

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, August 13, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

Join Zoom

<https://us06web.zoom.us/j/83977473546?pwd=FLhby8R2Uy5maMX0uiKitrNb5uS8sL.1>

Meeting ID: 839 7747 3546

Passcode: 977227

1. Call to Order

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

Staff Present: Amy Boyd, Charles Coe, Mike King, Gino Sisco

Visitors Present: See attached sign-in sheet

Approval of Minutes

- a. Town Council Meeting Minutes of July 9 and 28, 2025 – Moved by S. Thomas, seconded M. Bartlett, the July 9 Town Council minutes were approved. Motion passed with C. Roberts abstained as she was not present at the July 9 meeting.
Moved by C. Roberts, seconded by M. Bartlett, the July 28 minutes were approved.
Unanimous

3. Public Comment Period

- a. Persons who have registered to address Town Council
Jamie Byron – Spoke about the Hurley Trailer Park
Elizabeth Ricketts – Spoke about the recent action by the Jefferson County Commission to remove municipal representation from the Jefferson County Development Authority.

4. Public Hearing

- a. Amendment to Town Zoning Ordinance to comply with State Statute – Mayor Gatz provided a handout for future consideration.

5. Ongoing Business

- a. Comprehensive Plan Implementation – Mayor Gatz provided a handout with the suggested time line and process for implementation.
- b. Selection of Town Financial Director and Program Manager – Mayor Gatz announced the hiring of the Town Financial Director Maged Kirolos.
- c. Shepherdstown Historic Education Initiative – Mayor Gatz reported that a public input session is planned as the survey did not provide enough input.
- d. Rental of Temporary Office Space –Finance Committee recommended approval of rental for one year; Moved by M. Bartlett, second by L. Bicker to approve resolution authorizing the rental of additional office space. Unanimous
- e. Audio / Visual System in Town Council Meeting Room- Mayor Gatz provided a handout with instructions for using the system.
- f. Town Newsletter and Alerts – Mike Chalmers encouraged the members to contribute information for the alerts.
- g. Town Real Estate and Legal Matters – deferred until the end of the meeting
- h. Staff Reports - enclosed
- i. Town Financial Status and Review and Approval of Town Expenditures - enclosed

6. New Business

- a. Planning for Municipal Elections – Changes must be implemented by 2032. Additional information is forthcoming.
- b. Event Requests
 - Appalachian Festival – September 13 – Moved to approve by S. Thomas, seconded by M. Bartlett. Unanimous.
 - Shepherd Homecoming - October 25 – Moved to approve by C. Blessing, seconded by M. Bartlett. Unanimous.
 - Constitution Day Parade – September 20 – Moved to approve by M. Amerikaner, seconded by M. Bartlett. Unanimous.
 - Shepherdstown Community Club 80th Anniversary – (previously approved – requesting a date change) – Moved to approve by C. Roberts, seconded by S. Thomas. Unanimous.
- c. Town Run Water Shed Signs – Moved by S. Thomas, seconded by M. Amerikaner, to approve pending Parks and Recreation Committee’s review. Unanimous.
- d. Community Grant Requests
 - Town Run Watershed – Kay Schultz presented - Moved by C. Roberts, seconded by M. Bartlett, approve grant application. Unanimous.

- Local WV Short Film- Jillian Sobrino “This Land Is Cursed” – referred to Finance Committee.
- e. FEMA Flood Insurance Study and Revised Flood Insurance Rate Map – Mayor Gatz Offered a summary of the report.

7. Reports of Committees, Commissions, and Boards

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

- Age Friendly Shepherdstown Committee – Results of Transportation Survey – enclosed Presented by M. Amerikaner.
- Finance Committee
- Grants Committee
- Historic Landmarks Commission
- Parks and Recreation Committee
- Planning Commission
- Public Works Committee
- Tree Commission
- Water and Sanitary Boards

8. Mayor’s Report

9. Town Real Estate and Legal Matters – Moved by M. Amerikaner, seconded by M. Bartlett, to go in executive session at 8:55 a.m. Unanimous

Moved by C. Roberts, seconded by M. Amerikaner, to come out of executive session at 9:23 p.m.

Moved to adjourned meeting at 9:25 p.m. by S. Thomas, seconded by M. Bartlett. Unanimous.