

Draft

SPECIAL SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Monday, December 22, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

1. Call to Order at 6:34 p.m.
2. Review of applications for the Project Manager position – Karl Musser is the selected candidate. He has GIS and planning experience along with Project Management. He volunteers on the Brunswick Planning Commission. S. Thomas asked if he would perform grant writing. M. Amerikaner inquired, given that we have been understaffed, how does this position fit into the overall finance system? Mayor Gatz responded, this position was anticipated and is covered in our budget.
3. Approval of the June 2 Municipal Election Calendar – A. Boyd explained most dates are established by State and local ordinance. The calendar has been modified to establish a different filing period than prescribed by the WV State Election Commission which has been the normal practice for our previous elections. Moved to by M. Bartlett, second by M. Amerikaner, to approve the modified election calendar as presented. Unanimous.
4. Procurement - Codification Service – Proposals received were Civic Plus and American Legal – The Town Council did a comparison of the two proposals involving website view, pricing, timeframe to receive the finished product, ongoing services provided. Samples were reviewed online. Referenced were presented and discussed. Moved by M. Bartlett, second by C. Roberts. Unanimous.
5. Procurement - Integrated Financial System – update provided ON where we are with the review. The Finance Committee asked that we do a little more background REVIEW. Maged – received 4 proposals. Most are cloud based systems. We have narrowed two proposals and are in contact with other towns to get their feedback on the products. We want to make sure that customer support is strong. The process OF transition to a new system will take about one year. Mayor Gatz recommended going into executive session for this purpose. Moved by C. Roberts, second by L. Bicker, to go in executive session. Unanimous.
6. Mayor's Report
We hired Officer Kevin Gayle who has previous experience with the City of Martinsburg and THE Army Reserve.
7. Moved by L. Bicker, second by S. Thomas to adjourn at 8:29 p.m. Unanimous (is that supposed to be 8:29?)