

FINANCE COMMITTEE
MINUTES

Friday, April 21, 2023

11:00 a.m.

Town Hall

1. Meeting called to order at 11:00 a.m.
2. Members present: Mayor Auxer, Cheryl Roberts, Chris Stroeck.
3. Staff present: Amy Boyd, Stephanie Grove, Frank Welch
4. Reading/approval of minutes January 2023 – moved to approve with noted changes by C. Stroeck, second by C. Roberts. Unanimous
5. Unfinished Business
 - a. Inventory List – F. Welch indicated the list was from 2022. F. Welch reported the 2003 Ford F350 needs to be replaced. The estimated cost is \$183,000. The new vehicle is more versatile and will be used by all departments. Ideally, the cost should be divided between the Water, Sewer, and General Funds. However, F. Welch is concerned that the Sewer Department cannot support this cost. F. Welch will get quotes. It was asked that the replacement items on the inventory list be prioritized.
6. New Business
 - a. Review of the General Fund Financial Statements prepared by Town Administrator – the enclosed statements were presented at the last Town Council meeting. However, they have been presented to the Finance Committee in a different format. It was suggested to add a “monthly” column. S. Grove agreed to make this change. F. Welch expressed that the new format is easier to understand. S. Grove will review and report any anomalies.
Contingency/Reserve/Rainy Day Fund – the members would like to discuss this topic further . Should we have such a fund? If so, how much?
 - b. Jefferson County Parks and Recreation Commission Treasurer, Paul Marshall - funding request for fireworks at Sam Michael’s Park in July 2023 – moved by C. Roberts, second by C. Stroeck, to recommend to Town Council approval of a donation of \$2,000 to the JCPRC for the fireworks at Sam Michael’s Park. Unanimous.
 - c. Mills Group proposal for drone video footage capture for the new website - moved by C. Stroeck, second by C. Roberts, to recommend to

Town Council approval acceptance of the proposal. Unanimous. The final product will become the property of the Corporation of Shepherdstown.

7. Mayor's Report – Mayor Auxer sent an email providing a link from the WV Municipal League to available grants in WV.
8. Adjournment – 12:20