

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, April 9, 2025

6:30 p.m.

TOWN HALL

104 NORTH KING STREET

1. Call to Order

Mayor Gatz, Cheryl Roberts, Marty Amerikaner, Marcy Bartlett, Linus Bicker, Shannon Thomas

Staff Present: Amy Boyd, Woody Coe, Chief King, Gino Sisco

Visitors Present: See attached sign-in sheet

2. Approval of Town Council Meeting Minutes of March 12 and 24, 2025 – Moved to approve by M. Amerikaner, seconded by C. Roberts. Unanimous.

3. Ongoing Business

a. Volunteer Appointments

Board of Zoning Appeals

Historic Landmarks Commission – Moved by S. Thomas, seconded by M. Bartlett, to appoint Ashely Reynolds. Unanimous.

Jefferson County Development Authority Board of Directors – Moved by C. Roberts, seconded by M. Bartlett to approve the nomination of Phil Baker-Shenk be forwarded on to the JCDA. Unanimous.

b. Town Council Member Appointment – There was consensus to accept applications until the end of the month, and schedule a special meeting to interview applicants, with the goal of appointing a new TC member by the next (May) meeting .

c. Task Force on Town Banners and Hometown Heros Banners – Update

d. Shepherdstown Funded Spring Events - Update

e. Staff Reports- in packet

f. Status of Grant-Funded Projects

Green Infrastructure Projects

Shepherdstown Heritage Education Grant (Formally 2024 Survey and Planning Grant)

g. Town Financial Status

i. 2025 Budget Revisions and 2026 Budget Planning

ii. Update on Water and Sanitary Board FY 26 Budgets

- h. Review and Approval of Town Expenditures- Moved by M. Amerikaner, seconded by M. Bartlett. Unanimous.
- i. 2024 Comprehensive Plan Status -- Update
- j. Town Council Meeting Policy – reviewed. It will be followed with adjustments as necessary.

4. New Business

- a. Event Requests
 - i. July 4th Parade – Moved by M. Amerikaner, seconded by S. Thomas. Unanimous.
 - ii. Liability Insurance – Discussion of coverage for town sponsored vs. non-town sponsored events – clarification from the insurance company will be requested
- b. Requests for Support
 - i. Black Policy Day -- \$1,500 – Moved by C. Roberts, seconded by M. Bartlett. Unanimous.
 - ii. Canal Town Partnership – Annual Dues \$500 – Moved by S. Thomas, second by M. Amerikaner. Unanimous.
 - iii. Jefferson County Parks and Recreation Contributions for Fireworks - \$2,000 – Moved by M. Amerikaner, seconded by M. Bartlett. Unanimous.
- c. Sidewalk Repair Grant – Saunders-Meske – Moved by S. Thomas, seconded by L. Bicker. Unanimous.
- d. Preliminary proposal to amend Town Events Ordinance reduce advance time for submitting an application from 30 days to 2 weeks) – Discussion
- e. River Road Development (Kalathas Property) - Update
- f. Mill Street Property (O’Hurley Property) – Executive Session (Exception 6-9A-4(b)(9)) – Moved by S. Thomas, seconded by L. Bicker, to enter Executive Session at 9:22 a.m.
Motion by M. Amerikaner, seconded by S. Thomas, to come out of Executive Session at 9:50 p.m. Unanimous.

5. Reports of Committees, Commissions and Boards

Review of draft and/or approved minutes of the following committees, commissions and boards that have met since the Town Council meeting was held on March 12, 2025

- a. Age Friendly Shepherdstown Committee – M. Amerikaner discussed the potential use of EPTA for residents.
- b. Finance Committee
- c. Historic Landmarks Commission
- d. Parks and Recreation Committee
- e. Planning Commission
- f. Public Works Committee

- g. Tree Commission
- h. Water and Sanitary Boards

7. Mayor's Report

8. Motion to adjourn at 9:52 p.m. by C. Roberts, seconded by L. Bicker.