

**SPECIAL TOWN COUNCIL MEETING MINUTES**  
**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.