

SHEPHERDSTOWN FINANCE COMMITTEE MEETING MINUTES (DRAFT)

Wednesday, June 3, 2026

Town Hall – 104 North King Street and Zoom

1. Call to Order

2. Attendance

- a. **Members Present** James Gatz (J Gatz), Marcy Bartlett (M Bartlett), Marty Amerikaner (M Amerikaner)
- b. **Staff Present** Maged Kirolos (M Kirolos), Hunter Wetzel (H Wetzel)
- c. **Visitors Present:** Addison Reese (Rose Hill Cemetery)

3. Approval of Minutes

- a. M Bartlett motioned to approve and seconded by M Amerikaner. The motion passed unanimously.

4. Shepherdstown Community Grant Applications

- a. Roving Peregrine Theatre Company
 - i. The Committee reviewed Roving Peregrine Theatre Company's request for \$1,250 to support production costs for Gutenberg. The applicant discussed the production schedule, anticipated ticket revenue, and efforts to partner with local businesses.
 - ii. A motion was made by M Bartlett and seconded by M Amerikaner to recommend approval of a \$1,250 grant to Town Council. The motion passed unanimously.
- b. Rose Hill Cemetery
 - i. Addison Reese presented the request for Rose Hill Cemetery. The funding would support clearing work, including removal of dead or dangerous trees and invasive growth, in preparation for future ground-penetrating radar work to identify unmarked burials.
 - ii. The Committee discussed whether the funds should go through the Jefferson County Landmarks Commission or directly to the Rose Hill Cemetery Board. The Committee agreed the work was important and that updated nonprofit information should be provided before Town Council review.
 - iii. A motion was made by M Bartlett and seconded by M Amerikaner to recommend to Town Council approval of a \$2,000 grant to the Rose Hill Cemetery Board for the specified work, with updated nonprofit information to be provided for Town Council review. Motion passed unanimously.
- c. Contemporary American Theater Festival
 - i. Representatives from CATF requested renewal of the Town's grant support for the 2026 season in the amount of \$25,000. CATF discussed its planned digital marketing campaign, local user-generated content, Welcome Center presence, and improved tracking of ticket sales and visitor impact.
 - ii. A motion was made by M Amerikaner and seconded by M Bartlett to recommend approval of a \$25,000 grant to CATF for 2026. The motion passed unanimously.

5. Status of FY26 Budgeted Procurements

- a. The Committee briefly discussed FY26 procurements. No formal action was taken.

6. Proposed Procurement - Trash Truck

- a. The Committee discussed a possible trash truck purchase. Members requested additional information regarding the condition of the current trucks, the need for replacement, the proposed truck, and financing options.
 - i. No recommendation was made, and the item will require further review.
 - ii. [Committee, Commission, or Board]
 - iii. [Committee, Commission, or Board Report]
- b. [Committee, Commission, or Board]
 - i. [Committee, Commission, or Board Report]
 - 1. [Sub-Item if Needed]

7. Overview of Draft FY27 Water Authority Budget and Sanitary Authority Budget

- a. The Committee reviewed the draft FY27 Water Authority and Sanitary Authority budgets. Discussion focused on revenues, expenses, deficits, reserve requirements, and how the Water, Sewer, and Town finances connect overall.
- b. Staff were asked to prepare clearer summary information for Town Council, including explanation of the global account and due-to/due-from balances.
- c. No action was taken.

8. Town Council Work Session on Bond Financing, June 9

- a. The Committee discussed the upcoming bond financing work session. Members considered whether the meeting should be postponed to allow more preparation time and advance review of materials.
- b. No formal action was taken.

9. Edmunds Gov Software Implementation – Update

- a. M Kirolos provided an update on the Edmunds Gov software implementation. He reported that the project is progressing well, with no current delays.
- b. The anticipated go-live date is July 1, 2027, allowing the Town to begin a new fiscal year in the new system.
- c. No action was taken.

10. FY2025 Town Financial Audit - Update

- a. Miguel reported that the FY2025 compilation work has been completed and that BHM is expected to be onsite from June 9 through June 12. The final audit report is expected shortly after onsite work is completed.
- b. No formal action was taken.

11. Real Estate Matters

- a. A motion was made by M Bartlett and seconded by M Amerikaner to enter executive session to discuss real estate matters. The motion passed by voice vote unanimously.

12. Adjourn - The meeting adjourned after Executive Session.