

## SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, May 14, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

### 1. Call to Order at 6:33 p.m.

Members Present: Mayor Gatz, Cheryl Roberts, Marty Amerikaner, Marcy Bartlett, Linus Bicker, Shannon Thomas, Carrie Blessing

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

Visitors Present: See attached sign-in sheet

Zoom Attendees: Elise Baach, Harriet Pearson, Jan Hafer

### 2. Approval of Minutes

- a. Approval of Town Council Meeting Minutes of April 9, 15, and 29, 2025 – Moved to approve by M. Bartlett, seconded by L. Bicker. Unanimous.

### 3. Public Comment Period

- a. Persons who have registered to address Town Council

### 4. Public Hearing

- a. First Reading – Amendment to Special Events Ordinance (reducing required time for submitting an application for an event permit from 30 days to 14 days in advance of the event) Shall the motion be rejected? It was moved by M. Bartlett, seconded by M. Amerikaner to approve the ordinance revision and move it on to the second reading. Unanimous.

### 5. Ongoing Business

- a. Swearing In took place at the beginning of the meeting of Marty Amerikaner (Recorder) and Carrie Blessing (Council Member).
- b. Volunteer Appointments – there are a few openings on the Planning Commission, Board of Zoning Appeals and Water Board.
- c. Town Banners – Status – A total of 22 banners were ordered and installed.
- d. Comprehensive Plan – Status – The next step in the process is for the Town Council to conduct a public hearing to receive comments on the draft plan. A public hearing will be held on Monday, June 9 at 6:30 p.m. at the Shepherdstown Community Club/War Memorial Building.

- e. Town Council Meeting Policy – Update/discussion – Discussion ensued about adding provisions for special meetings of committees, commissions and boards. M. Amerikaner agreed to draft a brief statement concerning committee meetings.
- f. Staff Reports - enclosed
- g. Town Financial Status - enclosed
- h. Review and Approval of Town Expenditures – Moved to approve by M. Bartlett, seconded by M. Amerikaner. Unanimous.

## 6. New Business

- a. Report on Age-Friendly Committee Survey – enclosed and read by Linda Spatig, Chair
- b. Report by Christy Hagerty, Director, Shepherdstown Public Library – presentation enclosed.
- c. Asking Saves Kids (ASK) Day Proclamation – Moved to approve by C. Roberts, second by M. Bartlett to approve proclamation. Unanimous.
- d. Requests for Support – enclosed. Moved to approve by M. Bartlett, seconded by S. Thomas, approve \$25,000 to CATF, \$2,500 to Beeline March and \$1,000 to Rosehill Cemetery.
- e. Event Requests – Moved to approve by L. Bicker, seconded by M. Amerikaner the events as presented. Unanimous.
  - Beeline March Parade
  - Town-Sponsored First Friday Events
- f. Town Hall Interns Program – Mayor Gatz reported the intern would assist with programs such as the Historic Buildings Education Program and possibly on the Recycling Program.

## 7. Reports of Committees, Commissions, and Boards

Review of draft and/or approved minutes from meetings held since April 9, 2025

- Age Friendly Shepherdstown Committee
- Finance Committee
- Historic Landmarks Commission
- Parks and Recreation Committee
- Planning Commission
- Public Works Committee
- Tree Commission
- Water and Sanitary Boards

## 8. Mayor's Report

- Proclamation in Honor of Mr. & Mrs. Asam – Moved to approve by S. Thomas, seconded by M. Bartlett. Unanimous.

- Communications Support – Mayor Gatz explained that the goal is to use multiple platforms (e.g. Email, Town Website and Others) to keep residents informed about a full range of town related news and events.

Adjournment at 9:17 p.m. , Moved to approve by L. Bicker, seconded by M. Bartlett. Unanimous.

DRAFT