

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, October 8, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

1. Call to Order

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

Staff Present: Amy Boyd, Sgt. Jeffries, Gino Sisco, Maged Kirolos

Visitors Present: See attached sign-in sheet

2. Approval of Minutes

- a. Town Council Meeting Minutes of September 10, 2025 – Moved by M. Bartlett, second by M. Amerikaner. Unanimous.

3. Public Comment Period

- a. Claudine

4. Briefing

- a. Shepherdstown Historical Association -- Jerry Bock, former President, provided an update on the Shepherdstown Historic Commission and to introduce the new President, Stephanie Unger.

5. Event Requests, Committee Appointments, and Community Grants

- a. Event Requests
Trick or Treat – Presented by Meredith Moore. Moved by C. Roberts, second by S. Thomas, to approve request. Unanimous.
- b. Commission and Committee Appointments

6. Ongoing Business

- a. Town Council Committee Structure- M. Bartlett will work on this with member's input to present at next month's meeting.
- b. Shepherdstown Community Grants Policy - M. Bartlett presented. Revised document will be presented next month.
- c. Review / Status of Projects Approved in FY26 Budget – Will be provided next month.
- d. Status of Current Infrastructure Projects
 - i. Chesapeake Green Infrastructure projects

- ii. State DOT Grant for Engineering re Princess Sidewalk
- iii. State DOT Management of Path Project (Duke Street)
- e. Planning for December 9 Public Meeting on Comprehensive Plan Implementation – Need volunteers
- f. Town Real Estate Matters- deferred to end of meeting.

7. New Business

- b. Annexation Request (Introduction and Schedule Public Hearing) – Reviewed and discussed with no action.
- c. Change in Historic Landmarks Committee meeting date – Mayor Gatz reported the possibility of moving the meeting to the first Monday of the month which would allow for better planning.
- d. Proposed Shepherdstown Donations Review / Acceptance Policy – Moved by S. Thomas, second by M. Bartlett, approve resolution and policy as modified. Unanimous.
- e. Mayor Gatz reported that the Town has engaged the law firm Kay Casto & Chaney PLLC to provide legal assistance with planning and zoning matters, and to serve as legal counsel for the Board of Zoning Appeals, Annexation, and the Building Commission.

8. Reports of Committees, Commissions, and Boards Since September 10, 2025

- a. Age Friendly Shepherdstown Committee – M. Amerikaner reported the sharrows have been installed on some streets– with signs being placed on Shepherd Campus directing bike traffic around the stadium and down to King Street. Shepherd will install the signs.
- b. Finance Committee
- c. Grants Committee
- d. Historic Landmarks Committee
- e. Parks and Recreation Committee – C. Roberts reported that Christy Hendricks is here today to thank the Town Council for the memorial bench in honor of her parents. A “thank you” letter will be sent to Carla Grantham for her efforts in creating and maintaining a “Fairy Garden” at Bane-Harris Park. The letter will be presented to her at the next Parks and Recreation Committee meeting. At Cullison Park, the stairway has been damaged for years and Public Works has replaced them with newly constructed stairs. Squeaking swings are being addressed. Town Run Watershed signs – looking at the appropriate location to place these signs. Rumsey Park – the stair rail had been vandalized and is now repaired along with the rail being extended with a path being installed with a rope rail being added. There will be some lighting installed to assist visitor’s on the steps along with lighting of the Rumsey Monument. The WV Swing has been approved.
- f. Planning Commission
- g. Public Works Committee

- h. Tree Commission
- i. Water Board and Sanitary Board

9. Staff Reports

- a. Staff Reports - enclosed
- b. Town Financial Status - enclosed
- c. Approval of Town Expenditures - enclosed

10. Mayor's Report

- a. First Friday was a success – thanks to all.
- b. Newsletter released
- c. Call for more volunteers – Water Board, Building Commission, Grants Committee, Planning Commission.

Motion by L. Bicker, second by C. Roberts, to go in executive session at 9:11 p.m.