

SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA

Wednesday, November 12, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

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

Members Present: Mayor Gatz, Marty Amerikaner, Cheryl Roberts, Marcy Bartlett, ,
Linus Bicker

Members Absent: Shannon Thomas, Carrie Blessing

Staff Present: Amy Boyd, Sgt. Jeffries, Gino Sisco, Maged Kirolos

Visitors Present: See attached sign-in sheet

2. Approval of Minutes

- a. Town Council Meeting Minutes of October 8, 2025 – postponed until next month.

3. Public Comment Period

- a. John Aldis – spoke about the current annexation request
- b. Mark Pfeiffer – Operations Manager for Community Markets Inc. provide a handout on their services to the community.

4. Public Hearing

- a. Second Reading Ordinance Amendment re: Planning Commission Membership – Moved to approve by M. Bartlett, second by C. Roberts. Unanimous.

5. Event Requests, Committee Appointments, and Community Grants

Event Requests -

Moved by M. Bartlett, second by L. Bicker, to approve the Christmas in Shepherdstown Kick-Off/Tree Lighting. Unanimous.

M. Amerikaner requested that Experience Shepherdstown consider expanding the name and the focus of the December events to “Holiday Season in Shepherdstown” or a similar title to expand inclusivity.

Moved by C. Roberts, second by L. Bicker, to approve the December First Friday Event as amended. Unanimous.

Moved by C. Roberts, second by M. Amerikaner, to approve the Rotary Club Christmas Parade. Unanimous.

Moved by C. Roberts, second by M. Amerikaner, to approve the Shepherdstown Street Fest Event. Unanimous.

- a. Commission and Committee Appointments –
Moved by M. Amerikaner, second by M. Bartlett to approve Stephen Skinner to the Building Commission. Unanimous.
Moved by C. Roberts, second by M. Bartlett, to approve Elise Baach to the Building Commission. Unanimous.
Moved by L. Bicker, second by C. Roberts, to approve Andrew Singletary to the Building Commission. Unanimous.

6. Ongoing Business

- a. Town Project Manager Position – Mayor Gatz reported the Personnel Committee is in the final stages of interviews. M. Amerikaner recommended that the process include a special meeting of Town Council to receive the recommendation of the Personnel Committee and to vote on a recommendation to authorize the Mayor to negotiate the hire.
- b. Town Hall Interns – Mayor Gatz reported that we offered a position to a senior student at Shepherd University focusing on updating the database on historic structures in town. We are also trying to recruit 1-2 others to assist with the finance work. Gino reported that he attended the SU intern fair. He’s received several emails of interest
- c. Town Council Committee Structure – more to report on next month.
- d. Shepherdstown Community Grants Policy - Mayor Gatz reported that Carrie had some comments about the oversight and monitoring and those changes have been made. Moved by M. Bartlett, second by C. Roberts, to approve the revised Shepherdstown Community Grant Package. Unanimous.
- e. Planning for December 9 Public Meeting on Comprehensive Plan Implementation – no action
- f. Consultant to assist with Planning and Zoning Matters - The contract is broken into tasks for better monitoring. Moved by C. Roberts, second by M. Bartlett, to approve the draft contract for Urban Designs Ventures. Unanimous.
- g. Status of Hurley Park Property – Agreement with beneficiaries has been signed and being recorded with the County. Next steps are included in the packet.

7. New Business

- a. Annexation Request – Applicants were asked to modify the petition with new legal descriptions of the parcels. M. Amerikaner – do we need to get a legal opinion that since they are explicit in what they want to do, if we approve the annexation, are we implying that we support what they intend to do? Mayor Gatz reported that legal counsel did not think this to be the case.

- b. Holiday event plans – included in packet
- c. Town honorarium – See motion below to go into Executive Session for this discussion

8. Reports of Committees, Commissions, and Boards Since October 8, 2025

Draft and/or approved minutes from meetings held since October 8, 2025

- a. Age Friendly Shepherdstown Committee
- b. Finance Committee
- c. Grants Committee – Emily Samide, Interim Chair, reported that the Committee updated the guidelines to streamline some processes to match the Comprehensive Plan. Some requirements were excessive. Instead of missing a grant opportunity, when a grant submittal deadline does not first allow for consideration by Town Council, the application will be submitted to the funding agency and then be submitted to the Town Council at their next meeting. The last item updated was the requisite form. These changes will be acted on at the December Town Council meeting.
- d. Historic Landmarks Committee
- e. Parks and Recreation Committee – C. Roberts reported that R & L is putting in flower beds for blooming in spring (gifted by Hank Walters). Incorporated with that project, was installing electrical work for lighting (gifted by Hank Walters). Electric will run to the Rumsey Monument to allow for future lighting. WV Swing being delivered to a Rotarian until the infrastructure is established for installation. R & L will be asked to assist with the installation. This is being done at no expense to the town. Mayor Gatz suggests that he will work with the Rotary Club to ask them to let the town announce this work. It was noted that a rain garden is in the works. C. Roberts reported that it is a goal for late 2026, early 2027. October's meeting presented a letter of commendation of Carla Branson for her care and maintenance in the fairy garden. The Shepherdstown Chronicle article highlighted this recognition as well as other things happening in the parks. Riverfront Park had a picnic table stolen.
- f. Planning Commission
- g. Public Works Committee
- h. Tree Commission
- i. Water Board and Sanitary Board : M. Bartlett provided a brief update on the town run study.

9. Staff Reports

- a. Staff Reports – included in packet
- b. Town Financial Status – included in packet

c. Maged noted that the town needs a new CPA firm to replace John Kunkel, who has retired. Cox Hollida is being recommended to do the “compilation” work required for the audit process

d. Approval of Town Expenditures – included in packet

8:24 p.m. Moved by M. Bartlett, seconded by M. Amerikaner, to go in executive session to avoid the premature disclosure of an award in accordance with WV Code Section 6 Article 9A Section 2. A. and 4. B. 10. Unanimous.

8:37: motion to end Executive Session (M. Amerikaner, second- L. Bicker). Motion to approve Town Honorarium (name to remain secret until appropriate time for revealing). L. Bicker moves, M. Bartlett seconds. Unanimous

Meeting Adjourned at 8:38. (Unanimous)