

**DRAFT**  
**SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES**

Wednesday, December 10, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

**1. Call to Order at 6:34 p.m.**

**2. Attendance**

Members Present: Mayor Gatz, Marty Amerikaner, Cheryl Roberts, Marcy Bartlett, Shannon Thomas, Carrie Blessing

Members Absent: Linus Bicker

Staff Present: Amy Boyd, Chief King, Charles Coe, Gino Sisco, Maged Kirolos

Visitors Present: See attached sign-in sheet

**3. Approval of Minutes**

- a. Town Council Meeting Minutes – Moved by M. Bartlett, second by S. Thomas to approve the Town Council minutes of October 8 and 30 as amended. Unanimous Moved by C. Roberts, second by M. Bartlett, to approve the Town Council minutes of November 6, 12 and 25. Unanimous.

**4. Public Comment Period**

- a. People who have registered to address Town Council  
Will Miller spoke in support of the Police Department salary increase.

**5. Event Requests, Committee Appointments, and Community Grants**

- a. Event Requests
  - 1. Frosty Fest – Moved to approve by S. Thomas, seconded by M. Amerikaner. Unanimous.
  - 2. Second Annual Gay Pride Parade – Moved to approve by M. Bartlett, second by M. Amerikaner. Unanimous
  - 3. Peace In the Middle East – Moved to approve by C. Roberts, second by M. Amerikaner. Unanimous.
- b. Commission and Committee Appointments

1. Age Friendly Shepherdstown - Moved by C. Roberts, second by M. Amerikaner to approve the appointment of Leigh Ann Evanson. Unanimous.
2. Water Board – Moved by C. Roberts, second by M. Bartlett to approve the appointment of Kathleen Stratton. Unanimous.

## **6. Ongoing Business**

- a. Grants Committee Policy – Moved to approve by S. Thomas, second by C. Roberts. Unanimous.
- b. Tenants and Remaining Trailers - Mill Street Property – the town is moving forward with removal of the remaining abandoned trailers.
- c. Schedule Town Hall on Status of Comprehensive Plan – January 13 at 6:00 p.m. proposed with M. Amerikaner, C. Blessing, C. Roberts and M. Bartlett offering assistance to organize meeting.
- d. Benches Project – Status – Mayor Gatz reported we have a beautiful bench ready with the second being nearly complete. We will have an unveiling on December 21 at 1:30.
- e. Historic Education Curriculum – Procurement – Mills Group submitted a draft and is scheduled to be complete at the end of February.
- f. Financial Management System – Procurement – might have a special meeting this month to decide.
- g. Town Ordinance Codification Service – Procurement – staff is rating now and will be ready to select a proposal at the special meeting.

## **7. New Business**

- a. Community Composting Project – A step chart is enclosed in the packet. M. Bartlett gave an update. This item will be placed on the Public Works Committee agenda. Marcy noted that Tabler farm is a partner in this project, and that more discussion is needed to clarify how collections will be handled.
- b. Proposed Police Personnel Pay Scale included in the packet. Moved to approve by S. Thomas, second by C. Roberts, with amendments as follows : increases are not automatic they are performance based, conditions must be met to advance from one step to another, employee must receive a satisfactory annual rating for the current year, time in service salary step requirement must be met, promotions will not reduce pay, COLA adjustments are distinct, and not included in this scale Unanimous.
- c. Staff Holiday Bonus - The total will be approximately \$17K. Moved to approve by M. Bartlett, second by S. Thomas. Unanimous.

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

A synopsis of the meetings was in the packet and read aloud.

Draft and/or approved meeting minutes

- a. Age Friendly Shepherdstown Committee – M. Amerikaner – the public transportation survey – Met with the Age Friendly SU – because of the change in the EPTA and budget challenges, they cannot allow their bus service to be used for the town’s transportation plan. The topic will be brought back to Town Council to determine if this is something they want to pursue.
- b. Finance Committee – M. Bartlett reported that the summaries that the committee is receiving from Maged are very helpful.
- c. Grants Committee - S. Thomas reported that they are looking at getting membership into the Grant Finder and will get a demo on how that works. In anticipation of the next round of Congressionally Directed Spending requests, the committee will be reviewing and refining THE grant applications that were submitted last year. The committee became aware of another grant called “BUILD” (Better Utilizing Investments of Leverage Development). It’s a US DOT grant that can be used for surface transportation infrastructure projects with a significant local or regional impact. Looking at sidewalks and walkability, pedestrian safety up towards Sage Place. James reported the Grant Finder Program is free due to our connection with the National League of Cities.
- d. Historic Landmarks Commission – Mayor Gatz – The Historic Shepherdstown Commission takes care of the Shepherd Family burial ground, and they have asked for support from the town for the gate that is slowly deteriorating and for a possible adjustment to the step. HLC asked us to take a step back due to the importance of this site and give them plenty of time to think it through and give advice particularly since it’s town owned. Because we have a historic district, the town is a Certified Local Government by the WV State Historic Preservation Office and must be recertified. If we do not get recertified, we would lose our status as a historic district - meaning that our residents would not have access to tax credits and other important things that come with being designated.
- e. Parks and Recreation Committee – C. Roberts reported the WV Swing was dedicated. P & R does not meet in December and January. The renovations made to Rumsey Park were done by R & L Landscaping under the supervision and cost of Hank Walter. Hank sent an invoice of the cost of the donated services which totaled \$40,078. C. Roberts will draft a letter from the town acknowledging hank’s payment of that invoice as a gift To the town for landscaping improvements at Rumsey Park and providing a “thank you” to Mr. Walter. A rain garden will go in next April. It’s a very small area behind the parking spaces. R & L will do this under the supervision of Mr. Walter and Christy Hendricks, who is a horticulturist. There are some invasive shrubs that will be removed during this time. Approximate cost would be \$11,000. Mayor Gatz reminded everyone that we now have a

policy for accepting gifts and this project would fit under that policy and to make certain that this proposed donation comes back to Town Council for approval. C. Roberts reported there's discussion of adding more parking spaces.

C. Blessing reported she is thankful to Mr. Walter and the investment he has made to our community over the years. She described being "a little disappointed" about the way the landscaping took place. She asked that these plans be reviewed more fully by TC. C. Roberts reported that this project was discussed for a long time at the Parks and Recreation Committees.

- f. Personnel Committee – Mayor Gatz reported that more interviews are occurring for the Project Manager position.
- g. Planning Commission – Mayor Gatz reported there have been a couple of applications. Property owners on the corner of Duke and High Street applied for and were approved to build a privacy fence behind the stone wall. The other application is from St. Agnes Church, which is working on a stormwater remediation issue. Further information will be needed from our engineer and our attorney.
- h. Public Works Committee – did not meet -C. Roberts asked about the status of the Town Run Watershed signs and Mayor Gatz reported that it is being re-considered.
- i. Tree Commission – Linus was not present to make a report; Mayor Gatz reported they have been working hard as usual.
- j. Water Board and Sanitary Board - M. Bartlett reported ON the Watershed Initial Baseline Study – They are preparing for sampling on December 16.

## **9. Staff / Department Reports**

- a. Department – presented and reports are in the packet
- b. Town Financial Status - presented and reports are in the packet
- c. Approval of Town Expenditures – Motion to approve by S. Thomas, second by C. Roberts. Unanimous.

## **10. Mayor's Report**

- a. Municipal Election Calendar – presented (needed to be corrected and will be reprinted). Mayor Gatz stated it's important to know these dates and that there's not a lot of discretion over the dates as they are set by the State.
- b. Special Town Council meeting – December 22 at 6:30 p.m. with three topics : two procurements and one personnel. The Public Works Committee meeting will meet after.
- c. Dale Holman from Rotary to discuss their projects so we have a better understanding of their plans for the year so we can coordinate.

Parades – we’d love to engage more in the early planning for them along with bridge clean up.

d. Heidi Hanrahan (Shepherd University) runs the community reading program and she’s asked the town to be engaged with her on that. We are exploring how we can help. She may be helping fund part of it or special events that are connected to it. Town government hasn’t been engaged in the past so she’s asking for that.

e. SU Business Department – we continue to talk to the business school about how we can mutually work to support businesses in town and provide training for their students. They have some students who are doing capstone projects, and they are interested.

f. Canal Towns Partnership – met this afternoon. It was a good meeting with a lot of learning about the different towns and work projects being done along the canal.

## **11. Adjournment**

Moved to adjourn at 8:43 p.m. by C. Roberts, second by M. Amerikaner. Unanimous.