

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

TOWN COUNCIL MEETING AGENDA

Tuesday, September 10, 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** August 13 and 21, 2024

3. **Public Comment Period**

Persons who have registered to address Town Council

4. **Public Hearings**

- A. First Reading of an Ordinance Re-Enacting and Revising Section 9-7A04 of Chapter 7A of Title 9 of the Code of Shepherdstown, West Virginia, to Change Subparagraph (E) Space Requirements

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 August 2024

A. Age Friendly Shepherdstown Committee

1. Draft meeting minutes of August 2024 – not available

B. Finance Committee

1. Draft meeting minutes of August 2024

C. Historic Landmarks Commission

1. Draft meeting minutes of August 2024

D. Holiday Ad Hoc Committee

1. Draft meeting minutes of September 2024

E. Planning Commission

1. Draft meeting minutes of August 2024

F. Public Works Committee

1. Draft meeting minutes of August 2024

G. Tree Commission

1. Draft meeting minutes of August 2024

H. Water and Sanitary Board

1. Draft meeting minutes of August 2024

## 7. New Business

A. Town Employee Pay Scale Adjustments

B. Request from Tree Commission for purchase of memorial plaque

C. Planning for upcoming community/holiday events

a. Special Events Requests:

- i. Christmas Parade – December 7, 2024
- ii. Boo Fest – October 31, 2024

D. Magistrate Appointment

E. Domestic Violence Awareness Month (October) Tree Ribbons Request

## **8. Mayor's Report**

- A. Comprehensive Plan Consultant contract
- B. Virtual CFO contract
- C. Residential Parking Permit Renewal
- D. Lead and Cooper Service Line Inventory Survey – Call to Action

**TOWN COUNCIL MEETING MINUTES (DRAFT)**  
**Tuesday, August 13, 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) by Zoom, Linus Bicker (LB), Shannon Thomas (ST), Marcy Bartlett (MB).

Staff present: Amy Boyd (AB), Chief King (MK), Woody Coe (WC), Kenny Shipley (KS)

Visitors present: See attached Sign-In Sheets.

**2. Approval of Town Council Meeting Minutes of June 9, 2024:**

\*MS offered a written modification with more detail regarding LB's proposed pedestrian path.

\*MG requested that "Mayor's Task Forces" be changed to "Mayor's Study Groups":

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

**Approval of Town Council Special Meeting Minutes of July 16, 2024:**

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

**Approval of Town Council Special Meeting Minutes of July 22, 2024:**

\*\*\*LB motion to approve, second by ST, all in favor.

**3. Public Comment Period:**

Persons who have registered to address Town Council prior to or at meeting:

A. Robin McCauley – expressed concern regarding individuals who have been preaching in Town and their engagement with the public;



B. Mary Bell – expressed appreciation for exploring sidewalk improvement to Sage Place;

C. Dan Carter – expressed appreciation for exploring sidewalk improvement to Sage Place;

D. Mason Waleski – expressed concern for sidewalk improvement to Sage Place;

E. Jan Hafer – thank you for the mics during council meetings;

F. Carrie Blessing – see letters in Agenda Packet, encouraged the Town to consider impacts of gentrification and outskirt development and to develop a Town composting program;

G. Sonja Evanisko – request for an additional \$3,000.00 for mural on Alma Bea building, reported that owner of building confirmed by email that they will not remove the mural.

#### **4. Public Hearings:**

A. Second Reading of Chapter 9, Title 8 Regulation of Pawnbrokers  
\*\*\*ST motion to approve, second by LB, all in favor.

B. Second Reading of Section 2-101 of the Shepherdstown Code entitled “Time and Place of Regular Meetings”  
\*\*\*LB motion to approve, second by MB, all in favor.

#### **5. Ongoing Business:**

A. Staff Reports

\*Town Clerk – See attached Staff Report.

\*Chief of Police – Chief King reported that they are working on the speed issue on the east end of Town (O’Hurley’s issue). The plan is to install a solar-powered mph advisor. Options are limited as road and properties are county jurisdiction. He also reported that an officer position remains open, as candidate turned down the offer due to salary amount. They will keep trying to find qualified candidates.

\*Public Works Director – See attached Staff Report.

\*Zoning Officer – See attached Staff Report.

**6. Reports of Commissions and Boards:** None.

**7. New Business:**

A. Special Events Requests:

1. Freedom's Run – October 12, 2024

\*Mark Cucuzzela reported on event.

\*MG asked how we can get participants to stick around?, Mark C. responded that he was open to suggestions and asked everyone to get the word out.

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

2. Homecoming Parade – October 19, 2024

\*Rachel Meads reported on event and agreed to submit addendum regarding date / time changes.

\*\*\*LB motion to approve, second by ST, all in favor.

B. Request for Additional Funding – Mural and Planters at Alma Bea (\$3,000.00)

\*\*\*ST motion to approve, second by MB-

\*CS expressed concerns that the email from owner is not legally binding to ensure mural stays, that maintenance was not agreed upon, and that public funds are being used to improve private property without a clear process.

\*Meredith Wait asked why mounting boards were not used as was done with the mural at Betty's. ST responded that the mounting boards were used as the brick was not painted over.

\*LB expressed concern with the lack of process but did not want to punish these applicants for the same.

\*CR likes the mural but expressed concerns with the process.

\*ST advised that Bee City team is working on a maintenance plan and agreed that process for this type of request should be clarified.

\*MG thinks we should support this request.

\*\*\*MG, ST, LB, MB, and CR voted in favor, CS voted against, MA abstained as he could not hear the discussion via Zoom, motion passed.

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

1. Age Friendly Shepherdstown – vote on appointments of Jan Hafer and Charlotte Baker-Shenk

\*CS questioned and MA confirmed that these appointments would be the sixth and seventh members of this committee.

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

2. Water Board – vote on appointment of Jack Eggleston

\*CS questioned procedure for this appointment based upon pending recommendation from Water Board to appoint Jim Auxer.

\*MG responded that he has the authority to appoint members to the Water Board with advice of counsel and that there is one vacancy left.

\*\*\*MG moved nomination of Jack Eggleston, second by CR, no vote taken.

D. Appointment of Town Council Members to Committees and Commissions – See attached list.

E. Planning for upcoming community / holiday events – MG reported that he intends to form an ad hoc committee for these purposes.

F. Comprehensive Plan Consultant contract – special meeting to be scheduled to consider.

G. Town Mini Grants

\*MB reported that she has started to work on a process for awarding mini grants.

## **8. Mayor's Report:**

\*MG reported that Stephanie Grove has resigned. The Town has posted a job announcement.

\*MG reported that the comprehensive plan process will include additional public meetings.

\*MG reported that Stephanie Grove serves primarily as the town financial officer. He is researching options to hire outside consultants to fill this role at least temporarily.

\*MG will schedule "Office Hours with the Mayor" on every fourth Wednesday, starting between 6:00-6:30pm. He welcomed all Council members to join him.

9. **Adjournment:** \*\*\*CR motion to adjourn, second by LB, all in favor at 8:10pm.

Shepherdstown Town Council Meeting  
 Sign-In Sheet  
 Tuesday August 13, 2024  
 6:30 p.m.

Name/Organization (PRINT CLEARLY)	Phone or Email	Do you wish to speak? About which agenda item?
1. ROBIN MCCAULEY	(304) 629-5074	ORDINANCE ETHICS TITLE 7A
2. Mary Bell	304-995-9716	Sidewalk
3. DAN CARTER <sup>SAGE PLACE HOA</sup>	304 671 8609	SIDEWALK
4. Mason Waleski	304-240-7699	6' <sup>wide</sup> sidewalk
5. MARK CUCUZZIELLO <sup>FREEDOMS ROW</sup>	304-263-8813	
6. John Doyle	(304) 876-1648	_____
7. Rebecca Higgs	304.876.0298	No Thanks
8. Jan Hoyer	540-604-6703	Yes
9. Tabitha Johnston	tjohnston@shepherdstownchronicle.com	No
10. Sonya Evans	_____	
11. Carrie Blessing	carriejaneblessing@gmail	Letters - gentrification & compost prog.
12. Charlotte Baker-Sherk	bakershert@aol.com	no
13. Sarah Hodder	sarah.m.hodder@gmail.com	NO
14. Andrew Ford	andrewford@gmail.com	No.
15. Bethany Grace Williams	bgracewilliams@gmail.com	NO
16.		
17.		
18.		
19.		
20.		

Shepherdstown Town Council Meeting  
 Sign-In Sheet  
 Tuesday August 13, 2024  
 6:30 p.m.

Name/Organization (PRINT CLEARLY)	Phone or Email	Do you wish to speak? About which agenda item?
1. Ryan Kidwiler	ryankidwiler@gmail.com	Yes
2. Jaz Rondini	jazalwinrondini@gmail.com	No
3. KALEO ANFANO	KALEO-ANFANO@VAHOO.COM	NO
4. Rachael Meads	rmeads@shepherd.edu	YES - on agenda
5. Jim Auxer		No?
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		



# Ongoing Projects

## **Market House**

The electricians are still working. The feed to the new service entrance is mostly complete, and there are a few more circuits yet to be moved to the new panel. That should be completed this week. They are also completing the new wiring on the second level. The cuts/openings on the first floor were opened for the new plumbing on the lower level has been filled and leveled with concrete.

The sheet rock will be installed after the electrical is completed, likely next week.

The lines for the HVAC have been run to the exterior in preparation for the connection to the outdoor units.

Completion is still on schedule for this fall

## **WVDOT Pedestrian Path**

This is a WVDOT project to install a pedestrian path from Shepherdstown Elementary School to Morgan's Grove Park. The WVDOT has completed the design and engineering, and it has secured all requirement permits and easements. WVDOT and Shepherdstown are now waiting for final funding from the Governor's office. Once it's received the town will finalize necessary paperwork with WVDOT and the State will put the project out for bid. We do not currently have a clear timeline from WVDOT for the start or completion dates for this project.

## **Contract for Custodian Services**

I have reached out to several cleaning companies and arranged for them to visit our site to provide quotes for their cleaning services.

# **Wastewater, Water and Streets**

## **New Equipment Status:**

Three of the four trucks, vac trailer, excavator parts all have been delivered. Awaiting dump truck, early September.

## **Water Distribution Project Update (Mecklenburg Heights/Mill Update:**

As of August 6<sup>th</sup>, 2024, the project is at 55% of completion. Projected completion date is December 19<sup>th</sup>, 2024. Of the 9,300' of waterline to be installed, 3,000' have been installed, inspected and soon to be sampled. The waterline installation includes 10 gate valves and 5 fire hydrants. Four of the eight main connections are complete. Service interruptions will be minimal but are necessary. Customers will be notified 24 hours in advance of any type of service loss. Next progress meeting with Snyder Environmental (the contractor) will be August 29<sup>th</sup>, 2024.

## **New Hires in Public Works**

We are in the process of hiring an Operator in Training (OIT) for the Wastewater Plant and a Pipefitter/Equipment Operator. We have promoted one of our sanitation laborers to the OIT position in the Water Department, and we have hired a laborer to replace his old position. The positions have been advertised, and Public Works is in the process of scheduling interviews. The recruitment process has been difficult due to competition.

## Planning and Zoning

**Kalathas Property:** This is a residential development project. Three parcels were annexed into the Town several years ago under the PUD zoning classification, and two parcels lie within the County. The current owners have indicated a desire to annex the two County parcels into the Town (under the PUD) but have not submitted an annexation request at this time. The owners are seeking to build an age restricted community. However, the project is in the beginning phases and no formal application has been presented to the Town. To prepare for the project, the Town has contracted Toole Design to manage the Stormwater and engineering aspects that would be the Town's responsibility. The engineer assigned to our project has reviewed our ordinances and familiarized herself with our stormwater requirements. **No further update is available as of August 13.**

**Comprehensive Plan:** The Steering Committee report is being reviewed by the respective Town Committees that are responsible for each section of the Comprehensive Plan. The TC is asked to approve a contractual agreement with Benchmark to facilitate the 2024 comp plan process moving forward.

**Green Stormwater Infrastructure:** Region 9 is currently preparing an RFQ to hire an engineering firm to design the (2) green stormwater infrastructure BMP areas for which the town received grant funding...the Fairfax Field bioswale along W. High St. and vegetated curb extensions along N. Mill St.

**Heritage Education Grant:** Staff and representatives from the HLC will be conducting consultant interviews over the next couple of weeks.



# Shepherdstown Committees and Commissions, Members, and Meeting Dates

August 3, 2024

The list is in alphabetical order by Committee / Commission.

<b>Age Friendly Shepherdstown Committee</b>	
Meeting date	TBD
Linda Spatig	Chair
Marty Amerikaner	Town Council Representative
Steve Pearson	
Jonathan Moss	
Bob Smiles	
<b>Board of Appeals</b>	
Meeting date	As needed
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
<b>Finance Committee</b>	
Meeting date	As needed
James Gatz	Chair
Marcy Bartlett	
Marty Amerikaner	
<b>Grants Committee</b>	
Meeting date	As needed
Chris Stroeck	Chair
Shannon Thomas	
Emily Samide	
<b>Historic Landmarks Commission</b>	
Meeting date	Second Monday of the month
Keith Alexander	Chair
Nicole Saunders-Meske	
Carmen Slater	
Tom Mayes	
Rebecca Bicker	
<b>Parks and Recreation Committee</b>	
Meeting date	Fourth Tuesday of the month
Cheryl Roberts	Chair
Marty Amerikaner	
Adam Thomas	
<b>Personnel Committee</b>	
Meeting date	As needed
James Gatz	Chair
Cheryl Roberts	
Chris Stroeck	
<b>Planning Commission</b>	



Meeting date	Third Monday of the month
James Gatz	Mayor
Linus Bicker	Town Council Representative
Shannon Thomas	
Robert Muro	
Ebonee Rampy	
Rebecca Helmick	
Madge Morningstar	
<b>Police Committee</b>	
Meeting date	As needed
James Gatz	Chair
Cheryl Roberts	
<b>Public Works Committee</b>	
	Note: Including work on recycling issues that related to public works.
Meeting date	Fourth Monday of the month
James Gatz	Chair
Chris Stroech	
Linus Bicker	
<b>Sanitary Board</b>	
Meeting date	Last Thursday of the month
James Gatz	Chair
Harvey Heyser	
Robert Keller	
<b>Tree Commission</b>	
Meeting date	Second Thursday of the month
Lori Robertson	
James Dillon	
Jenny Haynes	
Charlotte Baker-Shenk	
Linus Bicker	Town Council Representative
<b>Water Board</b>	
Meeting date	Last Thursday of the month
Sue Kemnitzer	Chair
James Gatz	Mayor
Marcy Bartlett	Town Council Representative
John Bresland	
Mike Godfrey	

**SPECIAL TOWN COUNCIL MEETING MINUTES (DRAFT)**  
**Wednesday, August 21, 2024**  
**6:30pm**  
**Shepherdstown Town Hall**  
**104 North King Street**

1. Call to order: 6:30pm

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

Staff – Amy Boyd, Chief King

2. Visitors: None

3. New Business:

a. Proposed Contract for Virtual Finance Officer-

\*MG reported that Stephanie Grove served primarily as financial officer so we need such assistance immediately, at least on a temporary basis.

\*Consultant will handle Town finances, review Town processes, and recommend software and system needs.

\*Funding set aside for Town Administrator position can be used for this consultant.

\*\*\*LB motion to approve procurement of consultant for up to \$120,000.00, second by CR-

\*Discussion ensued regarding spending limits and notice requirements.

\*MB suggested that a consultant may cost more than employees depending on timeframe.

\*\*\*LB motion to amend motion to include a 6-month timeframe for services, second by CR-

\*MA suggested a \$24,500.00 limit due to notice requirements and urgency.

\*\*\*LB motion to amend motion to include a \$24,500.00 limit, second by MA, all in favor on all pending motions.

b. Proposed Contract for Comprehensive Plan Support (Benchmark-

\*The proposed contract was reviewed.

\*Discussion ensued regarding scope of work, cost of services, and the need for all services as provided in the contract.

\*MG reported that the Planning Commission is determining what exact services are needed to finish the Comp Plan.

\*MG reported that we might have several options for assistance: Benchmark, Region 9, and/or WVU School of Law.

\*ST advised that a market analysis would be good date to have, specifically for the Town businesses.

\*MA advised that we need to be clear with consultant as to what services are needed.

\*CR advised that we need to be aware of consultant education and experience in this area.

\*\*\*MB motion to procure consultant as needed by the Planning Commission to complete the Comp Plan for up to \$24,500.00, second by LB, all in favor.

c. Law Enforcement Matter-

\*CR motion to enter executive session pursuant to exception #7 of the OGPA to discuss a matter relating to law enforcement, second by MA, all in favor at 7:24pm.

\*MA motion to exit executive session, second by CR, all in favor at 7:55pm.

\*No action taken.

4. Adjournment:

CR motion to adjourn, second by LB, all in favor – 7:57pm.

B. Mary Bell – expressed appreciation for exploring sidewalk improvement to Sage Place;

C. Dan Carter – expressed appreciation for exploring sidewalk improvement to Sage Place;

D. Mason Waleski – expressed concern for sidewalk improvement to Sage Place;

E. Jan Hafer – thank you for the mics during council meetings;

F. Carrie Blessing – see letters in Agenda Packet, encouraged the Town to consider impacts of gentrification and outskirt development and to develop a Town composting program;

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A. Staff Reports

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\*Chief of Police – Chief King reported that they are working on the speed issue on the east end of Town (O’Hurley’s issue). The plan is to install a solar-powered mph advisor. Options are limited as road and properties are county jurisdiction. He also reported that an officer position remains open, as candidate turned down the offer due to salary amount. They will keep trying to find qualified candidates.

\*Public Works Director – See attached Staff Report.

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**6. Reports of Commissions and Boards:** None.

**7. New Business:**

A. Special Events Requests:

1. Freedom's Run – October 12, 2024

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\*MG will schedule "Office Hours with the Mayor" on every fourth Wednesday, starting between 6:00-6:30pm. He welcomed all Council members to join him.

9. **Adjournment:** \*\*\*CR motion to adjourn, second by LB, all in favor at 8:10pm.

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 • \(cltweb.org\)](http://cltweb.org)

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

[Center for American Progress](#)

August 1, 2024

Dear Mayor Gatz and Town Council Representatives,

I extend my congratulations on your recent elections. I am writing to you today as a concerned citizen regarding the zoning and fate of a newly listed vacant property situated adjacent to Morgan's Grove Park. As a member of this community, I hold a deep appreciation for our local green spaces and believe in their preservation for the benefit of current and future generations.

Morgan's Grove Park serves as a beloved gathering place for so many folks, offering not only recreational opportunities but also vital habitat for wildlife and a place of respite from the hustle and bustle of daily life. Throughout your campaign, you articulated the importance of preserving our town's unique character and protecting its rural beauty from the encroachment of unchecked development. Your vision for sustainable growth resonated with many folks, both in and outside of town limits.

It is against this backdrop that I bring to your attention the imminent threat of development looming over the property adjacent to Morgan's Grove Park. When the for sale sign went up on this property, I became very concerned about its potential development.

Having engaged in preliminary discussions with representatives from the rural development office, it has become apparent that there may be limited avenues for community input or influence on the fate of this property. While I understand the importance of economic development, I firmly believe that any development in this sensitive area must be approached with the utmost caution and consideration for the long-term well-being of our community and its natural surroundings. While Morgan's Grove Park is outside of Shepherdstown limits, I hope you will apply your energy and resources to this matter as much as possible.

Rather than seeing this land succumb to yet another commercial endeavor, such as a dollar store or a gas station, I urge you to explore alternatives to traditional development that would better serve the interests of Shepherdstown —residents and visitors alike. Specifically, I propose expanding Morgan's Grove Park. Expansion would not only preserve the natural beauty of the area but also provide valuable opportunities for additional outdoor recreation, environmental education, and community gatherings. Furthermore, it would contribute to the overall health and well-being of our community through the lens of such a concerted and visible effort.

I implore you to explore all possible avenues for helping in securing funding or partnerships that would allow for the acquisition and preservation of this land for public use. I urge you to prioritize the preservation and enhancement of our community's open spaces, ensuring that they remain accessible and enjoyable for generations to come. The Shepherdstown Community Club looks forward to collaboration with all potential stakeholders in this endeavor to preserve recreational spaces in our rapidly developing community.

Thank you for your attention to this matter, and I look forward to hearing your thoughts on how we can work together to protect the natural beauty just outside of our town.

Sincerely,

Carrie Blessing

Shepherdstown Resident and Vice President of Shepherdstown Community Club

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

### Commercial Land for Sale in Shepherdstown, West Virginia

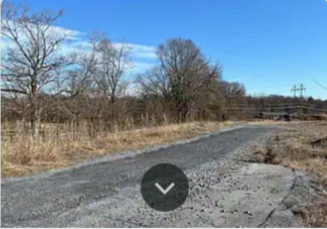


Kearneysville Pike · Shepherdstown, WV 25443

[Share](#) [Save](#) [Hide](#)

**\$499,900** **2.95 acres**

Active sale · 3 months ago · Est \$4,714/mo

[Images](#) [Map](#) [Street](#)



brigh MLS

Great Commercial lot right next to Morgan Grove Park containing almost 3 acres with Kearneysville Pike Road frontage. There are endless possibilities with this lot. Public water and sewer is right up the street. Come take a look.

Commercial

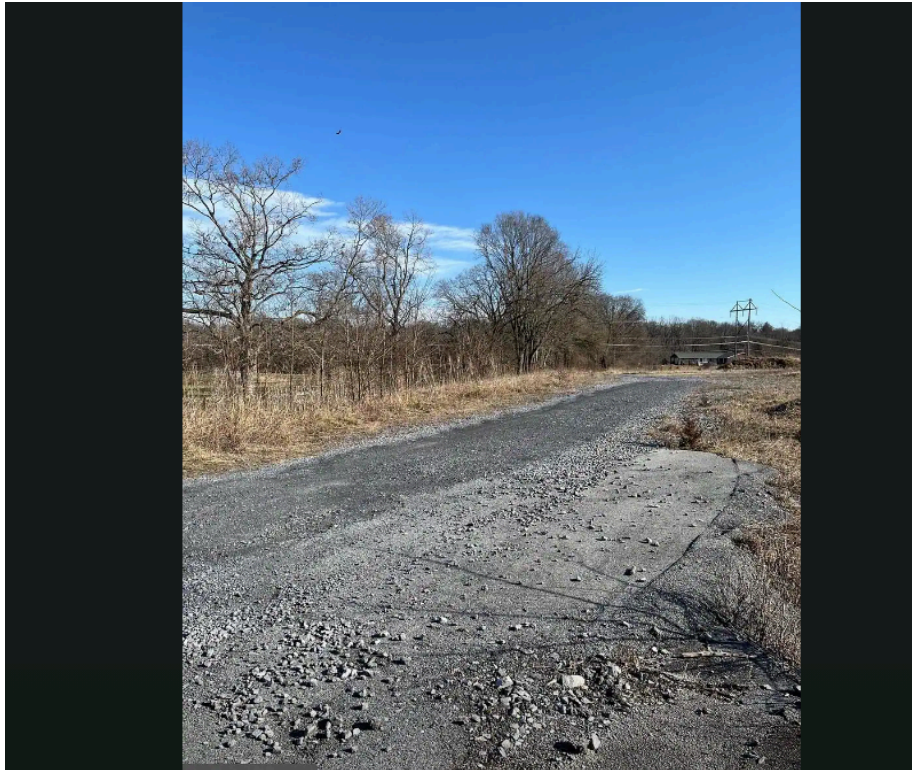
Undeveloped

**Property details**

County [Jefferson County](#)  
Coordinates 39.4209, -77.8248 📍  
Community Shepherdstown  
Elevation 466 feet  
MLS Number TREND WVJF2010846  
Date Posted Feb 16, 2024

**Property taxes**

Year not provided \$298



## **Explanation of Section 9-7A04 Amendment to PUD Open Space Requirements**

September 6, 2024

The catalyst for the proposed increase in permanent and natural open space under the PUD ordinance is the rapid encroachment of development around and into the corporate limits of Shepherdstown.

**AN ORDINANCE RE-ENACTING AND REVISING  
SECTION 9-7A04 OF CHAPTER 7A OF TITLE 9 OF THE  
CODE OF SHEPHERDSTOWN, WEST VIRGINIA,  
TO CHANGE SUBPARAGRAPH (E) SPACE REQUIREMENTS**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 7A of Title 9 of the Town Code is hereby amended and further revised by amending and re-enacting Section 9-7A04, entitled "Requirements for Planned Unit Development", to revise subparagraph E space requirements; accordingly, there is amended and re-enacted Section 9-7A04 of Chapter 7A of Title 9 to read as follows:

Section 9-7A04 Requirements for Planned Unit Development

- A. The area designated in the Planned Unit Development map must be a tract of land at least two (2) acres in size and under single ownership or control. Single control of property under multiple ownership may be accomplished through the use of enforceable covenants and commitments which run concurrent with the Planned Unit Development.
- B. The Outline Plan shall indicate the land use, development standards, and other applicable specifications of the Planning and Zoning Ordinance which shall govern the Planned Unit Development. If the Outline Plan is silent on a particular land use development standard or other specification of the Planning and Zoning Ordinance, the standard of the underlying district or the applicable regulations shall apply.
- C. The Planned Unit Development map shall show the location of all improvements. The location of the Planned Unit Developments shall be designated on the Official Zoning Map and adopted pursuant to rules and regulations governing amendments of the Planning and Zoning Ordinance.
- D. The Planned Unit Development must comply with all required improvements, construction standards, design standards, and all other engineering standards adopted and enforced by the Corporation of Shepherdstown, and any other pertinent regulations, except where specifically varied through the provisions of this Chapter.
- E. Designation and Conveyance or Ownership of Permanent Open Space.
  - 1. Definition. Permanent open space shall be categorized as one of two types:
    - (a) Improved Open Space is defined as parks, playgrounds, swimming pools, ball fields, plazas, landscaped green spaces, and other areas that are created or modified by man.

- (b) At least 15 percent of the total permanent open space in any given Planned Unit Development shall be of the Improved Open Space type.
  - (c) Natural Open Space is defined as areas of natural vegetation, water bodies, or other landforms that are to be left undisturbed. Creation of a graded and surfaced walking trail through areas of Natural Open Space shall constitute disturbance of the area in the amount of the length of the walking trail multiplied by its width. Neither definition of open space shall include schools, community centers or other similar areas in public ownership.
  - (d) At least 50 percent of the total open space in any given Planned Unit Development shall be of the Natural Open Space type.
2. Designation. Within all Planned Unit Developments, a minimum of 30 percent of the proposed Planned Unit Development area shall be designated as permanent open space. No plan for a single- or multi-family residential Planned Unit Development shall be approved unless such plan provides for permanent landscaped or natural open space.
3. Proximity. In the case of mixed-use Planned Unit Developments, permanent open space shall be allocated to the property in proportion to the uses assigned to the Planned Unit Development and shall be located in reasonable proximity to those uses. Provided, however, the permanent open space need not be located in proximity to the use in the case of preservation of existing features.
4. Proportion. If the Outline Plan provides for the Planned Unit Development to be constructed in stages, open space must be provided for each stage of the Planned Unit Development in proportion to that stage.
5. Conveyance. Permanent open space shall be conveyed in or owned by one of the following forms:
- (a) To a municipal or public corporation; or
  - (b) To a nonprofit corporation or entity established for the purpose of benefiting the owners and tenants of the Planned Unit Development or, where appropriate and where approved by the Planning Commission and the Town Council, adjoining property owners, or both. All conveyances hereunder shall be structured to insure that the grantee has the obligation and the right to affect maintenance and improvement of the common open space; and that such duty of maintenance and improvement is enforced by the owners and tenants of the Planned Unit Development and, where applicable, by adjoining property owners; or



- (c) To owners other than those specified in Subsections (a) and (b) above, and subject to restrictive covenants describing and guaranteeing the open space and its maintenance and improvement, running with the land for the benefit of residents of the Planned Unit Development or adjoining property owners or both; or
- 6. Uses permitted in a Planned Unit Development may be any use that is found in the Planning and Zoning Ordinance in any district, subject to the approval of the Planning Commission and Town Council.
- F. For purposes of determining overall project size, two or more parcels of land owned by the applicant that are wholly or partially separated by a public street or other right of way may be considered contiguous and thus may be counted in fulfilling the two-acre requirement, provided that the use and development of the property is incorporated into, and is an integral part of the project plans; and provided that there is no other property not owned by the applicant separating the parcels in question. Where there is uncertainty in determining a parcel's qualification to be included in the Planned Unit Development, the planning Commission shall resolve the issue and make a determination as to the project boundaries, after considering the advice of the Planning and Zoning Director and the request by the applicant.

\_\_\_\_\_ (Mayor)

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

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

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

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

**Corporation of Shepherdstown**  
**Budget vs. Actuals: Fiscal Year 2025**  
 July 2025 Year to Date

	Actual as of 07/31/24 YTD	FY 25 Budget	Remaining	% of FY 25 Budget
<b>Income</b>				
299 Carryover	\$ -	\$ 240,000	\$ (240,000.00)	0.00%
301 Property Tax Revenue	\$ 14,454	\$ 239,731	\$ (225,277.00)	6.03%
304-06 Supplemental Taxes	\$ -	\$ 23,100	\$ (23,100.00)	0.00%
303 Gas & Oil Severance	\$ -	\$ 20,000	\$ (20,000.00)	0.00%
304 Utility Tax	\$ 4,602	\$ 56,000	\$ (51,398.00)	8.22%
305 Business & Occupation Tax	\$ 20,947	\$ 83,000	\$ (62,053.00)	25.24%
306 Wine/Liquor/Private Club Tax	\$ 48,520	\$ 185,000	\$ (136,480.00)	26.23%
307 Animal Control Tax	\$ 78	\$ 400	\$ (322.00)	19.50%
308 Hotel Occupancy Tax	\$ 3,939	\$ 300,000	\$ (296,061.00)	1.31%
314 Muni Sales & Use Tax	\$ -	\$ 560,000	\$ (560,000.00)	0.00%
325 Business Licenses	\$ 6,449	\$ 20,000	\$ (13,551.00)	32.25%
326 Building Permits	\$ 150	\$ 4,000	\$ (3,850.00)	3.75%
328 Franchise Fee/Pole Tax	\$ -	\$ 9,000	\$ (9,000.00)	0.00%
330 IRP Truck Fees	\$ -	\$ 7,000	\$ (7,000.00)	0.00%
350 Refuse Collection	\$ 16,149	\$ 175,000	\$ (158,851.00)	9.23%
376 Gaming Income-Table Games	\$ 8,084	\$ 110,000	\$ (101,916.00)	7.35%
380 Checking Interest	\$ 22,304	\$ 80,000	\$ (57,696.00)	27.88%
381 Reimbursements	\$ (662)	\$ 2,000	\$ (2,662.00)	-33.10%
382 Refunds & Rebates	\$ -	\$ 10,000	\$ (10,000.00)	0.00%
391 Recycling Program	\$ 2,852	\$ 34,000	\$ (31,148.00)	8.39%
397 Video Lottery Proceeds Revenue	\$ 9,030	\$ 240,000	\$ (230,970.00)	3.76%
399 Miscellaneous Income	\$ 13	\$ 350	\$ (337.00)	3.71%
Court Fee Revenues	\$ 2,320	\$ 57,000	\$ (54,680.00)	4.07%
Parking Fee Revenue	\$ 32,518	\$ 150,000	\$ (117,482.00)	21.68%
Miscellaneous Revenue	\$ -	\$ -	\$ -	
Rents Revenue	\$ 1,800	\$ 45,000	\$ (43,200.00)	4.00%
<b>Total Income</b>	<b>\$ 193,547</b>	<b>\$ 2,650,581</b>	<b>\$ (2,457,034)</b>	<b>7.30%</b>

**Expenses**

416 Police Judge	400.00	8,900.00	-8,500.00	4.49%
435.00 Regional Development Authority	0.00	1,439.00	-1,439.00	0.00%
444 Contributions/Transfers	18.00	19,700.00	-19,682.00	0.09%
916 Library	1,800.00	21,600.00	-19,800.00	8.33%
City Hall Accounting/Audit	644.00	8,000.00	-7,356.00	8.05%
City Hall Bldg/Equip Expenses	176.00	4,200.00	-4,024.00	4.19%
City Hall Insurance	1,349.00	20,000.00	-18,651.00	6.75%
City Hall Legal/Professional Expenses	542.00	25,000.00	-24,458.00	2.17%
City Hall Other Expenses	64.00	7,750.00	-7,686.00	0.83%
City Hall Supplies	436.00	15,000.00	-14,564.00	2.91%
City Hall Computer Software/IT	233.00	15,000.00	-14,767.00	1.55%

	Actual as of 07/31/24 YTD	FY 25 Budget	Remaining	% of FY 25 Budget
City Hall Utilities	1,107.00	13,600.00	-12,493.00	8.14%
City Hall Video Lottery Expense	7,461.00	0.00	7,461.00	
City Hall-Employee Salary/Fring	15,725.00	204,500.00	-188,775.00	7.69%
City Hall Contracted Services	2,319.00	30,000.00	-27,681.00	7.73%
City Hall-Contingency Expenses	0.00	74,884.00	-74,884.00	0.00%
Elected Salaries/Fringe	0.00	11,600.00	-11,600.00	0.00%
Parks Equipment & Supplies	0.00	12,200.00	-12,200.00	0.00%
Parks Maintenance	0.00	5,000.00	-5,000.00	0.00%
Parks Salaries & Fringe	273.00	9,413.00	-9,140.00	2.90%
Parks Other	431.00	1,387.00	-956.00	31.07%
Parks Vehicle Expenses	133.00	2,000.00	-1,867.00	6.65%
Planning Commission Expenses	8,725.00	135,843.00	-127,118.00	6.42%
Police Contractual Svc	1,343.00	3,450.00	-2,107.00	38.93%
Police Equip. Purchase & Repair	21,651.00	4,000.00	17,651.00	541.28%
Police Other Expenses	10,741.00	164,310.00	-153,569.00	6.54%
Police Remittance Fees	0.00	6,000.00	-6,000.00	0.00%
Police Salaries & Fringe	57,462.00	692,545.00	-635,083.00	8.30%
Police Utilities	813.00	15,000.00	-14,187.00	5.42%
Police Vehicle Expenses	3,826.00	34,000.00	-30,174.00	11.25%
Sanitation Dumping Fees	2,546.00	43,400.00	-40,854.00	5.87%
Sanitation Equip Repair & Maint	0.00	15,000.00	-15,000.00	0.00%
Sanitation Other Expenses	10,089.00	85,500.00	-75,411.00	11.80%
Sanitation Salaries & Fringe	11,473.00	95,800.00	-84,327.00	11.98%
Sanitation Vehicle Expenses	944.00	22,000.00	-21,056.00	4.29%
Streets Maintenance & Equipment	1,836.00	18,500.00	-16,664.00	9.92%
Streets Other Expenses	10,570.00	62,505.00	-51,935.00	16.91%
Streets Salaries & Fringe	10,584.00	98,100.00	-87,516.00	10.79%
Streets Utilities	3,726.00	25,500.00	-21,774.00	14.61%
Streets Vehicle Expenses	763.00	12,500.00	-11,737.00	6.10%
Visitors Center Expenses	9,799.00	270,000.00	-260,201.00	3.63%
<b>Total Expenses</b>	<b>\$ 200,002.00</b>	<b>\$ 2,315,126.00</b>	<b>\$ (2,106,624.00)</b>	<b>8.64%</b>
<b>Net Operating Income</b>	<b>\$ (6,455.00)</b>	<b>\$ 335,455.00</b>		<b>-1.92%</b>

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

## Shepherdstown Waterworks: Budget to Actual July 2024

	Month of July			Year to Date			FY 25 Budget	% FY 25 Budget
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget		
<b>Operating Income (from Quickbooks)</b>								
419 Water Interest Income	14,691.00	6,666.67	220.37%	14,691.00	6,666.67	220.37%	80,000.00	18%
461 Water Metered Revenue	165,825.00	150,000.00	110.55%	165,825.00	150,000.00	110.55%	1,800,000.00	9%
474 Tap Fees	0.00	833.33	0.00%	0.00	833.33	0.00%	10,000.00	0%
<b>Total Income</b>	<b>\$ 180,516.00</b>	<b>\$ 157,500.00</b>	<b>114.61%</b>	<b>\$ 180,516.00</b>	<b>\$ 157,500.00</b>	<b>114.61%</b>	<b>\$ 1,890,000.00</b>	<b>10%</b>

<b>Operating Expenses (from Quickbooks)</b>								
401.1 Water Billing Expenses	995.00	1,666.67	59.70%	995.00	1,666.67	59.70%	20,000.00	5%
401.2 Water Administration	2,534.00	4,166.67	60.82%	2,534.00	4,166.67	60.82%	50,000.00	5%
401.3 Water/Sewer Bill	197.00	16,666.67	1.18%	197.00	16,666.67	1.18%	200,000.00	0%
401.4 Water Plant Expenses	11,361.00	14,583.33	77.90%	11,361.00	14,583.33	77.90%	175,000.00	6%
403 Water Depreciation Expense	29,626.83	14,583.33	203.16%	29,626.83	14,583.33	203.16%	175,000.00	17%
408 Taxes-Other than Income	3,657.00	3,866.33	94.59%	3,657.00	3,866.33	94.59%	46,396.00	8%
427 Interest Expense	2,076.00	12,500.00	16.61%	2,076.00	12,500.00	16.61%	150,000.00	1%
521 Employee Screening	0.00	25.00	0.00%	0.00	25.00	0.00%	300.00	0%
601 Water Salaries & Wages	34,443.00	41,455.25	83.08%	34,443.00	41,455.25	83.08%	497,463.00	7%
604 Employee Pensions & Benefits	10,414.00	14,100.83	73.85%	10,414.00	14,100.83	73.85%	169,210.00	6%
615 Purchased Power	5,146.00	6,250.00	82.34%	5,146.00	6,250.00	82.34%	75,000.00	7%
618 Chemicals	8,070.00	7,083.33	113.93%	8,070.00	7,083.33	113.93%	85,000.00	9%
631 Contractual Svc-Engineering	2,300.00	5,833.33	39.43%	2,300.00	5,833.33	39.43%	70,000.00	3%
632 Contractual Svc-Accounting	1,292.00	2,083.33	62.02%	1,292.00	2,083.33	62.02%	25,000.00	5%
633 Contractual Svc-Legal	1,674.00	416.67	401.76%	1,674.00	416.67	401.76%	5,000.00	33%
635 Contractual Svc-Testing	0.00	2,916.67	0.00%	0.00	2,916.67	0.00%	35,000.00	0%
636 Contractual Svc-Other	972.00	2,083.33	46.66%	972.00	2,083.33	46.66%	25,000.00	4%
650 Transportation Expenses	133.00	416.67	31.92%	133.00	416.67	31.92%	5,000.00	3%
657 Insurance-General Liability	5,395.00	5,416.67	99.60%	5,395.00	5,416.67	99.60%	65,000.00	8%
659 Insurance-Other	0.00	0.00		0.00	0.00		0.00	#DIV/0!
660 Advertising Expense	0.00	83.33	0.00%	0.00	83.33	0.00%	1,000.00	0%
675 Administrative Lending Fees	0.00	666.67	0.00%	0.00	666.67	0.00%	8,000.00	0%
676 Bond Issuance Expense	0.00	0.00		0.00	0.00		0.00	#DIV/0!
<b>Total Expenses (QB)</b>	<b>\$ 120,285.83</b>	<b>\$ 156,864.08</b>	<b>76.68%</b>	<b>\$ 120,285.83</b>	<b>\$ 156,864.08</b>	<b>76.68%</b>	<b>\$ 1,882,369.00</b>	<b>6%</b>
<b>Net Operating Income (QB)</b>	<b>\$ 60,230.17</b>			<b>\$ 60,230.17</b>				

<b>Bond Expenses Made by Journal Entry</b>								
03-A Water Revenue	2,241.34	2,241.34	100.00%	2,241.34	2,241.34	100.00%	26,896.08	8.33%
03-B Water Revenue	7,187.19	7,187.19	100.00%	7,187.19	7,187.19	100.00%	86,246.28	8.33%
12 Water Revenue	10,462.92	10,462.92	100.00%	10,462.92	10,462.92	100.00%	125,555.04	8.33%
17 Water Revenue	12,819.55	12,819.55	100.00%	12,819.55	12,819.55	100.00%	153,834.60	8.33%
21 Water Revenue	8,292.02	8,292.02	100.00%	8,292.02	8,292.02	100.00%	99,504.24	8.33%
<b>Total Bond Expenses</b>	<b>\$ 41,003.02</b>	<b>\$ 41,003.02</b>	<b>100.00%</b>	<b>\$ 41,003.02</b>	<b>\$ 41,003.02</b>	<b>100.00%</b>	<b>\$ 492,036.24</b>	<b>8.33%</b>

<b>Total Net After Bond Expense</b>	<b>\$ 19,227.15</b>			<b>\$ 19,227.15</b>				
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<b>Restricted Income Not Part of Operating</b>								
419.5 Capacity Accounts Interest	36.00			36.00				
474. Other Water Revenue	32,939.00			32,939.00				
<b>Total Restricted Income</b>	<b>\$ 32,975.00</b>			<b>\$ 32,975.00</b>				

**Shepherdstown Sewer**  
Budget to Actual July 2024

	Month of July			Year to Date			FY 2025	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
<b>Operating Income (from QuickBooks)</b>								
419 Sewer Interest Income	11,521.00	7,500.00	153.61%	11,521.00	7,500.00	153.61%	90,000.00	13%
522 Metered Sewer Revenue	143,268.00	126,831.92	112.96%	143,268.00	126,831.92	112.96%	1,521,983.00	9%
536 Tap Fees	0.00	166.67	0.00%	0.00	166.67	0.00%	2,000.00	0%
<b>Total Operating Income</b>	<b>\$ 154,789.00</b>	<b>\$ 134,498.58</b>	<b>115.09%</b>	<b>\$ 154,789.00</b>	<b>\$ 134,498.58</b>	<b>115.09%</b>	<b>\$ 1,613,983.00</b>	<b>10%</b>

<b>Operating Expenses (from QuickBooks)</b>								
401.1 Sewer Billing Expenses	970.00	1,000.00	97.00%	970.00	1,000.00	97.00%	12,000.00	8%
401.2 Sewer Administration	2,608.00	5,166.67	50.48%	2,608.00	5,166.67	50.48%	62,000.00	4%
401.3 Water Bill	19,910.00	2,500.00	796.40%	19,910.00	2,500.00	796.40%	30,000.00	66%
401.4 Sewer Plant Maintenance	21,265.00	13,150.67	161.70%	21,265.00	13,150.67	161.70%	157,808.00	13%
403 Depreciation Expense	29,576.05	31,666.67	93.40%	29,576.05	31,666.67	93.40%	380,000.00	8%
408 Taxes Other than Income	1,863.00	2,231.25	83.50%	1,863.00	2,231.25	83.50%	26,775.00	7%
701 Salaries & Wages	28,108.00	33,021.67	85.12%	28,108.00	33,021.67	85.12%	396,260.00	7%
704 Employee Benefits	7,355.00	10,186.67	72.20%	7,355.00	10,186.67	72.20%	122,240.00	6%
711 Sludge Removal	1,718.00	2,083.33	82.46%	1,718.00	2,083.33	82.46%	25,000.00	7%
715 Purchased Power	12,339.00	12,666.67	97.41%	12,339.00	12,666.67	97.41%	152,000.00	8%
718 Chemicals	5,785.00	10,083.33	57.37%	5,785.00	10,083.33	57.37%	121,000.00	5%
731 Contractual Svc-Engineering	5,329.00	416.67	1278.96%	5,329.00	416.67	1278.96%	5,000.00	107%
732 Contractual Svc-Accounting	1,292.00	2,083.33	62.02%	1,292.00	2,083.33	62.02%	25,000.00	5%
733 Contractual Svc-legal	0.00	416.67	0.00%	0.00	416.67	0.00%	5,000.00	0%
735 Contractual Svc-testing	909.00	833.33	109.08%	909.00	833.33	109.08%	10,000.00	9%
736 Contracted Services-Other	972.00	1,083.33	89.72%	972.00	1,083.33	89.72%	13,000.00	7%
750 Transportation Expenses	133.00	333.33	39.90%	133.00	333.33	39.90%	4,000.00	3%
757 Insurance-General Liability	4,074.00	4,166.67	97.78%	4,074.00	4,166.67	97.78%	50,000.00	8%
760 Advertising	0.00	208.33	0.00%	0.00	208.33	0.00%	2,500.00	0%
775 Sewer Admin Lending Fees	0.00	1,200.00	0.00%	0.00	1,200.00	0.00%	14,400.00	0%
<b>Total Expenses (from QB)</b>	<b>\$ 144,206.05</b>	<b>\$ 134,498.58</b>	<b>107.22%</b>	<b>\$ 144,206.05</b>	<b>\$ 134,498.58</b>	<b>107.22%</b>	<b>\$ 1,613,983.00</b>	<b>9%</b>
<b>Net Operating Income (QB)</b>	<b>\$ 10,582.95</b>			<b>\$ 10,582.95</b>				

<b>Additional Reserve Expenses made by Journal Entry</b>								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$13,100.00	\$157,200.00		\$157,200.00	8%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$18,496.08	\$221,952.96		\$221,952.96	8%
Working Capital Reserve (PSC)	\$11,917.00	\$11,917.00		\$11,917.00	\$143,000.00		\$143,000.00	8%
<b>Total Reserve Expenses</b>	<b>\$ 43,513.08</b>			<b>\$ 43,513.08</b>				

<b>Net after Reserve Expenses</b>	<b>\$ (32,930.13)</b>			<b>\$ (32,930.13)</b>				
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<b>Restricted Income not part of operating funds</b>								
419.5 Capacity Accounts Interest	72.20			72.20				
536. Capacity Fees	39,912.00			39,912.00				
<b>Total Restricted Income</b>	<b>\$ 39,984.20</b>			<b>\$ 39,984.20</b>				

# Corporation of Shepherdstown

## Balance Sheet As of July 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	5,548,768.56
RESTRICTED FUNDS	653,763.93
Undeposited Funds	617.98
<b>Total Bank Accounts</b>	<b>\$6,203,590.47</b>
Accounts Receivable	
General Funds A/R	49,548.14
<b>Total Accounts Receivable</b>	<b>\$49,548.14</b>
Other Current Assets	
112.011 Tobacco Warehouse	5,261.00
Other Current Assets	66,998.49
<b>Total Other Current Assets</b>	<b>\$72,259.49</b>
<b>Total Current Assets</b>	<b>\$6,325,398.10</b>
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,692,990.76
<b>Total Fixed Assets</b>	<b>\$5,692,990.76</b>
<b>TOTAL ASSETS</b>	<b>\$12,018,388.86</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	38,428.83
<b>Total Accounts Payable</b>	<b>\$38,428.83</b>
Credit Cards	
213 Purchase Card Payable	78,679.13

# Corporation of Shepherdstown

## Balance Sheet As of July 30, 2024

	TOTAL
<b>Total Credit Cards</b>	<b>\$78,679.13</b>
Other Current Liabilities	
140.01 DO-RHBT Payments Subsequer	-24,060.26
140.02 DO - Change in Proportionate	-16,430.00
2104 PEIA Payable	4,356.00
250.10 Net OPEB Liability	262,044.00
260 Accrued Compensated Absences	45,929.73
280.10 DI-Different Expected/Actual I	3,813.00
280.20 DI-Difference Proj/Actual Earn	4,911.00
280.30 DI-Changes/Differences Prop. S	15,979.00
280.40 DI - Changes in Assumptions	25,685.00
290.50 Restricted for Equipment	3,731.48
292.20 PPA-Beginning OPEB Liability	-276,168.79
292.30 PPA-2017 RHBT Payment	-69,031.76
292.40 PPA-Beginning Net OPEB Obligati	313,932.00
Child Support	1,892.29
Christmas Club	-260.00
Due to (from) Coal Severance	-4,746.87
Due to (from) Sewer	-461,204.71
Due to (from) Water	117,798.94
Garnishments	2,266.39
Gen Fund Other Current Liab.	71,759.53
Payroll Liabilities	13,213.46
VALIC Retirement Payable	16,586.71
<b>Total Other Current Liabilities</b>	<b>\$51,996.14</b>
<b>Total Current Liabilities</b>	<b>\$169,104.10</b>
<b>Total Liabilities</b>	<b>\$169,104.10</b>
Equity	
290 Investment in Gen. Fixed Assets	5,466,470.38
Fund Balance	8,496,595.64
Reserved Funds in Operating Account	-3,742,673.75
Restricted Funds in Operating Acct	-47,672.32
Retained Earnings	1,746,788.75
Net Income	-70,223.94
<b>Total Equity</b>	<b>\$11,849,284.76</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,018,388.86</b>

### Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

# Shepherdstown Waterworks

## Balance Sheet As of July 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,099,086.57
RESTRICTED FUNDS BANKING	2,858,735.65
UNRESTRICTED FUNDS BANKING	26,450.29
<b>Total Bank Accounts</b>	<b>\$3,984,272.51</b>
Accounts Receivable	
141 A/R, Water Customer Billing	178,241.75
143 Allow. for Doubtful Accounts	-5,000.00
<b>Total Accounts Receivable</b>	<b>\$173,241.75</b>
Other Current Assets	
142.71 Due to/From Govt Funds	119,328.75
Due to/from Sewer	-5,660.57
<b>Total Other Current Assets</b>	<b>\$113,668.18</b>
<b>Total Current Assets</b>	<b>\$4,271,182.44</b>
Fixed Assets	
105 Fixed Asset-Constr. In Progress	2,825,660.49
105.16 Water Distribution System Upgrade	269,680.75
105.17 GIS Mapping System - Water	20,306.15
105.18 120 Water Line Replacement Project	23,420.00
Fixed Asset Adjustments	-4,550,573.08
Fixed Assets (All Funds)	12,982,720.82
<b>Total Fixed Assets</b>	<b>\$11,571,215.13</b>
Other Assets	
186.20 Deferred Outflows	18,949.00
<b>Total Other Assets</b>	<b>\$18,949.00</b>
<b>TOTAL ASSETS</b>	<b>\$15,861,346.57</b>



# Shepherdstown Waterworks

## Balance Sheet As of July 31, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,541.51
<b>Total Accounts Payable</b>	<b>\$8,541.51</b>
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	92,336.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	80,694.14
<b>Total Other Current Liabilities</b>	<b>\$208,213.15</b>
<b>Total Current Liabilities</b>	<b>\$216,754.66</b>
Long-Term Liabilities	
221. Bond Payable-Long term	6,582,335.00
253.20 Deferred Inflows	42,936.00
<b>Total Long-Term Liabilities</b>	<b>\$6,625,271.00</b>
<b>Total Liabilities</b>	<b>\$6,842,025.66</b>
Equity	
215 Retained Earnings	7,030,266.83
271 Contrib. in aid of Construction	1,069,125.91
Reserved and Restricted Funds in Operating Account	826,722.94
Net Income	93,205.23
<b>Total Equity</b>	<b>\$9,019,320.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$15,861,346.57</b>

### Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

# Shepherdstown Sewer

## Balance Sheet As of July 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	41,973.46
RESTRICTED FUNDS BANKING	2,466,904.56
UNRESTRICTED FUNDS BANKING	743,602.92
<b>Total Bank Accounts</b>	<b>\$3,252,480.94</b>
Accounts Receivable	
Accounts Receivable	139,406.53
<b>Total Accounts Receivable</b>	<b>\$139,406.53</b>
Other Current Assets	
Due To/From Govt	-458,094.97
Due To/From Water	5,145.37
Other Current Assets	327.92
<b>Total Other Current Assets</b>	<b>\$ -452,621.68</b>
<b>Total Current Assets</b>	<b>\$2,939,265.79</b>
Fixed Assets	
Fixed Asset Adjustment	-4,709,447.98
Fixed Assets	14,013,163.57
<b>Total Fixed Assets</b>	<b>\$9,303,715.59</b>
Other Assets	
186.20 Deferred Outflows	12,363.00
<b>Total Other Assets</b>	<b>\$12,363.00</b>
<b>TOTAL ASSETS</b>	<b>\$12,255,344.38</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,487.37
<b>Total Accounts Payable</b>	<b>\$8,487.37</b>
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	67,746.80
Current Liabilities	102,326.12
<b>Total Other Current Liabilities</b>	<b>\$170,072.92</b>
<b>Total Current Liabilities</b>	<b>\$178,560.29</b>
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,728,511.00
253.20 Deferred Inflows	28,637.00
<b>Total Long-Term Liabilities</b>	<b>\$3,757,148.00</b>
<b>Total Liabilities</b>	<b>\$3,935,708.29</b>

# Shepherdstown Sewer

## Balance Sheet

As of July 31, 2024

	TOTAL
Equity	
214 Retained Earnings	4,571,085.83
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	694,973.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	37,469.05
<b>Total Equity</b>	<b>\$8,319,636.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,255,344.38</b>

DRAFT

Finance Committee Minutes  
Tuesday, August 20, 2024  
6:00 p.m.  
Town Hall  
104 North King Street

- 1) Call to order: 6:00pm
  - a. Committee members attending: James Gatz, Marcy Bartlett, Marty Amerikaner
- 2) Approval of minutes of May 20, 2024: Marcy moved that we “accept the minutes as submitted” since none of us were on the committee at that time. James seconded, no opposed
- 3) Visitors: Jim Auxer
- 4) Old Business: none
- 5) New Business:
  - a. Purpose Statement and meeting schedule through end of 2024: Mayor Gatz has requested that all committees develop a purpose statement. We agreed on the following:  
The Budget Committee’s purpose is to:
    - i. Review budgeting processes and polices, as well as to propose revisions to these as warranted.
    - ii. Steer ongoing budgeting processes for the Town.
  - b. Committee’s strategic goals for FY25:
    - i. Transparency: increase communication with the public about the budgeting process
    - ii. Institutionalize the budgeting process
    - iii. Build confidence within the Shepherdstown community about the budgeting process
    - iv. Crystalize a budget that clarifies what allocations are needed for capital improvements, “rainy day” funds, “opportunity” funds and other important budget categories that may emerge as this work proceeds.
  - c. FY25 budget adjustments and FY26 budget planning:
    - i. Budget adjustments are possible throughout the fiscal year; appropriate communication with the state is required each time a revision is made.

- ii. FY 26 budget is due to the state in May; planning needs to begin in the December/January time frame.
  
- d. Proposed contract for Virtual Financial Officer: this person will serve as a “bridge” to the new Town Administrator. James recently talked with the City Administrator of Charles Town about their experience with this issues; he recommended consideration of the Star Chapman Group and specifically Chris Longerbeam. He reported that Charles Town hired them in a similar situation and they did a good job for them.  
James reported having talked with Mr Longerbeam and receiving a proposal from him. The Committee discussed the proposal, and suggested several possible revisions and needed clarifications. James and Town staff will continue to work on this issue.
- e. Proposed contract for Comprehensive Plan Support: Marty moved and Marcy seconded the motion to approve a funding request from the Planning Commission for up to \$24500 to hire a consultant to assist with drafting of the 2024 Comprehensive Plan.
- f. Mini Grant Guidelines: Marcy has written a draft document which is being reviewed by committee members.

6) Adjournment: 7:45



# **SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION (DRAFT)**

**Monday, August 12, 2024**

**5:30 p.m.**

**TOWN HALL**

**104 NORTH KING STREET, SHEPHERDSTOWN**

K. Alexander asks the commissioners to review those comp plan goals under HLC purview individually for later discussion.

## Heritage Education Grant Interview Discussion:

*The motion of 7/29/24 is not valid as the consultants have not been interviewed per SHPO.*

C. Slater motions to rescind the motion of 7/29/24 selecting Betsy Sweeny. R. Bicker seconds the motion. There are no objections and the motion passes.

**7. New Business:** N/A

**8. Administrative Reports:** N/A

**10. Adjournment:** 6:02 p.m.

**Town Holiday Ad-Hoc Committee  
Kick-Off Meeting**

**Agenda**

**Tuesday, September 3, 6:00 p.m.  
Shepherdstown Town Hall Meeting Room**

Attendees:

- Study Group members: Mary Buffington, Jenny Haynes, Peter Smith, Jay Thomas, Shannon Thomas, Laura Wolf

Call to Order: Study Group Chair Shannon Thomas called the meeting to order and asked members of the study group to introduce themselves.

The purpose of this group is to connect with people who are already planning, or interested in helping with, holiday activities; to discuss ideas and challenges and whether there are ways the town can assist.

Mary Buffington provided an update on planned BooFest activities. Request for Halloween night street closure has been submitted and Shannon Thomas will assist from the town council. Already 500+ people have rsvp'd for trick-or-treating on Facebook. Additional events have been added this year—a summary and event calendar for week leading to Halloween were provided. Experience Shepherdstown's goal is to eventually have a full month of activities and to make Shepherdstown the Halloween destination for WV.

A big complaint last Halloween was that there were no food options available. Most places were closed since it was a Tuesday night. This Halloween is on a Thursday so this will hopefully not be a problem.

Darlene Truman has expressed willingness to choreograph and lead the Thriller and Witch dances again, as she did pre-covid. Roving Peregrine Theater Company has also indicated interest in participating, along with community volunteers. Shannon Thomas will coordinate between Darlene and the theater company, and help with gathering community volunteers.

John Meeker will provide DJ music for Halloween night, and Mary is looking into possible performance by the Shepherd University band.

Jenny Haynes updated on the Vampires Ball and haunted walkway at the War Memorial Building. The ball will feature the band The Living Fossils. Additional volunteers to help with decorating are always welcome.

A possible Zombie Run, Zombie Bar Crawl and/or Zombie-themed cocktail classes at local venues were discussed. Jay Thomas and Shannon Thomas will discuss further and seek interest from local businesses.

There was discussion about ways to get Shepherd students involved in town. Laura Wolfe (Shepherd graduate) suggested a scavenger hunt. Mary will discuss this more with her and Roving Peregrine Theater Company.



Other ideas discussed to engage students included possibly partnering with local businesses for holiday decoration contests (Halloween and/or Christmas), and bringing their International Food Fest into town instead of on campus and partnering with various restaurants.

Peter Smith from the Rotary Club shared an update on the Christmas Parade. Their event request has been submitted for the first Saturday in December. There was some discussion about encouraging more groups to do floats, however, it is probably too late to expect that for this year. Peter indicated that an additional volunteer or committee would likely be needed to help coordinate floats (for July and Dec parades). He also suggested we give people something to do after the parade is over, to keep them in town. Perhaps some other holiday activities, a family-friendly movie at the Opera House, etc.

Brief discussion about event challenges included the need for increased advertising / promotion for holiday events, and the need for a consistent calendar. Would be helpful if there was a way to pay at least a part-time person to help with promotion and calendar updating of town events.

Banners could promote major recurring events (some have already, like CATF), for both residents and visitors. The telephone pole banners are ok, but sometimes hard to see. Banners that stretch across main streets seem effective in many small towns to promote upcoming events (if raised high enough not to be a hazard to trucks, etc.).

Christmas lights are a big problem every year. Last year's contractor could not be reached to fix lights. Solar lights were tried in the past but never worked on the shady side of the street. No solutions – table for further discussion.

The group agreed that there are lots of ideas and opportunities to add to or enhance current activities, but it's best to do so incrementally to ensure success and reduce volunteer burnout.

Schedule next meeting: (Note: BooFest and Christmas activity planning are on-going via their own respective committees.) This group will schedule its next meeting for the end of September, with specific date and time set via email.

Adjournment at 7:45 pm

# PLANNING COMMISSION MEETING MINUTES (DRAFT)

Monday, August 19, 2024

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order: 6:10 p.m.**

Commissioners Present:

Linus Bicker; Shannon Thomas; Madge Morningstar; Marcy Bartlett; Rebecca Parmesano; Roger Munro; James Gatz (Mayor)

Commissioners Absent:

Ebonee Helmick

Staff Present:

Andy Beall

**2. Approval of Previous Months' Minutes:** 7/15/24          Approved

**3. Visitors:** Steve Pearson; Jim Auxer; Nancy Craun; Kaye Schultz

Ms. Craun discusses the importance of Economic Development as a High priority goal as the Planning Commission moves forward with the update of the Comprehensive Plan. She also states an up-to-date marketing assessment should be included in the 2024 update.

Ms. Schultz stresses the need for septic maintenance within the Town Run watershed and asks the Planning Commission to keep this in mind as the Comp Plan is updated. She states there are 263 septic systems in that watershed and that there is an event scheduled for 9/28/2024 at the Shepherdstown Library to discuss.

**4. Conflicts of Interest:**          None

**5. Applications:**                  None

**6. Continuing Business:**

Comprehensive Plan Goal Review

The commission discusses next steps in the review process and agrees the 2024 plan needs to be streamlined with fewer goals. Referencing the existing (9) goal categories, the new goals should be overreaching and attainable while at the same time compelling and inclusive of all residents. The detailed goals of the 2014 plan should be included as action steps under the new goals. Mayor Gatz provides examples of other comp plans from other towns that more closely align with the direction Shepherdstown's 2024 plan should take. The commission agrees three internal workshops should be held to:

1. Develop a mission / vision statement.
2. Decide what the new goals should be (should be no more than +/- 8-10 overall goals).
3. Plan how to approach public input.

# PLANNING COMMISSION MEETING MINUTES (DRAFT)

Monday, August 19, 2024

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

There is some discussion about whether the internal workshops should be facilitated by a professional and the commissioners concur they should. Staff will research local facilitators.

## 7. New Business:

- a. Purpose Statement and Meeting Schedule through December 2024

Will discuss at next meeting.

- b. Commission's Strategic Goals for FY2025

Will discuss at next meeting.

## 8. Mayor's Report

Mayor Gatz introduces and welcomes new commissioner's: Linus Bicker; Marcy Bartlett; Shannon Thomas

## 9. Staff Report:

- a. Kalathas Property Update

The last communication staff had with the developer was related to requirements for the submittal of a demolition request.

- b. Green Stormwater Infrastructure Project Update

Region 9 has drafted an RFQ to send to potential design and engineering firms for the Fairfax Field Bioswale and the N. Mill Street vegetated curb extensions.

## 10. Adjournment: 7:15 p.m.

## PUBLIC WORKS COMMITTEE – MINUTES - **DRAFT** Monday, August 26, 2024

**6:00 p.m.**

**Town Hall**

**104 North King Street**

1. Call to Order: 6:04pm – Mayor Gatz (JG), Chris Stroech (CS), Linus Bicker (LB): Staff – Woody Coe (WC), Andy Beall (AB)
2. Approval of Minutes: CS motion to approve, approved with no other past membership being present.
3. Visitors: Jim Auxer
4. Public Comment: None
5. Unfinished Business:

A. Road Issues:

MG coordinating with Region 9 to fund the engineering plan for repaving and building a sidewalk on Princess Street between High and where the road terminates at the park.

B. Trash, Recycling and Grass Issues:

Property grass issues - Discussion occurred about properties with overgrown weeds/vegetation. Town will assess any properties that are in violation of requirements.

Recycling Truck – WC spoke to issues with the recycling truck which is at the end of its life cycle and has been experiencing chronic mechanical failures/repair. AB will coordinate with Region 9 for grant opportunities related to funding a new recycling truck. WC provided information that lead times for a new truck are approximately 18 months.

Discussion occurred about glass recycling program and feasibility for the town to purchase a glass crusher. Will reassess in the future.

### C. Sidewalks: Improvement to trip hazard on sidewalk 133 W German St

A person fell on the sidewalk at the above address. Evaluation of the sidewalk revealed that it's uneven. Notice will be given to the owner of the property to remedy the situation. Town will take corrective action and bill the property owner if the property owner fails to react. Age Friendly Shepherdstown is in the process of working on a sidewalk assessment for the entirety of town. The report will be used to communicate the condition of sidewalks.

### D. Misc Issues:

Market House renovation - The latest update received is that the project is scheduled for fall completion. MG is awaiting further update from Jim King.

Utility Pole Canvassing – CS and MA previously partnered to assess utility poles in town. With membership change, LB will replace MA in completing this task.

Wayfinding Signs – This is a project that is being done In partnership with CVB. Include on September PW Committee Agenda.

Bike Route – This project had been coordinated by Marty Amerikaner. Bike path from West High to University Drive.

### E. Stormwater Infrastructure Project – Fairfax Field and Mill Street

AB provided update that RFQ has been issued with assistance from Region 9. Deadline is September 20<sup>th</sup>. A virtual information session is scheduled for Sep 4 for any potential consultants. As background, the town previously received a grant to develop a conceptual plan for green water infrastructure improvements that mitigate the risks associated with stormwater runoff. Seven individual sites were identified, and the decision was made to fund the design of two of the sites. The RFQ referenced here pertains to those two sites.

### F. International Building Code Discussion

MG or AB will coordinate with a contractor to educate the council on International Building Code.

## 6. New Business

### A. Purpose statement and meeting schedule through December 2024

CS to develop purpose statement for PW Committee

### B. Committee's strategic goals for FY25

CS to develop strategic goals PW Committee in FY25

### C. O'Hurley property- clean-up and maintenance

WC will lead the effort for clean-up of the property that was recently willed to town by Jay Hurley upon his passing.

### D. Directional sign for weekend free parking in S.U. lot on the corner of High St. and Princess St.

WC will coordinate with SU to improve signage on parking lot to make clear that visitors may use the parking lot on weekends. Town will also add standard Parking signage to the corner of Princess and High Street directing traffic to this lot and assess other key intersections where additional signage related to parking would be beneficial.

## 7. Mayor's Report:

MG stated that he was approached by citizens with a request for the town to assist in the maintenance of Rose Hill Cemetery.

MG indicated that an RFP needs to be issued for the paving of the train station.

## 8. Adjournment: LB motions to adjourn. Second by CS. Approved. Adjourn @ 7:25pm.

# Shepherdstown Tree Commission Draft Minutes

Thursday, August 8, 2024

6:00 p.m.

Town Hall

- **Members Present:** Lori Robertson – Chair, James Dillon, Charlotte Baker-Shenk, Jenny Haynes via call in..
  
  - **Absent:** None
  
  - \* **Visitors:** Austin and Carmen Slater, Dave and Gail McMillion, Linus Bicker, and Mayor James Gatz.
1. **Call to Order:** L. Robertson called the meeting to order at 6:02 p.m.
  
  2. **Approval of May 9, 2024 Draft Minutes.**  
**C. Baker-Shenk - move to approve the Draft Tree Commission minutes of June 13, 2024. No objections noted.**
  
  3. **Public Comment:** None

**4. Visitor's comments:** Linus introduced himself as the appointed Council member to the Tree Commission to be approved by Council at the September meeting.

Other comments are specific to agenda items and are logged in there.

**5. Unfinished Business:**

a. Verbiage for Comprehensive Plan –input from Commission. Refer to Q.  
DONE

b. Monarch Way Station – UPDATE - James suggested maybe doing something with the boulders there to incorporate them in to a garden design. James mentioned the Asters need to be cut back to 18” with Jenny asking for a reminder to help. Can also weed more and the mulch can be refreshed. James thinks 2 bags of mulch should do the trick Leo worked on two of the beds and James suggested we add some coreopsis and bee balm to them.

c. UPDATE - Suggestion to have Bartlett give us a quote to clear the bowl in Rumsey Park with a brush-cutter. Then plant a large White oak (red foliage in the fall) or a Chinkopin Oak and keep the bowl clear. Put a large circle around the tree for water to pool to keep it moist. *Another suggestion is to have a piece of ironworks as a focal point with drought resistant plants surrounding it.*

d. Sage Place – Perennial Wood Sedge for around the trees this fall-how many per tree. There are 9 trees to maintain - we can have Bartlett add these trees to their list of trees to maintain as necessary. *James to send Woody a link to purchase 100 of Wood Sedge for 3 tree wells. Terry is the contact.* Brandon Hayden, owner of Green is Great did a super job of weeding, adding dirt, and mulching the tree wells that needed it. The special dirt was picked up by James. Lori gave the flags to Charlotte to mark the beds that needed dirt. Public Works dropped off the bagged mulch.



James stated the Sedge would run about \$125 per well with 32-50 plants per flat per well. We should become a customer to North Creek or another wholesale center. Keep on agenda.) TO BE PLANTED IN THE SPRING.

A reminder that the sidewalk over some of the beds need some structural work from the original construction that is failing. Charlotte will look into the reaching out to the contractor before contacting public works.

e. Thirty Seasons - Streetfest weeding on German, King, and Train Station. This was done and they came back recently to weed the German Street beds and behind the Market House beds/ Town Hall/China Kitchen beds.

f. Tree Inventory – we need to send the new trees to Bartlett to be added to our tree inventory. ***It was suggested if we could have a computer here to log in trees for the tree inventory on the projector. Need to ask Amy.***

UPDATE - Lori has asked Amy about a computer - no response to date. It was suggested that the street addresses be added to make it easier to find on paper and digitally. It was also suggested that Derek with Bartlett come and do a training for the tree inventory. Lori will ask.

g. Tree Lilac in front of Town Hall – put a plaque “In Honor of Pete Spaulding” . We need to go ahead and order it. Talked about “Keeper of the Trees” on the plaque. Lori will move forward with that through Specialty.

h. Lost Dog tree stump - UPDATE - Garth has planted two non-native Crepe Myrtles in that small bed on his own. The Myrtles are not native and we will hold the discussion for the September meeting for native suggestions.

i. ***Sue Kemnitzer - tags 67, 68, 69 & 70 - Back Alley behind her house - English Ivy and poison ivy drowning on them. Reached out to Bartlett for an update as the homeowner thinks more should be done. UPDATE.*** Lori met with Sue in the alley. Bartlett did come but more needs to be done per Sue. I inquired about the property line as the trees look to be on the her property. I will reach back out to Bartlett.

j. Request - James Butcher - 216 W. German St - front sidewalk - tree roots have spread with sidewalk and curb buckling and uneven - tripping hazard. (Daughter is Janice Huckaby). *Both James and Lori to look. James suggested that the sidewalk could be rolled over the roots, or remove some of the bricks and mulch over.* Have Billy take a look. UPDATE - Public Works looked at the tree and the roots cannot be dealt with on the sidewalk by grinding without killing the tree. Rolling the bricks will put it too high. The tree needs to be removed. Lori has asked for a quote from Bartlett for removal of the Flowering Cherry. DONE

\*\* Per Mayor Gatz - the neighbor would like to see a tree in front of his home next to 216 W. German. Lori to investigate the possibility with Mayor Gatz getting more info. James can make 1 or 2 suggestions.

k. 213 W. German St - Jack and Carol Gelman - options. UPDATE - Public Works looked at the tree for the option of diverting the water away from the base of the tree where it has channeled under the sidewalk and it going into the homeowner's basement. Too much water will be diverted into the street and they don't think even that will solve the problem. Recommended tree removal. Lori has reached to to Bartlett for a quote. DONE

**L. Robertson - move to approve the proposal from Bartlett Tree Experts to trim #50 the Eastern Redbud off of the sign, #175 Lacebark Elm on E. German in front of the Entler, #354 Crimson King Norway Maple on S. Church St., and #222 the Honey Locust at 213 W. German at a cost of \$4875.00. Second by J. Haynes. No objections noted.**

l. Water truck for watering - Lori showed a photo of the watering container that Billy has at the plant the can be used to water the trees. It can be placed on the back of a town truck with a hose extending off of it. Holds 275 gallons of water. James also suggested we get some more water bags for slow release. Any trees need to ne watered through their establishment period.

m. Tree City Bald Cypress - discussed putting it in front of of the Entler in the fall where the dead tree was removed. October is a good month to plant.

n. Trim Honey Locust - Sweet Shop - DONE

## 6. New Business:

a. Amanda Merkel - corner of Duke and High - Sugar Maple limbs trimmed (Viking quote)

**J. Haynes - move to approve the quote from Viking to trim the limbs from the Merkel home. Second by J. Dillon. No objections noted.**

b. Dave McMillion - 206 W. High St - #157 - sap is destroying their cars.

They have changed their mind regarding the removal of the tree. It is a Little Leaf Linden and would like Bartlett to assess it for trimming. It is believed that the aphids stressed the tree creating black sooty mold that could have caused the sap.

c. Carmen and Austin Slater - 100 W. New St (King St side). trim branches on fence and cut vines off tree.

**J. Haynes - move to approve the King St side trimming of branches and to cut the vines off of the Box Elder. Second by J. Dillon. No objections noted.**

d. Cheryl Jones - 104 North Brown Alley - limbs trimmed back - next to Morgan Academy Preschool - think this is on private property. Lori investigated this tree, it is on private property. - remove from agenda. DONE

e. Possible replanting of tree at the top of W. German near 4-way where tree was removed. See above @#@#@#@

f. Tree trim - corner of Church and High Streets by the old Stella home on the left side of Church St. Hard to pull out.

**J. Haynes - move to approve the trimming of the tree on Church and High Streets on the left side of Church St. Hazardous to pull out. Second by J. Dillon. None**

g. Carmen and Austin Slater - 100 W. New St - S/W corner of New and King Cherry - trim limbs off home

**J. Dillon - move to approve the tree limb removal off of their home at 100 W. New St. Second by C. Baker-Shenk. No objections noted.**

h. Barlett/Viking quotes -

C. Baker-Shenk - would prefer to use local contractors and wants to keep this on the agenda.

L. Robertson - Bartlett has consistently come in less expensive than Viking. Both are great companies but we are tasked with saving the corporation money.

i. New member - Linus Bicker is thrilled to be part of the commission. Charlotte suggested we add two people she knows that could be a good fit. One interested person she knows has concerns about how the trees are being trimmed/cut.

Lori - the Charter states that we have 5 members and we have that now with Linus. It was suggested to change the Charter to include 2 more people. Town council has 7 people, Tree Comm. functions fine with 5. If anyone has an issue with the work being done in town, they need to come to the TC meeting to voice those concerns.

j. J. Haynes - need to have Bartlett assess the Birch Tree at the corner of Duke and German from the car accident she was involved in. Lori will reach out.

k. Market House - trim the limbs, thin the canopy to allow snow and sun to pass through, and apply growth regulator - Lori to reach out to Derek

## **7. Maintenance/Misc. - Fall feeding and pest management- 2024**

\* Next meeting September 12, 2024 - 6pm

**8. Adjournment:**

**J. Haynes – move to adjourn at 7:40 p.m. Second by J. Dillon. No objections noted.**

**Minutes respectfully submitted by L. Robertson**

# Shepherdstown Tree Commission Draft Minutes

Thursday, August 8, 2024

6:00 p.m.

Town Hall

- **Members Present:** Lori Robertson – Chair, James Dillon, Charlotte Baker-Shenk, Jenny Haynes via call in..
  
  - **Absent:** None
  
  - \* **Visitors:** Austin and Carmen Slater, Dave and Gail McMillion, Linus Bicker, and Mayor James Gatz.
1. **Call to Order:** L. Robertson called the meeting to order at 6:02 p.m.
  
  2. **Approval of May 9, 2024 Draft Minutes.**  
**C. Baker-Shenk - move to approve the Draft Tree Commission minutes of June 13, 2024. No objections noted.**
  
  3. **Public Comment:** None

**4. Visitor's comments:** Linus introduced himself as the appointed Council member to the Tree Commission to be approved by Council at the September meeting.

Other comments are specific to agenda items and are logged in there.

**5. Unfinished Business:**

a. Verbiage for Comprehensive Plan –input from Commission. Refer to Q.  
DONE

b. Monarch Way Station – UPDATE - James suggested maybe doing something with the boulders there to incorporate them in to a garden design. James mentioned the Asters need to be cut back to 18” with Jenny asking for a reminder to help. Can also weed more and the mulch can be refreshed. James thinks 2 bags of mulch should do the trick Leo worked on two of the beds and James suggested we add some coreopsis and bee balm to them.

c. UPDATE - Suggestion to have Bartlett give us a quote to clear the bowl in Rumsey Park with a brush-cutter. Then plant a large White oak (red foliage in the fall) or a Chinkopin Oak and keep the bowl clear. Put a large circle around the tree for water to pool to keep it moist. *Another suggestion is to have a piece of ironworks as a focal point with drought resistant plants surrounding it.*

d. Sage Place – Perennial Wood Sedge for around the trees this fall-how many per tree. There are 9 trees to maintain - we can have Bartlett add these trees to their list of trees to maintain as necessary. *James to send Woody a link to purchase 100 of Wood Sedge for 3 tree wells. Terry is the contact.* Brandon Hayden, owner of Green is Great did a super job of weeding, adding dirt, and mulching the tree wells that needed it. The special dirt was picked up by James. Lori gave the flags to Charlotte to mark the beds that needed dirt. Public Works dropped off the bagged mulch.

James stated the Sedge would run about \$125 per well with 32-50 plants per flat per well. We should become a customer to North Creek or another wholesale center. Keep on agenda.) TO BE PLANTED IN THE SPRING.

A reminder that the sidewalk over some of the beds need some structural work from the original construction that is failing. Charlotte will look into the reaching out to the contractor before contacting public works.

e. Thirty Seasons - Streetfest weeding on German, King, and Train Station. This was done and they came back recently to weed the German Street beds and behind the Market House beds/ Town Hall/China Kitchen beds.

f. Tree Inventory – we need to send the new trees to Bartlett to be added to our tree inventory. ***It was suggested if we could have a computer here to log in trees for the tree inventory on the projector. Need to ask Amy.***

UPDATE - Lori has asked Amy about a computer - no response to date. It was suggested that the street addresses be added to make it easier to find on paper and digitally. It was also suggested that Derek with Bartlett come and do a training for the tree inventory. Lori will ask.

g. Tree Lilac in front of Town Hall – put a plaque “In Honor of Pete Spaulding” . We need to go ahead and order it. Talked about “Keeper of the Trees” on the plaque. Lori will move forward with that through Specialty.

h. Lost Dog tree stump - UPDATE - Garth has planted two non-native Crepe Myrtles in that small bed on his own. The Myrtles are not native and we will hold the discussion for the September meeting for native suggestions.

i. ***Sue Kemnitzer - tags 67, 68, 69 & 70 - Back Alley behind her house - English Ivy and poison ivy drowning on them. Reached out to Bartlett for an update as the homeowner thinks more should be done. UPDATE.*** Lori met with Sue in the alley. Bartlett did come but more needs to be done per Sue. I inquired about the property line as the trees look to be on the her property. I will reach back out to Bartlett.



j. Request - James Butcher - 216 W. German St - front sidewalk - tree roots have spread with sidewalk and curb buckling and uneven - tripping hazard. (Daughter is Janice Huckaby). *Both James and Lori to look. James suggested that the sidewalk could be rolled over the roots, or remove some of the bricks and mulch over.* Have Billy take a look. UPDATE - Public Works looked at the tree and the roots cannot be dealt with on the sidewalk by grinding without killing the tree. Rolling the bricks will put it too high. The tree needs to be removed. Lori has asked for a quote from Bartlett for removal of the Flowering Cherry. DONE

\*\* Per Mayor Gatz - the neighbor would like to see a tree in front of his home next to 216 W. German. Lori to investigate the possibility with Mayor Gatz getting more info. James can make 1 or 2 suggestions.

k. 213 W. German St - Jack and Carol Gelman - options. UPDATE - Public Works looked at the tree for the option of diverting the water away from the base of the tree where it has channeled under the sidewalk and it going into the homeowner's basement. Too much water will be diverted into the street and they don't think even that will solve the problem. Recommended tree removal. Lori has reached to to Bartlett for a quote. DONE

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**Minutes respectfully submitted by L. Robertson**

# Corporation of Shepherdstown

## Minutes for Meeting of the Water and Sanitary Boards

August 22, 2024

Town Hall 104 N. King Street

6:00 pm

### 1. Call to Order

**Sanitary Board members present – Mr. Gatz, Mr. Heyser and Mr. Keller**

**Water Board member present -Ms. Barlett, Mr. Bresland (by phone), Mr. Eggleston, Mr. Gatz, Mr. Godfrey, Ms. Kemnitzer**

**Town Staff- Mr. Coe**

### 2. Minutes of the July 25 Water and Sanitary Board Meeting

**Vote: Sanitary Board approved minutes of July 25 meeting**

**Vote: Water Board approved minutes of July 25 meeting**

### 3. Visitors -John Eisenhower, Joe Young, Dan Shelton, Jim Auxer

### 4. Financial Reports

– Questions were asked about relating operating budget to reserve accounts and why some budget line items are different from the year end totals. No staff were available to answer these.

-Members asked for the accountant who is preparing the financial portion of the 2023-2024 PSC report to attend the next meeting and brief us on the report.

### 5. Flow and Quality Reports from Staff - All numbers are within range.

### 6. Unfinished Business

- Update on Water Distribution System Construction – progress is on schedule
- Hydrant Report – all are operational
- Lead Service Line Inventory-inspections continue
- W&S staff- Hiring, Comp Time and Salary Comparisons- Mr. Coe presented a plan for raising salaries to achieve parity with other utilities in the area and to aid recruitment and retention.

**Vote: Sanitary Board recommended salary increases as, proposed by Mr. Coe, to Town Council**

**Vote: Water Board recommended salary increases as proposed by Mr. Coe to Town Council**

- Water Department Newsletter – This will be coordinated with the Town Council’s newsletter project.

## **7. New Business**

- Briefing on Application for Service
- Application from Forestar Real Estate Group for thirty-two single family homes near the new Shepherdstown Library

**Vote: Sanitary Board voted to approve Step 1 in the application process**

**Vote: Water Board voted to approve Step 1 in the application process**

**8. Next Meeting on September 26 at 6 pm**

**9. Adjournment at 8 pm**

# 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 \_\_\_\_\_

Event Date \_\_\_\_\_

Event Sponsor \_\_\_\_\_

Secondary Date \_\_\_\_\_

### Organizer's Contact Information

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Address: \_\_\_\_\_

Email \_\_\_\_\_

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 \_\_\_\_\_ until \_\_\_\_\_ Set up start time \_\_\_\_\_ Clean up end time \_\_\_\_\_

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

Anticipated Attendance (per day): Participants \_\_\_\_\_ Spectators \_\_\_\_\_

### 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** \_\_\_\_\_

**Brief Description of Event:** \_\_\_\_\_

\_\_\_\_\_

Has your organization held this event in the past? \_\_\_\_\_

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

Is the event a fundraiser? \_\_\_\_\_

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

Will items be left overnight? \_\_\_\_\_ What and where? \_\_\_\_\_  
Hazmat items must be attended constantly.

Will you be providing private security? \_\_\_\_\_

Will alcohol \_\_\_\_\_ or food \_\_\_\_\_ be served?  
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? \_\_\_\_\_ Are you charging admission \_\_\_\_\_?  
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets \_\_\_\_\_ or intersections \_\_\_\_\_ be blocked? **Requires** police department assistance.  
List streets and/or intersections \_\_\_\_\_

Public Works assistance needed? \_\_\_\_\_ 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? \_\_\_\_\_

Continued on next page



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

Will you require dedicated parking or bagged meters? \_\_\_\_\_  
What and where? \_\_\_\_\_  
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 Mary Buffetta Date 8/26/2024

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\*\*\*

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Event Title CHRISTMAS PARADE Event Date 12/7/2024  
 Event Sponsor ROTARY CLUB OF SHEPHERDSTOWN Secondary Date \_\_\_\_\_

### Organizer's Contact Information

Name: PETER SMITH Cell: 304-579-9114  
 Address: 1212 STEAMBOAT MK RD., SHEPHERDSTOWN  
 Email PVSMITHI@COMCAST.NET Alt. Phone \_\_\_\_\_

### Event Information

Requested Area(s)  City Streets/Sidewalks  Sidewalks only  Other \_\_\_\_\_  
 Location of Event SEE ATTACHED MAP  
 Attach route for processional events. Be precise when indicating location.  
 Event Hours 10:00AM until 11:00AM Set up start time 8:30AM Clean up end time 11:30 AM  
 \*\*\*\*NOTE\*\*\*\* Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.  
 Anticipated Attendance (per day): Participants 250 Spectators 800

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

## Event Information

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

Name of Event CHRISTMAS PARADE

Brief Description of Event: SEE ADDENDUM ATTACHED

Has your organization held this event in the past? SEE ADDENDUM  
When and Where? \_\_\_\_\_

Is the event a fundraiser? NO

Will you require assistance from Fire/EMS? NO (additional fees apply) How many units? \_\_\_\_\_ Council reserves the right to assign additional units at applicant cost.

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How many units? \_\_\_\_\_ Council reserves the right to assign additional units at applicant cost.

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

Will you be providing private security? NO

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 SEE ATTACHED ADDENDUM

Public Works assistance needed? NO 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? YES

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? YES What and where? TEST FOR APPROVAL ON McKEANDON WALL LAWN  
Check with Planning for U&O Requirements

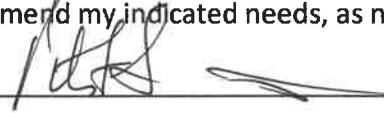
Will you require dedicated parking or bagged meters? YES  
What and where? SEE ADDENDUM  
Check with Parking for costs and arrangements

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I PETER SMITH 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.

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Signature  Date 8/20/24

Title BOARD MEMBER,  
HOOPING CLUB OF SHEPHERDSTOWN

## **Addendum to 2024 Christmas Parade event request**

### **BRIEF DESCRIPTION & HISTORY OF EVENT.**

There has been a Christmas in Shepherdstown celebration in the town annually since 1988, and this parade has been part of that celebration for most of those years. The Shepherdstown Rotary Club has been organizing the parade since 2012.

Participation in the parade is open to any area institution, organization, business, or individual in good standing. There is no fee to participate but participants must register beforehand. The parade has grown over the years, and last year's parade had 81 entries and lasted about an hour.

The parade has always been held on the first Saturday of December. In 2015, when Shepherd University hosted a NCAA Division II playoff football game on that date, the parade's traditional 11:00 a.m. start time exacerbated traffic and parking problems. Therefore, in 2016 the parade start time was moved up one hour, to 10:00 a.m. The start time has remained there ever since, in large part because—regardless of whether a football game is being held—the earlier start makes it easier for parade entries to participate in both our parade and Charles Town's, which is held in the afternoon of the same day.

The town of Shepherdstown has traditionally paid for the sound system used by the parade's announcer, folding this cost into the contract for the sound system used for the activities associated with the arrival of Santa Claus the Friday evening after Thanksgiving. In recent years, Welsh Sound LLC has provided the sound system for both these events.

### **STREET CLOSURES.**

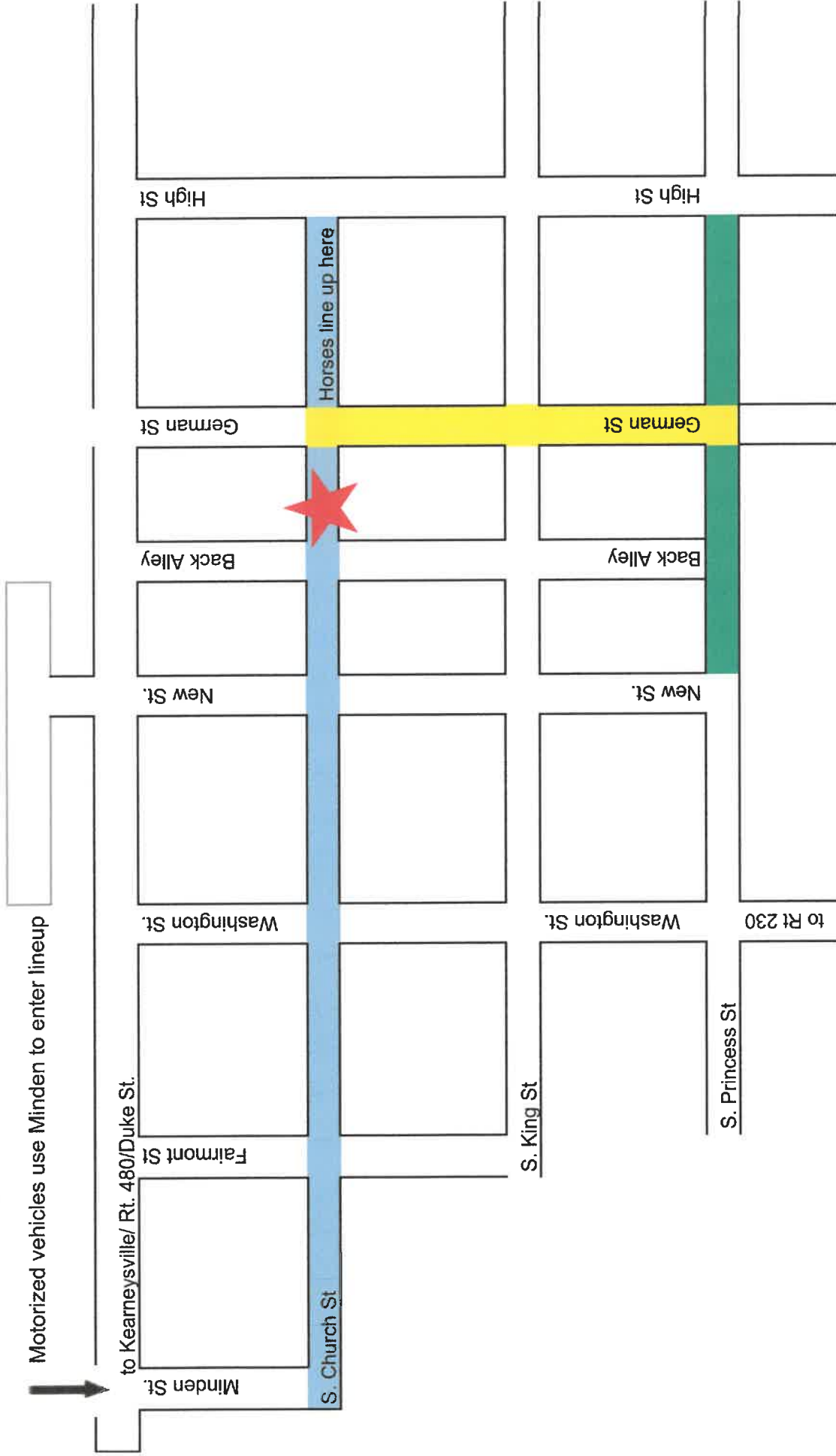
As in previous years, this year's parade route will be limited to the section of German Street between Church and Princess streets. The parade will form up on Church Street, with most of the units in the blocks south of German Street, and horses and horse-drawn units in the block between German and High streets. The parade will disperse on Princess Street.

**Therefore, we are requesting the following closures:**

- 1) The two + blocks of Church Street between German Street and the town line just south of Washington Street and the block between German and High streets from 8:30 am until approximately 11:00 a.m. (We also ask that the meters in the block between German and Church streets be hooded the night before, with "no parking" signs or cones posted in that area.)**
- 2) German Street, between Church and Princess streets, from 9:30 a.m. until the end of the parade at 11:00 a.m. or so.**
- 3) The block of Princess Street between German and High streets from 10:00 a.m. until 11:00 a.m.**

**In addition, we are asking that the King Street parking spaces designated for Town Hall business along the McMurrin Hall wall across from Town Hall be blocked off the night before with "no parking" signs or cones, so that the parade sound system provider can use this area to park its truck and offload sound equipment for the parade starting about 8:30 a.m.**

# Shepherdstown Xmas parade



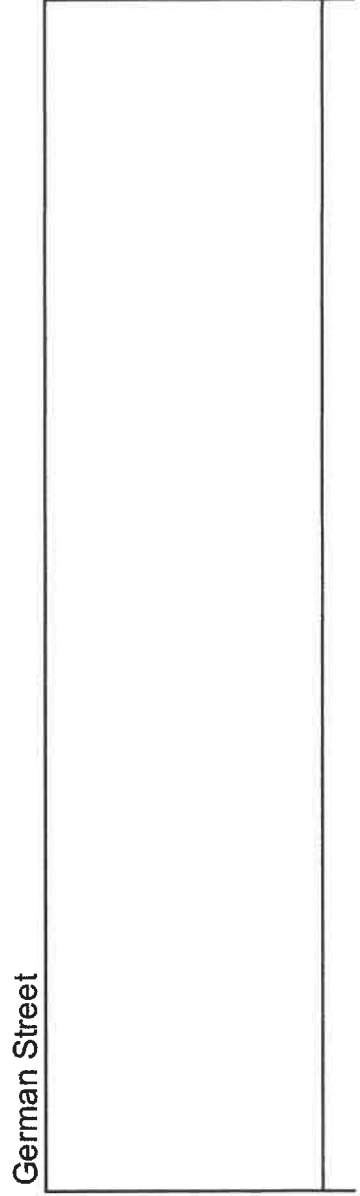
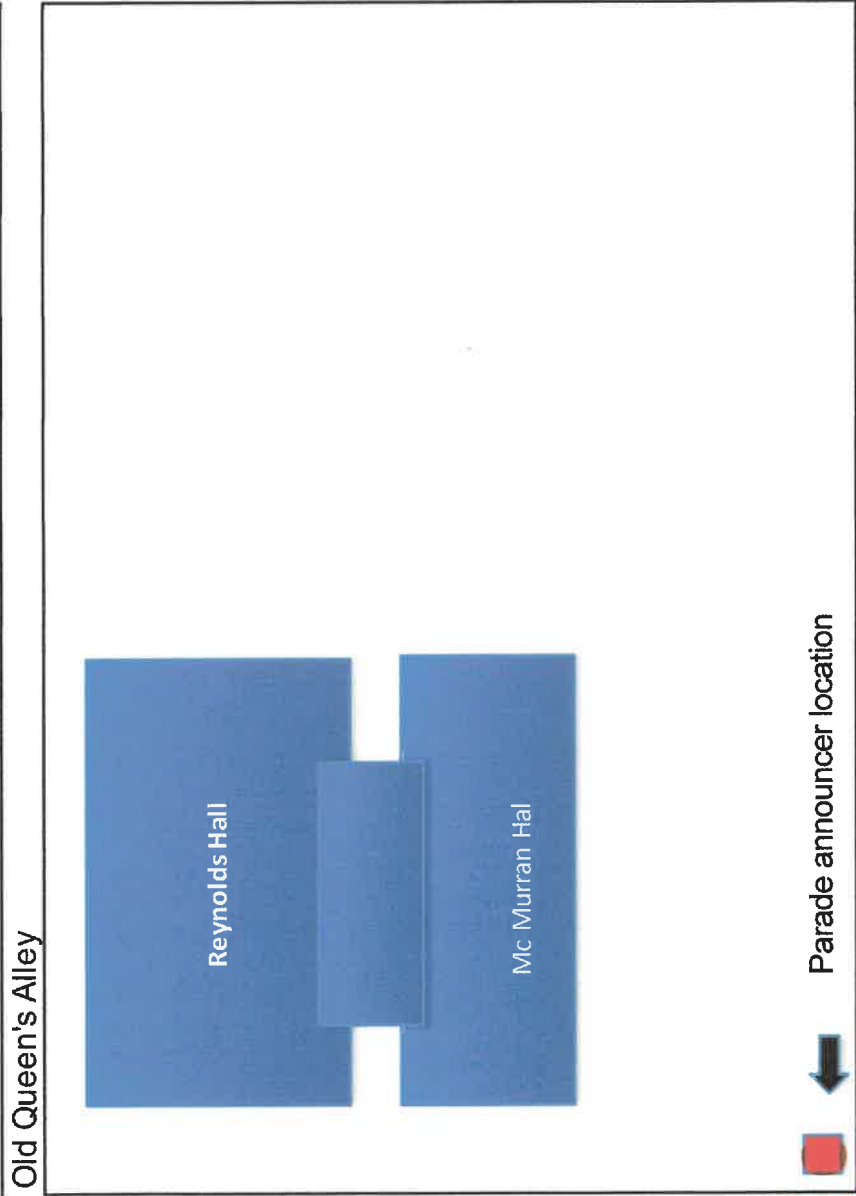
Parade entries will line up on Church Street (access restricted 8:30-11:00 am)

Parade coordinator will be stationed here

Parade route (closed to traffic 10:00 am-11:00)

Parade entries disperse here (closed to traffic 10:00 am-11:00 am)

# Parade announcer location







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hylant Group Inc 811 Madison Ave Toledo OH 43604	<b>CONTACT NAME:</b> Crystal Gleason <b>PHONE (A/C. No. Ext):</b> 419-259-2710 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C. No):</b> 419-255-7557	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>Insured</b> All Active US Rotary Clubs & Districts  Attn: Risk Management Dept. 1560 Sherman Avenue Evanston, IL 60201-3698	<b>INSURER A :</b> Westchester Surplus Lines Insurance Company		10172
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL. SUBR. INSD. WVD.	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	G73578917003	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	G73578917003	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		Not applicable			EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	Not applicable		<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is cause in whole or in part by the acts or omissions of the insured.

<b>CERTIFICATE HOLDER</b> Corporation of Shepherdstown WV PO Box 248 Shepherdstown, WV 25443 2024 Christmas parade	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> <i>Judy K. Wilson</i>
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**24 HOUR HOTLINE | 304.263.8292**

BERKELEY CO. OFFICE | 304.263.8522  
JEFFERSON CO. OFFICE | 304.725.7080  
MORGAN CO. OFFICE | 304.258.1078



**EPECWV.ORG**

INFO@EPECWV.ORG  
236 W. MARTIN STREET,  
MARTINSBURG, WV 25401

**To Whom It May Concern,**

The Eastern Panhandle Empowerment Center (EPEC) is a non-profit licensed dual Domestic Violence and Rape Crisis Center that is currently trying to spread awareness for *Domestic Violence Awareness Month (DVAM)* throughout the month of *October*.

We would like to request placing purple ribbons (the awareness color for Domestic Violence) provided by our agency around the trees (not parking meters) along German Street to spread awareness. We would like to place the ribbons starting Oct. 1st until Oct. 31st where we will be responsible for taking them down, too. We are open to any modifications or suggestions to make our collective effort possible for our request to happen.

**Thank you so much for your consideration!**

**Melissa Kincheloe, BA**  
**Sexual Assault Response Team (SART) Coordinator; Lead Advocate**  
**SARTCoordinator@swcinc.org**  
**Office: (304) 263-8292**  
**Cell: (304) 841-1696**



# State of West Virginia

John B. McCuskey

State Auditor

Office of the State Auditor  
Local Government Services  
200 West Main Street  
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 340-5090  
[www.wvsao.gov](http://www.wvsao.gov)

August 26, 2024

TO: ALL WEST VIRGINIA MUNICIPAL OFFICIALS AND ASSISTANTS

The State Auditor's Office will once again be conducting training seminars for municipal officials and assistants. For the convenience of those wanting to attend, we are having these seminars at five separate locations statewide. Although these are free seminars, we ask that you pre-register for planning purposes. If you must cancel your registration, please do so by calling our office so we can adjust attendance for materials and meals. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m. Lunch is provided. Please make sure to register for the correct seminar for your position.**

These training events have been designed to assist municipal officials and assistants with skills and knowledge for adequate controls and oversight relating to the financial reporting and internal control process. Attendees will benefit from the sessions and can network with others in similar positions with similar concerns.

Enclosed you will find the registration form for these free training events. The order of the agenda has not been finalized; however, topics tentatively will include the following: Audit Procurement; Budget Concerns; Ethics and Open Meetings; Excess Levies; Legislative Update; Taxable Fringe Benefits; and need to know information presented as trivia. Please contact a member of our Local Government Services staff at [LGS@wvsao.gov](mailto:LGS@wvsao.gov) or 304-627-2415 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John B. McCuskey".

John B. McCuskey  
State Auditor



# 2024 State Auditor's Training Seminar for Municipal Officials and Assistants

State Auditor J.B. McCuskey, through the Local Government Services Division, is pleased to extend this invitation to the Annual Training Seminars for Municipal Officials and Assistants during the months of September and October at various locations throughout West Virginia. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m.**

City	Seminar Date	Location	Registration Deadline
Beckley	Wednesday, Sept. 25	The Resort at Glade Springs 2400 Ritter Dr., Daniels	Sept. 20
Martinsburg	Tuesday, Oct. 1	Holiday Inn & Suites 301 Foxcroft Ave., Martinsburg	Sept. 27
Wheeling	Monday, Oct. 7	White Palace Wheeling Park 1801 National Road, Wheeling	Oct. 2
Bridgeport	Tuesday, Oct. 22	Best Western Plus 100 Lodgeville Rd., Bridgeport	Oct. 18
Charleston	Monday, Oct. 28	Holiday Inn & Suites 400 Second Ave., South Charleston	Oct. 23

**Pre-registration is required. PLEASE REGISTER FOR ONLY ONE SEMINAR.**

*The fee has been waived, and we must receive your registration **before** the deadline to have available space as well as food and beverages. Lunch will be provided.*

**If we do not receive an adequate response (more than 10 participants) for a particular location we may have to cancel the seminar for that location. If we must cancel the seminar we will contact you at the email address you provide below.**

Return this registration form no later than the deadline for the specific seminar. Please feel free to **make copies of this form for additional attendees**. For questions concerning these seminars contact: Shellie Humphrey, (304) 627-2415, ext. 0304 Email: [LGS@wvsao.gov](mailto:LGS@wvsao.gov)

## Municipal Officials and Assistants Seminar

**FREE TO ATTEND, BUT YOU MUST REGISTER**

**ONE NAME PER FORM PLEASE**

Name: \_\_\_\_\_ Municipality: \_\_\_\_\_

Email (required): \_\_\_\_\_

Telephone: \_\_\_\_\_ Position/Title: \_\_\_\_\_

ATTN: **Rebecca Clise, Admin. Assistant**  
**Municipal Training Seminar**

EMAIL TO: [LGS@wvsao.gov](mailto:LGS@wvsao.gov)

<input type="checkbox"/> Beckley, Sept. 25	<input type="checkbox"/> Bridgeport, Oct. 22
<input type="checkbox"/> Martinsburg, Oct. 1	<input type="checkbox"/> Charleston, Oct. 28
<input type="checkbox"/> Wheeling, Oct. 7	

**IMPORTANT:** If unable to attend after registering, please call 304-627-2415 or email [LGS@wvsao.gov](mailto:LGS@wvsao.gov) to cancel.