

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

TOWN COUNCIL MEETING AGENDA

Wednesday, October 9, 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** September 10, 2024
3. **Public Comment Period**
Persons who have registered to address Town Council
4. **Public Hearings**
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 September 2024

- A. Age Friendly Shepherdstown Committee
 1. Approved meeting minutes of August 2024
- B. Finance Committee
 1. Approved meeting minutes of August 2024 – not available
- C. Historic Landmarks Commission
 1. Approved meeting minutes of August 2024

D. Holiday Ad Hoc Committee

1. Approved meeting minutes of August 2024 – not available

F. Parks and Recreation Committee

1. Approved meeting minutes of August 2024 – not available

E. Planning Commission

1. Approved meeting minutes of August 2024

F. Public Works Committee

1. Approved meeting minutes of August 2024

G. Tree Commission

1. Approved meeting minutes of August 2024

H. Water and Sanitary Board

1. Approved meeting minutes of August 2024

7. New Business

A. Special Events Requests:

- i. Christmas In Shepherdstown
- ii. Parade – Joann Moossy

B. WV Almost Heaven High Swing and Selfie Sign – Rick Caruso and Walt Eifert

C. Tree Commission Appointment – Robin McGrorty

D. Personnel Committee Appointment – Marcy Bartlett

E. Town Email

F. Committees' Purpose Statements and Goals

8. Mayor's Report

TOWN COUNCIL MEETING MINUTES - DRAFT

Tuesday, September 10, 2024

6:30 p.m.

TOWN HALL

104 NORTH KING STREET

1. Call to Order: 6:31pm:

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

Staff present: Amy Boyd (AB), Woody Coe (WC), Kenny Shipley (KS), Andy Beall (AB).

Visitors present: See attached Sign-In Sheets.

2. Approval of Town Council Meeting Minutes of August 13, 2024:

***ST motion to approve, second by LB, all in favor and approved with minor changes.

Approval of Town Council Special Meeting Minutes of August 21, 2024:

***LB motion to approve, second by MB, all in favor and approved as drafted.

3. Public Comment Period:

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

A. Leigh Koonce – provided info on Book Festival to be held 9/21;

B. Carrie Blessing – reminded the TC of her submitted letter re gentrification;

C. Steve Pearson – thank you to all volunteers involved in Town affairs.

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, WV, to Change Subparagraph (E) Space Requirements

*AB summarized changes which will increase open space requirements for new developments.

*Changes were proposed by the Planning Commission.

***Approved on first reading without rejection.

5. Ongoing Business:

A. Staff Reports

*Town Clerk – See attached Staff Report.

*Chief of Police – None.

*Public Works Director – See attached Staff Report.

*Zoning Officer – See attached Staff Report.

6. Reports of Commissions and Boards: See Minutes in meeting packet.

7. New Business:

A. Town Employee Pay Scale Adjustments –

*John Bresland presented on behalf of the Water & Sewer Boards – see attached statement.

*WC provided his analysis regarding pay scale adjustments – see attached.

*CS asked if these adjustments are included in the Water & Sewer Boards budgets – Sue Kimitzer responded yes on behalf of the Water Board, WC responded yes.

*CS asked if these adjustments would lead to a rate increase – WC responded no.

*MG stated that this issue is an emergency due to retention and hiring issues and the need to catch up.

*Immediate need from Town is \$28K as set forth in WC report, plus adjustments going forward.

***MB motion to accept proposed increases as recommended by WC, second by LB.

*MA offered and then withdrew a proposed amendment to accepting the Water Board's proposal. Upon discussion, there was agreement that the MB motion contemplated this.

***All in favor

B. Request from Tree Commission for purchase of memorial plaque –
*To honor Pete Spaulding, the “tree whisperer,” will be placed next to the plaque honoring his wife.

***LB motion to approve, second by MB,

*MB asked who will pay? MG stated the Town will pay for the plaque.

***All in favor.

C. Planning for upcoming community/holiday events –

a. Special Event Requests –

i. Boo Fest – Mary Buffington provided an update – German Street to be closed, no significant changes from prior years.

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

ii. Christmas Parade – 12/7 – Peter Smith and Jackie Perow provide an update, no significant changes from prior years.

***ST motion approve, second by MB, all in favor.

*Discussion ensued regarding ad hoc committee for Town events.

*ST discussed Christmas in Shepherdstown, CATF “Our Town” premier, decorating events, etc.

*Christmas lights need to be fixed – ST to review contract and reach out to vendor.

*ST proposed a paid position that would oversee Town events.

*MG thanked all the volunteers.

*MA asked if this committee or its predecessor group has a budget? MG and ST responded no.

D. Magistrate Appointment --

*MG recommended that Jim Auxer be appointed.

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

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

*Melissa Kinchoele presented on behalf of the Eastern Panhandle Empowerment Center (EPEC), and asked if they can place purple ribbons on trees.

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

8. Mayor’s Report:

*MG thanked Ken Lowe, in memoriam, for his long service to the Town.

*MG thanked Lori Robertson for her long service to the Town.

*MG will schedule “Office Hours with the Mayor” on every fourth Wednesday. He welcomed all Council members to join him. The first to be held 9/25, at 6:30pm.

*MG reported that applications have been received for the Town Administrator position and are under review.

*MG reported that the Stubblefield Institute will be offering a presentation by Capito and Manchin.

*MB discussed the Community Initiative Work Group and its potential ideas including cross-channel marketing for Town, “Year of Civility,” “Conversations on a Bench, and an alumni breakfast event.

A. Comprehensive Plan Consultant contract –

*MG reported that discussions are being had with varying consultants.

B. Virtual CFO contract –

*MG reported that a contract has been signed with Star Chapman CPA.

*MG discussed county opioid funds and possibility of applying by Oct. 1 for some funds. CS to further research.

C. Residential Parking Permit Renewal –

*MG reminded all to renew.

D. Lead and Copper Service Line Inventory Survey –

*MG reminded all to complete. Oct. 1 is the deadline.

*MA to include on Town email.

*MA proposed consideration of switching Town email system from an opt-in to an opt-out setting.

*MG reminded that next TC meeting will be held WEDNESDAY, 10/9, at 6:30pm.

9. Adjournment: ***ST motion to adjourn, second by MA, all in favor at 8:04pm.

From: [Victoria Brooks](#)
To: [Amy Boyd](#)
Subject: request to be placed in agenda
Date: Thursday, September 12, 2024 2:52:05 PM

Hello Amy,

My name is Victoria Brooks. I am following up on my message and office "drop in". Mr. Shawn Hutchinson and I are working with the Shepherdstown Farmers Market to promote the market to the community and have been talking with many people in town. We would like to request a few minutes at an upcoming Town Council meeting to introduce the topic. Please let me know what information is needed or any steps I need to take. Thank you for your help,

Kindly,
Victoria

Victoria Brooks
304-283-1357
Brooksv1978@gmail.com

October 2024

Staff Report of Ongoing Projects

Town Hall

Market House

Finishes continue to be completed including painting, flooring and lighting. The plumbing fixtures will be installed once the flooring installation is complete. Doors have been installed except for a single exterior door. The installation of the lift should be completed next week.

The HVAC/mini splits were delayed due to a change by the government in the refrigerant used. They should be shipped in the next week or so.

Cabinets will be installed in the back area for the kitchenette and to provide some storage.

Barring any further delays, the building should be substantially complete by the end of October.

WVDOT Pedestrian Path

No real change since September's Town Council Meeting other than the WVDOT confirmed receipt of the check and signed agreements from the Town.

This is a WVDOT project to install a pedestrian path from Shepherdstown Middle School to Morgan's Grove Park. The WVDOT has completed the design and engineering, and it has secured all required permits and easements. The next step is for the State to put the project out for bid.

We do not currently have a clear timeline from the WVDOT for the start or completion dates for this project.

Custodial Services at Town Hall

Work will commence once we complete the backgrounds that are necessary since the will be accessing the Police Department area.

Bane Harris Playground Equipment

Installation is complete and the vendor has been paid. The new equipment will expand the current play area and accommodate an age range from 5-12.

Tree Commission Purchases

Proposals from Bartlett Tree Service were reviewed and accepted. Work began on October 1. The total cost is approximately \$4,900.

October 2024

Town Audits

The WV State Auditor's Office requires audits of the Town's fiscal operations. This encompasses the water, sewer and town transactions and accounts.

BHM CPA Group has completed the FY 2022 audit and is working on finalizing the audit report. They have completed the necessary onsite testing for the fiscal years 2023 and 2024. To be able to complete these two audit years, the financial compilations first need to be completed and forwarded by our CPA, John Kunkle & Associates.

The next audit is not due until after June 30, 2025, which is the end of the next fiscal year. The audit procurement process will begin in or around January 2025.

Police Department

New Hires in the Police Department

Daniel Gisler, a newly hired officer, previously with the West Virginia State Police, started with the Shepherdstown Police on 24 Sept 2024. Off Gisler has 9 months experience with the WVSP. He brings a specialty to the department which is accident re-construction. He was trained and certified while with the WVSP.

Alexi Ortiz, a newly hired officer, will attend the Police Academy in January 2025. He will then complete his field training upon graduation. He is expected to be in the daily rotation by July 2025. Off. Ortiz completed an internship with the Shepherdstown Police in early 2024 which peaked his interest in working in this community after he graduated from Shepherd. Off. Ortiz will be our first bilingual officer. He is fluent in English and Spanish.

Planning and Zoning

Kalathas Property

There has been no progress since last months' report.

Green Stormwater Infrastructure

The town received (2) engineering submittals for the design of the Fairfax Field bioswale and N. Princess Street vegetated curb extensions. The submittals are from Kimley-Horn and the Thrasher Group. Staff is currently working with Region 9 to develop interview questions and timeline.

Town-Owned Structures

The assessment is complete and an RFQ for painting and repair is being drafted.

October 2024

Jefferson County Flood Restudy

In August of 2021, FEMA and WVEM initiated a restudy of the Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) report for Jefferson County and its municipalities. Preliminary FIRMs and FIS reports were completed and issued on September 24, 2024. In the ensuing weeks, FEMA will schedule a CCO (Consultation Coordination Officer) meeting to discuss strategies and resources for public outreach, how to provide comments/appeals to the preliminary information prior to the new FIRMs becoming effective, the required ordinance update and adoption process, and more. After the CCO meeting, the town and/or homeowners throughout the town, will have 90 days to appeal if it is believed adjustments to the FIRM are scientifically or technically incorrect.

Wastewater, Water and Streets

Water/Sewer Leaks / Issues

- 1) Yellow Brick Bank – Sewer Leak – September 24
- 2) Shepherd University – Butcher Center – Water Main Break - September 15
- 3) Exeter Court – Water Service Line Leak – September 17
- 4) Spring Warbler Way – Two Water Main Breaks – September 12

Water plant/Wastewater plant

We have ordered a new water plant “flocculator” motor and gear box to replace the one installed nearly 20 years ago (2003) and will be installed by December. The flocculator motor is vital to our water plant. It maintains circulation of the water during a key step of the sedimentation process. The old motor will be returned to be rebuilt. The estimated cost for the new part is \$30,000.00

A new Programmable Logic Controller (PLC) is up and running at the Wastewater plant.

Cost \$197,000

October 2024

Service Line Inventory

The Water Department is completing the required National Lead and Copper Line Survey now. It will be submitted to the State by the October 16, 2024, deadline. ALL departments have pulled together to accomplish this nationwide task. We thank town residents for their assistance with submitting information for the survey. Preliminary results showed no lead service lines in the town of Shepherdstown.

Streets

The Streets Department contracted with Brady's Paving to repair streets that had been damaged from water and sewer repairs. This paving work is done once yearly. Currently, we have thirty (30) patches completed.

Trash/Recycling/Yard waste

The 2024 Fall Clean-Up week is coming up on Nov 4-8, 2024. And, for those who plan ahead, the 2025 Spring Clean-up week will be from April 7-11, 2025.

The glass recycling truck is being repaired again. These are recurring issues with the truck including an electric malfunction and rust on the truck bed. Public Works is exploring options for purchase a replacement vehicle. The cost is approximately \$250,000.

New Park Property

The O'Hurley Estate has had the property platted. We are waiting for them to have the property staked so we can prepare a maintenance plan.

Water Distribution Project Update (Mecklenburg Heights/Mill Update:

As of September 26th, 2024, the project is at 58% of completion. Projected completion date is December 19th, 2024. Of the 9,300' of waterline to be installed, 6031' have been installed, inspected and soon to be sampled. The waterline installation includes 17 gate valves and 9 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, October 24, 2024.

October 2024

New Hires in Public Works/Water/Wastewater

We are interviewing for the equipment operator position later this week.

We are advertising for a WV Class 2 water plant operator now. We will increase our advertising and will also reach out to staff of local utilities to identify staff who could work part-time.

Wage Increase for Public Works/Water/Wastewater

New wages and adjustments went into effect last pay period.

Jackson Shanholtz is recovering well from the heat stroke incident. Jackson will retake his class 2 exam mid-November.

9-7A04 Amendment Justification (PUD Open Space Requirements)

This is a proposed amendment to the existing PUD ordinance as it relates to the “Outline Plan” stage of the development process, specifically the requirements for permanent open space. On June 17, 2024, the Planning Commission motioned to approve the following changes and additions to §9-7A04 of the ordinance:

1. Increase required permanent open space from 10% to 30%.
2. Decrease required “improved” open space from 30% to 15%.
3. Add subsection requiring at least 50% of the total open space in any given Planned Unit Development be of the natural open space type.

It was the determination of the Planning Commission that existing requirements are not adequate in preserving open space and that the proposed are in line with other PUD ordinances around the country.

This proposal is independent of other PUD “Outline Plan” requirements. No further amendments are needed to necessitate.

**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: September 10, 2024

Second Reading: _____

Adopted: _____

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

	Actual as of		FY 25 Budget		Remaining	% of FY 25
	08/31/24 YTD					Budget
Income						
299 Carryover	\$ -	\$	240,000	\$	240,000	0.00%
301 Property Tax Revenue	\$ 106,944	\$	239,731	\$	132,787	44.61%
304-06 Supplemental Taxes	\$ -	\$	23,100	\$	23,100	0.00%
303 Gas & Oil Severance	\$ -	\$	20,000	\$	20,000	0.00%
304 Utility Tax	\$ 48,304	\$	56,000	\$	7,696	86.26%
305 Business & Occupation Tax	\$ 20,947	\$	83,000	\$	62,053	25.24%
306 Wine/Liquor/Private Club Tax	\$ 48,520	\$	185,000	\$	136,480	26.23%
307 Animal Control Tax	\$ 78	\$	400	\$	322	19.50%
308 Hotel Occupancy Tax	\$ 49,759	\$	300,000	\$	250,241	16.59%
314 Muni Sales & Use Tax	\$ -	\$	560,000	\$	560,000	0.00%
325 Business Licenses	\$ 7,765	\$	20,000	\$	12,235	38.83%
326 Building Permits	\$ 1,364	\$	4,000	\$	2,636	34.10%
328 Franchise Fee/Pole Tax	\$ 2,734	\$	9,000	\$	6,266	30.38%
330 IRP Truck Fees	\$ -	\$	7,000	\$	7,000	0.00%
350 Refuse Collection	\$ 33,705	\$	175,000	\$	141,295	19.26%
376 Gaming Income-Table Games	\$ 15,067	\$	110,000	\$	94,933	13.70%
380 Checking Interest	\$ 43,587	\$	80,000	\$	36,413	54.48%
381 Reimbursements	\$ 212	\$	2,000	\$	1,788	10.60%
382 Refunds & Rebates	\$ -	\$	10,000	\$	10,000	0.00%
391 Recycling Program	\$ 6,234	\$	34,000	\$	27,766	18.34%
397 Video Lottery Proceeds Revenue	\$ 9,555	\$	240,000	\$	230,445	3.98%
399 Miscellaneous Income	\$ 1,137	\$	350	\$	(787)	324.86%
Court Fee Revenues	\$ 7,272	\$	57,000	\$	49,728	12.76%
Parking Fee Revenue	\$ 24,967	\$	150,000	\$	125,033	16.64%
Miscellaneous Revenue	\$ -	\$	-	\$	-	
Rents Revenue	\$ 5,400	\$	45,000	\$	39,600	12.00%
Total Income	\$ 433,551	\$	2,650,581	\$	(2,217,030)	16.36%

Expenses

416 Police Judge	\$ 400	\$	8,900	\$	8,500	4.49%
435.00 Regional Development Authority	\$ -	\$	1,439	\$	1,439	0.00%
444 Contributions/Transfers	\$ 77	\$	19,700	\$	19,623	0.39%
916 Library	\$ 3,600	\$	21,600	\$	18,000	16.67%
City Hall Accounting/Audit	\$ 1,276	\$	8,000	\$	6,724	15.95%
City Hall Bldg/Equip Expenses	\$ 176	\$	4,200	\$	4,024	4.19%
City Hall Insurance	\$ 3,580	\$	20,000	\$	16,420	17.90%
City Hall Legal/Professional Expenses	\$ 1,595	\$	25,000	\$	23,405	6.38%
City Hall Other Expenses	\$ 1,099	\$	7,750	\$	6,651	14.18%
City Hall Supplies	\$ 1,145	\$	15,000	\$	13,855	7.63%
City Hall Computer Software/IT	\$ 480	\$	15,000	\$	14,520	3.20%

	Actual as of 08/31/24 YTD	FY 25 Budget	Remaining	% of FY 25 Budget
City Hall Utilities	\$ 4,735	\$ 13,600	\$ 8,865	34.82%
City Hall Video Lottery Expense	\$ 7,461	\$ -	\$ (7,461)	
City Hall-Employee Salary/Fring	\$ 37,009	\$ 204,500	\$ 167,491	18.10%
City Hall Contracted Services	\$ 5,196	\$ 30,000	\$ 24,804	17.32%
City Hall-Contingency Expenses	\$ -	\$ 74,884	\$ 74,884	0.00%
Elected Salaries/Fringe	\$ 2,557	\$ 11,600	\$ 9,043	22.04%
Parks Equipment & Supplies	\$ -	\$ 12,200	\$ 12,200	0.00%
Parks Maintenance	\$ -	\$ 5,000	\$ 5,000	0.00%
Parks Salaries & Fringe	\$ 608	\$ 9,413	\$ 8,805	6.46%
Parks Other	\$ 705	\$ 1,387	\$ 682	50.83%
Parks Vehicle Expenses	\$ 133	\$ 2,000	\$ 1,867	6.65%
Planning Commission Expenses	\$ 22,090	\$ 135,843	\$ 113,753	16.26%
Police Contractual Svc	\$ 2,876	\$ 3,450	\$ 574	83.36%
Police Equip. Purchase & Repair	\$ 21,651	\$ 4,000	\$ (17,651)	541.28%
Police Other Expenses	\$ 20,912	\$ 164,310	\$ 143,398	12.73%
Police Remittance Fees	\$ 1,160	\$ 6,000	\$ 4,840	19.33%
Police Salaries & Fringe	\$ 121,610	\$ 692,545	\$ 570,935	17.56%
Police Utilities	\$ 1,315	\$ 15,000	\$ 13,685	8.77%
Police Vehicle Expenses	\$ 4,085	\$ 34,000	\$ 29,915	12.01%
Sanitation Dumping Fees	\$ 6,587	\$ 43,400	\$ 36,813	15.18%
Sanitation Equip Repair & Maint	\$ -	\$ 15,000	\$ 15,000	0.00%
Sanitation Other Expenses	\$ 10,314	\$ 85,500	\$ 75,186	12.06%
Sanitation Salaries & Fringe	\$ 28,386	\$ 95,800	\$ 67,414	29.63%
Sanitation Vehicle Expenses	\$ 1,614	\$ 22,000	\$ 20,386	7.34%
Streets Maintenance & Equipment	\$ 8,620	\$ 18,500	\$ 9,880	46.59%
Streets Other Expenses	\$ 15,159	\$ 62,505	\$ 47,346	24.25%
Streets Salaries & Fringe	\$ 25,824	\$ 98,100	\$ 72,276	26.32%
Streets Utilities	\$ 6,055	\$ 25,500	\$ 19,445	23.75%
Streets Vehicle Expenses	\$ 1,566	\$ 12,500	\$ 10,934	12.53%
Visitors Center Expenses	\$ 21,988	\$ 270,000	\$ 248,012	8.14%
Total Expenses	\$ 393,644	\$ 2,315,126	\$ 1,912,982	17.00%
Net Operating Income	\$ 39,907	\$ 335,455		11.90%
Grant Income	\$ 165,767	\$ -	\$ 165,767	

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

Corporation of Shepherdstown

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	5,502,690.21
RESTRICTED FUNDS	234,731.44
Undeposited Funds	617.98
Total Bank Accounts	\$5,738,479.63
Accounts Receivable	
General Funds A/R	190,185.61
Total Accounts Receivable	\$190,185.61
Other Current Assets	
112.011 Tobacco Warehouse	5,261.00
Other Current Assets	111,655.40
Total Other Current Assets	\$116,916.40
Total Current Assets	\$6,045,581.64
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,828,757.76
Total Fixed Assets	\$5,828,757.76
TOTAL ASSETS	\$11,874,339.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	8,233.43
Total Accounts Payable	\$8,233.43
Credit Cards	
213 Purchase Card Payable	84,188.00

Corporation of Shepherdstown

Balance Sheet

As of August 31, 2024

	TOTAL
Total Credit Cards	\$84,188.00
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	-70,258.76
292.40 PPA-Beginning Net OPEB Obligati	313,932.00
Child Support	2,397.67
Christmas Club	-320.00
Due to (from) Coal Severance	-8,805.47
Due to (from) Sewer	-482,692.45
Due to (from) Water	-259,063.26
Garnishments	2,596.61
Gen Fund Other Current Liab.	70,570.29
Payroll Liabilities	16,675.04
VALIC Retirement Payable	22,764.01
Total Other Current Liabilities	\$ -342,414.16
Total Current Liabilities	\$ -249,992.73
Total Liabilities	\$ -249,992.73
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	1,745,938.50
Net Income	205,673.68
Total Equity	\$12,124,332.13
TOTAL LIABILITIES AND EQUITY	\$11,874,339.40

Note

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 August 2024

	Month of August			Year to Date			FY 25 Budget	% FY 25 Budget
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget		
Operating Income (from Quickbooks)								
419 Water Interest Income	15,119.00	6,666.67	226.79%	29,810.00	13,333.33	223.58%	80,000.00	37%
461 Water Metered Revenue	151,799.00	150,000.00	101.20%	317,624.00	300,000.00	105.87%	1,800,000.00	18%
474 Tap Fees	0.00	833.33	0.00%	0.00	1,666.67	0.00%	10,000.00	0%
Total Income	\$ 166,918.00	\$ 157,500.00	105.98%	\$ 347,434.00	\$ 315,000.00	110.30%	\$ 1,890,000.00	18%

Operating Expenses (from Quickbooks)								
401.1 Water Billing Expenses	1,207.00	1,666.67	72.42%	2,202.00	3,333.33	66.06%	20,000.00	11%
401.2 Water Administration	2,873.00	4,166.67	68.95%	5,407.00	8,333.33	64.88%	50,000.00	11%
401.3 Water/Sewer Bill	19,165.00	16,666.67	114.99%	19,362.00	33,333.33	58.09%	200,000.00	10%
401.4 Water Plant Expenses	32,579.00	14,583.33	223.40%	43,940.00	29,166.67	150.65%	175,000.00	25%
403 Water Depreciation Expense	29,627.00	14,583.33	203.16%	59,254.00	29,166.67	203.16%	175,000.00	34%
408 Taxes-Other than Income	4,910.00	3,866.33	126.99%	8,801.00	7,732.67	113.82%	46,396.00	19%
427 Interest Expense	2,133.00	12,500.00	17.06%	4,209.00	25,000.00	16.84%	150,000.00	3%
521 Employee Screening	0.00	25.00	0.00%	0.00	50.00	0.00%	300.00	0%
601 Water Salaries & Wages	47,921.00	41,455.25	115.60%	82,364.00	82,910.50	99.34%	497,463.00	17%
604 Employee Pensions & Benefits	13,109.00	14,100.83	92.97%	23,523.00	28,201.67	83.41%	169,210.00	14%
615 Purchased Power	5,086.00	6,250.00	81.38%	10,232.00	12,500.00	81.86%	75,000.00	14%
618 Chemicals	9,839.00	7,083.33	138.90%	17,909.00	14,166.67	126.42%	85,000.00	21%
631 Contractual Svc-Engineering	0.00	5,833.33	0.00%	2,300.00	11,666.67	19.71%	70,000.00	3%
632 Contractual Svc-Accounting	1,083.00	2,083.33	51.98%	2,375.00	4,166.67	57.00%	25,000.00	10%
633 Contractual Svc-Legal	0.00	416.67	0.00%	0.00	833.33	0.00%	5,000.00	0%
635 Contractual Svc-Testing	2,141.00	2,916.67	73.41%	3,815.00	5,833.33	65.40%	35,000.00	11%
636 Contractual Svc-Other	1,061.00	2,083.33	50.93%	2,033.00	4,166.67	48.79%	25,000.00	8%
650 Transportation Expenses	0.00	416.67	0.00%	133.00	833.33	15.96%	5,000.00	3%
657 Insurance-General Liability	7,160.00	5,416.67	132.18%	14,320.00	10,833.33	132.18%	65,000.00	22%
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	166.67	0.00%	1,000.00	0%
675 Administrative Lending Fees	0.00	666.67	0.00%	0.00	1,333.33	0.00%	8,000.00	0%
676 Bond Issuance Expense	0.00	0.00		0.00	0.00		0.00	#DIV/0!
Total Expenses (QB)	\$ 179,894.00	\$ 156,864.08	114.68%	\$ 302,179.00	\$ 313,728.17	96.32%	\$ 1,882,369.00	16%
Net Operating Income (QB)	-\$ 12,976.00			\$ 45,255.00				

Bond Expenses Made by Journal Entry								
03-A Water Revenue	2,241.34	2,241.34	100.00%	4,482.68	4,482.68	100.00%	26,896.08	16.67%
03-B Water Revenue	7,187.19	7,187.19	100.00%	14,374.38	14,374.38	100.00%	86,246.28	16.67%
12 Water Revenue	10,462.92	10,462.92	100.00%	20,925.84	20,925.84	100.00%	125,555.04	16.67%
17 Water Revenue	12,819.55	12,819.55	100.00%	25,639.10	25,639.10	100.00%	153,834.60	16.67%
21 Water Revenue	8,292.02	8,292.02	100.00%	16,584.04	16,584.04	100.00%	99,504.24	16.67%
Total Bond Expenses	\$ 41,003.02	\$ 41,003.02	100.00%	\$ 82,006.04	\$ 82,006.04	100.00%	\$ 492,036.24	16.67%

Total Net After Bond Expense	\$ (53,979.02)			\$ (36,751.04)				
-------------------------------------	-----------------------	--	--	-----------------------	--	--	--	--

Restricted Income Not Part of Operating								
419.5 Capacity Accounts Interest	68.00			105.00				
474. Other Water Revenue	152,248.00			400,101.00				
Total Restricted Income	\$ 152,316.00			\$ 400,206.00				

Shepherdstown Waterworks

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,199,424.80
RESTRICTED FUNDS BANKING	2,859,722.13
UNRESTRICTED FUNDS BANKING	137,863.60
Total Bank Accounts	\$4,197,010.53
Accounts Receivable	
141 A/R, Water Customer Billing	194,356.36
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$189,356.36
Other Current Assets	
142.71 Due to/From Govt Funds	-257,721.35
Due to/from Sewer	-5,660.57
Total Other Current Assets	\$ -263,381.92
Total Current Assets	\$4,122,984.97
Fixed Assets	
105 Fixed Asset-Constr. In Progress	2,825,660.49
105.16 Water Distribution System Upgrade	794,422.13
105.17 GIS Mapping System - Water	20,306.15
105.18 120 Water Line Replacement Project	23,420.00
Fixed Asset Adjustments	-4,580,199.91
Fixed Assets (All Funds)	12,982,720.82
Total Fixed Assets	\$12,066,329.68
Other Assets	
186.20 Deferred Outflows	18,949.00
Total Other Assets	\$18,949.00
TOTAL ASSETS	\$16,208,263.65

Shepherdstown Waterworks

Balance Sheet

As of August 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,765.74
Total Accounts Payable	\$9,765.74
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	91,922.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	80,694.14
Total Other Current Liabilities	\$207,799.15
Total Current Liabilities	\$217,564.89
Long-Term Liabilities	
221. Bond Payable-Long term	6,576,192.00
253.20 Deferred Inflows	42,936.00
Total Long-Term Liabilities	\$6,619,128.00
Total Liabilities	\$6,836,692.89
Equity	
215 Retained Earnings	7,030,260.05
271 Contrib. in aid of Construction	1,069,125.91
Reserved and Restricted Funds in Operating Account	826,722.94
Net Income	445,461.86
Total Equity	\$9,371,570.76
TOTAL LIABILITIES AND EQUITY	\$16,208,263.65

Note

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

Shepherdstown Sewer
Budget to Actual August 2024

	Month of August			Year to Date			FY 2025	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Operating Income (from QuickBooks)								
419 Sewer Interest Income	11,965.00	7,500.00	159.53%	23,486.00	15,000.00	156.57%	90,000.00	26%
522 Metered Sewer Revenue	134,470.00	126,831.92	106.02%	277,738.00	253,663.83	109.49%	1,521,983.00	18%
536 Tap Fees	0.00	166.67	0.00%	0.00	333.33	0.00%	2,000.00	0%
Total Operating Income	\$ 146,435.00	\$ 134,498.58	108.87%	\$ 301,224.00	\$ 268,997.17	111.98%	\$ 1,613,983.00	19%

Operating Expenses (from QuickBooks)								
401.1 Sewer Billing Expenses	1,076.00	1,000.00	107.60%	2,046.00	2,000.00	102.30%	12,000.00	17%
401.2 Sewer Administration	2,581.00	5,166.67	49.95%	5,189.00	10,333.33	50.22%	62,000.00	8%
401.3 Water Bill	21,864.00	2,500.00	874.56%	41,773.00	5,000.00	835.46%	30,000.00	139%
401.4 Sewer Plant Maintenance	4,551.00	13,150.67	34.61%	25,816.00	26,301.33	98.15%	157,808.00	16%
403 Depreciation Expense	29,576.00	31,666.67	93.40%	59,152.00	63,333.33	93.40%	380,000.00	16%
408 Taxes Other than Income	3,140.00	2,231.25	140.73%	5,003.00	4,462.50	112.11%	26,775.00	19%
701 Salaries & Wages	41,262.00	33,021.67	124.95%	69,370.00	66,043.33	105.04%	396,260.00	18%
704 Employee Benefits	9,051.00	10,186.67	88.85%	16,406.00	20,373.33	80.53%	122,240.00	13%
711 Sludge Removal	262.00	2,083.33	12.58%	1,979.00	4,166.67	47.50%	25,000.00	8%
715 Purchased Power	13,441.00	12,666.67	106.11%	25,780.00	25,333.33	101.76%	152,000.00	17%
718 Chemicals	20,244.00	10,083.33	200.77%	26,029.00	20,166.67	129.07%	121,000.00	22%
731 Contractual Svc-Engineering	0.00	416.67	0.00%	5,329.00	833.33	639.48%	5,000.00	107%
732 Contractual Svc-Accounting	1,083.00	2,083.33	51.98%	2,375.00	4,166.67	57.00%	25,000.00	10%
733 Contractual Svc-legal	0.00	416.67	0.00%	0.00	833.33	0.00%	5,000.00	0%
735 Contractual Svc-testing	1,508.00	833.33	180.96%	3,709.00	1,666.67	222.54%	10,000.00	37%
736 Contracted Services-Other	1,061.00	1,083.33	97.94%	2,033.00	2,166.67	93.83%	13,000.00	16%
750 Transportation Expenses	0.00	333.33	0.00%	133.00	666.67	19.95%	4,000.00	3%
757 Insurance-General Liability	5,338.00	4,166.67	128.11%	10,676.00	8,333.33	128.11%	50,000.00	21%
760 Advertising	0.00	208.33	0.00%	0.00	416.67	0.00%	2,500.00	0%
775 Sewer Admin Lending Fees	0.00	1,200.00	0.00%	0.00	2,400.00	0.00%	14,400.00	0%
Total Expenses (from QB)	\$ 156,038.00	\$ 134,498.58	116.01%	\$ 302,798.00	\$ 268,997.17	112.57%	\$ 1,613,983.00	19%
Net Operating Income (QB)	\$ (9,603.00)			\$ (1,574.00)				

Additional Reserve Expenses made by Journal Entry								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$26,200.00	\$26,200.00		\$157,200.00	17%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$36,992.16	\$36,992.16		\$221,952.96	17%
Working Capital Reserve (PSC)	\$11,917.00	\$11,917.00		\$23,834.00	\$23,834.00		\$143,000.00	17%
Total Reserve Expenses	\$ 43,513.08			\$ 87,026.16				
Net after Reserve Expenses	\$ (53,116.08)			\$ (88,600.16)				

Restricted Income not part of operating funds								
419.5 Capacity Accounts Interest	36.00			108.00				
536. Capacity Fees	0.00			39,912.00				
Total Restricted Income	\$ 36.00			\$ 40,020.00				

Shepherdstown Sewer

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	49,026.15
RESTRICTED FUNDS BANKING	2,498,072.14
UNRESTRICTED FUNDS BANKING	749,082.89
Total Bank Accounts	\$3,296,181.18
Accounts Receivable	
Accounts Receivable	159,251.49
Total Accounts Receivable	\$159,251.49
Other Current Assets	
Due To/From Govt	-479,896.28
Due To/From Water	5,145.37
Other Current Assets	327.92
Total Other Current Assets	\$ -474,422.99
Total Current Assets	\$2,981,009.68
Fixed Assets	
Fixed Asset Adjustment	-4,739,024.03
Fixed Assets	14,179,985.57
Total Fixed Assets	\$9,440,961.54
Other Assets	
186.20 Deferred Outflows	12,363.00
Total Other Assets	\$12,363.00
TOTAL ASSETS	\$12,434,334.22
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	199,974.89
Total Accounts Payable	\$199,974.89
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	67,371.87
Current Liabilities	102,326.12
Total Other Current Liabilities	\$169,697.99
Total Current Liabilities	\$369,672.88
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,728,511.00
253.20 Deferred Inflows	28,637.00
Total Long-Term Liabilities	\$3,757,148.00
Total Liabilities	\$4,126,820.88

Shepherdstown Sewer

Balance Sheet

As of August 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	708,073.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	12,246.30
Total Equity	\$8,307,513.34
TOTAL LIABILITIES AND EQUITY	\$12,434,334.22

Age-Friendly Shepherdstown
Draft Minutes
September 11, 2024

Attending: Marty Amerikaner, Jan Hafer, Stacey Kendig, Bob Smiles, Linda Spatig

Minutes of the August meeting were approved.

Old Business:

1. Downtown Fall Prevention and Safety. Marty reported (for Marcy) that an initial assessment of the downtown blocks has been completed. Marcy has photographs and notes to document safety issues observed. Marty reported (for Marcy) that sidewalks were an issue, but not as much as anticipated. On the other hand, quite a few buildings did not have adequate railings or grab bars in place. Marcy will provide these data to the Public Works Committee for action.

Linda reminded the committee that we had also initiated discussions with Public Works about the safety issues when snow and/or ice is not cleared off downtown sidewalks. Committee members agreed that this is a serious seasonal safety issue. As best we could recall, in the fairly recent past the Public Works committee discussed the idea of hiring a company to do sidewalk snow removal as needed (areas that building owners have not cleared themselves). The cost for the removal would be billed to the building owners. Linda agreed to check on where this stands.

2. Push-Button Entry Doors for Town Hall. This is a long-standing issue that has not been acted on. As best we can recall, there is agreement that money from the town budget should be used to purchase equipment needed to install push-button entry doors for Town Hall. Linda agreed to check on where this stands.
3. Public Transportation Possibilities. Linda reported that she met with Ellen Jacobs, who is representing Age-Friendly Shepherd University, to discuss ideas about how SU and Shepherdstown might collaborate in a win-win manner to share the use of the EPTA Shuttle that currently runs on campus. Ellen agreed to meet with SU administrators about possibilities.
4. Greater Shepherdstown Bike Route. Marty announced that the new paved section on the west end of High Street was completed. Bob Smiles announced that the new stop sign was installed as well. We have already observed bikers using, and taking photographs of, the new paved path. There have also been Facebook expressions of gratitude for the paved path.

Stacey is trying to set up a meeting between Marty and SU administrators about bike route signage on campus. Marty is still working with Mayor Gatz and Public Works on plans for street markings (sharrows) and street signs marking the route.

5. Hearing Accessibility. Linda reported that she had sent the committee's recommendation (from our August meeting) to the mayor in an email. She also reported that subsequently Charlotte had made suggestions for changes to the message.

After discussion, the committee decided to leave our recommendation for using Zoom, rather than Facebook, as it is. We also agreed to submit additional clarification to our recommendation about two things: 1) that the hearing/information accessibility equipment be used for ALL public meetings, and 2) that at least for a while, someone be designated at all public meetings to make sure the equipment is being used effectively. Linda agreed to communicate these decisions to the mayor.

Those in attendance at the most recent Town Council meeting noted that the sound was much better, but a second mic would be helpful, especially in hearing staff comments.

New Business

1. Committee Purpose Statement. Linda shared her screen so everyone could view her draft of a committee statement of purpose:

"In keeping with Shepherdstown's membership in the International Network of Age-Friendly Communities, our committee mission is to make Shepherdstown an increasingly accessible, livable town where people of all ages and abilities can thrive and participate actively in community life. As a town committee, we will advise and work with the Mayor and Town Council in efforts toward this end, such as strengthening communication among us, exploring public transportation possibilities, improving our public green spaces, expanding accessible and affordable housing, and enhancing non-vehicular mobility options such as bike pathing, handrails, and safer sidewalks."

The group unanimously approved the (above) statement and Linda agreed to send it out to everyone on the committee. Linda also agreed to prepare a list of strategic committee goals for FY 25 to discuss at our November meeting.

2. Review of Comprehensive Plan Review Document. Linda suggested that Marty and Charlotte take the lead on this rather than the full committee going through the comprehensive plan document. Marty agreed to that arrangement and Linda offered to ask Charlotte about working with him.

3. Next Meeting will be on October 23, at 12:30 on zoom.

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION (APPROVED)

Monday, August 12, 2024

5:30 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

1. Call to Order: 5:32 p.m.

Commissioners Present:

Keith Alexander; Carmen Slater; Rebecca Bicker

Commissioners Absent:

Tom Mayes; Nicole Saunders-Meske

Staff Present:

Andy Beall

Professional Consultant:

Jim King

2. Approval of Previous Months' Minutes: 7/8/24 Approved

3. Vistors: Paul Gregory; Jim Auxer

4. Conflicts of Interest: None

5. Applications:

24-21 Applicant: Paul & Dolores Gregory
 Address: 209 W. Washington Street
 Description: Replace front door with custom Douglas Fir door of identical design
 & color...retain and reuse existing hardware.

The applicant is present and describes the need to replace the front door as it is deteriorating and cracked. K. Alexander refers to page 43 of the Historic District Design Guidelines for door replacements and states the proposal conforms.

C. Slater motions to approve application 24-21 pursuant to page 43(a) and (c) of the Historic District Design Guidelines; R. Bicker seconds the motion to approve. There are no objections, and the motion passes unanimously.

24-22 Applicant: Edith Thompson
 Address: 407 E. German Street
 Description: Replace south-facing upper roof 4" gutter w/ 6" half-round gutter.
 Also replace SW corner downspout.

The applicant is not present, and the application is tabled.

6. Continuing Business:

Comprehensive Plan Goal Review:

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION (APPROVED)

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.

PLANNING COMMISSION MEETING MINUTES

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); Ebonee Helmick

Commissioners Absent:

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

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

Monday, August 26, 2024

6:00 p.m.

Town Hall

104 North King Street

1. Call to Order: 6:04pm – Mayor Gatz (MG), 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 20th. 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

Amended from draft: CS will provide suggestions for purpose statement and 2025 goals for the Public Works 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.

Minutes submitted by Linus Bicker

Shepherdstown Tree Commission 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

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. Bartlett, 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

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

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 Christmas in Shepherdstown (Kickoff) Event Date 11-28-24
 Event Sponsor Experience Shepherdstown Secondary Date _____

Organizer's Contact Information

Name: Jenny Hagner or Judy Shepherd Cell: 304-279-8788-Jen
 Address: Po Box 2131 Shepherdstown
 Email: jnicfrlyn9@aol.com Alt. Phone: 304-279-3806-Judy

Event Information

Requested Area(s) City Streets/Sidewalks Sidewalks only Other
 Location of Event Kings street and German Street.
 Attach route for processional events. Be precise when indicating location.
 Event Hours 4:00 until 9:00 Set up start time 12:00 on Kings (SFD) Clean up end time German 4pm 9:00pm
 ****NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.
 Anticipated Attendance (per day): Participants 20 Spectators 1200

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 Christmas in Shepherdstown - Welcome Christmas

Brief Description of Event: The start of the Christmas season in Shepherdstown

Has your organization held this event in the past? yes

When and Where? since the 1900s - 10/1 1993 -

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.

Will you require assistance from the Police Department? yes (additional fees apply) 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 — or food — 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 King and German streets

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

and can we use the nicer fence boards for King street.
Will you be using loudspeakers or amplification devices? yes
welsh sound

Continued on next page

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

Will you require dedicated parking or bagged meters? yes - 3 spots in front of
What and where? _____ *McMurray for Santa arrival
Check with Parking for costs and arrangements

Indemnification

I Jenny Hayner 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 [Signature] Date 9/20/24
Title chair Christmas in Shepherdstown.

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***

Christmas in Shepherdstown: Welcome Christmas to town

King Street closure

Signs on parking meters on King street - no parking after noon Friday

Close King street from Queens Alley to German St with the nice barriers fence. Remind Ms. Betty not to park there after noon on Friday.

Signs on 3 meters in front of steps of McMurrans - no Parking after 3pm Friday

Shepherdstown Fire Department schedule

Load blocks & metal sheets 12 noon

Build fire pit and set up by 1pm

Deliver wood and start fire by 3pm

S'mores will be starting at 5pm and will maintain fire until 9pm

Kill fire and clean up king street 9pm

German Street Closure

Close German street from Church to Princess 4pm to 9pm Friday or until crowds leave (PD can use their judgement)

Welsh Sound (setup on McMurrans lawn) will play Christmas music 4pm

Who peeps and Grinch will arrive for pictures 5pm

Mrs Claus reads 2 stories 6pm

Speech from Mayor (check to see if he is in town) 6:20pm

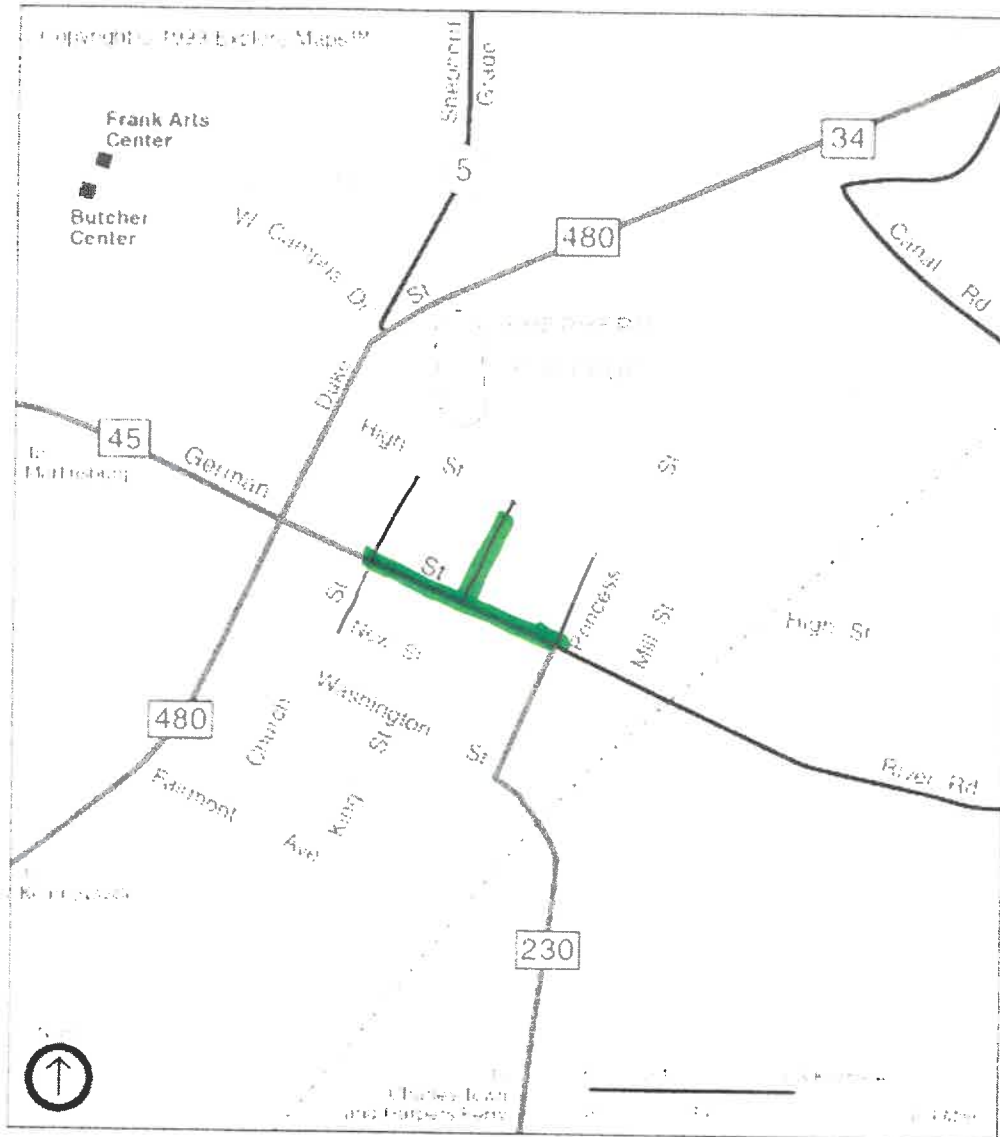
Light the tree 6:20pm

SFD fire truck will bring Santa down German Street between 6:20-6:30pm

Santa and Mrs Claus will be at McMurrans until all kids have been seen.

Parking Meters

We would like to ask that the meters be free from Thanksgiving to New Year's Day to help promote shop local for the holidays in Shepherdstown.



- King Street (between German Street & Old Queen Alley): close at noon for bonfire setup (SVFD setup begins at noon, wood delivery expected 1 - 3 pm, fire lighting at 3 pm, s'mores from 5 pm until 9 pm); cleanup by 10 pm.
- German Street (Church Street to Princess Street): close for Santa arrival on fire truck – 6 pm to 7 pm
- McMurrin Lawn: 6:00 pm - Mrs Claus & company, 6:30 pm - Mayor's speech, 6:30 pm - Santa arrives; 7:00 - 9:00 pm - visit with Santa (inside McMurrin Hall)
- **B** parking spots in front McMurrin Hall steps reserved for Santa's arrival on fire truck.

example

Christmas in Shepherdstown 2023

Experience the Wonderment of Historic Shepherdstown

Unique shops with one of a kind gifts and fabulous Food & Holiday Drinks all season long!!

November 24

Welcome to Christmas!

- Ho Ho Holiday Market (War Memorials Building) 10-8
- Shepherdstown Holiday Marketplace (Entler Hotel) 11-8
- Family Movie: Rudolph the Red Nosed Reindeer (Opera House) 4pm
- SFD Bonfire with s'mores 4pm
- Kiwanis Chili Supper (War Memorial Building) 4pm
- Mrs. Claus reads stories with the help of The Grinch, Cindy Lou & The Whos 6pm
- The Mayor lights the Town Tree and welcomes Santa to town 6:15pm
- Santa visits at McMurrin Hall 6:30pm

November 25

Shop Small Saturday In Shepherdstown

- Historic Shepherdstown 's Museum (Entler Hotel) 11-4
- Ho Ho Holiday Market (War Memorial Building) 10-6
- Shepherdstown Holiday Marketplace (Entler Hotel) 10-4:30
- Who-day Celebration: Magic show times 12:30 & 2:00. Balloon Bender, Hot Cocoa & Cookies, and a Santa Visit! (War Memorial Building) 12-3
- sponsored by Experience Shepherdstown and Shepherdstown Community Club for Shopping Local!
- The Magical Harp of Nicolas Carter (Shepherdstown Presbyterian Church) 3pm
- Family Movie: Santa Clause (Opera House) 3pm
- Living Nativity (Trinity Church) 5/6/7pm

November 26

- Historic Shepherdstown 's Museum (Entler Hotel) 1-4
- Shepherdstown's Farm Market 9-1
- Ho Ho Holiday Market (War Memorial Building) 9-4
- Shepherdstown Holiday Marketplace (Entler Hotel) 10-4:30
- Hip Hoopz with Keva (The War Memorial Building) 1-2

November 28

- Composition Recital host by Shepherd University Music (Frank Center) 7:30

December 1

- Books & Chocolates Sale (Shepherdstown Public Library) 5-7

December 2

- Christmas through the Ages: Holiday Open House (The George Tyler Moore Center for the Study of the Civil War) 12-5
- Hosted by Shepherd University & The George Tyler Moore Center
- Christmas Parade (German Street) 10
- Cookie Walk (Trinity Church) 10-2
- Books & Chocolates Sale (Shepherdstown Public Library) 10-5
- Historic Shepherdstown 's Museum (Entler Hotel) 1-4
- Santa Claus at The Entler (The Museum) 12
- Ho Ho Holiday Market (War Memorial Building) 10-6
- Shepherdstown Holiday Marketplace (Entler Hotel) 10-4:30
- How to Write a Christmas Movie with Brian Ruberry (Reynolds Hall) 1-3
- Shepherdstown Music & Dance Holiday Contra (The War Memorial Building) 6:30
- Shepherd University Music Holiday Gala Concert (Frank Center) 7:30
- Live Nativity (Trinity Church) 5/6/7

December 3

- Historic Shepherdstown 's Museum (Entler Hotel) 1-4
- Shepherdstown's Farm Market 9-1
- Ho Ho Holiday Market (War Memorial Building) 9-4
- Shepherdstown Holiday Marketplace (Entler Hotel) 10-4:30
- Books & Chocolates Sale (Shepherdstown Public Library) 10-3
- Community Dinner (Shepherdstown Firehall) 12-3
- Shepherd University Music Holiday Gala Concert (Frank Center) 3
- This is Shepherdstown Michael Chalmers Author Q&A and book signing (Evolve) 2
- Caroling (McMurrin Lawn) 4

December 5

- Breakfast with Santa sponsored by the Lions Club (Blue Moon) 8-11am
- Historic Shepherdstown 's Museum (Entler Hotel) 11-5
- Ho Ho Holiday Market (War Memorial Building) 10-6
- Shepherdstown Holiday Marketplace (Entler Hotel) 10-4:30
- SCC Christmas Tea (War Memorial Building) 12-3
- Annual Holiday Play-A-Long hosted by Charles Washington Symphony Orchestra (War Memorial Building) 7

December 10

- Historic Shepherdstown 's Museum (Entler Hotel) 1-4
- Shepherdstown's Farm Market 9-1
- Ho Ho Holiday Market (War Memorial Building) 9-4
- Shepherdstown Holiday Marketplace (Entler Hotel) 10-4:30
- Christmas Drag Brunch (Lilah Restaurant) 9:45am
- Holiday Bingo Bash (Shepherdstown Firehall) 2pm doors open at Noon

December 12

- Holiday Gift Wrapping sponsored by The Lions Club (Evolve)
- Jingle & Mingle! Cookie Exchange hosted by Shepherdstown Community Club (War Memorial Building) 5-7

December 14

- Cookies with Santa (Black Box Playhouse) 7-9

December 15

- The Nutcracker (Shepherd University) 7pm

December 16

- Historic Shepherdstown 's Museum (Entler Hotel) 11-5
- Ho Ho Holiday Market (War Memorial Building) 10-6
- Shepherdstown Holiday Marketplace (Entler Hotel) 10-4:30
- The Nutcracker (Shepherd University) 2
- Build-a-bulb Craft Workshop (Ebb & Flow Adventures) 3
- Celtic Christmas Concert hosted by Shepherdstown Music & Dance (Presbyterian Church) 7:30

December 17

- Historic Shepherdstown 's Museum (Entler Hotel) 1-4
- Ho Ho Holiday Market (War Memorial Building) 9-4
- Shepherdstown Holiday Marketplace (Entler Hotel) 10-4:30
- A Handmade Christmas Craft Show (War Memorial Building UPSTAIRS) 11
- Cookies with Santa (Black Box Playhouse) 1-3
- The Nutcracker (Shepherd University) 2
- Shepherdstown's Farm Market 9-1

December 19

- Misfit Carolers (On the streets-ALL are welcome) 5-7

December 21

- Candlelit Winter Solstice (War Memorial Building) 6:30pm
- Cookies with Santa (Black Box Playhouse) 7-9

December 22

- Ho Ho Holiday Market (War Memorial Building) 10-6
- Cookies with Santa (Black Box Playhouse) 7-9

December 23

- Ho Ho Holiday Market (War Memorial Building) 10-6

December 24

- Ho Ho Holiday Market (War Memorial Building) 9-1
- Shepherdstown's Farm Market 9-1
- Ringing of the bells! (On your porch or stoop). 6pm

December 30

- Appalachian Chamber Music Winter Residency: Duo Delights (The Train Station) 10:30-11:30
- Masquerade Ball and Comedy Show (War Memorial Building) 5pm

December 31

- Shepherdstown's Farm Market 9-1
- The Appalachian Chamber Music Concert: Fire & Ice (The War Memorial Building) 2-4
- The People's Ball for all Ages (The War Memorial Building) 8:30pm
- Hosted by Shepherdstown Shares & The Shepherdstown Community Club
- Night of The Grateful Dead New Years Eve Show (The Mecklenburg) 9pm

January 1

- New's Year Day Yoga with Chrissy (Mohalu Wellness) 11am

Jefferson County
WHERE ALMOST ANYTHING HAPPENS



For more information on events

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 _____ *Joan Murray* _____ Date _____

Title _____

Fee Schedule

Application Fee--\$25

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

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

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

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

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

From: Shannon Thomas <sthomas@shepherdstown.us>
Sent: Wednesday, September 4, 2024 9:13 AM
To: James Gatz <jgatz@shepherdstown.us>
Subject: Re: October meeting topic

In case you haven't seen this link yet, scroll down to "West Virginia's Most Stunning Backdrops" to see what they're doing with the high swings. Link and screenshot below...

<https://wvtourism.com/information-and-press/free-travel-guide/get-a-free-wv-travel-guide/thanks/>

Get [Outlook for iOS](#)

From: Shannon Thomas
Sent: Tuesday, September 3, 2024 9:38:44 PM
To: James Gatz <jgatz@shepherdstown.us>
Subject: October meeting topic

Hi James, Rick Caruso and Walt Eifert from the Rotary Club would like to get on the agenda for the October TC meeting to present a proposal to put a "West Virginia Almost Heaven high swing and selfie sign" in Rumsey Park. This is a cool set that the WV Dept of Tourism has been placing in scenic locations around the state. They have been pretty popular and would elevate the park's visibility. I suggested they include recommendations for 2-3 potential locations within the park. Do you have room to add them to October?

Get [Outlook for iOS](#)



DRAFT

A proposal for installation
of a

West Virginia Almost Heaven Swing and Selfie Sign

for
Shepherdstown, WV



Presented to: The Corporation of Shepherdstown and the Jefferson County Convention and Visitors Bureau

By: The Rotary Club of Shepherdstown

Document Control

Document Information

Information	
Document Owner	Enrico Caruso
Issue Date	<i>[Date]</i>
Last Saved Date	Sept 29, 2024
File Name	2024-07-09 WV Almost Heaven High Swing.docx

Document History

Version	Issue Date	Changes
<i>[1.0]</i>	<i>[Date]</i>	<i>[Section, Page(s) and Text Revised]</i>

Table of Contents

1	EXECUTIVE SUMMARY	1
2	BACKGROUND	1
2.1	HISTORY	1
2.2	LOCATIONS	3
2.3	REQUIREMENTS AND APPROACH	4
2.4	CONSIDERATIONS:.....	6
2.5	APPLICATION AND APPROVALS.....	8
2.6	RESPONSIBILITY:.....	10
2.7	MAINTENANCE: (<i>WHO IS CURRENTLY MAINTAINING THE PROPERTY?</i>).....	10
2.8	LIABILITY:	10
2.9	INSURANCE: (<i>WHAT INSURANCE DOES THE CORPORATION OF SHEPHERDSTOWN EXTEND TO RUMSEY PARK?</i>)..	10
3	PROPOSAL	10
3.1	TIMEFRAME.....	11
3.1.1	<i>Milestones:.....</i>	<i>11</i>
3.1.2	<i>Project Schedule: (Draft).....</i>	<i>11</i>
3.2	RESOURCES.....	12
3.3	BUDGET	12
3.4	OWNERSHIP	12
3.5	AUTHORIZATION	13
4	APPENDIX	13
4.1	SUPPORTING DOCUMENTATION.....	13

1 Executive Summary

To celebrate West Virginia Day in 2022, the **Department of WV Tourism** teamed up with students at Nicholas County Career and Technical Center to build nine super-sized wooden swing sets where you can take in stunning views at some of the most scenic spots in the state.



Almost Heaven Swing located at Bluestone Lake near Hinton in southern West Virginia.

As a pilot project, one swing was placed in a scenic location or overlook in each of the nine travel regions. The swing sites were strategically positioned across the state to find some of West Virginia's most beloved vistas. Of the 28 locations across the state, there is only one Almost Heaven Swing site located in **region one** which is in Morgan County at the **Cacapon Resort State Park**. There are currently no sites located in Berkeley or Jefferson Counties.

The **Rotary Club of Shepherdstown** is proposing to construct an Almost Heaven Swing in Jefferson County, specifically located at the **Rumsey Park** overlooking the Potomac River in Shepherdstown, and seeking approval from the Corporation of Shepherdstown and the Jefferson County Convention and Visitors Bureau, and the West Virginia Department of Tourism to proceed with the project.

2 Background

2.1 History

The idea of **Almost Heaven Swings and Selfie Signs** was developed in celebration of West Virginia's 159th birthday, when the first nine of the tourist attractions were placed in some of the state's most scenic locations.

The swings were constructed by students at the Nicholas County Career and Technical Center. Students procured materials, designed and constructed a prototype swing in concert

with the WV Dept. of Tourism utilizing their carpentry and ironwork skills. The built in “selfie station,” adjacent to the swing encourages visitors to take pictures and share on social media using the hashtag #almostheaven.

Each of the locations was determined after the West Virginia Department of Tourism (WVDoT) analyzed over 100,000 social media posts from across the state to find some of the most beautiful views. The popularity of the Almost Heaven Swings has risen above any level anticipated, and the locations are drawing more and more tourists as they travel through the Mountain State. While the initial pilot project selected only nine locations, since then, 15 more swings have popped up across the state.

The State Tourism website (<https://wvtourism.com/west-virginias-most-instagrammable-views/>) has reported that the response to the swings has been “unbelievable.” It touts that tens of thousands of social media posts have been seen tens of millions of times, showcasing every corner of West Virginia, which provides an enticement for others to follow suit and come pose for a picture on one or more of the beautifully built over-sized swings.

The opportunity to see beautiful views, while visiting areas around the state, awaits all who are looking for some day trips or even to make it a longer vacation. Many of the swings are located in state parks, most of which offer cabins or camping venues or even lodges and resorts, where a few relaxing days can be spent enjoying the beauty of the Mountain State.

The concept of constructing a West Virginia swing in Jefferson County was introduced to the Rotary Club of Shepherdstown by Karrington Childress, Miss West Virginia 2023 during her presentation to the general membership. Miss Childress mentioned that she had visited most of the Almost Heaven swings in our state and remarked that there were none located in the Eastern Panhandle. She suggested that our local community could perhaps rally behind such a project and determined that the **Shepherdstown area overlooking the Potomac River** would be a premier location.

We followed up with inquiries to the Nicholas County Career and Technical Center and the WV Department of Tourism and learned that the latter is offering the Almost Heaven Swings and Selfie Sign components to industry partners, while matching the cost 50/50 through the Cooperative Advertising Program. The WVDoT delivers the structures to the agreed-upon site, and the **Rotary Club of Shepherdstown takes on the procurement of the materials required and cost for installation.**

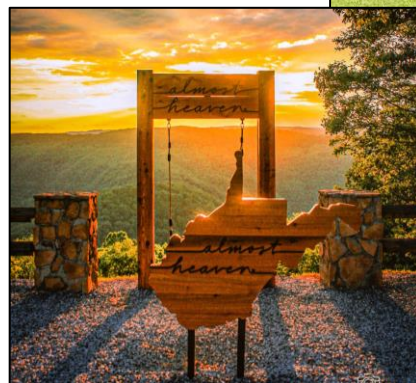
2.2 Locations

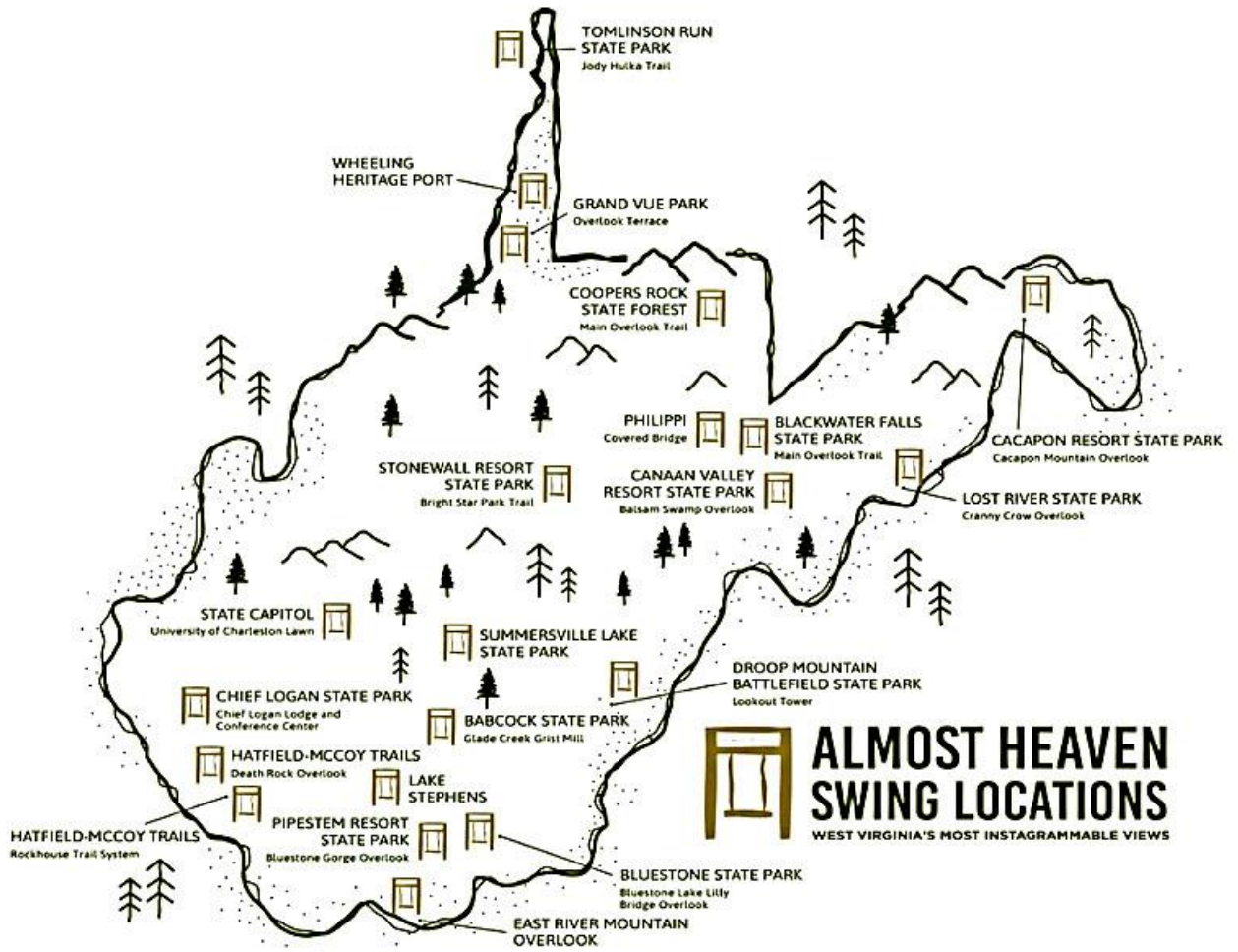
The **Almost Heaven Swings and Selfie Signs** are currently located at **28 sites** throughout the state:

- Babcock State Park
- Blackwater Falls State Park
- Blennerhassett Island Historical State
- Bluestone State Park
- Cacapon Resort State Park
- Canaan Valley Resort State Park
- Charleston
- Chief Logan State Park
- Coopers Rock State Forest
- Droop Mountain Battlefield State Park
- East River Mountain Overlook
- Grand Vue Park
- Hatfield-McCoy Trail
- Lake Stephens
- Lost River State Park
- Oglebay
- Philippi Covered Bridge
- Pipestem Resort State Park
- Rail Explorers Depot
- Rockhouse Trail System – Hatfield McCoy Trails
- Cabell County, Rotary Park
- Snowshoe Mountain
- Stonewall Resort State Park
- Summersville Lake State Park
- Tomlinson Run State Park
- Valley Park
- Wheeling Heritage Port
- West Virginia State Capitol



Park





2.3 Requirements and Approach

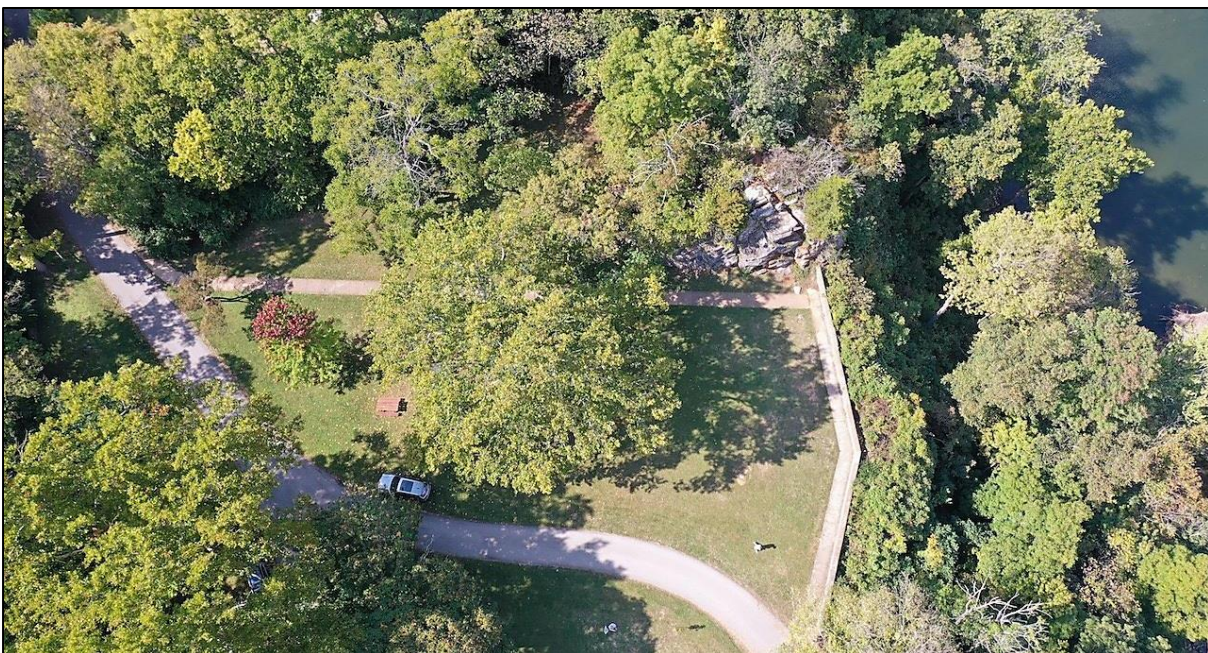
- **Costs** (procurement and installation)
 - Rotary Club of Shepherdstown (partner) takes on the procurement of the materials required and cost for installation.
 - The WVDoT offers these the swing and selfie sign components to industry partners and match the cost 50/50 through their **Cooperative Advertising Program**.
 - Essentially, the cost for development is \$4,500, but partners are only responsible for **\$2,250** after the program's match. The WVDoT delivers the structures to the agreed-upon site, and the partner takes on installation and the materials required.
- **Location**
 - **Rumsey Monument Park, Shepherdstown, WV**



The **James Rumsey Monument** overlooks the Potomac, the very river on which Rumsey pioneered the first steamboat. James Rumsey was an inn operator & an inventor who demonstrated his working steamboat in October 1787 on a short cruise of the Potomac River below the town. In 1915, the people of Shepherdstown erected a 75 foot tall monument on a hill above the River to memorialize Rumsey & his technological accomplishment. Two bronze plaques on the monument base document his invention.

The park encapsulates a medium sized central green space for strolling, picnicking, and capturing some photo-worthy overlooks of the Potomac River. Visitors of James Rumsey Monument Park can hike trails, use the playground and exercise equipment at the adjacent **Cullison park**, and enjoy the view of the river where Rumsey pioneered the very first steamboat. It's a quiet spot in a small college town to relax & enjoy some scenic views along the West Virginia-Maryland river border.

The Rotary Club of Shepherdstown held its first 4th of July community celebration at Rumsey Park in 2007, with the Corporation of Shepherdstown providing electrical service for lighting and entertainment venues the following year. The Club recently constructed and donated two picnic tables to be enjoyed by local residents and visitors alike.



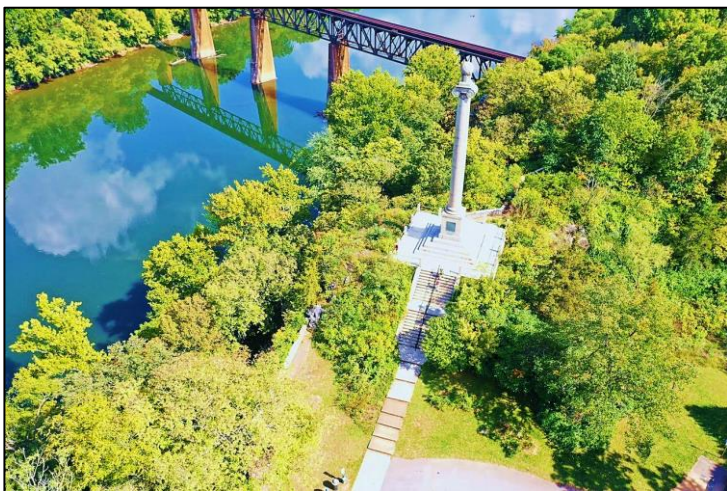
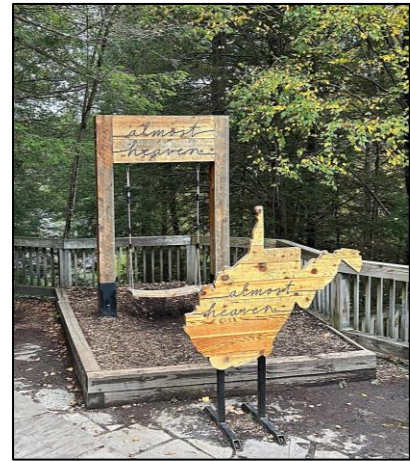
2.4 Considerations:

▪ Swing Dimensions:

- Swing and selfie sign (footprint): 10' x 12'
- Swing (W x H): 6' x 12'
- Sign (W x H): 4' x 8'
- The swing and sign are set 10' apart

▪ Specific placement:

Location of the swing and selfie sign should be carefully placed to maximize the view over the Potomac River while minimizing green space real estate. Consideration should be provided for the survival of existing ornamental vegetation while maximizing a safety buffer between the arc of the swing and the stonewall barrier.

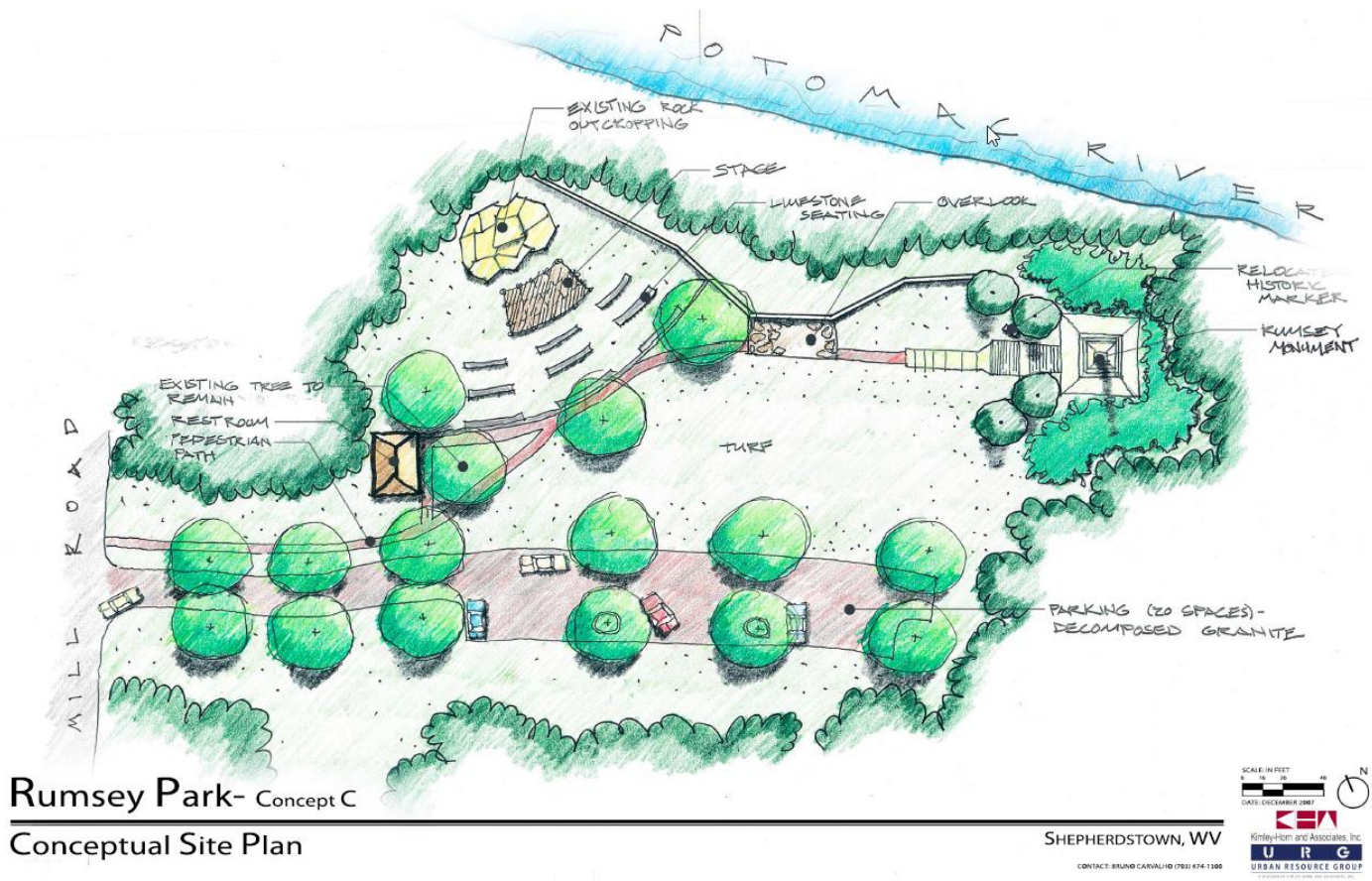


Preferred placement recommendations should be located adjacent to the barrier wall to maximize the view of either the Potomac River and, or the Rumsey Monument.

▪ Topographical Map:



- Rumsey Park Conceptual drawing from 2007 (Riverfront Revitalization Project)



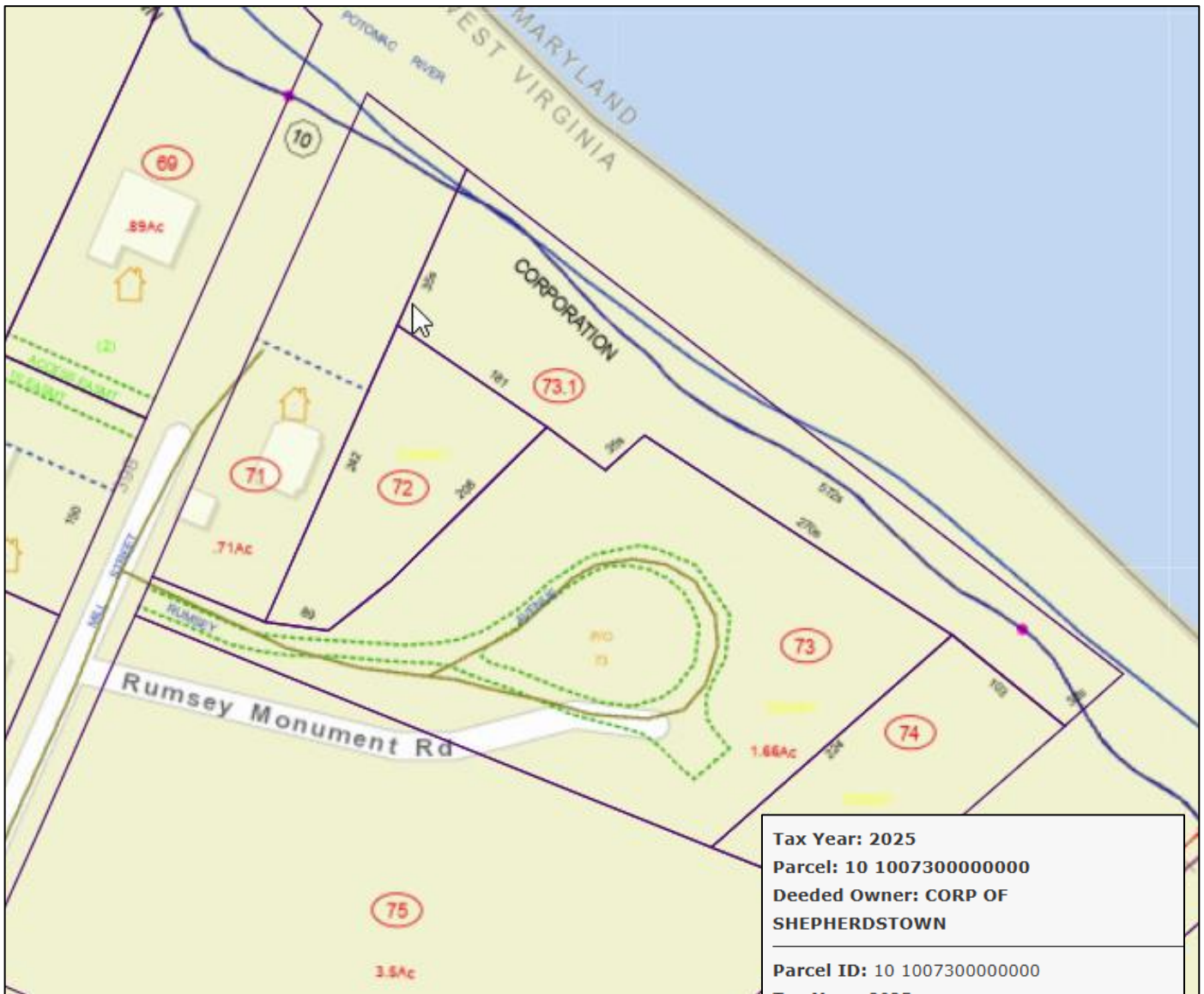


- **Environmental:**
 - Preservation of the WW II memorial plantings at the monument site provided by the **Potomac Garden Cub**
 - Maintain open space areas for picnicking and entertainment venues
 - Other:
 - SME's: Scott Schmied and Jamie Byron (Arborists)
 - Preservation of native species
 - Evacuation of invasive plant species to include 'tree of heaven' (*Ailanthus altissima*)
- **Parking and Accessibility:**
 - The city park at the monument site has a small parking area along its loop road adjacent to the monument hill (1 handicap & 3 regular spots), plus additional free street side parking along N. Main St. approaching the Park entrance.
 - There are 35 metered spaces (free on weekends) along N. Mill Street, the park approach
 - Additional accessible parking is located on Rocky Street
- **Security:** The Shepherdstown Police patrols the park on a daily basis

2.5 Application and Approvals

- **Corporation of Shepherdstown - Town Council** as the Corporation of Shepherdstown owns the property intended for project installation.
 - Property ownership includes parcel IDs:

- 10-10072
- 10-10073 (includes park, stone wall and monument)
- 10-10074
- 10-10075



<p>Tax Year: 2025 Parcel: 10 1007300000000 Deeded Owner: CORP OF SHEPHERDSTOWN</p>
<p>Parcel ID: 10 1007300000000 Tax Year: 2025 Deeded Owner: CORP OF SHEPHERDSTOWN C/O: Owner Address: 0 PO BOX 248 City: SHEPHERDSTOWN State: WV Zip: 25443 Deed Book/Page: 1034/636 Description: MILL ST.- PARK & MONUMENT</p>

- **Shepherdstown Parks and Recreation Committee**
- Need to consult with and acquire project approval from the **Jefferson County CVB** so they can file application at our proposed location. Their account in the **WVDoT Partner Portal** has given them access to all of the Co-Op opportunities up for request—including the Almost Heaven Swing and Selfie Sign.
- The application window will open later this year when the WVDoT begins accepting requests for the **Spring/Summer 2025** advertising season.
- WVDoT contact information:

Destiny Workman
WV Dept. of Tourism
Co-Op Advertising Coordinator
304-352-0523
Destiny.S.Workman@wv.gov

2.6 Responsibility:

2.7 Maintenance: The Corporation of Shepherdstown maintains the property to include grass cutting and trash removal

2.8 Liability:

2.9 Insurance:

3 Proposal

The **West Virginia Department of Tourism** has demonstrated that the **West Virginia Almost Heaven Swing and Selfie Sign** is a significant attraction for community residents and tourists visiting the state of West Virginia.

Currently, there are no swings located in either Berkeley or Jefferson Counties. **Shepherdstown** is the oldest town in West Virginia and certainly should be celebrated with the installation of a Swing.

The idea of constructing one of these iconic structures in Shepherdstown has captured the heart of the Rotary Club of Shepherdstown as a worthwhile project that our club would like to contribute to our local community. The Shepherdstown Town Council has expressed interest in the past that our community is vested in promoting the historic **Rumsey Monument Park** overlooking the Potomac River. The park has been used in the past as an entertainment venue for our initial 4th of July picnics and in fact, the town has invested electrical service and is considering extending the park's utility.

The addition of a **West Virginia Almost Heaven Swing** at the Rumsey Park will have a positive impact in local tourism, with minimal impact on current park maintenance. The **Rotary Club of Shepherdstown** is willing to put forth sweat equity to execute this project at no cost to the Town or the County. Our proposal follows:

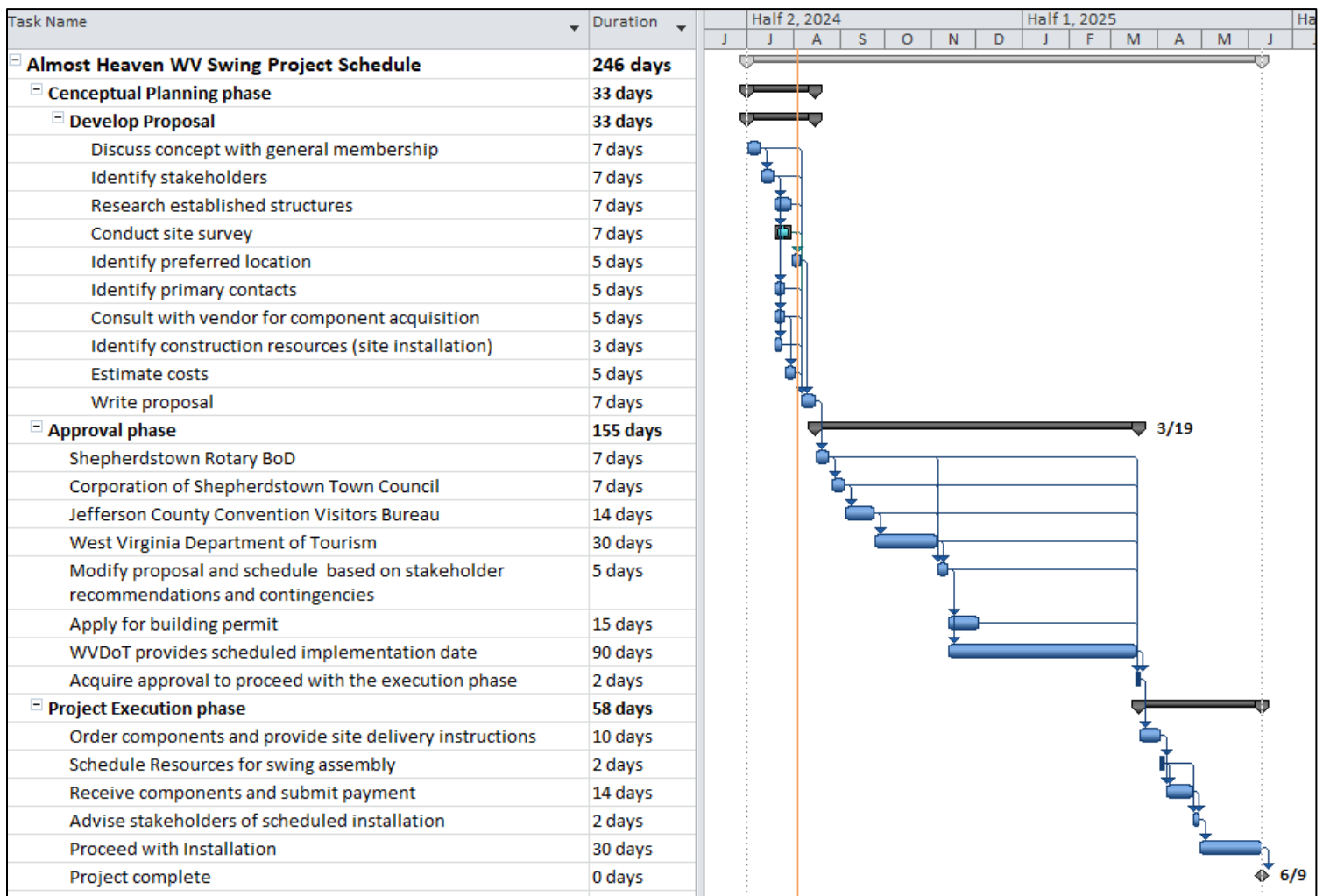
- To celebrate West Virginia tourism in the Eastern Panhandle and Jefferson County
- To acquire the components and complete installation of a **West Virginia Almost Heaven Swing and Selfie Sign** in Shepherdstown, West Virginia
- To locate the structure at the **Rumsey Monument Park** overlooking the Potomac River
- To showcase the resources available in Shepherdstown City Parks, specifically the Rumsey and Cullison Parks
- To promote future utilization of Rumsey Park for entertainment venues
- To prepare the foundation costs and construction labor at no cost to the Town of Shepherdstown
- To fund component procurement and associated installation costs from the **Rotary Club of Shepherdstown Charitable Fund Incorporated**
- To complete this project and dedicate it to the **Corporation of Shepherdstown** by June 2025

3.1 Timeframe

3.1.1 Milestones:

- **Write Proposal**
- **Acquire Approvals:**
 - Shepherdstown Rotary (*acquired 06 September 2024*)
 - Shepherdstown Town Council
 - Jefferson County CVB
 - WV Dept. of Tourism
 - Jefferson County permits
- Define **construction start date** (*WVDoT scheduling dependency*)
- **Procure/acquire components**
- **Build**
- **Project completion** (*Estimate June 2025*)

3.1.2 Project Schedule: (Draft)



3.2 Resources

Project Resources		
Type	Qty	Notes
Swing and sign components	1	\$2,250 after the program's match
Site preparation	1	\$1,650 To include foundation and base frame surface
Labor	1	Donated by the Rotary Club of Shepherdstown membership

3.3 Budget

The WVDoT marketing program suggests that the cost for development is \$4,500, but partners are only responsible for **\$2,250** after the program's match. The WVDoT delivers the structures to the agreed-upon site, and the partner takes on installation and the materials required.

Other cost estimates may include evasive plant removal (riverbank side), permits, delivery charges, anchoring the components, and the cost of building a framed safety court.

Labor costs are excluded from this estimate as the Rotary Club of Shepherdstown will provide skilled trade resources at no charge.

Cost estimates are reflected in the following table:

Item	Cost
Application costs (permits)	\$100
Swing and Selfie components	\$2,250
Delivery cost	\$150
Structure foundation	\$150
Base frame and resilient safety surface	\$1,500
Evasive plant removal	\$1,000
TOTAL	\$5,150

A conservative budget estimate is: **\$5,000**

3.4 Ownership

Project Ownership		
Role	Name	Contact Details
Project Sponsor	Cara Keys, President and Dale Homan, Vice President, <u>Rotary Club of Shepherdstown, WV</u>	carolineakeys@gmail.com premierloans@frontiernet.net
Project Customer	Corporation of Shepherdstown	jgatz@shepherdstown.us
Project Manager	Enrico Caruso	ecaruso53@comcast.net
Stakeholders	<ul style="list-style-type: none"> o WVDoT o Jefferson County CVB o Corporation of Shepherdstown o Parks and Recreation Committee 	Destiny.S.Workman@wv.gov annette.gavin@jccvb.com jgatz@shepherdstown.us athomas130@yahoo.com

3.5 Authorization

Project Sponsor

Customer

Name:

Name:

Position:

Position:

Date: __ / __ / __

Date: __ / __ / __

4 Appendix

4.1 Supporting Documentation



BOARDS AND COMMISSIONS APPLICATION

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

You are also welcome to submit a résumé.

Name: Mr. Ms. ROBIN McGRORTY Address: 85 SAGE PLACE

Phone numbers – Home: _____ Work: _____ Cell: 303-919-6233

Email address: robiningmcgrorty@gmail.com Employer: VIKING TREE SERVICE

Occupation: ARBORIST

Which board/commission would you like to serve on? TREE COMMISSION

Please describe your background and education.

- BRITISH BORN US CITIZEN
- PERMACULTURE DESIGN CERTIFICATE
- 2 YEAR BIODYNAMIC FARMING + GARDENING APPRENTICESHIP
- ISA CERTIFIED ARBORIST
- BACHELOR DEGREE IN FASHION DESIGN

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

- ISA CERTIFIED ARBORIST
- 9 YEARS CLIMBING ARBORIST
- WORKED AT TREE ECOLOGY INC. IN OREGON + IN CONJUNCTION WITH PORTLAND OR BUREAU OF ENVIRONMENTAL SERVICES, PLANTED, WATERED + STRUCTURE PRUNED ~~TREES~~ CITY TREES THROUGHOUT THE PORTLAND METROPOLITAN AREA.

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

- MAINTAINING + PROTECTING THE QUALITY OF THE ENVIRONMENT THROUGHOUT SHEPHERDSTOWN USING THE ENVIRONMENTAL SERVICES OF TREES.
- CORRECTLY CHOOSING + MAINTAINING THE CITY CANOPY
- CONNECTING THE CITY WITH QUALIFIED ~~PROVIDER~~ LOCAL PROVIDERS.

Please describe what you know about this board/commission.

- MEMBERS CARE ABOUT SHEPHERDSTOWN,
-

How did you hear about this board/commission?

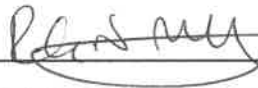
CHARLOTTE BAKER-SCHENK

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

ERIK BERNDT 707-338-0144

JAMIE BYRON 703-608-8178

Signature: _____



Date submitted: _____

9/7/24

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

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

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