

**DRAFT**  
**Minutes**  
**Shepherdstown Finance Committee Special Meeting**  
**Monday May 12, 2025**  
**Zoom**

<https://us06web.zoom.us/j/88368986380?pwd=BLq2auQfTVo4ypFV2TmtZERW9gXQs.1>

1. Call to order: 6:03pm.
  - i. Members attending: Mayor Gatz, Marcy Bartlett, Marty Amerikaner.
  - ii. Staff: Gino Sisco
  - iii. Visitors: Jim Auxer, Harriet Pearson
2. Date for regular finance committee meetings going forward: Discussion of pros and cons of moving the date for regular meetings of the Finance Committee to a day that would precede the monthly Town Council meeting. The purpose would be to ensure that Finance Committee members are informed and able to ask questions about financial reports in advance of the presentation at the upcoming Council meeting. One concern raised was that financial data for the previous month would not have been finalized at those dates very early in the month. No decision was reached. During this discussion we agreed that tonight's meeting would serve as our meeting for the month of May.
3. Review of monthly financial reports: Gino reviewed the March financials with the committee.
4. Funding requests submitted by town organizations (Requests that will be discussed and acted upon at Council meeting): The committee reviewed funding requests from three groups:
  1. CATF: after discussion, committee agreed to recommend a \$25000 contribution. The mayor will talk with Peggy McKown about ways that the money could be used for projects of mutual benefit for the Town and CATF.
  2. Beeline March: Committee discussed the current fundraising situation for the March and the importance of Town support. We agreed to propose a \$2500 contribution.

3. Rose Hill Cemetery: the mayor outlined the request from the organization caring for the cemetery; after discussion, the Committee proposed further research into how best to support both this request and the care of each of our historic cemeteries.
5. Status of service procurements and RFPs (including financial system, landscaping / snow removal): Gino reviewed the status of RFPs for the financial software system and for a company to manage Town needs for landscaping and snow removal.
6. Status / timeline for FY25 Budget revisions: Gino reported that he and Chris Longerbeam are working to clarify entries for each line of the budget to ensure that all expenses are allocated to the correct lines.
7. Letter from State Treasurer re audit finding: Mayor Gatz will call the state office to clarify that there is no new issue that needs addressing at this time.
8. Motion to adjourn (8:20): Marty; second Marcy