

THE MEETING IS STREAMED ON THE TOWN'S FACEBOOK PAGE  
"SHEPHERDSTOWN, WEST VIRGINIA"

TOWN COUNCIL MEETING AGENDA

Tuesday, August 13, 2024

6:30 p.m.

TOWN HALL

104 NORTH KING STREET

MASK WEARING IS OPTIONAL

1. **Call to Order**
2. **Approval of Town Council Meeting Minutes** July 9, 16 and 22, 2024
3. **Public Comment Period**  
**Persons who have registered to address Town Council**
  - A. Carrie Blessing – letters of request (Gentrification and Development Pressure and Town Composting Program)
  - B. Sonja Evanisko – request for additional funding
4. **Public Hearings**
  - A. Second Reading of Chapter 9, Title 8 Regulation of Pawnbrokers
  - B. Second Reading of Section 2-101 of the Shepherdstown Code Entitled "Time and Place of Regular Meetings"
5. **Ongoing Business**
  - A. Staff Reports
    - Town Clerk
    - Chief of Police
    - Public Works Director
    - Zoning Officer

## 6. Report of Commissions and Boards

The following Committees and Commissions met in July 2024

### A. Water and Sanitary Board

1. Draft meeting minutes of July 2024
2. Recommendations: NONE

### B. Historic Landmarks Commission

1. Draft meeting minutes of July 2024
2. Recommendations: NONE

### C. Planning Commission

1. Draft meeting minutes of July 2024 – not available
2. Recommendations: NONE

## 7. New Business

### A. Special Events Requests:

1. Freedom's Run – October 12, 2024
2. Homecoming Parade – October 19, 2024

### B. Request for Additional Funding – Mural and Planters

### C. Approval of Citizen Members of Town Committees and Commissions:

1. Age Friendly Shepherdstown – vote on appointments of Jan Hafer and Charlotte Baker-Shenk
2. Water Board – vote on appointment of Jack Eggleston

### D. Appointment of Town Council Members to Committees and Commissions

### E. Planning for upcoming community/holiday events

### F. Comprehensive Plan Consultant contract

### G. Town Mini Grants

## 8. Mayor's Report

**TOWN COUNCIL MEETING MINUTES (DRAFT)**

**Tuesday, July 9, 2024**

**6:30 p.m.**

**TOWN HALL**

**104 NORTH KING STREET**

1. **Call to Order: 6:30pm:**

Mayor Gatz (MG), Chris Stroeck (CS), Cheryl Roberts (CR), Marty Amerikaner (MA), Linus Bicker (LB), Shannon Thomas (ST), Marcy Bartlett (MB).

Staff present: Amy Boyd (AB), Stephanie Grove (SG), Chief King (MK), Sgt. Jeffries, Kenny Shipley (KS)

Visitors present: See attached Sign-In Sheet.

Mayor Gatz welcomed everyone, and the new Town Council was introduced.

2. **Approval of Town Council Meeting Minutes of June 11, 2024:**

\*CS – Pg. 4, 1<sup>st</sup> Par. – “evert” should be “every”;

\*MB – Pg. 7, e. – should read “Chapter 9, Title 8”;

\*MB – Pg. 7, f. – flowchart for committees/commission/boards should include “as related to the process for town initiatives”;

\*MA – Pg. 9 – should include that max number of committee members is to be determined;

\*\*\*CR motion to approve with suggested changes, MA second, all in favor.

3. **Public Comment Period:**

Persons who have registered to address Town Council:

a. James King – lives in trailer park next to O’Hurley’s and expressed concern regarding resident displacement;

b. Lori Robertson – expressed concern regarding lack of notice for cancellation of certain committee meetings scheduled in July;

c. Charlotte Baker-Shenk – the proposed pedestrian pathways to Sage Place need more work;

d. Phil Baker-Shenk – welcome to the newly elected officials; RR crossings are a big issue with proposed pedestrian pathways to Sage Place;

e. Mary Buffington – interested in Age-Friendly issues, might be opportunity for assistance with troubled youth;

f. Harvey Heyser – expressed his support for the appointment of Jim Auxer to the Water Board.

#### **4. Ongoing Business:**

- a. Market House – See attached Staff Report;
- b. Pedestrian Path – See attached Staff Report;
- c. Water System Improvements – See attached Staff Report;
- d. Kalathas Property – See attached Staff Report;
- e. Chapter 9, Title 8 of the Code of Shepherdstown related to Pawnbrokers – MK summarized the purpose  
\*\*\*CS motion to approve on first reading, LB second, all in favor;
- f. Comprehensive Plan Status/Update – See attached Staff Report;
- g. Website – See attached Staff Report;
- h. Shentel GloFiber – See attached Staff Report.

Questions from TC:

\*MA – regarding path to Morgan’s Grove – any issues with new development and easements? No issues noted. Lori Robertson described path route.

#### **5. Reports of Committees:**

##### **A. Finance Committee**

- 1. No meeting in June 2024
- 2. Recommendations: NONE
- 3. Review of General Fund Financials - Discussion/Action
  - \*SG reviewed financial reports through May, 2024
  - \*SG working on new format for financials
  - \*Training to be conducted for new TC members

**B. Parking Committee**

1. No meeting in June 2024
2. Recommendations: NONE

**C. Police Committee**

1. No meeting in June 2024
2. Recommendations: NONE

**D. Public Works Committee**

1. Meeting minutes of June 2024 – not available
2. Recommendations: NONE

**E. Parks and Recreation Committee**

1. Meeting minutes of June 2024
  2. Recommendations: NONE
- \*CR reported that new playground equipment is being purchased for Bane – Harris Park and new pickle ball courts are marked.
- \*CR reported that there was good turn-out for Bookmark the Park, next event scheduled for 7/21, 2pm, at Viola – Devonshire Park.

**F. Grants Committee**

1. No meeting in June 2024
2. Recommendations: NONE

**G. Age Friendly Committee**

1. Meeting minutes of June 2024 – not available
2. Recommendations: NONE

**H. Personnel Committee**

1. Meeting minutes of June 2024
2. Recommendations: NONE

**I. Recycling Committee**

1. No meeting in June 2024
2. Recommendations: NONE

**6. Report of Commissions and Boards:**

**A. Tree Commission**

1. Meeting minutes of June 2024

2. Recommendations: NONE

**B. Water and Sanitary Board**

1. Meeting minutes of June 2024
2. Recommendations: NONE

**C. Historic Landmarks Commission**

1. Meeting minutes of June 2024
2. Recommendations: NONE

**D. Planning Commission**

1. Meeting minutes of June 2024
2. Recommendations: NONE

**E. Board of Appeals**

1. None

**7. New Business:**

**A. Age Friendly Shepherdstown –member appointments:**

It was decided to table all new appointments until a work session can be held on committees and commissions.

**B. Water and Sanitary Board and Public Works Committee – equipment procurement, Equipment Operator/Pipe Fitter position:**  
SG reported on the need for new equipment for public works. See list of equipment attached. The Water and Sewer Boards have approved the purchase. This need was based upon an assessment by the new public works director, Woody Coe.

\*\*\*CR motion to approve the purchase for \$171,000.00, second by LB, all in favor.

SG reported on the need for a new equipment operator / pipe fitter position. See job description attached. This position will be funded by the Town (\$25,000.00), Water Board (\$25,000.00), and Sewer Board (\$25,000.00). This position will require a budget revision to fund going forward.

\*\*\*ST motion to approve \$25,000.00 for the new position, second by CR, all in favor.

**C. Shepherdstown Public Library Board – member appointment:**

Christy Hagerty requested that Mary Ann Hitt be appointed to the Board of Trustees.

\*\*\*CR motion to approve, second by MB, all in favor.

D. Traffic and Pedestrian Safety (Highway 230):

O'Hurley's has now been hit by a vehicle six (6) times.

Varying prevention measures were discussed. Staff to report on the issue.

E. Request for support for mural:

Sonya Evanisko presented on the proposed mural for the Alma Bea building on the southeast end of Town. See slide presentation attached. She requested \$6,000.00 from the Town.

Council discussion focused on the importance of public art, with some reservations that public money will be spent to improve a private building, with no assurance that the mural will stay. There was agreement that a consistent process for making such contributions should be explored.

\*\*\*MA motion to approve the \$6,000.00 request, second by ST.

Following further discussion, MA amended his motion to approve \$3,000.00, with additional amounts to be considered following further discussions with the property owners, second by ST, all in favor.

F. Proposed plan for pedestrian access to Shepherd Village:

LB presented some options for a new pedestrian route to Shepherd Village. It was agreed that these proposals need additional work and public vetting before any action is to be taken.

G. Reorganization of Town Committees and Commissions:

The Town Council will hold a workshop on Committees and Commissions on July 22, 2024, at 6:00pm.

H. Orientation for newly elected officials:

Orientation was scheduled for August 15, 2024, at 6:00pm.

MA reminded all that the WV State Ethics Commission has a training session on the Open Governmental Proceedings Act scheduled for August 9, 2024, Noon.

I. Bright Future for Shepherdstown Initiative:

a. Update of Town Hall procedures:

\*MG reported that the procedure for the Comprehensive Plan will be adjusted and there will be more public meetings planned.

\*MG reported that CS and SG are working on internal procedures for advancing initiatives.

\*MG reported that the process for the annual budget will be reviewed and modified as needed.

b. Special Task Forces:

\*MG reported that he is appointing individuals to study groups to report back to him on the following matters:

- i. Transparency and Public Communications
- ii. Support for a Vibrant Downtown and Community Organizations
- iii. Town Planning

8. **Mayor's Report:** See Section 7(I).

9. **Adjournment:** \*\*\*CR motion to adjourn, second by MA, all in favor.



**SPECIAL TOWN COUNCIL MEETING MINUTES (DRAFT)**  
**Tuesday, July 16, 2024**  
**6:00 p.m.**  
**Shepherdstown Town Hall**  
**104 North King Street**

1. Call to order: 6:07pm

Mayor Gatz (MG), Chris Stroech (CS), Marcy Bartlett (MB), Cheryl Roberts (CR) in person; Marty Amerikaner (MA), Shannon Thomas (ST) by Zoom

Visitors: Steve Pearson at 6:32pm

2. Plan for hiring a Town Administrator – Executive Session:

\*MG reported that Stephanie Grove has resigned.

\*MA motion to go into Executive Session pursuant to W.Va. Code §6-9A-4(b)(2)(A), second by CR, all in favor.

\*Entered Executive Session at 6:10pm.

\*MB motion to come out of Executive Session, second by LB, all in favor.

\*Exited Executive Session at 6:32pm.

\*MG requested that the Council review the job description for the Town Administrator and provide comments.

\*MG suggested that we consider hiring professional consultants to assist with financial matters in the interim.

3. Adjournment:

LB motion to adjourn, second by MB, all in favor – 6:52pm.

**Special Town Council Meeting Minutes (DRAFT)**

**Monday, July 22, 2024**

**6:00 p.m.**

**Shepherdstown Town Hall**

**104 North King Street**

1. Call to order: 6:10pm  
Mayor Gatz (MG), Chris Stroeck (CS), Cheryl Robrerts (CR), Marty Amerikaner (MA), Shannon Thomas (ST), Marcy Bartlett (MB), Linus Bicker (LB)  
Staff: Stephanie Grove (SG)
2. Visitors: See attached Sign-In Sheet.
3. Section 2-101 of the Shepherdstown Code Entitled “Time and Place of Regular Meetings”:  
\*Discussion was had regarding changing date / time of TC meeting.  
\*Primary reason was to not conflict with county meetings.  
\*LB motion to approve first reading of amended Section 2-101, second by MB, all in favor.
4. Review Town Administrator Position Description:  
\*Discussion was had regarding the revisions to the Town Administrator job description.  
\*ST motion to approve as written and modified, second by LB, all in favor.
5. Adjournment: 6:35pm  
CS motion to adjourn, second by ST, all in favor.

\*\*\*\*\*

Following the Special Town Council meeting, a workshop was held to discuss Committees, Commissions and Boards. A list of these entities was reviewed, with a general discussion as to what each entity did, along with qualifications to serve on each. MG requested that all TC members provide to him a preference list for Committees and Commissions. He will then make final assignments to be presented to and approved by TC. No action was taken at this workshop.

**From:** Amy Boyd <[clerk@shepherdstown.us](mailto:clerk@shepherdstown.us)>  
**Sent:** Friday, August 9, 2024 5:46:40 AM  
**To:** Carolyn Rodis <[rodiscj@gmail.com](mailto:rodiscj@gmail.com)>  
**Subject:** Re: public comments for August 13 town council meeting

Received, thank you.

Amy L. Boyd, Town Clerk  
Corporation of Shepherdstown  
P.O. Box 248  
Shepherdstown, WV 25443  
Office: 304-876-2398  
[www.shepherdstown.us](http://www.shepherdstown.us)

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**From:** Carolyn Rodis <[rodiscj@gmail.com](mailto:rodiscj@gmail.com)>  
**Sent:** Tuesday, August 6, 2024 10:07:08 AM  
**To:** Amy Boyd <[clerk@shepherdstown.us](mailto:clerk@shepherdstown.us)>  
**Subject:** public comments for August 13 town council meeting

Amy,  
Thank you for accepting the attached comments and making them part of the public record on August 13.

Carolyn Rodis

To: Mayor and Town Council members

Date: August 13, 2024

From: Carolyn Rodis

Re: Comments in support of Councilman Bicker's proposal to explore a sidewalk to increase pedestrian safety along East German Street

I am unable to attend the town council meeting in person. Thank you for accepting these written comments and entering them into the record before town council on August 13.

I live on Sage Place. There is no safe way to walk into town, which I do almost every day, and often several times a day.

It is dangerous to cross East German St. to connect to the (inadequate) sidewalk on the north side of the street. Vehicles fly over the hill on German Street and therefore do not have time to avoid pedestrians. I have witnessed and also been a party to near misses. There is no sidewalk on the south side between Sage Place and Viola Devonshire Park, necessitating walking in the busy street when crossing is too hazardous.

Further, there is no sidewalk or crosswalk to access Viola Devonshire Park. When East German Street was repaved, the state paved over the existing crosswalk and, I understand, has decided not to replace it. This an additional safety risk to the residents on this side of town. I encourage town representatives to reopen a conversation with the state about painting a crosswalk. It could include signage such as the one at on German St. at King St.

Pedestrian safety along East German Street is further compromised to and from the Shepherdstown Day Care Center, Mason Court, and on the existing sidewalk between Ray Street and College Avenue. That sidewalk has three telephone poles which interfere with pedestrian and wheelchair passage.

While I recognize that the topography makes installing a sidewalk challenging, I support exploring all options – installing or improving sidewalks, putting up pedestrian crossing and children playing signs and flashing lights, and revisiting a crosswalk.

Shepherdstown should be encouraging walking, and therefore should explore all options to make the east side of town pedestrian-friendly. Thank you.



July 1, 2024

Dear Mayor Gatz and Town Council Representatives,

I am writing to bring to your attention a pressing issue that has long threatened the integrity and diversity of our town—gentrification in our historically Black neighborhoods. For decades, these neighborhoods have existed on the margins of our Town, contributing to our town's culture, history, and vibrancy despite facing systemic and institutionalized racism.

As new developments rise and property values increase, long-time residents—who have weathered economic and social challenges to maintain their homes and community—are at risk of being displaced. I have watched this happen and I have seen what I perceive as a cycle of improvements benefiting those new to, or visiting the area, while overlooking those who have built their lives here over generations.

A recent report by the Center for American Progress and the Urban Displacement Project, titled "Localized Anti-Displacement Policies: Ways To Combat the Effects of Gentrification and Lack of Affordable Housing," highlights the severe consequences of displacement. Forced relocation undermines economic stability, disrupts access to jobs, healthcare, and education, and severs long-standing community ties. These effects disproportionately impact people of color and low-income residents, exacerbating existing inequalities and health disparities ([Center for American Progress](#)) ([Urban Displacement](#)).

Research by Thurber et al. further highlights that a singular focus on affordable housing, without addressing broader social, cultural, and racial dynamics, risks perpetuating damage-based views of poor communities. This approach fails to recognize the rich history and contributions of these neighborhoods, instead portraying them as merely areas in need of economic uplift. Rather, a holistic approach to resisting gentrification, emphasizing community organizing, participatory research, and collaborative planning better aligns with equitable development; strategies that empower residents to lead efforts reflecting their needs and aspirations, ensuring that development does not come at the expense of their displacement.

The rise of short-term rentals, such as those listed on Airbnb, has further compounded the housing crisis in our town. These rentals have significantly reduced the availability of affordable rentals/homes, pushing vibrant young people and long-time residents out of our community. Implementing

regulations on short-term rentals and incentivizing the maintenance of affordable housing can help mitigate these adverse effects.

### A Call to Action

I urge you and the town council to prioritize policies and initiatives that support our marginalized communities, helping to shift the balance of power to members of our community who have been underrepresented and economically disadvantaged ([International Community for Land Trusts](#)) ([Center for American Progress](#)).

I propose the following actions:

*Home Improvement Assistance Programs:* Implement grants (or very low-interest loans) to help long-time residents of historically Black neighborhoods make necessary home improvements. This would not only improve living conditions, but also enhance the overall aesthetics and safety of our town.

*Community Development Funds:* Allocate a portion of the town's development budget to support community-driven projects that preserve the cultural and historical significance of these neighborhoods. Additional taxes should be levied on vacant properties. Allocate funding for senior home repair programs, prioritizing gentrifying areas.

*Anti-Displacement Measures:* Develop regulations that protect residents from displacement due to rising property taxes and rental costs. This could include property tax relief programs and rent stabilization measures.

*Inclusive Planning Processes:* Ensure that residents from historically marginalized communities have a voice in the planning process. Establish a committee that includes representatives from these neighborhoods to provide input on these developments.

*Incentives for Long-Term Rentals:* Provide incentives for property owners to offer long-term rentals instead of short-term rentals. This could include tax breaks, grants for property improvements, or other financial benefits.

*Sustainable Policies:* Create long-term, scalable solutions that can adapt to evolving challenges. Policies should be designed to last, scale to meet increased pressures, and be replicable to address new challenges ([Center for American Progress](#)).

*Education and Outreach:* Increase awareness about the resources available to these communities for home improvements and financial assistance. Conduct workshops and provide easily accessible information to ensure residents can take full advantage of the available support.

### A Way Forward

Shepherdstown has a unique opportunity to lead by example. By embracing and implementing inclusive and equitable policies, we can demonstrate a forward-thinking approach that prioritizes the well-being and stability of all our residents. This is our chance to show that thoughtful, inclusive development is not only the right choice, but beneficial for the entire community.

Shepherdstown has a responsibility to honor its history and the people who have contributed to its legacy. By taking these steps, we can foster a community where growth and development are inclusive, equitable, and respectful of our shared heritage.

Thank you for your attention to this critical issue.

Sincerely,

Carrie Blessing

Shepherdstown Resident and Vice President of Shepherdstown Community Club

(304) 433-1411/ [carriejaneblessing@gmail.com](mailto:carriejaneblessing@gmail.com)

Sources:

[Halifax renews push for development tool to address 'historic wrongs' in Black communities | CBC News](#)

[International Center for Community Land Trusts • \(cltweb.org\)](#)

[Community land trusts are providing a solution to gentrification : NPR](#)

[Center for American Progress](#)



July 10, 2024

Dear Mayor Gatz and Town Council Representatives,

I am writing to propose the establishment of a town-wide composting program in Shepherdstown. Implementing such a program would benefit both our community and the earth.

### The Benefits of a Composting Program

*Reducing Landfill Waste:* Organic waste constitutes a significant portion of most municipal solid waste. By diverting this waste from landfills through composting, we can reduce landfill usage and extend the life of existing sites ([City Compost Programs](#)).

*Improving Soil Health:* Composting produces a nutrient-rich amendment that improves soil health in gardens, parks, and community spaces. This will enhance local agriculture and promote greener landscapes in our town.

*Lowering Greenhouse Gas Emissions:* Organic waste in landfills generates methane, a potent greenhouse gas. Composting significantly reduces methane emissions, contributing to our efforts to combat climate change.

*Engaging the Community:* A composting program encourages community engagement and awareness around sustainable practices in our daily lives. Workshops, educational materials, and volunteer opportunities can further bring community members together and promote collaboration.

### Proposed Actions

I propose the following:

*Pilot Program:* Start with a pilot program in select areas to assess interest, gather data, and identify challenges. This will provide insights for scaling up the program town-wide.

*Composting Facilities:* Set up community composting bins and facilities at convenient locations, such as parks, and public buildings. Ensure they are maintained and accessible. Or, establish Compost Pick-Up Days. A location for the collected compost. ([Key City Compost](#))

*Education and Outreach:* Campaign to inform residents about the benefits of composting and how to participate. Provide resources, workshops, and demonstrations to encourage and inform people. Shepherd students and faculty, as well as Berk-Jefferson Master Gardener's may be willing to help!

*Incentives for Participation:* Free compost for gardens or discounts on waste disposal fees, to encourage residents to compost.

*Partnerships:* Collaborate with local businesses, schools, and organizations to promote and support the composting program. Collaboration will amplify the program's reach and impact.

Though many municipalities in the country have adopted compost programs, our town has the opportunity to lead by example here in the panhandle of West Virginia. By implementing a composting program, we can get folks more involved in the community. We can reduce our footprint, and be good stewards of the land, together.

Thank you for your time and consideration.

Sincerely,

Carrie Blessing

Shepherdstown Resident and Interim President of Shepherdstown Community Club

(304) 433-1411/ [carriejaneblessing@gmail.com](mailto:carriejaneblessing@gmail.com)

Sources:

[Home | Key Compost](#)

[Community Composting | US EPA](#)

[City compost programs turn garbage into 'black gold' that boosts food security and social justice \(theconversation.com\)](#)

**From:** Sonya Evanisko <[sevanisk@shepherd.edu](mailto:sevanisk@shepherd.edu)>  
**Sent:** Tuesday, July 23, 2024 11:29 AM  
**To:** [jimgatz@gmail.com](mailto:jimgatz@gmail.com); Andy Beall <[abeall@shepherdstown.us](mailto:abeall@shepherdstown.us)>  
**Cc:** Amy Boyd <[clerk@shepherdstown.us](mailto:clerk@shepherdstown.us)>  
**Subject:** Fw: [External] Re: [External] Re: mural for Alma Bea location

Hello Jim, Amy, and Andy:

At the last Town Council meeting when the council approved \$3000. for the "Gateway Mural" they were hesitant to contribute the additional \$3000. for the 3 large fabricated metal planters and trees. Council member Chris Strech wanted a commitment from the owner of the building that they will not remove the mural. Below, I forwarded a message I sent to the buildings owner Peggah Sadeghzadeh- where she responded that she will commit to not removing the mural.

Although the response doesn't give a length of time- I take this response as the mural will stand and will be well worth the additional \$3000. Keep in mind that even if the mural was removed in the future- the metal planters/trees can be used by the town on any location.

Please place this item on the August/next meeting agenda so the additional \$3000. request can be voted on again so we can move forward with getting the planters built so they can be installed by October. It takes time to get the fabricator, materials, create the planters, and get them installed and planted. Thanks  
Sonya

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Professor Sonya Evanisko

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Department of Contemporary Art + Theater  
Shepherd University / WV

Coordinator of Painting/Drawing Program  
*WV Professor of the Year 2016*

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**From:** Peggah Sadeghzadeh <[peggahsadegh@gmail.com](mailto:peggahsadegh@gmail.com)>  
**Sent:** Sunday, July 21, 2024 12:31 PM  
**To:** Sonya Evanisko <[sevanisk@shepherd.edu](mailto:sevanisk@shepherd.edu)>  
**Subject:** [External] Re: [External] Re: mural for Alma Bea location

**Caution:** This email originated from outside of the organization. Please use caution when examining links, opening attachments, or replying to this email unless you recognize the sender and know the content is safe.

Hi Sonya,

Yes we will commit to not removing the mural. The design is beautiful and cant wait to see it!

Peggah

Sent from my iPhone

On Jul 21, 2024, at 11:58 AM, Sonya Evanisko <[sevanisk@shepherd.edu](mailto:sevanisk@shepherd.edu)> wrote:

Hello Peggah,

I am happy to see your response that you are excited to see the project!

I attended the local Shepherdstown Town Council meeting to get some funding for the project.

The Council is very supportive of the project, although hesitant to commit the full \$6000. requested, as they stated,

" What if we contribute tax payer \$ and the owner of the building removes the mural?"

The town approved \$3000. for the surface prep and the paint but held off on the additional \$3000. for the fabricated planters and trees.

The Town Council is looking for a confirmation that the mural, planters, and plantings would have some longevity.

Assuming our work is what we promised (outstanding design, good craft, meaningful, high quality), would you be willing

to commit that the mural would not be removed for at least a period of 5 years?

I am just looking for an email response that in good faith, you do not for see removing the mural once the town commits

the funding and my team and I complete the work. If you can send this statement, I can return to the town and ask for the

other \$3000. of funding for the metal planters and trees.

Thank you.

Sonya

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Professor Sonya Evanisko

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Department of Contemporary Art + Theater  
Shepherd University / WV

Coordinator of Painting/Drawing Program  
*WV Professor of the Year 2016*

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**From:** Peggah Sadeghzadeh <[peggahsadegh@gmail.com](mailto:peggahsadegh@gmail.com)>

**Sent:** Thursday, July 11, 2024 5:11 PM

**To:** Sonya Evanisko <[sevanisk@shepherd.edu](mailto:sevanisk@shepherd.edu)>

**Subject:** [External] Re: mural for Alma Bea location

**Caution:** This email originated from outside of the organization. Please use caution when examining links, opening attachments, or replying to this email unless you recognize the sender and know the content is safe.

Hi! This all sounds wonderful very excited to see the completed project. Please let me know if you need anything from us.

Sent from my iPhone

On Jun 24, 2024, at 3:29 PM, Sonya Evanisko <[sevanisk@shepherd.edu](mailto:sevanisk@shepherd.edu)> wrote:

Hello Peggah

Exciting news- After months of planning, designing, and submitting an application to Shepherdstown, The Historic Landmarks Commission of Shepherdstown approved the design for a mural for your building where the Alma Bea restaurant is located!

The entire concept/design is inspired by a quote from a historic past Shepherdstown resident and poet and writer Danske Dandridge (1854 - 1914)

she stated " The town was like a hive of industrious bees" referring to the industrious people and their production in this town.

As I mentioned in the past, the murals subject is not specific to the restaurant- the subject matter should work for any business that may be in that space.

The design has a layered approach with the mural painted on the building, pollinator plants planted at the base of the building, and planters created to sit in front of the ramp walkway with native trees planted in them.

Attached is a pdf of the power point presentation that was showed to the town during the meeting to get the official approval. I have also met in person with Mary Ellen and Margaret to get their approval- they really like the design and concept!

Please let me know if you have any questions, feedback or concerns.

The base grey color would be painted on the face of the building (the side that faces the railroad tracks and has the entrance door to the restaurant) in July and the painting students would start with the detailed painting work in August. The local "Bee city" group would be planting pollinator plants and trees in the planters

near the end of painting the mural in October. The entire project would be complete before it gets cold- end of October/beginning of November.

The entire site will be completely transformed and will look beautiful and reflect the art and culture of Shepherdstown.

I hope you like the design and am looking forward to hearing your response.

Thank you for allowing us to do this exciting project on your building.  
Sincerely

Sonya

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Professor Sonya Evanisko

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Department of Contemporary Art + Theater  
Shepherd University / WV

Coordinator of Painting/Drawing Program  
*WV Professor of the Year 2016*

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<AlmaBeaMural.pdf>

AN ORDINANCE TO ENACT  
CHAPTER 9, TITLE 8 OF THE CODE OF SHEPHERDSTOWN  
AS THE REGULATION OF PAWNBROKERS

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Title 8 of the Code of Shepherdstown is hereby amended by adding Chapter 9, entitled the “Regulation of Pawnbrokers” to establish the regulations for Pawnbrokers in the Corporation of Shepherdstown. Accordingly, Chapter 8, Title 9 of the Code of Shepherdstown shall read as follows:

TITLE 8

Chapter 9 – Regulation of Pawnbrokers

Section 8-901 – Definitions:

As used in this Chapter, the following terms have the following meanings: as defined:

- (a) “Pawnbroker” means any person, partnership, association or corporation or employee thereof advancing money in a pawn transaction in exchange for collateral in the property of the pledgor. Pawnbroker does not mean any bank which is regulated by the West Virginia Division of Financial Institutions; the Comptroller of the Currency of the United States; the Federal Deposit Insurance Corporation; the Board of Governors of the Federal Reserve System or any other federal or state authority; and all affiliates thereof and any bank or savings and loan association whose deposits or accounts are eligible for insurance by the Bank Insurance Fund or the Savings Association Insurance Fund or other fund administered by the Federal Deposit Insurance Corporation all affiliates thereof, any state or federally chartered credit union, and any finance company subject to licensing and regulation by the West Virginia Division of Financial Institutions.
- (b) “Pawn transaction” means a transaction between a pawnbroker and a pledgor where the pledgor's property is placed in the possession of the pawnbroker as security for money or other valuable consideration provided to the pledgor on the condition that the pledgor may pay a pawn charge and redeem his or her property within a predetermined time frame. Pawn transactions do not include those transactions where securities, titles or printed evidence of indebtedness are used as security for the transaction.
- (c) “Pledgor” means a person who delivers the pledge into the possession of a pawnbroker.
- (d) “Purchase” or “purchase transaction” means the transfer and delivering of goods by a person to a pawnbroker by acquisition for value, consignment or trade for

other goods. This definition does not include purchases by pawnbrokers of items not used or intended for resale, consignment or trade of the item to another.

Section 8-902 – Purchase and Pawn Transaction Record:

The Town Council hereby finds as follows:

- (a) All pawnbrokers shall make and maintain a transaction report on all purchase or pawn transactions, except for refinance pawn transactions or merchandise bought from a manufacturer or wholesaler with an established place of business. The required transaction report shall include the following:
  - (1) The date of the transaction;
  - (2) The name of the seller;
  - (3) The name of the clerk who handled the transaction;
  - (4) The corresponding pawn ticket number;
  - (5) The terms of the loan or purchase;
  - (6) A copy of the seller's or pledger's government photo identification and type; Provided, that if the seller or pledger does not have a government issued photo identification, the pawnbroker shall have a photograph of the seller or pledger; and
  - (7) A detailed description of the property.
- (b) For purposes of meeting the requirements of subsection (a) of this section, a detailed description of the property shall include the following:
  - (1) In the case of firearms, the description shall include the brand, model, caliber, type, and serial number;
  - (2) In the case of jewelry, the type of jewelry presented, the karat weight, whether it is made of white gold, yellow gold or other precious metals, and other description of the stones, shape, cut, and oddities, etc. which are sufficient to describe the article of jewelry; and



- (3) In the case of other types of articles and property, the description shall include the type of article, brand, model and serial number on the article, or any other such identifying information or description to which is sufficient to specifically describe the item or property.
- (c) The seller or pledger shall be required to sign the pawn transaction statement or purchase transaction statement; and a signed statement from the seller or pledger affirming ownership shall appear on the bill of sale or pawn ticket that is completed by the seller or pledger at the time of the transaction.
- (d) The pawnbroker shall maintain the original of all purchase or pawn transaction statements for three years and shall make the original copies of the purchase or pawn transaction statements available for inspection by law enforcement officers and law enforcement agencies upon request during the posted hours of operation of the business.
- (e) The information required to be collected pursuant to this section is confidential, is not public record, and should only be disclosed as provided in this Chapter or otherwise provided by law: Provided, that the confidential nature of this information in no way impedes the pawnbroker's duty to accurately collect and timely provide the information to law enforcement.

#### Section 8-903 – Penalties

A pawnbroker who violates the provisions of this article is guilty of a misdemeanor and shall be fined not less than \$100 and not more than \$200 for each offense.

#### Section 8-904 – Severability:

If any part of provision of this Chapter or the application thereof to any person or circumstances is held invalid, the remainder of the Chapter, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Chapter are severable.

Authority: W. Va. Code § 47-26-1 *et seq.*

First Reading: July 9, 2024

Second Reading: \_\_\_\_\_

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Recorder

**AN ORDINANCE RE-ENACTING AND REVISING  
SECTION 2-101 OF CHAPTER 1 OF TITLE 2 OF THE  
CODE OF SHEPHERDSTOWN, WEST VIRGINIA,  
TO CHANGE TIME AND DATE OF COUNCIL MEETINGS**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 1 of Title 2 of the Town Code is hereby amended and further revised by amending and re-enacting Section 2-101, entitled "Time and Place of Regular Meetings", to revise the time and date of Council meetings; accordingly, there is amended and re-enacted Section 2-101 of Chapter 1 of Title 2 to read as follows:

Section 2-101 Time and Place of Regular Meetings

The Council shall hold regular meetings at 6:30 p.m., on the second Wednesday of each month in the Council Chambers, at the Town Hall, or at such time or place in the Town as the Council shall specify. The Mayor, the Recorder, or any three members of the Council may call special meetings as deemed necessary.

The Town shall make available, in advance, the time and place of all regularly scheduled meetings of the Council and the time, place and purpose of all special meetings of the Council to the public and news media.

A notice shall be posted by the Town Recorder at the front door of the Town Hall stating the time and place fixed and entered on record by Council for the holding of regularly scheduled meetings. If a particular regularly scheduled meeting is cancelled, a notice of such cancellation shall be posted at the front door of the Town Hall.

A notice shall be posted by the Town Recorder at the front door of the Town Hall at least two days before a special meeting is to be held, stating the time, place and purpose for which such special meeting shall be held. If the special meeting is cancelled, a notice of such cancellation shall be posted at the front door of the Town Hall.

\_\_\_\_\_ July 22, 2024 \_\_\_\_\_ (Mayor)

\_\_\_\_\_ (Recorder)

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Adopted: \_\_\_\_\_

# Corporation of Shepherdstown

## Minutes for Meeting of the Water and Sanitary Boards

July 25, 2024

Town Hall 104 N. King Street

6:00 pm

### Attendees

**Water Board:** J Gatz (mayor), S. Kemnitzer (chair), J Bresland. **No Quorum**

**Sanitary Board:** J Gatz (mayor and chair), H. Heyser, R. Keller **Quorum**

**Town Staff** – S. Grove, C. Coe, K. Shipley

**Visitors:** J. Auxer, G. Welter

### 1. Call to Order

The water and Sanitary Boards meeting was called to order at 6 pm.

### 2. Minutes of the June 21 Meeting - Review and Vote

The minutes of the June 21, 2024 Sanitary Board were approved without change.

The minutes of the June 21, 2024 Water Board will be voted on at the next meeting due to a lack of quorum.

### 3. Visitors

No visitor comments.

### 4. Financial Reports from Town Administrator

Questions from the boards focused on balances in reserve accounts, how they relate to operating budget and balance sheet and how they may be used.

### 5. Flow and Quality Reports from Staff

In addition to the report in the packet, staff reported that they are completing the new state requirement to assess cybersecurity of the plants.

### 6. Unfinished Business

- Update on Water Distribution System Construction – 30% complete.

- Hydrant Report – our maintenance practices meet the new state requirements.
- Lead Service Line Inventory – about 30% complete. Must be completed by October.

## **7. New Business**

- Hiring Progress for Water and Sewer Staff  
We discussed actions to raise compensation for water and sanitary department staff so we remain competitive in hiring and retaining staff.
- Water Newsletter – Review and Vote  
Comments by Mr. Bresland and Mr. Godfry will be incorporated.  
Vote postponed due to lack of a quorum

## **6. Old Business**

- Comprehensive Plan – we will invite a member of the planning commission to come to our next meeting to discuss our input to the development of the plan.

## **7. Next Meeting August 22 at 6 pm**

## **8. Adjournment – 7:10 pm.**

Historic Landmark's Commission July 8, 2024 – Regular Meeting



Draft Minutes

**Members Present:** Keith Alexander; Nicole Saunders-Meske; Tom Mayes; Carmen Slater; Rebecca Bicker

**Members Not Present:**

**Staff:** Andy Beall

**Visitors:** Jim King; Billy Grove; Alan Meske

**Call to Order:** 5:30 p.m.

**Approval of Minutes:** NONE

**Conflicts of Interest:**

**Application Review:**

New Applications:		Project Description
24-18	Allen Meske & Teresa Saunders-Meske 206 E. High Street	Repair sidewalk and steps. Install (2) recessed EV charging boxes in face of street-facing stone retaining wall.
<p><i>The applicant is present and describes the proposed installation of the EV charging boxes and sidewalk and step repair. The only change will be the addition of (1) step...4 steps instead of 3. The commissioners agree the proposed steps and sidewalk repair meet the requirements of pages 41(A) and 65 of the design guidelines respectively. As for the proposed EV charging boxes, it is suggested specific guidelines be drafted to address. The closest requirements would be on page 34 for mechanical systems.</i></p>		
<b>Notes:</b>		
<p><i>T. Mayes motioned to approve the addition of (2) EV charging boxes as proposed pursuant to page 34 of the historic district design guidelines and with the understanding that it would not be practical to locate them in the rear of the home. T. Mayes motions to approve the reconstruction of the steps and sidewalk pursuant to pages 41 and 65 of the historic district design guidelines. R. Bicker seconds the motions, no objections, and the motions passed unanimously.</i></p>		
<b>Motion:</b>		

New Applications:		Project Description
24-19	Corporation of Shepherdstown N. Princess Street (Water Plant)	Construction of a street-facing 20' x 20' accessory structure with horizontal Hardi Board siding and metal roof.
<p><i>The applicant is present and describes the proposed building. K. Alexander suggests the proposal does well to fuse mid-century modern with historic architecture. J. King adds that board and batten may be more appropriate than horizontal lap siding for this application as well as a steeper roof pitch. The commissioners agree.</i></p>		

Historic Landmark's Commission July 8, 2024 – Regular Meeting



**Draft Minutes**

<b>Notes:</b>	
<b>Motion:</b>	<i>R. Bicker motions to approve application 24-19 pursuant to page 60 of the design guidelines and with amended board and batten siding, 6/12 or 8/12 roof pitch and 1"x4" trim around doors and windows. N. Saunders-Meske seconds the motion, no objections and the motion passed unanimously.</i>

- Workshop:** N/A
- Continuing Business:** The commission will schedule a special meeting for July 29<sup>th</sup> to review the Expressions of Interest for the Heritage Education grant project.
- New Business:** N/A
- Administrative Matters:** N/A
- Adjournment:** Motion to adjourn at 6:26 p.m.; no objections and passed unanimously.



## BOARDS AND COMMISSIONS APPLICATION

*Please write at least a paragraph for the sections that ask for a description  
(attach additional sheets if necessary).*

*You are also welcome to submit a résumé.*

Name:  Mr.  Ms. Charlotte Baker-Shenk Address: 88 Shepherd Village Circle

Phone numbers – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: 301-801-2793

Email address: bakershenk@aol.com Employer: \_\_\_\_\_

Occupation: Community Builder

---

Which board/commission would you like to serve on? \_\_\_\_\_

---

Please describe your background and education.

I worked in the Deaf community for 20 years, first as a linguist doing research and teaching and later as a community empowerment organizer. Served a key role in developing Shepherd Village here. (I have a B.S. in Psychology and Ph.D in Linguistics, dissertation focusing on American Sign Language.)

I want to serve on the Age-Friendly Committee. (This form won't let me type that in above.)

---

Please describe your experience and any special training you may have that apply to this board/commission.

I think the most relevant area of my work that relates to this committee are the 10 years I worked for three national groups organizing and participating in meetings that included hearing, hard of hearing, later deafened, and Deaf people who each used different forms of communication. I learned a lot about what it means to be truly inclusive, the kind of pre-meeting set up and ongoing monitoring necessary for successful participation of everyone. I learned the kind of commitment required.



---

Please describe your motivation for serving on this board/commission.

In May, Jan Hafer shared with me her ongoing frustration with this town's inattention to accessibility for hard of hearing people. Upon entering the upstairs room of the Community Club where the Planning Commission was about to begin (presenting the Comp Plan review), Jan knew she was about to become frustrated again. She cared deeply about the topic but knew she would not be able to hear/access all of the information/conversation because of the lack of an effective sound system, including no microphone for audience participation. This has been typical of Shepherdstown meetings. There is no reason for this to go on. We can do better!

---

Please describe what you know about this board/commission.

I don't know a lot — just that good efforts are being made to address barriers to residents and visitors inhibiting their fully (and safely) enjoying what this town has to offer. So having viable walkways/sidewalks is essential. Bike paths. Ramps. I think the committee studies the town's physical surroundings and finds ways to address areas that need to be altered. I assume there's a lot more going on that I don't know about.

---

How did you hear about this board/commission?

Marcy Bartlett has talked about some of this work on several occasions.

---

Please provide two personal or professional references (include name and phone number).

Marcy Bartlett. 571-420-8350

Leah Rampy 703-403-1939

---

Signature: \_\_\_\_\_ Date submitted: 12 June 2024 Charlotte Baker-Shenk

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*Please type in your answers and submit the completed form by hand, mail, fax or email to:*

*Town Clerk's Office  
104 North King Street  
P.O. Box 248  
Shepherdstown, West Virginia 25443-0248  
304-876-1473 (fax)  
clerk@shepherdstown.us*

*For additional information, or to request a hard copy of the application, please call 304-876-2398.*



## BOARDS AND COMMISSIONS APPLICATION

Please write at least a paragraph for the sections that ask for a description  
(attach additional sheets if necessary).

You are also welcome to submit a résumé.

Name:  Mr.  Ms. Jan Hafer Address: 286 Felling Sp. Rd. Shp.  
Phone numbers – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: 540-604-6703  
Email address: janhafer52@gmail Employer: self-employed (Evolve)  
Occupation: retired

Which board/commission would you like to serve on? Age-Friendly Committee

Please describe your background and education.

I taught deaf children and adults for 38 years. I am hard of hearing and can offer guidance on helping the town council make events and spaces more accessible to deaf and hard of hearing people.

Please describe your experience and any special training you may have that apply to this board/commission.

The above paragraph indicates my specialized knowledge and experience in accessibility issues for deaf and hard of hearing people.

---

Please describe your motivation for serving on this board/commission.

I need better accessibility to all public events in Shepherdstown.

---

Please describe what you know about this board/commission.

I served on the initial Age-Friendly group and am very familiar with their work.

---

How did you hear about this board/commission?

Sandra Spatz contacted me about this board.

---

Please provide two personal or professional references (include name and phone number).

Elise Beach 301-938-6002

John Doyle 304-671-4262 / 876-1648

---

Signature:

Jan C. Hayer

Date submitted:

June 28, 2024

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Please type in your answers and submit the completed form by hand, mail, fax or email to:

Town Clerk's Office  
104 North King Street  
P.O. Box 248  
Shepherdstown, West Virginia 25443-0248  
304-876-1473 (fax)  
clerk@shepherdstown.us

For additional information, or to request a hard copy of the application, please call 304-876-2398.



## BOARDS AND COMMISSIONS APPLICATION

*Please write at least a paragraph for the sections that ask for a description  
(attach additional sheets if necessary).  
You are also welcome to submit a résumé.*

Name:  Mr.  Ms. Jack Eggleston Address: 105 W New St, Shepherdstown

Phone numbers – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: 434-962-0972

Email address: jackegg4@yahoo.com Employer: U.S. Geological Survey

Occupation: Hydrologist

---

Which board/commission would you like to serve on? Water Board

---

Please describe your background and education.

I grew up in the Shenandoah Valley, in Rockingham County Virginia, then lived in other locations on the east coast, and moved with my family to Shepherdstown in 2016. My family includes my wife Emma and three adult children who live away from home. I love living in Shepherdstown and recently completed 6 years serving as the treasurer of the Shepherdstown Public Library. With a professional background in the study of water resources and I would like to help the town Water Board provide excellent drinking water and wastewater treatment services. I have a BA from St. John's College (Math and Philosophy) and a PhD from Duke University (Civil and Environmental Engineering).

---

Please describe your experience and any special training you may have that apply to this board/commission.

I have a MS and PhD degree in Civil and Environmental Engineering with a focus on water resources. Upon completing my graduate education in 1997, I worked for Duke University as an instructor and researcher in the field of groundwater contaminant transport. After a short stint with a consulting engineering firm, I found my true professional home with the U.S. Geological Survey. At the USGS I have done applied research to guide water utilities and water management agencies in the use and conservation of ground water and surface water resources. For eight years I worked on water science diplomacy projects in the Middle East, leading collaborative water resource studies with engineers from national water agencies in Turkey, Egypt, Lebanon, Israel, Jordan, and the Palestinian territories. For the last eight years I have led the USGS Hydrologic Remote Sensing Branch, a group of scientists using satellites, drones, and non-contact equipment to measure surface water and the water cycle in the US.

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Please describe your motivation for serving on this board/commission.

I am fortunate to live in Shepherdstown and would like to contribute to the success of the community. With some knowledge of water utility operations, joining the Water Board seems like a good opportunity to help the town. I have enjoyed my professional work with water utility engineers and directors in VA, MA, and overseas and appreciate the critical role they play as a foundation for a healthy community. My particular interests, to start, are to learn more about the functioning of the Water Board, about programs to lessen financial burdens on elderly and lower income residents, and about the challenges of changing regulations including for treatment of PFAS chemicals.

---

Please describe what you know about this board/commission.

As a water customer I know the downstream end of the town's water supply system. I have some familiarity with the visible infrastructure - water intakes, treatment plants, storage towers, and discharge points. I have read the town Water ordinance (<http://www.shepherdstown.us/wp-content/uploads/2023/01/Water-Ordinance.pdf>) providing for the town to own and operate the water works with the advice and recommendations of the Water Board. I have read the duties of the Water Board as spelled out in that ordinance.

---

How did you hear about this board/commission?

I know a few of the Water Board members (Sue, Bob, John) and one of the town water employees (Ernie Moss). Sue asked if I was interested in joining the board.

---

Please provide two personal or professional references (include name and phone number).

Hali Taylor, former Director of Shepherdstown Library, 617-710-7757  
Terry Kramer, former President of Shepherdstown Library, 304-433-5010

---

Signature: Jack Eggleston Date submitted: August, 6, 2024

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*Please type in your answers and submit the completed form by hand, mail, fax or email to:*

*Town Clerk's Office  
104 North King Street  
P.O. Box 248  
Shepherdstown, West Virginia 25443-0248  
304-876-1473 (fax)  
clerk@shepherdstown.us*

*For additional information, or to request a hard copy of the application, please call 304-876-2398.*

# Special Events Application

The Corporation of Shepherdstown has enacted Ordinance 8-801 et seq. requiring a special events application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Sections 8-801 through 8-810 in the Corporation of Shepherdstown Codified Ordinances. All requests must be submitted for departmental and Town Council review. The information requested by this form will be used to determine eligibility for a special events permit. **The event will not be considered for approval until the entire application and all of its parts have been submitted. Applications are due to the Office of the Town Administrator no later than 30 days prior to the proposed special event.**

Event Title Freedom's Run Event Date Oct 12 2024  
 Event Sponsor EAHEC/WVU Secondary Date \_\_\_\_\_

### Organizer's Contact Information

Name: Mark Cucuzzella Cell: 3042688813  
 Address: 138 N Tamarac Dr  
 Email afrundoc@gmail.com Alt. Phone \_\_\_\_\_

### Event Information

Requested Area(s)  City Streets/Sidewalks  Sidewalks only  Other

Location of Event \_\_\_\_\_  
 Attach route for processional events. Be precise when indicating location.

Event Hours 0700 until 1400 Set up start time 0600 Clean up end time 1500

\*\*\*\*NOTE\*\*\*\* Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants 800 Spectators 200

### Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Planning: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Public Works <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Town Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Town Council: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional

Recorder \_\_\_\_\_ Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Insurance Provided \_\_\_\_\_ Council Agenda \_\_\_\_\_  
 Permit No. \_\_\_\_\_ Conditions Attached? \_\_\_\_\_

## Event Information

Answer the following questions, in full, and attach any additional information

Name of Event Freedom's Run

Brief Description of Event: 15th annual event. will use same courses as last year  
brief traffic hold for 11am kids run through town

Has your organization held this event in the past? yes

When and Where? \_\_\_\_\_

Is the event a fundraiser? yes

Will you require assistance from Fire/EMS? yes (additional fees apply) How many units? 1 Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? yes (additional fees apply) How many units? 1 Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? yes What and where? Tents Midway Field  
Hazmat items must be attended constantly.

Will you be providing private security? no

Will alcohol no or food yes be served?  
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? no Are you charging admission no?  
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets no or intersections no be blocked? Requires police department assistance.  
List streets and/or intersections brief traffic hold for kids run

Public Works assistance needed? n Street Sweeping \_\_\_\_\_ Barricades or fencing Material \_\_\_\_\_ (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? n

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? yes What and where? Midway Field  
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? no  
What and where? \_\_\_\_\_  
Check with Parking for costs and arrangements

Indemnification

I Mark Cucuzzella shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of Eastern Area Health Education Center (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature \_\_\_\_\_ Date 10/12/1966

Title Race Director



## **Fee Schedule**

Application Fee--\$25

Police Fees--\$35 per hour or partial hour worked, per officer.

Fire/EMS--\$35 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit

Public Works--\$20 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up






\*\*\* Additional fees for Town Service may be waived for all Town Funded Events and Town Co-Funded Events\*\*\*

\*\*\* The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council\*\*\*

## 10k Course

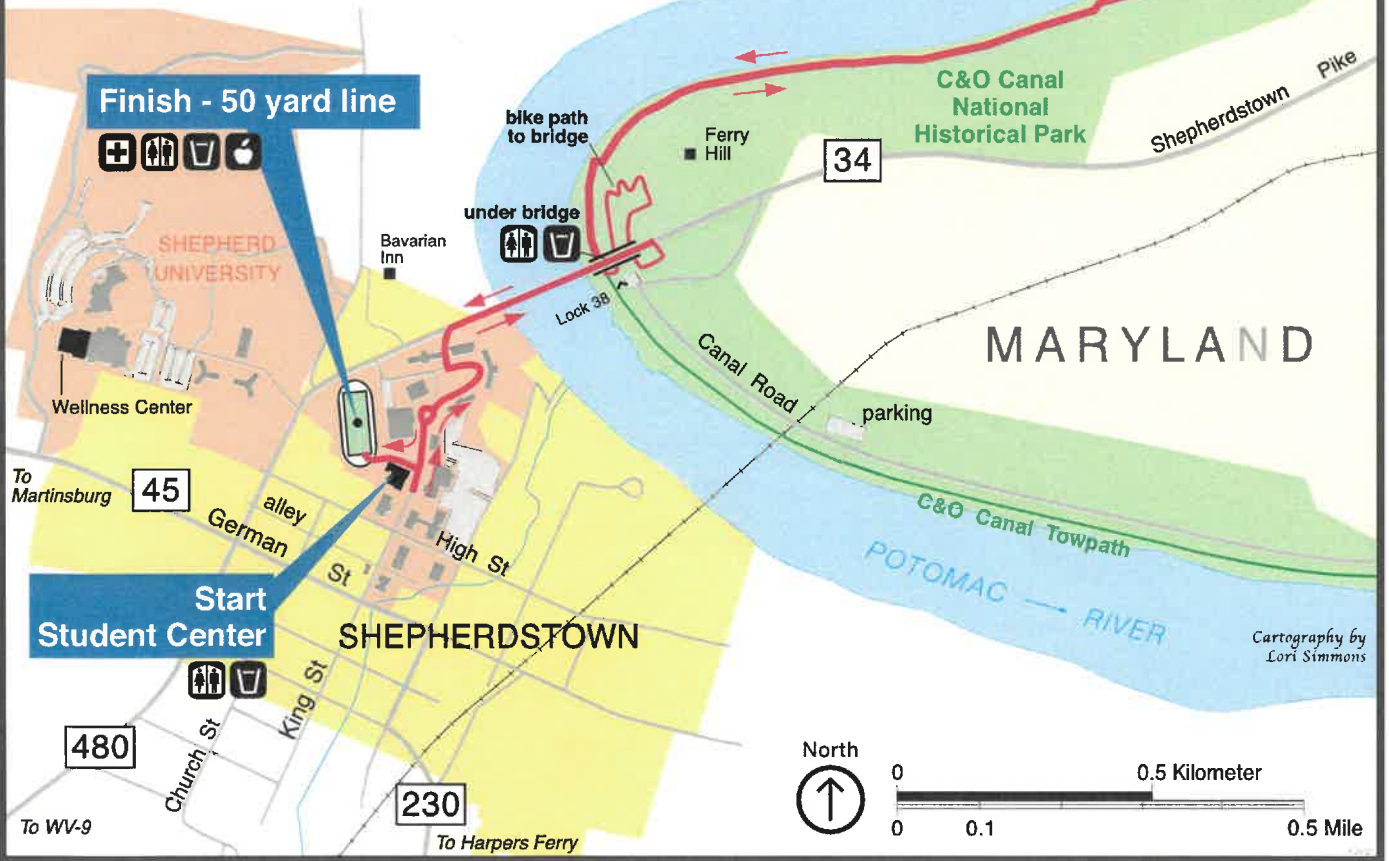
Assemble in front of the Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn right** (upstream) onto the C&O Canal Towpath. **Continue** on towpath to the marked turn around. **Turn around** on towpath and continue downstream. Under the Rumsey Bridge, exit the towpath on the left, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to **cross** the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.

## Legend

-  Freedom's Run 10k route
-  Medical station
-  Portable toilets
-  Water and electrolytes
-  Food station





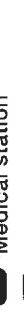


**Two Rivers Treads**  
RUN · WALK · HEALTH

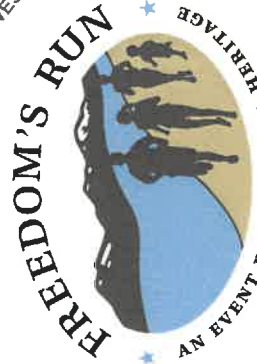


# Freedom's Run 5k Course

Assemble in front of the Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn left** onto the C&O Canal Towpath. **Continue** on towpath to the marked turn around. **Turn around** on towpath and continue upstream. Exit the towpath on the right, under the bridge, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to cross the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.

## Legend

-  Freedom's Run 5k route
-  Medical station
-  Portable toilets
-  Water and electrolytes
-  Food station



Cartography by  
Lori Simmons

WEST VIRGINIA

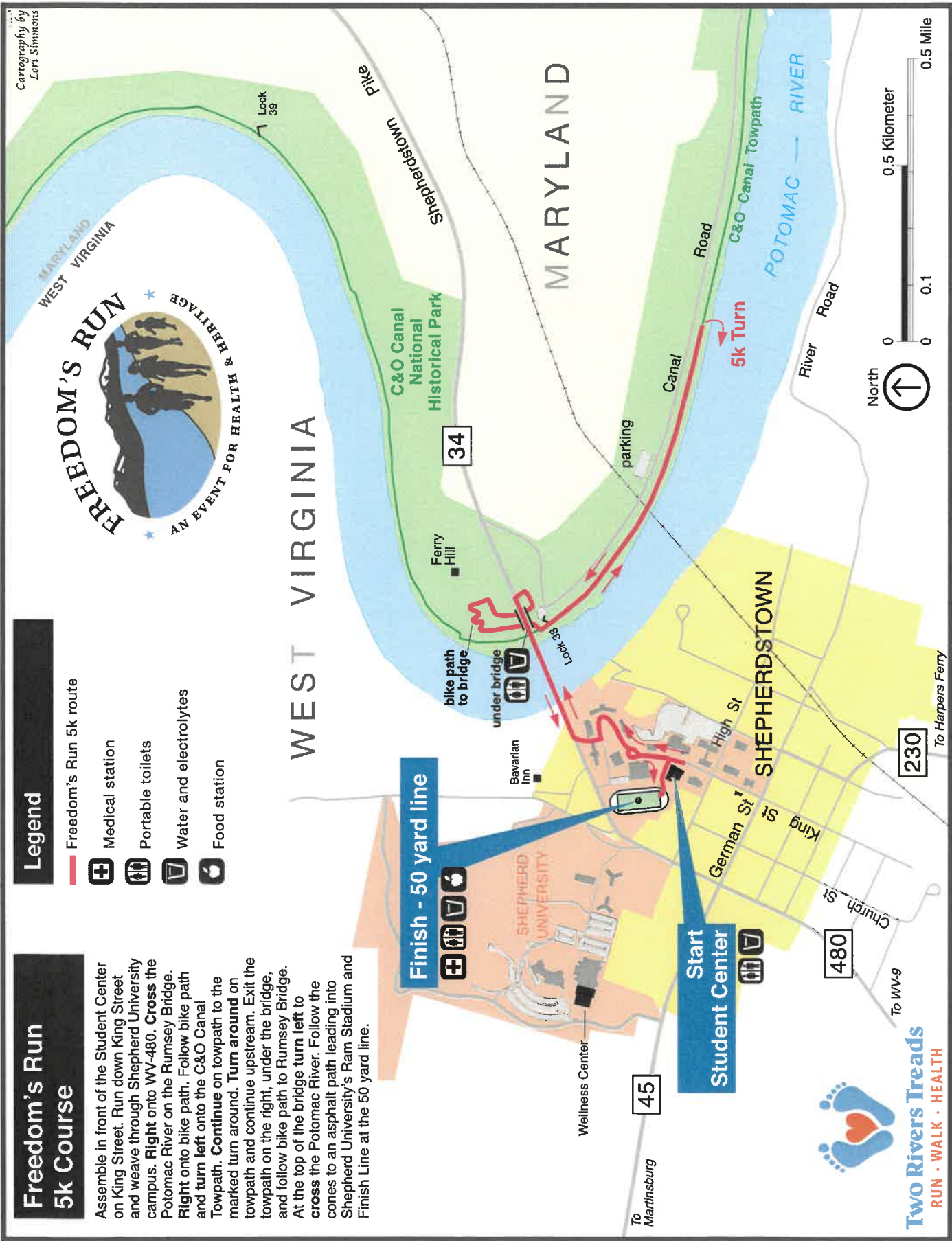
MARYLAND

Finish - 50 yard line

Start  
Student Center



**Two Rivers Treads**  
RUN • WALK • HEALTH





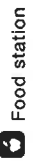
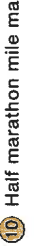


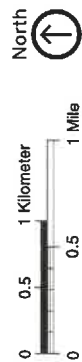


### Half Marathon Course

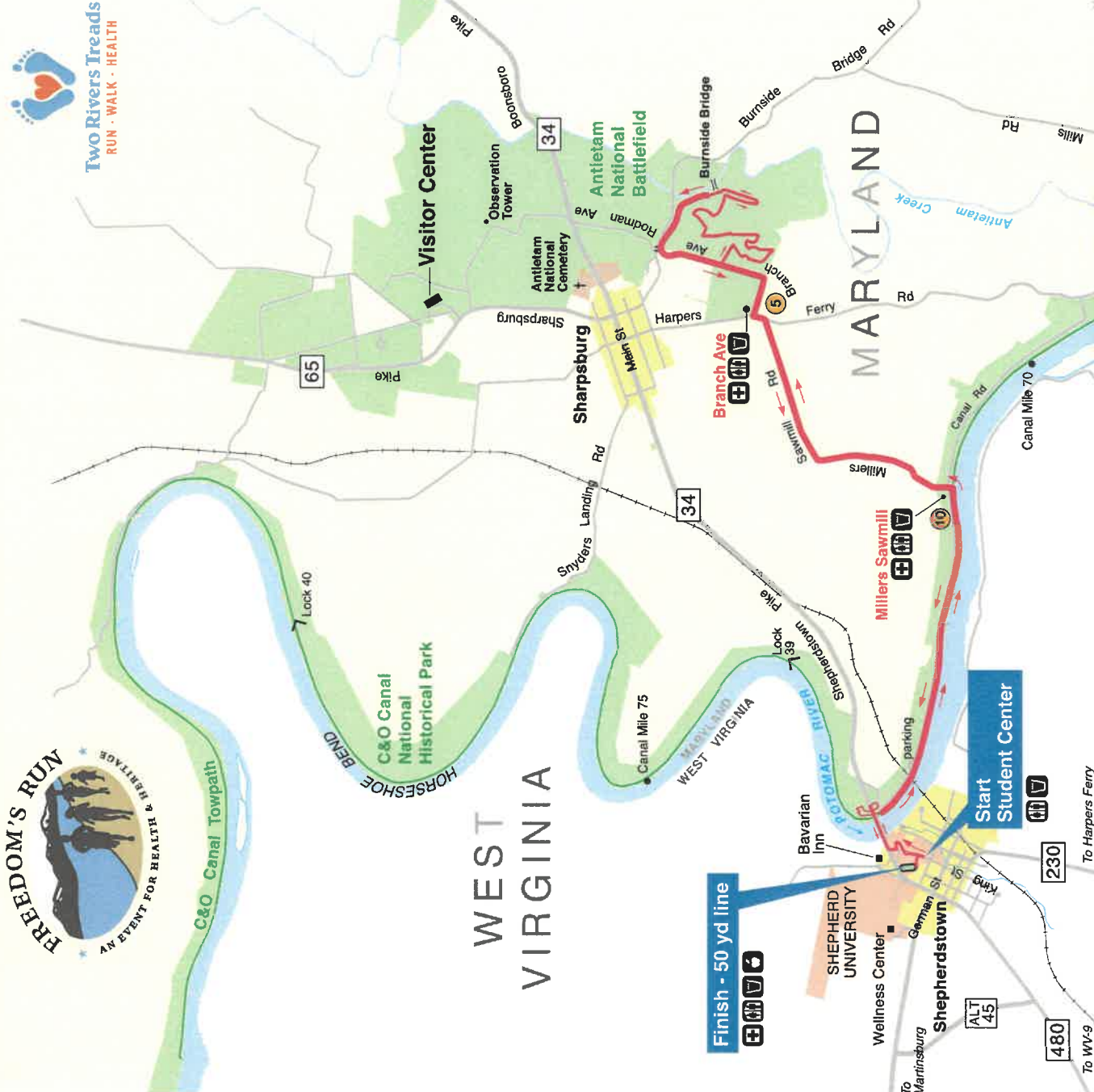
Assemble in front of the Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn left** onto the C&O Canal Towpath. **Left** on Millers Sawmill Road. **Left** on Harpers Ferry Road. **Right** on Branch Avenue. **Right** on trail then follow directions on trail. Enter road near Burnside Bridge. Continue and turn **left** on Branch Avenue. **Left** on Harpers Ferry Road. **Right** on Millers Sawmill Road. **Right** (upstream) on the C&O Canal Towpath. Exit the towpath on the right, under the bridge, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to cross the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.

### Legend

-  Half marathon route
-  Medical station
-  Portable toilets
-  **Station Name in red**  
Water and electrolytes
-  Food station
-  Half marathon mile marker



Cartography by  
Lori Simmons



# Special Events Application

The Corporation of Shepherdstown has enacted Ordinance 8-801 et seq. requiring a special events application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Sections 8-801 through 8-810 in the Corporation of Shepherdstown Codified Ordinances. All requests must be submitted for departmental and Town Council review. The information requested by this form will be used to determine eligibility for a special events permit. **The event will not be considered for approval until the entire application and all of its parts have been submitted. Applications are due to the Office of the Town Administrator no later than 30 days prior to the proposed special event.**

Event Title Shepherd University Homecoming Parade

Event Date

Event Sponsor Shepherd University

10/19/24

### Organizer's Contact Information

Name: Rachael Meads

Cell: 304-620-4520 Address: PO

Box 5000, Shepherd University Student Center 110, Shepherdstown, WV 254 Email rmeads@shepherd.edu

Alt. Phone 304-876-5113

### Event Information

Requested Area(s)  City Streets/Sidewalks  Sidewalks only  Other

Location of Event Church, German, and Princess traditional Parade Route

Attach route for processional events. Be precise when indicating location.

Event Hours 10 am until 11 am Set up start time 8 am Clean up end time 11 am

\*\*\*\*NOTE\*\*\*\* Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants 150 Spectators 400+

### Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Planning: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Public Works <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Town Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Town Council: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional

Recorder \_\_\_\_\_ Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Insurance Provided \_\_\_\_\_ Council Agenda \_\_\_\_\_

Permit No. \_\_\_\_\_ Conditions Attached? \_\_\_\_\_

## Event Information

Answer the following questions, in full, and attach any additional information

**Name of Event** Shepherd University Homecoming Parade

**Brief Description of Event:** Celebration of Shepherd University alumni, students, and academic programs for Shepherd University Homecoming weekend. Parade draws hundreds of alumni to town for the weekend and more than 4,000 to the annual football game who eat, shop, and stay in Shepherdstown. \_

Has your organization held this event in the past? Yes  
When and Where? Annual event for more than 70 years

Is the event a fundraiser? No

Will you require assistance from Fire/EMS? The Shepherdstown Fire Department is part of the parade and ends the event. This has already been coordinated with the Chief by Holly Morgan Frye (additional fees apply) How many units? \_\_\_\_\_ Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? Yes (additional fees apply)

Will alcohol NO or food NO be served? Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? NO Are you charging admission NO?  
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets YES or intersections YES be blocked? Requires police department assistance.

List streets and/or intersections Church St. Line Up area from German to Washington, German to Princess

Public Works assistance needed? NO Street Sweeping NO Barricades or fencing Material NO (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? Yes - small PA on McMurrin Lawn

Continued on next page

How many units? None Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? NO What and where? NO  
Hazmat items must be attended constantly.

Will you be providing private security? Shepherd University Police

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? No What and where? \_\_\_\_\_  
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? Bagged Meters on Church for Parade line up  
What and where? No parking after midnight on Friday, Oct. 18 until 11 am on Saturday, Oct. 19 not during paid meter times  
Check with Parking for costs and arrangements

Indemnification

I \_\_\_\_\_ shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of \_\_\_\_\_ (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

## **Fee Schedule**

Application Fee--\$25

Police Fees--\$35 per hour or partial hour worked, per officer.

Fire/EMS--\$35 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit

Public Works--\$20 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up

\*\*\*Additional fees for Town Service may be waived for all Town Funded Events and Town Co-Funded Events\*\*\*

\*\*\* The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council\*\*\*