

SHEPHERDSTOWN SPECIAAL GRANTS COMMITTEE MEETING MINUTES

June 4, 2026 - 6:15 p.m.

Town Hall - 104 North King Street

1. Call to Order The meeting was called to order at approximately 6:30 p.m.

2. Attendance

a. **Members Present** James Gatz (J Gatz), Emily Samide (E Samide), Mary Fortuna (M Fortuna)

b. **Staff Present** Karl Musser, Hunter Wetzel

3. Public Comment

a. None

4. Approval of Minutes

a. The May minutes were approved with one correction: Shannon should be listed as absent.

b. A Motion was made by J Gatz and seconded by M Fortuna, approved as amended.

5. Ongoing Business

a. Review Grant Tracker spreadsheet/Upcoming grants

i. The committee reviewed upcoming grant opportunities and discussed aligning applications with Town priorities, deadlines, and administrative capacity.

ii. The Safe Streets for All grant was reported as submitted. Submitted materials should be added to the SharePoint/submitted grants folder.

b. Discussion of draft documents

i. Intake form was moved to the next meeting.

c. Updated confirmed current Town Funded Projects List - Mayor to provide

i. The updated project list was not yet available.

ii. The mayor will ask Town Council to identify four priority projects for grant planning.

d. Update on Grant SOQ applications

i. James reported that grant writer/administrator applications are being received.

6. New Business

a. Rail Safety Grant [New Business Item]

i. The committee discussed the Norfolk Southern Safety First grant as a possible hazmat/rail emergency preparedness application.

ii. Mary will confirm eligible costs and circulate draft materials before the July meeting.

7. General Committee Discussion

- a. The committee discussed how grant ideas should move through stakeholder committees and Town Council and discussed posting grant updates or awarded grants on the Town website/newsletter.
- b. Action Items
 - i. Add action-item review to future agendas before adjournment, when possible.
 - ii. Add SS4A submitted application materials to SharePoint.
 - iii. Review the intake form at the next meeting.
 - iv. Bring the current Town-funded project list back and ask Town Council to identify four priorities.
 - v. M Fortuna to review Norfolk Southern Safety First eligibility/costs and circulate draft materials.
 - vi. Follow up with Michael about website/newsletter grant updates.

- 8. Adjourn** M Fortuna motioned to adjourn the meeting at 7:30p.m J Gatz seconded and the meeting was adjourned.