

Shepherdstown Finance Committee Minutes
Wednesday, September 3, 2025
6:30PM.
Town Hall
104 N. King Street

1. Call to order: 6:37PM

Committee members: Mayor Gatz, Marcy Bartlett, Marty Amerikaner

Staff members: Gino Sisco, Maged Kirolos

2. Approval of Minutes – No Minutes to Approve

3. Visitors: Jim Auxer, Jan Hafer, Mark Kohut, Nancy Stewart

4. Introduction of New Finance Director

5. Ongoing Business

a. Purchase of Financial Reporting System

- a. Members discussed the potential financial reporting (ERP) software,
- b. The RFP for the ERP system was updated with an extended deadline to encourage more bidders,
- c. Marcy Bartlett discussed her proposal analysis for the two proposals that have been submitted,
- d. Members indicated that a demonstration for all systems should occur in October,

b. Funding Requests

- a. Film Project – Motion to not provide support to film project from Marcy Bartlett, James Gatz second, all members voted against providing financial support to the film project.
- b. Constitution Day Parade – Motion to provide \$1,500.00 to Constitution Day Parade from Marty Amerikaner, second from Marcy Bartlett, unanimously passed,
- c. Banners and Holiday Decorations – Motion to recommend that Town Council purchase winter decorations from Marty Amerikaner, Marcy Bartlett seconded, unanimously approved,
- d. Stormwater projects and State grant funding – Committee discussed different stormwater projects and how they are funded.
 - i. There was a motion by Marty Amerikaner, seconded by Marcy Bartlett, to recommend that Town Council pay an outstanding bill

for the engineering company that worked on the Fairfax Field bioswale on High Street, unanimously approved.

- ii. Marty Amerikaner motioned that the committee ask Town Council to allocate \$15,000.00 to match state funding for a sidewalk study, Marcy Bartlett seconded, passed unanimously.

6. Adjourned: 7:30PM Moved: Marcy Bartlett, Second: James Gatz, unanimous