

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, June 11, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

1. Call to Order at 6:34 p.m.

2. Members Present: Mayor Gatz, Marty Amerikaner, Marcy Bartlett (via Zoom), Shannon Thomas and Carrie Blessing

Members Absent: Cheryl Roberts, Linus Bicker

Visitors Present: See attached sign-in sheet

Zoom Attendees: See attached sign-in sheet

2. Approval of Minutes

- a. Town Council Meeting Minutes of April 29 and May 14, 2025. Moved to approve by S. Thomas, seconded by M. Amerikaner, approved as amended. Unanimous.

3. Public Comment Period

- a. Persons who have registered to address Town Council

4. Public Hearing

- a. Second 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) Moved to table by S. Thomas, second by M. Amerikaner. Unanimous.
- b. First Reading of 2025 Comprehensive Plan Draft – The proposal was not rejected. This will move on for the second reading.

5. Ongoing Business

- a. Volunteer Appointments
 - i. Board of Appeals – Jack Childers and Ashleigh Sanders – Moved to approve by C. Blessing, second by S. Thomas. Unanimous.
- b. Town Council Meeting Policy – Update/Discussion Moved by S. Thomas, second by M. Amerikaner, approve as modified. Unanimous.
- c. Staff Reports - enclosed

- d. Town Financial Status
 - i. Revisions to the Town of Shepherdstown FY 2025 Operating Budget – Resolution
 - ii. FY 25 Budget Amendment Q4 – Resolution – Moved by M. Bartlett, second by C. Blessing to approve. Unanimous.
 - iii. April 30, 2025 Budget vs. Actual Financial Reports were reviewed.
 - iv. Review and Approval of Town Expenditures – Moved by S. Thomas, second by C. Blessing, to approve. Unanimous.
- e. Town Hall Interns Program – Moved by M. Amerikaner, second by M. Bartlett to approve. Unanimous.
- f. Status of Financial System RFP – will extend the dates and repost
- g. Status of Landscaping RFP – will extend the dates and repost
- h. Status of Search for Finance Director
- i. Status of Search for Project Manager and Planning Specialist

6. New Business

- a. Town Communications Plan – Michael Chalmers provided a handout explaining is role.
- b. Proclamation Thanking Joannie Moossy and Team re: Pride Parade – Motion by S. Thomas, second by C. Blessing, to approve. Unanimous.
- c. Private Outdoor Designated Areas (PODA) – discussion S. Thomas suggested creating a Taskforce to further this along. Mayor Gatz suggested a more informal body (i.e. volunteers from Experience Shepherdstown). S. Thomas suggested broader representation.
- d. Requests for Support
 - a. Experience Shepherdstown – Moved to approve by M. Amerikaner, seconded by C. Blessing. Unanimous.
 - b. Contemporary American Theater Festival (\$25,000)– Moved to approve by S. Thomas, second by M. Amerikaner. Unanimous.
 - c. Beeline March – Moved to approve by C. Blessing, seconded by S. Thomas. Unanimous.
 - d. Rosehill Cemetery – Moved to approve by M. Amerikaner, seconded by C. Blessing. Unanimous.

7. Reports of Committees, Commissions, and Boards

Review of draft and/or approved minutes from meetings held since May 14, 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

Moved to adjourn at 9:56 p.m. by M. Amerikaner, seconded by S. Thomas. Unanimous.