

Shepherdstown Finance Committee Agenda

Wednesday, May 6, 2026

6:30 P.M.

Town Hall

104 N. King Street

or by Zoom

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

1. Call to order
2. Approval of the minutes April 1
3. Community Grant Applications
 - a. Shepherdstown Public Library
 - b. Shepherdstown Street Festival, Inc
4. Overview of FY 27 Water & Sanitary Budgets drafts
5. Election Budget - Compensation for Poll Workers
6. Planning for Upcoming Expenses
7. Planned Town Council Work Session on Bond Financing
8. Adjournment

SHEPHERDSTOWN FINANCE COMMITTEE

Wednesday, April 01, 2026

6:30 P.M.

Town Hall

104 N. King Street

1. Call to Order

Meeting called to order at 6:31pm

2. Approval of the minutes March 04th, and March 17th, 2026

Motion to approve both March 4 and March 17, 2026 minutes together by Marty Amerikaner

Second: James Gatz

Motion passed unanimously.

3. Community Grant Applications

The Committee reviewed three community grant applications. It was agreed that the Committee would hear presentations only and not make formal recommendations at this meeting, with further discussion to occur at the Town Council meeting.

The Community Club's Back Alley Garden Tour

A representative presented the application requesting funding for new banners for the annual Back Alley Garden Tour.

Discussion included:

Initial estimate increased from approximately \$1,200 to \$1,377 due to additional costs.

Additional expedited banner order placed separately due to timing.

Banners are intended for long-term reuse.

Event is a major fundraiser supporting the Community Club, including the War Memorial Building and Morgan's Grove Park.

Attendance has grown significantly, with recent years nearing 900 tickets sold.

Event contributes to local tourism and economic activity.

Michelle Kwiatkowski / Wild Rose Soap Co. – Handmade Christmas in Shepherdstown

Application requested funding to support a holiday market event.

Discussion included:

Total project cost estimated at approximately \$2,250.

Questions raised regarding how requested funding amount was determined.
Clarification needed on vendor contributions and rental costs.
Applicant was not present to provide additional detail.

Action:

Additional information will be requested before further consideration.
Applicant may be asked to attend a future meeting.

The Roving Peregrine Theatre Company – Fall Productions

Application requested approximately \$2,500 to support licensing rights for two productions.

Discussion included:

Funding intended for rights to two productions.
One originally proposed show will be replaced due to cost.
Organization operates as a 501(c)(3) nonprofit.
Provides community programming, including youth programming.
Discussion of equitable distribution of funding among organizations.
Consideration of reducing request to support one production.
Applicant indicated willingness to revise request if needed.
Timing of funding needs discussed, with fall production requiring earlier commitment.

4. Update on Edmunds GovTech Transition Progress

Staff provided an update on the transition from the ASI system to Edmunds.

Phase 1 (utility billing) targeted for May–June 2027.

Phase 2 (financial system) targeted for July 1, 2027.

Transition aligned with fiscal year to avoid split reporting.
Data migration will include historical and current records.
Challenges identified with transferring auto-payment data from SmartPay.
Residents may need to re-enter payment information.

Discussion included:

Need for staff training, testing, and validation prior to implementation.
Approximately 90 days of training anticipated.
Need for public communication regarding system changes.
Consideration of instructional materials for residents.

SmartPay will be discontinued to avoid duplicate systems.
Ongoing coordination between staff and Edmunds.
Workload considerations during transition.

5. Capital Budget – Discussion Cont'd

No discussion recorded.

6. Adjournment

Motion to adjourn: Marty Amerikaner Second: James Gatz Voting unanimous

Time: 7:35pm



Shepherdstown
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**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:



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):



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Grant Application, cont.

Project Description:

Applicant's signature & date:

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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**



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

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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'

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Shepherdstown Utilities - FY2027 Income Statement Budget
(True Cash Flow Analysis)

| Description | Water Works | Sanitary Sewer | Combined Total |
|--|--------------------|--------------------|--------------------|
| REVENUES | | | |
| Interest Income | \$145,000 | \$125,000 | \$270,000 |
| Metered Revenue | \$2,000,000 | \$1,700,000 | \$3,700,000 |
| Capacity Accounts Interest - Restricted Income | \$500 | \$500 | \$1,000 |
| Other Water / Sainitary Revenues - Restricted Income | \$5,000 | \$4,000 | \$9,000 |
| Total Revenues | \$2,150,500 | \$1,829,500 | \$3,980,000 |
| OPERATING EXPENSES | | | |
| Billing Expenses | \$12,000 | \$12,000 | \$24,000 |
| Administration | \$60,000 | \$52,000 | \$112,000 |
| Utility Billing | \$240,000 | \$20,000 | \$260,000 |
| Plant Expenses/Maintenance | \$250,000 | \$170,000 | \$420,000 |
| Taxes (Other than Income) | \$55,000 | \$36,000 | \$91,000 |
| Employee Screening | \$350 | \$0 | \$350 |
| Salaries & Wages | \$600,000 | \$550,000 | \$1,150,000 |
| Employee Pensions & Benefits | \$195,000 | \$125,000 | \$320,000 |
| Purchased Power | \$50,000 | \$150,000 | \$200,000 |
| Chemicals | \$140,000 | \$127,000 | \$267,000 |
| Contractual Svc-Engineering | \$75,000 | \$30,000 | \$105,000 |
| Contractual Svc-Accounting | \$30,000 | \$30,000 | \$60,000 |
| Contractual Svc-Legal | \$8,000 | \$5,000 | \$13,000 |

| | | | |
|-----------------------------|----------|----------|-----------|
| Contractual Svc-Testing | \$20,000 | \$15,000 | \$35,000 |
| Contractual Svc-Other | \$55,000 | \$25,000 | \$80,000 |
| Transportation Expense | \$3,000 | \$5,000 | \$8,000 |
| Insurance-General Liability | \$87,000 | \$65,000 | \$152,000 |
| Insurance-Other | \$1,500 | \$0 | \$1,500 |
| Advertising Expense | \$300 | \$1,000 | \$1,300 |
| Sludge Removal | \$0 | \$32,000 | \$32,000 |

| | | | |
|---------------------------------|--------------------|--------------------|--------------------|
| Total Operating Expenses | \$1,882,150 | \$1,450,000 | \$3,332,150 |
|---------------------------------|--------------------|--------------------|--------------------|

| | | | |
|--|------------------|------------------|------------------|
| OPERATING INCOME (Before Bonds) | \$268,350 | \$379,500 | \$647,850 |
|--|------------------|------------------|------------------|

BOND EXPENSES & TRANSFERS

| | | | |
|--|------------|------------------|------------------|
| 03-A Water Bond | \$26,896 | \$0 | \$26,896 |
| 12 Water Bond | \$127,715 | \$0 | \$127,715 |
| 17 Water Bond | \$153,835 | \$0 | \$153,835 |
| 21 Water Bond | \$99,504 | \$0 | \$99,504 |
| 21 Water Reserve | \$9,931 | \$0 | \$9,931 |
| 10-A Sewer Bond | \$0 | \$221,953 | \$221,953 |
| Membrane Transfer Reserve (Sewer) | \$0 | \$157,200 | \$157,200 |
| Working Capital Reserve | \$0 | \$120,000 | \$120,000 |
| Depreciation Reserve Account | \$50,000 | \$42,500 | \$92,500 |

| | | | |
|--|------------------|------------------|--------------------|
| Total Bond Expenses & Transfers | \$467,881 | \$541,653 | \$1,009,534 |
|--|------------------|------------------|--------------------|

| Non-Cash Expenses | | | |
|---------------------------------|--------------------|--------------------|--------------------|
| Interest Expense | \$135,000 | \$0 | \$135,000 |
| Administrative Lending Fees | \$4,000 | \$15,000 | \$19,000 |
| Depreciation Expense | \$360,000 | \$375,000 | \$735,000 |
| Total Non-Cash Expenses | \$499,000 | \$390,000 | \$889,000 |
| TRUE SURPLUS / (DEFICIT) | (\$199,531) | (\$162,153) | (\$361,684) |

NOTES:

- *True Surplus/Deficit = Operating Income - Bond Payments/Transfers*
- *Interest and Admin Fees are included in " Bond Expenses & Transfers"*
- *This matches the 'True Deficit' calculation methodology from the source budget sheets*
- * *Working Capital Reserve "Sewer" \$10K per month*
- * *Water & Sewer Depreciation Reserve - 2.5% billing*