

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, May 13, 2026 – 6:30 p.m.

Town Hall – 104 North King Street

or Join By Zoom

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.1>

Meeting ID: 860 6712 0451

Passcode: 818383

1. Call to Order: 6:34 pm

2. Attendance:

Town Council Members: Mayor Gatz, Cheryl Roberts, Marcy Bartlett, Linus Bicker, Shannon Thomas, Carrie Blessing (on Zoom), Marty Amerikaner (Recorder)

Staff: Gino Sisco, Maged Kirollos, Woody Coe, Karl Musser, Chief Mike King

3. Approval of Minutes

a. Town Council Meeting Minutes of April 8 and 21:

April 8: One needed word change was noted by Marcy; with that change, minutes were approved unanimously

April 21: postponed until next TC meeting

4. Public Comment Period

a. People who have registered to address Town Council:

- i. Hunter Mize, an intern at JCDA, reported on a Child Care Status follow up study. The key finding is that there has been no substantive improvement in crisis regarding childcare needs in the County during the last 3 years. JCDA is working on several fronts to help in this area.
- ii. Jonathan Sherman, (Shepherd Facilities Management Director) reported on a variety of work projects on the Shepherd campus this summer, including periodic potential impact on town streets and sidewalks.
- iii. Elizabeth McGowan spoke to encourage TC adoption of her statement in support of Town limits regarding immigration enforcement by ICE.
- iv. Kay Schultz commented on the new proposed PUD ordinance and potential confusion in wording regarding potential contamination of Town Run.

5. Public Hearings

a. First Reading of Replacement Ordinance – Planned Unit Development: C. Roberts moved and M. Amerikaner seconded a motion to approve the first reading of the PUD ordinance replacement. M. Bartlett made several suggestions for wording changes. Motion passed unanimously.

6. Ongoing Business

a. Briefing on Election Planning

i. Set Compensation for Poll Workers: Gino and Marty outlined the proposed compensation rates for poll workers (\$50 for attending training workshop, \$87.50 for half-day shifts on election day, \$40 for evening counting board. This compensation, plus costs of food/beverages for poll workers will be well inside the \$2500 budgeted for this year's election. The motion passed unanimously

b. Community Conversation on Plaza – Thursday, May 21, 2026: Council was reminded of the upcoming Conversation. It will be a facilitated discussion period, not a "hearing"

c. Path to Morgan Grove Park Project - Status Mayor Gatz reported on a new date of completion that the DOH reported to him, pushing it back to July 2027.

d. Young/ShIPLEY Annexation – Status: no report

e. Green Infrastructure Storm Water Control Projects

i. Old Queen Alley rain garden

ii. Church Street Paper Street drainage improvement

Karl reported that an engineering study will be the first step. He noted that several residents had expressed concern about retaining access to their property, which apparently resulted from some misunderstanding about the exact locations of the work.

f. Historic Preservation Materials: Karl described several new documents prepared by the Mills Group for the HLC, which was funded by a grant from the State Historic Preservation Dept.

g. Food and Yard Waste Pilot/Demonstration: Materials are being prepared to describe the project, and a survey regarding possible participation is ready to distribute.

h. Real Estate matters: postponed until end of meeting. 8:55pm: M. Bartlett moved and M. Amerikaner seconded motion to enter Executive Session to discuss Real Estate issues, as noted in State Statute. Motion passed unanimously. 9:05 pm: motion by M. Bartlett, second by S. Thomas to end Executive Session. M. Bartlett moved and C. Roberts seconded motion to approve adjustments to leases on the Hurley Property homes. Motion passed unanimously

7. New Business

a. Asking Saves Lives Day (ASK Day) Proclamation: M. Bartlett moved and C. Roberts seconded motion to approve the Proclamation. Approved unanimously

b. Request for Event Permit - Town-Sponsored First Friday Events: M. Bartlett moved and M. Amerikaner seconded a motion to approve Experience Shepherdstown's revised music schedule for June, July and August; locations must still be finalized. Motion passed unanimously

c. Town Support for Parades

i. Pride Parade, June 1: Unanimous approval for requested funds to pay for flag poles (which will be reused in future years)

ii. Independence Day Parade: Interested groups can sign up to participate in the parade on the Shepherdstown Rotary website.

d. Shepherdstown Community Grant Applications

i. Shepherdstown Public Library (Installation of Solar Panels): The Finance Committee recommended approval of the library's request for \$20000 towards the \$200000 needed for their Solar Panel project. The goal is to decrease the high costs of electricity that the library incurs each month by generating as much of its own electric power as possible. After discussion, the motion (M. Bartlett moved, S. Thomas seconded) passed unanimously.

ii. Shepherdstown Street Fest, Inc.: M. Amerikaner moved, L. Bicker seconded motion to approve request for \$2500 to support Street Fest; motion was approved unanimously with the added contingency that the organizers report to TC which non-profit group(s) are the recipients of any donations that are made with funds available after the event.

e. Donations to the Town - Cash Donation, Bill Lukens

f. Town Applications for Grants

i. Current Applications - Status

ii. New Application – Safe Streets Grant: C. Roberts moved and M. Bartlett seconded motion to approve submission of this grant application

iii. Grant Writer Consultant: Mayor Gatz provided an overview of the RFP for a part time grant writer and encouraged wide distribution of the notification.

g. Town Owned Buildings: postponed until next month

h. Briefing on Bond Financing: Brief comment from Mayor Gatz about a planned presentation on Bond Financing; Possible dates are June 4,5,8,9,11 or 12. It will be an evening presentation lasting 1 hour.

i. Flower Bed Maintenance: M. Amerikaner moved and S. Thomas seconded a motion to permit the Mayor to review submissions responding to the RFP and choose a contractor for this work. Passed Unanimously

8. Town Staff / Department Reports

a. Department Reports: See reports attached to the packet for this meeting.

b. Town Financial Status: Maged reported that the Town continues run a significant surplus for the fiscal year, due primarily to lower than budgeted expenditures.

c. Approval of Town Expenditures: M. Bartlett moved and C. Roberts seconded motion to approve the expenditure report provided by Maged. Passed Unanimously

9. Reports by Committees, Commissions, and Boards

Draft and/or approved meeting minutes

- a. Age Friendly Shepherdstown Committee
- b. Finance Committee
- c. Grants Committee
- d. Historic Landmarks Commission
- e. Parks and Recreation Committee
- f. Personnel Committee
- g. Planning Commission
- h. Public Works Committee
- i. Tree Commission
- j. Water Board and Sanitary Board

10. Mayor's Report: none

11. Adjournment: M. Amerikaner moved, C. Roberts seconded motion to adjourn at 9:05pm. Passed unanimously