

## Special Shepherdstown Town Council Meeting Agenda

Thursday, November 25, 2025, 7:00 p.m.

Town Hall -104 North King Street

1. Call to Order: 7:17pm  
Members attending: Mayor James Gatz, Marcy Barlett, Cheryl Roberts, Linus Bicker, Marty Amerikaner.  
Members absent: Carrie Blessing, Shannon Thomas  
Staff attending: Gino Sisco
2. Review recommendation for Project Manager position: no update at this time; personnel committee is continuing to review applications.
3. Town Council Committee communications and reporting procedures: consensus in discussion regarding desire for more communication between committees and full Council. In particular, emphasis was given to communicating about the status of projects initiated or being executed by committees, given the sometimes-challenging balance whereby committees function both relatively autonomously (particularly after being authorized to proceed on a budgeted project) and also as advisory to full Council. Council members agreed that committee chairs will be asked to prepare brief (up to 2 paragraphs) summaries of their meetings that will be included in the immediately upcoming Town Council meeting packets. Note that these summaries are not intended to replace formal minutes; rather, they are intended to keep Council updated on committees work even if minutes have not yet been completed or approved by the committee.
4. Motion to adjourn at 8:05 Marcy moved, Linus second Unanimous