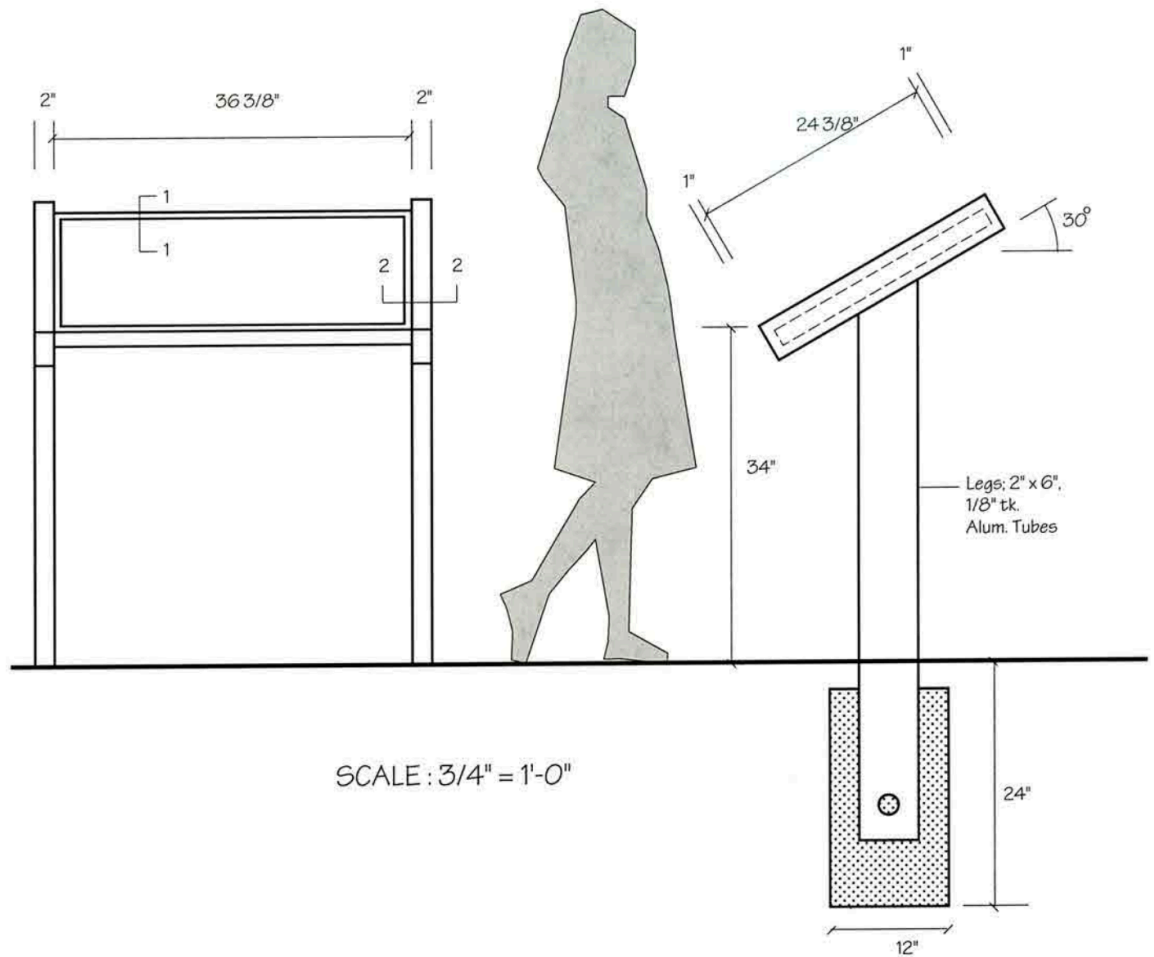
HISTORY PANEL DESCRIPTION RUMSEY PARK - SHEPHERDSTOWN

of panels: 2 each (James Rumsey + Bridges)
-- size of laminated area: w36" x h24"
-- content area: laminate (graffiti resistant)
-- manufacturer: Hopewell Manufacturing (Sasha x717-593-9400, ext. 107)
-- frame: aluminum
-- warranty: 10 years
-- placement location: by the stone wall bed overlooking the Potomac River
-- installation: expansion anchors to secure aluminum base to concrete pad
-- content composers: 1. Rumsey panel: Nick Blanton / 2. Bridges panel: Doug Perks, Keith Alexander, Patrick Fuller
-- Pad/foundation/base: R&L Landscaping
-- Panel content completion: late summer/autumn 2026
-- Panel request submission to manufacturer: following approval of content submission
-- Panel cost estimate (see Hopewell attachments): \$1,680 per panel (includes shipping and 2 hrs of design)
-- Funding: Rumsey (proposal for Town to fund replacement panel; original panel vandalized) / Bridges (private donations with "Donation Request" to Town Council required (attachment))



Shepherdstown

WEST VIRGINIA



Mayor's Report