

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, September 10, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

1. Call to Order

Members Present: Mayor Gatz, Marty Amerikaner, Marcy Bartlett, Shannon Thomas, Carrie Blessing (via Zoom), Linus Bicker

Members absent: Cheryl Roberts

Staff Present: Amy Boyd, Charles Coe, Mike King, Gino Sisco, Maged Kirolos

Visitors Present: See attached sign-in sheet

2. Approval of Minutes

- a. Town Council Meeting Minutes of August 13, 2025- Moved by M. Amerikaner, second by L. Bicker to approve. Unanimous.

3. Public Comment Period

- a. Persons who have registered to address Town Council – no one registered.

4. Public Hearing

- a. Amendment to Town Zoning Ordinance to comply with State Statute – Town Council agreed to move forward with the amendment.

5. Event Requests, Committee Appointments, and Community Grants

- a. Committee Appointments – Moved by J. Gatz, second by M. Bartlett, to appoint Lauren Chapalee to the Planning Commission. Passed 4 yeas (Gatz, Amerikaner, Bartlett, Thomas) to 2 neas (Bicker, Blessing)
Action on the Historic Landmarks vacancy was deferred.
- b. Event Requests
 - Constitution Day Parade, September 20, revised – Moved by M. Bartlett, second by M. Amerikaner, to approve revised route. Unanimous.
 - Shepherdstown Yard Sale, Oct 18 – Moved by L. Bicker, second by S. Thomas, to approve. Unanimous. Note – efforts will be made to ensure that pedestrians will have clear passage on sidewalks.

- c. Finance Committee Recommendations - Community Grant Requests
 - Constitution Day Parade, September 20 – Moved by M. Bartlett, second by M. Amerikaner, to approve grant in the amount of \$1,500. Passed 4 Yea (Gatz, Bartlett, Amerikaner, Thomas) 2 - Nea (Bicker, Blessing)
 - Film- “This Land Is Cursed” – Moved by M. Bartlett, second by S. Thomas, to accept the recommendation not to fund this project. Unanimous.

6. Ongoing Business

- a. Comprehensive Plan Update Meeting – Tentative Date: December 9
- b. Audio / Visual System in Town Council Meeting Room – Training September 18 at 6:00 p.m.
- c. Status of Projects Approved in FY26 Budget
 - Artistic Benches – L. Bicker reported the theme is “Dog”. Public Works will provide the materials. Two benches are currently in the planning stage.
 - Bike Path to Parks - markings / signs – M. Amerikaner reported as soon as the signs and sharrows come in, they will be installed.
 - Composting Initiative – M. Bartlett reported they are making good progress.
- d. Status of Green Infrastructure projects – Mayor Gatz reported obstacles with the Chesapeake Bay Fund Trust Project – the engineers determined the proposed project (bioswale) is not appropriate for the sites. They are looking at the Town for other potential sites. Need to pay the consultants for work done.
- e. Status of State Grant for Princess Sidewalk – It was suggested to look at a different project location as this project location is cost prohibitive. The grant is for engineering services.
- f. Status of State Management of Path Project (Duke Street) – This is a lengthy process. Work will not take place during the winter months.
- g. Town Real Estate Matters – deferred until the end of the meeting.

7. New Business

- a. Open Town Hall Meeting Room for Town organizations – Resolution
- b. Street Banners – Resolution – Moved by S. Thomas, second by L. Bicker to approve resolution. Unanimous.
- c. Holiday Decorations – Resolution – Moved by S. Thomas, second by L. Bicker, to approve resolution. Unanimous.
- d. Records Management – James provided a reminder that the Town has rented 102 N. King Street. One of the uses will be to store records.
- e. Town Council Committee Structure – information in packet; discussion deferred until next month.

- f. Selection of Attorney with specific expertise to support Comprehensive Plan Implementation

8. Staff Reports

- a. Staff Reports - enclosed
- b. Town Financial Status - enclosed
- c. Approval of Town Expenditures – Moved by M. Bartlett, second by M. Amerikaner, to approve as presented. Unanimous.

9. Reports of Committees, Commissions, and Boards Since August 13, 2025

Draft and/or approved minutes from meetings held since August 13, 2025

- a. Age Friendly Shepherdstown Committee
- b. Finance Committee
- c. Grants Committee – S. Thomas reported about a matching \$25,000 grant like Shepherdstown's 250th Anniversary Celebration grant.
- d. Historic Landmarks Committee
- e. Parks and Recreation Committee
- f. Planning Commission – L. Bicker discussed the need for legal counsel assistance to review/update the Planning Ordinances. Mayor Gatz reported he was pursuing the possibility of having a consultant assist with the Planning Commission functions until we fill the vacant position. This person could also assist with the ordinance review.
- g. Public Works Committee
- h. Tree Commission
- i. Water Board and Sanitary Board – M. Bartlett reported on the Town Run Watershed baseline study. A kick-off meeting is being planned with the date TBD.

10. Mayor's Report

- a. Program Manager search – readvertised – applications due October 6
- b. Enterprise Resource Planning (ERP) system search – Two proposals have been submitted. The deadline has been extended.
- d. Building Commission – J. Gatz reported a call for volunteers will be made to fill this membership. The Building Commission will be helpful in studying and planning for annexation efforts that the town might undertake and for other projects throughout town.
- e. Partnerships with Shepherd University – Mayor Gatz reported he has been meeting with President Hendrix. Discussions have occurred about directional signs for parking, the clock on McMurrin Hall, the Business Department's eagerness to assist businesses, and opportunities for renting the Dining Hall (17,000 sq. ft.).

Moved by M. Amerikaner, second by M. Bartlett, to go in executive session at 9:18 p.m.
Unanimous.

Moved by L. Bicker, second by S. Thomas, to leave executive session at 9:50 p.m.
Unanimous.

11. Moved by M. Bartlett, second by M. Amerikaner, meeting adjourned at 9:51 p.m.
Unanimous.