

DRAFT

Special Shepherdstown Finance Committee Agenda

Thursday, December 18, 2025

6:30 p.m.

Town Hall

104 N. King St

1. Call to Order: 6:35 p.m.

Members Attending: Mayor Gatz, Marcy Bartlett, Marty Amerikaner

Staff: Gino Cisco, Maged Kirollos

Visitors: None

2. Recommendation re Contract for Codification Services: We have 2 bids from qualified companies (American Legal and Civic Plus). The 2 bids are similar in terms of initial costs. Staff will seek clarification regarding several questions, and we will present complete information to the full Town Council at our upcoming meeting to vote on a selection.
3. Recommendation re Contract for Financial Services ERP: Town's senior staff reviewed both systems (Tyler and Edmunds), focusing on the financial and utilities modules. After discussion of identified strengths of each, we agreed to recommend Edmunds to the full Town Council, contingent on Maged not learning any additional information that might impact the recommendation.
4. Adjournment: Motion to adjourn at 7:37; Marcy moved, Marty second; unanimous