

Town Council Agenda

SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA

Wednesday, August 12, 2026 – 6:30 p.m.

Town Hall – 104 North King Street

Join online by Zoom:

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

Or join by telephone:

Dial: (301) 715-8592

Meeting ID: 860 6712 0451

Passcode: 818383

Revised by removing item 8. g. i. Potential Donation of Structure

1. Call to Order

2. Attendance

3. Approval of Minutes

- a. Regular Town Council Minutes of July 8

4. Public Comment Period

- a. [Registered speakers / public comment item]

5. Public Hearings

- a. Second Reading of Planned Unit Development Ordinance Amendment and Replacement (continued)
- b. First Reading of an Amendment to Chapter 13 of the Code of Shepherdstown for the Adoption of the 2018 International Property Maintenance Code

6. Mayor's Report and Proclamations

7. Ongoing Business

- a. Market House Plaza Pilot – Update
- b. Flower Bed Maintenance – Update
- c. Purchase of former Shepherdstown Elementary School Property – Update
- d. Town Council Member Committee Assignments
- e. Resolution on Updated Town Council and Town Committee Procedures - Update
- f. Town Council Planning Retreat – Discussion

8. New Business

- a. Designation of Working Group on the Oversight of Three Town-Owned Properties:
Shepherdstown Train Station; Enter Hotel; and Historic Market House Building
- b. Contract for Consultant Services for Grant Writing and Advocacy
- c. Special Events Requests – Votes
 - i. Constitution Day Parade – September 19
 - ii. Town Run Rubber Ducky Race – September 20
 - iii. Appalachian Heritage Festival – September 25-26
 - iv. Shepherd University Homecoming Parade – October 17
- d. Overview by Experience Shepherdstown of Plans for Fall Festivities including Boo Fest
- e. Volunteer Applications – Vote
 - i. Tree Commission
- f. Community Grant Applications – Vote
 - i. Jamie Byron for Landscaping of Shepherd University Parcel Adjacent to the Wall
 - ii. Shepherdstown Chess Club for Tournament
- g. Donations to the Town
- h. Town Applications for Grants – Status
- i. Resolution on Update to On-Line Display of Town Ordinances - Vote

9. Town Staff / Department Reports

- a. Department Reports
- b. Town Financial Status
- c. Approval of Town Expenditures

10. Reports by Committees, Commissions, and Boards

Draft and/or approved meeting minutes

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

11. Adjournment

Town Council Meeting Minutes

DRAFT
SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

July 8, 2026 – 6:30 p.m.

Town Hall – 104 North King Street and via Zoom

1. Call to Order

Meeting called to order at 6:38 p.m.

2. Attendance

Members Present: James Gatz (Gatz), Harriet Pearson (Pearson), Marcy Bartlett (Bartlett), Cheryl Roberts (Roberts), Ashleigh Sanders (Sanders), Joe Yates (Yates).

Members Absent: None.

Staff Present: Amy Boyd (Boyd), Gino Sisco (Sisco), Maged Kirollos (Kirollos), Woody Coe (Coe), Karl Musser (Musser), Mike King (King), Hunter Wetzel (Wetzel).

Visitors Present: List of those who signed in is available from the Town Clerk.

3. Approval of Minutes

Motion to approve the Special Town Council Minutes of June 8 and the Regular Town Council Minutes of June 10, with the correction of Sanders' first name (misspelled in the June 8 minutes) and Yates' preferred first name in the June 8 minutes, and the addition of a “Members Absent” line to both sets of minutes. Motion made by Bartlett, seconded by Roberts. Motion passed unanimously.

4. Public Comment Period

Kay Schultz, representing the Town Run Watershed steering committee, thanked the Town for its efforts to protect the old elementary school site via the Town's plan to purchase the site from the County Board of Education. Town Run Watershed offered to walk the site and point out water-related considerations.

5. Public Hearings – Second Reading of Planned Unit Development Ordinance Amendment and Replacement (continued)

The Mayor recapped the process followed starting last year to develop the proposed PUD ordinance, which if enacted will replace the existing ordinance (itself modeled after Morgantown, WV's original PUD ordinance, which has since been updated). The process included review by the Planning Commission and Town Council together with consultant Christopher Fletcher, former planning director for Morgantown, who prepared the draft for consideration. The first reading took place May 13, 2026. The second reading began at the June Town Council meeting, during which Bartlett proposed four amendments and former Councilmember Blessing asked for stronger language on affordable housing; Council adjourned to continue the second reading at a subsequent meeting.

To provide newly elected Council members time to review and consider the draft ordinance, Gatz moved to postpone continuation of the second reading until the August Town Council

meeting and, in the meantime, to arrange a workshop opportunity for Council members with the consultant. Sanders seconded the motion, which passed unanimously.

6. Mayor's Report and Proclamations

Proclamation: As part of recognizing good work by town staff and community members, the Mayor proposed, and the Council unanimously approved, a proclamation honoring Town resident Jim Schmitt for his work on the Hometown Heroes banners program. A framed copy of the proclamation was presented to Schmitt.

Mayor's Report: The Mayor reported on the following items:

- A retail market study will be undertaken by Experience Shepherdstown, the Town-supported nonprofit organization that is also responsible for the First Friday events series and Shepherdstown.info. The study, which will be posted for the community's use, will be performed by Jon Stover & Associates, a consulting firm with significant relevant experience. The study process will include business interviews and a community survey.
- While the Rotary Club's July 4 parade was cancelled due to the extreme heat, the Mayor expressed gratitude for the Shepherdstown Rotary's hard work, led by Darlene and Brian Truman, to prepare for the parade. The Mayor also acknowledged the Shepherdstown Volunteer Fire Department's continuing, despite the heat, their annual tradition of carrying the American flag in a solemn procession on German Street. The Mayor noted that there is some discussion underway with the organizers of the September 19 Constitution Day parade about expanding that event.
- Tragically, a town resident was struck by an automobile at the corner of German and South King Streets on the morning of July 4. The Shepherdstown Police Department is investigating the incident.

7. Ongoing Business

- a. **Market House Plaza Pilot/Demonstration – Update.** The Mayor reported that the Town's application to AARP for a grant to support a demonstration pilot of a pedestrian-friendly plaza behind the Market House was approved. The amount of the grant is approximately \$14,000. Town staff is working on the design of the pilot with outreach to businesses and community members, and a post-pilot evaluation will be performed to inform future decisions. The Mayor noted that Councilmember Sanders and volunteer Leigh Ann Evanson agreed to prepare proposed evaluation criteria and process for the Town, with others welcome to join that work. The Council also discussed the importance of pedestrian safety with respect to the Market Plaza.
- b. **Flower Bed Maintenance – Update.** The Mayor reported that Native Havens is the firm the Town has chosen to hire to plant and maintain Town-owned flower beds (Church to Princess Streets on German Street, and one block north of German Street) going forward, with an emphasis on native plants and water conservation. Council discussed the importance of safety considerations when installing plantings, with respect to the height of plantings not obscuring visibility.
- c. **Shepherdstown Elementary School Property – Update.** The Town's attorney is working with the Board of Education to prepare documents for the planned acquisition; the 90-day timeline for completing the transaction starts when these documents are completed. The Town has

already conducted a high-level environmental appraisal which noted the presence of some asbestos issues in tiles, window caulking, and possibly some interior walls. Noting that it will be some time before the Town takes possession of the school property, the Council discussed issues to be considered such as the cost of carrying the property while it is vacant and the Town is working on a plan for the property, including the cost of vacant property insurance and responsibility for mowing.

- d. Artistic Benches – Update. Two new benches have been commissioned and are expected to be unveiled in August. The Council discussed the utility of the Town's having an overall plan for placement and replacement of publicly-owned benches.

8. New Business

a. Special Events Request – Vote

- i. Indivisible Event – July 17. Motion to accept the event application, moving the location to King Street between German and Old Queen Alley due to McMurrin construction and safety concerns (amended, on Chief King's recommendation, to keep Old Queen Alley open for emergency vehicle access). Motion made by Roberts, seconded by Yates. Motion passed unanimously.

b. Volunteer Applications – Vote

- i. Shepherdstown Planning Commission – Town Council considered the application of Michael Binder for the Planning Commission. Roberts moved to approve the application, Bartlett seconded the motion, and all voted aye.
- ii. Age Friendly Shepherdstown – Town Council considered the application of Louann Stovel to join the Age Friendly Shepherdstown committee. Bartlett moved to approve the application, Pearson seconded, and all voted aye.

- c. Resolution in Support of Petition Requesting the State to Complete the Path to Morgan's Grove Park. With minor edits, adding mention of “along Highway 480” and editing dates in the prefatory section, the Town Council voted unanimously in support of a petition to the state Department of Highways asking for completion, as soon as possible, of the much-anticipated bike/pedestrian path to the Library and Morgan's Grove Park, which after years of delay had been committed for completion in 2026 and has now been delayed again to 2027.

- d. Development of Ordinance on Accessory Dwelling Units – Discussion. The Mayor reported that Ryan Simonton, one of the Town's attorneys, is working on a draft ordinance on accessory dwelling units to conform to the requirements of a new state law on this topic; that law goes into effect January 4, 2027. The text of the draft ordinance should be available next month.

- e. Water Department FY27 Budget – Discussion. Council discussed the Water Department Board's authority to approve its own budget, which is currently operating at a deficit as water rates have not been adjusted since approximately 2021. The Water Board intends to apply for water rate increases, which would need to be approved by the Town Council and ultimately the state Public Service Commission, and would affect the public. Especially in light of these considerations, Town Council must remain connected to and aware of the Water and Sanitation/Sewer Board's work.

- f. Sanitation Department FY27 Budget – Discussion (see prior item).

- g. Donations to the Town – Discussion/Vote. Council discussed a proposed donation of approximately \$1,500 to \$2,000 to pay for a marker in Rumsey Park from Doug Perks, working with the Historic Shepherdstown wayside committee. Pearson and Roberts raised the issue of making sure the new marker is compatible with existing and planned historic wayside markers. Pearson moved that the donation be approved with the requirement that a design and text of the wayside be provided to the Historic Landmarks Commission and the Mayor for review and approval. Roberts seconded, and all voted aye.
- h. Town Applications for Grants – Status. Musser reported on grants awarded:
- Recent:
- AARP grant for Market Plaza pilot project (previously discussed).
 - Mills Group pro bono services grant for planning for redevelopment of the Tobacco Warehouse.
- Older:
- Eastern West Virginia Community Foundation, \$4,000 for restoration of the Shepherd Burial Ground – currently working with Historic Shepherdstown on this.
 - Chesapeake Bay Trust, \$4,000 for a food waste composting project – working with Tabler Farm on an MOU. There are 24 volunteers participating in the pilot project so far; the Town budgeted for 30.
 - WV Office of Energy grant for ADA/energy-efficient doors – awarded in April; the project to install doors at Town Hall is in progress.
 - Town applied to the Safe Streets and Roads for All grant for \$100,000 from the Department of Transportation; expect to hear back in December.
 - Town applied for congressionally-directed funding for streetscape work; no word back on that.
- Other Grant Activity:
- Town to provide a letter of support to Historic Shepherdstown, which is applying for a grant from the Preservation Alliance of West Virginia for replacement of the Entler Hotel's metal roof. Grant application deadline is July 31.
- i. Planning Town Council Orientation and Retreat – Discussion. Council members are to let the Clerk, Amy Boyd, know of July evening dates for an orientation on Town government and Town Council processes. A retreat may also be scheduled, to be a structured meeting to get to know each other and discuss priorities.

9. Town Staff / Department Reports

a. Department Reports

Police – Chief King reported a relatively slow month in June (May was busy due to threats against schools). The accident on July 4, in which an individual was struck, is being investigated. The Chief urged everyone to be careful driving and walking.

Water/Sewer – It was noted that there is an error in the written report included in the meeting packet: the pedestrian/bike path project is actually now scheduled to be completed July 2027.

- b. Town Financial Status – Finance Director Kirollos reported a true surplus of \$272,000 and projected a \$300,000 surplus for the entire fiscal year by the end of July 2026.
- c. Approval of Town Expenditures – Bartlett moved to approve, Roberts seconded, and all voted aye to approve the town expenditures listed in the packet.

10. Reports by Committees, Commissions, and Boards

Parks and Recreation Committee – Committee Chair Roberts expects to receive a cost estimate for a new historical marker (to replace a pre-existing marker at Rumsey Monument Park) and asked that this item be added to the August Town Council agenda for approval. The cost is estimated to be under \$2,000. The Parks and Recreation Committee did not meet in June due to lack of quorum.

Water Board and Sanitary Board – Bartlett reported that the Water Board plans to discuss what is needed to obtain approval for a water tariff increase. She also reported that PFAS testing in biosolids was done and all results are under State of Maryland standards, which are being used as a benchmark since West Virginia does not have established limits.

The Mayor encouraged Council members to be responsive with dates for orientation and retreat, which would include discussion of committee membership and structures.

11. Adjournment

Roberts moved to adjourn the meeting, Bartlett seconded, and all voted aye. Meeting adjourned at 9:03 p.m.

Prepared and respectfully submitted by Harriet Pearson, Recorder

Public Hearings

TO Town Council Members
FROM James Gatz
DATE August 9, 2026
SUBJECT Current Draft PUD Replacement Ordinance

Attached is the current draft PUD replacement ordinance.

Chris Fletcher's suggested update to the section requiring a Traffic Impact Assessment and/or Traffic Impact study is shown in redline track changes.

I believe the only remaining issue is the percent of the PUD develop must be Permanent Natural Open Space, as discussed on page 5 of the attached draft. Marcy has submitted a proposed amendment on this issue which we will discuss on August 12.

I suggest we plan to vote on the updated PUD Ordinance on August 12. It is important to enact this ordinance, even if it's not perfect. We can revisit it in the coming months if there is consensus to do so.

Thanks.

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 7A OF TITLE 9 OF
THE CODE OF SHEPHERDSTOWN FOR PLANNED UNIT DEVELOPMENT (PUD)**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 7A of Title 9 of the Code of Shepherdstown is hereby repealed and replaced with a revised, updated ordinance entitled Planned Unit Development (PUD), to read as follows:

CHAPTER 7A PLANNED UNIT DEVELOPMENT (PUD)

Section 9-7A01 Purpose and Intent

A. The purpose of this Planned Unit Development (PUD) ordinance is to:

1. Encourage innovative and flexible land development that promotes efficient use of land and infrastructure;
2. Facilitate high-quality design, coordinated development, and mixed-use opportunities;
3. Preserve natural, scenic, historic, and environmental resources;
4. Promote compatible land uses and improved site planning;
5. Allow flexibility from conventional zoning standards in exchange for superior design, public amenities, and community benefits; and
6. Ensure developments are consistent with the Comprehensive Plan and adopted Town policies.
7. Establish criteria for the review and evaluation of proposed Planned Unit Developments.

B. The intent of this Planned Unit Development (PUD) ordinance is to offer one or more of the following advantages:

1. Apply the design principles of new urbanism, neo-traditionalism, and other emerging smart growth principles, village-scale urban form and development patterns, and best management practices to ensure a healthy, sustainable, and economically vibrant community, using Shepherdstown as a physical model;
2. Promote development patterns that maximize compatibility of differing adjacent land uses to avoid the necessity of extensive buffering;

3. Enhance the appearance of neighborhoods by conserving areas of open space, special natural beauty, historic resources, steep slopes, ecological importance, flood prone areas, and natural green spaces where appropriate, while understanding that land within Shepherdstown is best suited for densities and development patterns compatible with small town urbanism;
4. Encourage good village-scale contextual design and mitigate congestion on streets;
5. Promote architecture that is compatible with the Shepherdstown's community vernacular, and/or the surroundings;
6. Promote appropriate small town densities that encourage economical and socially feasible multimodal transportation, including walking, bicycling, and transit beyond private vehicles; and
7. Promote and protect the environmental integrity of the site and its surroundings by providing suitable design responses to the specific environmental constraints of the site and surrounding area.

Section 9-7A02 Definitions

The following terms are defined for the purpose of interpreting, administering, and enforcing Title 9, Chapter 7A Planned Unit Development (PUD).

- A. Applicant, PUD: The legal or equitable owner(s) or authorized agent proposed for PUD designation.
- B. Tract of Land: A single parcel or two or more contiguous parcels of land assembled for the purpose of development as a Planned Unit Development (PUD) and under single or unified ownership or control at the time of application.
- C. Planned Unit Development (PUD): A zoning classification enacted by Ordinance for an area under single or unified ownership or control for which land use and development are advanced as a single entity according to approved PUD planning documents that allows flexibility from standard zoning requirements. The PUD regulatory instruments include the approved Outline Plan and the Development Plan that generally consist of:
 1. A map showing the development area and all proposed improvements to the development area;
 2. Text that sets forth the permitted uses and development standards to be met; and,
 3. Exhibits setting forth any aspects of the Outline Plan and Development Plan not

fully described in the map and text.

The map, text, and exhibits constitute the PUD planning documents and identify the development, uses, standards, and regulations for the Planned Unit Development area in lieu of the regulations for the underlying district.

- D. Outline Plan: A generalized plan illustrating the overall design, layout, development standards, land uses, density, circulation, and open space.
- E. Development Plan: A detailed plan specifying exact development, phasing, and improvements.
- F. Permanent Improved Open Space: Functional and accessible open space usable for passive and/or active recreation such as, but not limited to parks, playgrounds, swimming pools, ball fields, plazas, courtyards, landscaped green spaces, trails and greenways, and other areas that are created or modified human activity. Such open space shall not include schools, community centers, or other similar areas.
- G. Permanent Natural Open Space: Meaningful areas of natural vegetation, water bodies, or other landforms that are left undisturbed.
- H. Development Standards: Regulations that govern the physical design, layout, intensity, and performance of development on a site, including but not limited to lot size, setbacks, building height, lot coverage, density, open space, landscaping, parking, access, signage, buffering, and other dimensional or design requirements applicable within the PUD.
- I. Underlying District: The zoning classification for property prior to the establishment of Planned Unit Development (PUD) District for same.
- J. Undisturbed Land: Land within a proposed PUD area that is in its natural state and has not been subject to grading, excavation, filling, clearing, compaction, construction activity, or other human alteration, except for minimal selective clearing or utility installation. Examples of undisturbed land include, but are not limited to undisturbed woodlands, wetlands, floodplains, stream buffers; areas of intact native vegetation not previously altered by development.
- K. Historic Resources:
 - 1. Identified as property, building, structure, and/or object that is individually designated as a local historic landmark;
 - 2. Located within a Town adopted historic district or historic district listed in the National Register of Historic Places;

3. Listed on or eligible for listing on the National Register of Historic Places; or,
4. Identified as a property, building, structure, and/or object contributing to a Town adopted historic district or historic district listed in the National Register of Historic Places.

Section 9-7A03 Applicability

- A. The Planned Unit Development (PUD) process shall be voluntary and initiated by the property owner(s) or authorized applicant.
- B. This Planned Unit Development (PUD) Ordinance may apply to:
 1. Lands already within the municipal boundaries of the Corporation of Shepherdstown, unless expressly prohibited by the Planning and Zoning Ordinance; and, processed
 2. Lands newly annexed into the Corporation of Shepherdstown.
- C. For newly annexed lands:
 1. Property may be classified as a Planned Unit Development (PUD) District concurrent with or subsequent to annexation approval.
 2. No property may be classified as a Planned Unit Development (PUD) District concurrent with annexation approval unless an Outline Plan has been approved.
 3. Property classified as PUD District after annexation approval shall follow the procedures set forth herein for lands already within the municipal boundaries of the Corporation of Shepherdstown
 4. Approval of a PUD for annexed lands shall constitute the establishment of zoning for the property following annexation and shall supersede any interim zoning classification.
 5. The underlying zoning district of a Planned Unit Development (PUD) District shall be the R-1 District unless otherwise classified in the approved Outline Plan.
- D. Land use and development within a Planned Unit Development (PUD) District may be permitted only through and pursuant to the approved PUD Outline Plan and PUD Development Plan.

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, development agreements, and/or commitments which run concurrent with the Planned Unit Development.
- B. The Outline Plan shall indicate the permitted land uses, development standards, locations of improvements, 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 location of 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 the Planning and Zoning Ordinance.
- E. Designation and Conveyance or Ownership of Permanent Open Space.

1. Designation.

(a) Within all Planned Unit Developments, a minimum of thirty percent (30%) of the proposed PUD area shall be designated as permanent open space.

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(b) At least twenty-five percent (25%) of the total permanent open space shall be of the Improved Open Space type.

Commented [JG1]: Marcy has proposed an amendment of this subsection.

(c) To the greatest extent practicable, permanent open space within a PUD shall be preserved as natural open space consisting of existing environmental features such as woodlands, wetlands, floodplains, steep slopes, riparian corridors, native vegetation, and other undisturbed lands. The applicant shall demonstrate during PUD Outline Plan review that site design, lot layout, building placement, and infrastructure locations have been arranged to prioritize the preservation of contiguous undisturbed natural areas before the designation of improved open space. Where natural features are limited or preservation is constrained by site

conditions, the applicant shall provide justification acceptable to the Town.

- (d) Creation of a graded and surfaced walking trails through areas of Natural Open Space shall constitute disturbance of the area and calculated as Improved Open Space in the amount of the length of the walking trail multiplied by its width.
 - (e) PUDs adjoining existing or planned parks or trails shall provide direct pedestrian and bicycle connections.
 - (f) Schools, community centers, club houses, museums, etc. shall not be calculated as permanent open space.
 - (g) Stormwater detention areas shall not be calculated as permanent open space unless designed as an amenity such as, but not limited to rain gardens, ponds with trails, etc.
2. 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.
3. Proportion. If the Outline Plan provides for the Planned Unit Development to be constructed in phases, open space must be provided for each phase of the Planned Unit Development in proportion to that phase.
4. 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 Town Council, adjacent property owners, or both. All conveyances hereunder shall be structured to ensure that the grantee has the obligation and the right to effect 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 adjacent 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 adjacent property owners, or both.

F. 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 PUD Outline Plan's schedule of permitted uses approved by the Town Council.

G. 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 minimum acreage 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 PUD, the Planning Commission shall resolve the issue and make a determination as to the project boundaries, after considering the advice of the Mayor and/or Zoning Officer and the request by the applicant.

Section 9-7A05 Procedure for Approval of Planned Unit Development

A. Introduction. Applications shall be accompanied by all plans and documents required by Sections 9-7A05. A three-step application process shall be used. The steps in the process are:

1. Pre-application Conference;
2. Outline Plan Approval; and
3. Development Plan Approval.

B. Pre-application Conference. Prior to filing a formal application for approval of a Planned Unit Development, the applicant shall schedule a pre-application conference with the Mayor and/or Zoning Officer. The purposes of the pre-application conference shall be to:

1. Allow the applicant to present a general concept and to discuss characteristics of the development concept in relation to adopted Town plans and policies.
2. Allow the Mayor and/or Zoning Officer to inform the applicant of pertinent policies, standards, ordinance requirements, materials, and procedures for the Planned Unit Development as well as identify and discuss potential site and off-site constraints.

3. The pre-application conference is intended only for the above purposes. Any discussion, comment, guidance, recommendation, interpretation, or indication of support expressed by Town officials, staff, consultants, or representatives during a PUD pre-application meeting shall be advisory only and shall not be binding upon the Corporation of Shepherdstown or the applicant. No statement made at such meeting shall constitute a formal decision, approval, or commitment regarding the PUD application. All determinations shall be made only upon formal submission, review, and action in accordance with the PUD procedures and standards set forth herein.
- C. Procedure for PUD Outline Plan Approval. Based upon the pre-application conference, the applicant must then develop and submit an Outline Plan for the proposed Planned Unit Development.
1. The Outline Plan and application for the Planned Unit Development shall be filed with the Mayor and/or Zoning Officer.
 2. Within fifteen (15) calendar days of submission, the Mayor and/or Zoning Officer shall determine in writing whether the PUD Outline Plan and Application are complete.
 - (a) If the PUD Outline Plan and Application are incomplete, the applicant shall be notified in writing of deficiencies.
 - (b) The official administrative review period shall not commence until the PUD Outline Plan and Application are determined to be complete.
 3. The period of official administrative review by the Mayor and/or Zoning Officer shall not exceed thirty (30) calendar days; provided the applicant may consent in writing to an extension of the review period.
 4. Where during official administrative review the Mayor and/or Zoning Officer determines that a PUD Outline Plan and Application include, may include, or may affect historic resources, the applicant shall be advised in writing that the PUD Development Plan and Application shall be referred to the Historic Landmarks Commission for review and, if applicable, certificate of appropriateness approval.
 5. The Outline Plan and PUD application and the results of the official administrative review shall then be forwarded to the Planning Commission for its consideration, public hearing and recommendations, together with the Mayor and/or Zoning Officer's report, such other documents as may be pertinent to the Planned Unit Development.

6. The Planning Commission shall hold a public hearing. A notice of time and place of such public hearing shall be published in a paper of general circulation in the area at least once, at least fifteen (15) calendar days prior to the date set for the hearing. Such notice shall contain the address or location of the property for which the Planned Unit Development is being sought
7. Where there are environmentally sensitive features on the site or the PUD Development Plan is expected to be complex, or there are other important planning implications involved, the Planning Commission may reserve the authority to review and approve the PUD Development Plan. And, where the Planning Commission recommends denial of a PUD Outline Plan and the Town Council approves the PUD Outline Plan, the Planning Commission shall review the PUD Development Plan.
8. The Planning Commission shall complete its review and render a decision on the PUD Outline Plan and Application within forty-five (45) calendar days of its public hearing, unless an extension of time is granted by the applicant.
9. Upon completion of its review, the Planning Commission shall forward the Outline Plan and PUD Application to the Town Council with 1) a favorable recommendation, or 2) an unfavorable recommendation.
10. The Town Council shall vote on the ordinance enacting the Outline Plan and PUD designation within forty-five (45) calendar days after Planning Commission action, unless an extension of time is granted by the applicant. The Town Council may enact or reject the PUD ordinance.
11. Outline Plan Revisions During Review. The Mayor and/or Zoning Officer; the Planning Commission; or the Town Council may permit submission of revised plans during their respective reviews. Acceptance of revised materials may restart the respective review periods upon written consent of the applicant.
12. Estimated Cumulative PUD Outline Plan Review Timeline. Figure 9-7A06-1 illustrates the estimated cumulative timeline for PUD Outline Plan review and decision points. The table is provided for reference only and shall not be considered regulatory. Review timelines provided herein are dependent upon the reasonable scheduling of public meetings and shall be adjusted to reflect regularly scheduled Planning Commission and Town Council meetings, requisite public notice, and changes in meeting dates.

PUD Outline Plan Phase	Duration	Estimated Cumulative Timeline	Description
Outline Plan Submission			
Phase 1 – Initiation	15 days	Days 1–15	Application completeness review and determination.
Phase 2 – Administrative Review	30 days	Days 16–45	Official administrative review.
Phase 3 – Public Hearing Notice	15 days	Days 46–60	Planning Commission Public Hearing advance notice.
Phase 4 – Planning Commission	45 days	Days 61–105	Planning Commission recommendation.
Phase 5 – Town Council	45 days	Days 106–150	Town Council decision on PUD Ordinance.

Figure 9-7A06-1 – PUD Outline Plan Estimated Cumulative Time

D. Effect of PUD Outline Plan Approval:

1. When an Outline Plan and PUD Ordinance has been enacted by the Town Council, the Outline Plan shall become effective and the Zoning Map shall be amended to designate the site as a Planned Unit Development (PUD).
2. Upon such amendment of the Zoning Map, the use and development of the site shall be governed by the PUD Outline Plan, subject to approval of the PUD Development Plan.
3. No permit of any kind within the PUD area shall be issued until the PUD Development Plan has been approved.

E. Procedure for PUD Development Plan Approval.

1. Purpose of PUD Development Plan. The purpose of the Development Plan is to designate the controls for development of the Planned Unit Development. The PUD Development Plan shall show the exact location of each building and improvement to be constructed and a designation of the specific internal use or range of uses for each building.
2. Time Limit for Submission of PUD Development Plan. The PUD Development Plan shall be submitted to the Mayor and/or Zoning Officer not more than eighteen (18) months following Town Council approval of the Outline Plan and PUD

ordinance; or, in the case of property classified as a Planned Unit Development (PUD) District concurrent with annexation, eighteen (18) months following the annexation effective date.

3. The PUD Outline and Development Plans may be submitted as a single plan if all requirements of Section 9-7A05 are satisfied. The PUD Development Plan may be submitted and approved in phases, with each phase representing a portion of the PUD Outline Plan, at the discretion of the Planning Commission. The time limit for submitting each phase for approval may be set forth in the PUD Outline Plan, in which case that schedule shall control the timing of development, rather than the time period contained in this paragraph. The Planning Commission may extend the time for application for approval of the PUD Development Plan and/or phases of the PUD Development Plan for good cause, consistent with the purposes of the Planning and Zoning Ordinance.
4. Expiration of Time Limit to Submit PUD Development Plan. The original PUD applicant(s) or current developer of the Planned Unit Development may request a time extension by submitting a written request to the Mayor and/or Zoning Officer at least sixty (60) days before the PUD Development Plan submission deadline. The Mayor and/or Zoning Officer shall have the authority to approve or deny the request for good cause. If the deadline expires without an approved extension, the Planning Commission shall initiate action to amend the Zoning Map to rescind the PUD District designation. The Mayor and/or Zoning Officer shall notify the applicant(s) or developer in writing at least thirty (30) days prior to the Planning Commission's public hearing.
4. Relationship of PUD Development and PUD Outline Plan. The PUD Development Plan shall conform to the PUD Outline Plan as approved.
5. The applicant must have the PUD Development Plan or phase plan approved prior to issuance of any project permit within the PUD District or related phase.
6. PUD Development Plan Submission. The Development Plan or phase plan and supporting data shall be filed with the Mayor and/or Zoning Officer.
 - (a) Within fifteen (15) calendar days of submission, the Mayor and/or Zoning Officer shall determine in writing whether the PUD Development Plan or phase plan is complete.
 - (1) If the PUD Development Plan or phase plan is incomplete, the applicant shall be notified in writing of deficiencies.

7. The official administrative review period, whether completed by the Mayor and/or Zoning Officer or by the Planning Commission, shall not commence until the PUD Development Plan or phase plan is determined to be complete.
8. Official Administrative Review by Mayor and/or Zoning Officer.
 - (a) It shall be the responsibility and authority of the Mayor and/or Zoning Officer to review and render a decision on PUD Development Plans or phases, and Planning Commission consideration or action shall not be required when such review and decision authority has been delegated; unless the PUD Outline Plan and the PUD Development Plan are submitted and approved as a single plan or the Planning Commission retains PUD Development Plan review and decision authority at the time the Planning Commission rendered a decision on the PUD Outline Plan; or Town Council approves an Outline Plan for which the Planning Commission recommended denial.
 - (b) Within fifteen (15) calendar days of submission, the Mayor and/or Zoning Officer shall determine in writing whether the PUD Development Plan and Application are complete.
 - (1) If the PUD Development Plan and Application are incomplete, the applicant shall be notified in writing of deficiencies.
 - (2) The official administrative review period shall not commence until the PUD Development Plan and Application are determined to be complete.
 - (c) The period of official administrative review by the Mayor and/or Zoning Officer shall not exceed forty-five (45) calendar days; provided the applicant may consent in writing to an extension of the review period.
 - (d) Where, at the time of official administrative review of the PUD Outline Plan the Mayor and/or Zoning Officer determined that the PUD or any phase thereof includes, may include, or may affect historic resources, the PUD Development Plan or phase plan and application shall be referred to the Historic Landmarks Commission for review and, where required, for issuance of a Certificate of Appropriateness pursuant to § 9-309. Any denial of a Certificate of Appropriateness, or conditions imposed as part of an approved Certificate of Appropriateness by the Historic Landmarks Commission, shall be binding upon the Mayor and/or Zoning Officer.

- (1) Review by the Historic Landmarks Commission and the Mayor and/or Zoning Officer shall occur concurrently following determination of completeness. Each reviewing authority shall render its decisions within the time period applicable to that authority, and such periods need not be of equal duration.
 - (2) Provided, the review of the Mayor and/or Zoning Officer shall not be completed, approval granted, or a project permit issued prior to the certificate of appropriateness approval by the Historic Landmarks Commission.
 - (3) In the event the Historic Landmarks Commission review extends beyond the period of official administrative review by the Mayor and/or Zoning Officer, the latter official administrative review period shall be completed within fifteen (15) calendar days following the Historic Landmarks Commission certificate of appropriateness approval.
- (e) The Mayor and/or Zoning Officer shall review the Development Plan or phase plan to include site plan review, in accordance with the requirements of the Planning and Zoning Ordinance and the approved PUD Outline Plan. The Mayor and/or Zoning Officer shall:
- (1) Either approve, deny or approve with modifications to the PUD Development Plan or phase plan.
 - (2) Complete the review and render a decision on the PUD Development Plan or phase plan, unless an extension of time is granted to the applicant.
9. Official Administrative Review by Planning Commission. When the Planning Commission retained PUD Development Plan review and decision authority at the time the Planning Commission rendered a decision on the PUD Outline Plan or Town Council approved an Outline Plan for which the Planning Commission recommended denial, the Planning Commission shall have the responsibility and authority to review and render a decision on PUD Development Plans or phases.
- (a) Within fifteen (15) calendar days of submission, the Mayor and/or Zoning Officer shall determine in writing whether the PUD Development Plan and Application are complete.
 - (1) If the PUD Development Plan and Application are incomplete, the applicant shall be notified in writing of deficiencies.

- (2) The official administrative review period shall not commence until the PUD Development Plan and Application are determined to be complete.
- (b) The period of official administrative review by the Planning Commission shall not exceed forty-five (45) calendar days; provided the applicant may consent in writing to an extension of the review period.
- (c) The Planning Commission shall:
 - (1) Review the PUD Development Plan or phase plan to include site plan review, in accordance with the requirements of the Planning and Zoning Ordinance and the approved PUD Outline Plan.
 - (2) Hold a public hearing in accordance with §9-7A06.C.3.
 - (3) Either approve, deny, or approve with modifications to the PUD Development Plan or phase plan.
 - (4) Complete its review and render a decision on the PUD Development Plan or phase plan within forty-five (45) calendar days of its public hearing, unless an extension of time is granted to the applicant.
 - (5) Where, at the time of official administrative review of the PUD Development Plan the Planning Commission determines that the PUD or any phase thereof includes, may include, or may affect historic resources, the PUD Development Plan or phase plan and application shall be referred to the Historic Landmarks Commission for review and, where required, for issuance of a Certificate of Appropriateness pursuant to § 9-309. Any denial of a Certificate of Appropriateness, or conditions imposed as part of an approved Certificate of Appropriateness by the Historic Landmarks Commission, shall be binding upon the Planning Commission.
 - (a) Review by the Historic Landmarks Commission and the Planning Commission shall occur concurrently following determination of completeness. Each reviewing authority shall render its decisions within the time period applicable to that authority, and such periods need not be of equal duration.
 - (b) Provided, the review of the Planning Commission shall not be completed, approval granted, or a project permit issued

prior to the certificate of appropriateness approval by the Historic Landmarks Commission.

- (c) In the event the Historic Landmarks Commission review extends beyond the period of official administrative review by the Planning Commission, the latter official administrative review period shall be completed within fifteen (15) calendar days following the Historic Landmarks Commission certificate of appropriateness approval.

10. Estimated Cumulative PUD Development Plan Review Timeline. Figure 9-7A06-2 illustrates the estimated cumulative timeline for PUD Development Plan review and decision points. The table is provided for reference only and shall not be considered regulatory. Review timelines provided herein are dependent upon the reasonable scheduling of public meetings and shall be adjusted, as applicable, to reflect regularly scheduled Planning Commission and Historic Landmark Commission meetings, requisite public notice, and changes in meeting dates.

PUD Development Plan Phase Track 1 – Mayor/Zoning Officer Track 2 – Planning Commission	Duration	Estimated Cumulative Timeline	Description
Development Plan Submission			
Tracks 1 & 2 – Phase 1 Initiation	15 days	Days 1-15	Application completeness review and determination.
Track 1 – Phase 2a Administrative Review	60 days	Days 16-60	Official administrative review by Mayor and/or Zoning Officer.
Track 1 – Phase 2b (if applicable) Historic Landmarks Commission	60 days	Days 16-60	Historic Landmarks Commission review and certificate of appropriateness (if applicable)
Track 2 – Phase 2 Public Hearing Notice	15 days	Days 1-15	Planning Commission Public Hearing advance notice.
Track 2 – Phase 3a Administrative Review	45 days	Days 16-60	Official administrative review by Planning Commission.
Track 2 – Phase 3b (if	45 days	Days 16-60	Historic Landmarks

PUD Development Plan Phase Track 1 – Mayor/Zoning Officer Track 2 – Planning Commission	Duration	Estimated Cumulative Timeline	Description
applicable) Historic Landmarks Commission			Commission review and certificate of appropriateness (if applicable)

Figure 9-7A06-2 – PUD Development Plan Estimated Cumulative Time

11. Expiration of Approved PUD Development Plan. The PUD Development Plan shall expire two (2) years after approval, unless project permits have been obtained and are still current and valid on that date. This rule shall also apply to each phase of a PUD Development Plan approved in phases. The applicant may request, in writing and not less than sixty (60) days prior to the expiration deadline, an extension of time, and the approving authority may extend the time limit for good cause. Such extension may be considered at the time of PUD Development Plan or phase approval.
12. Effect of Approval of PUD Development Plan. No permit of any kind shall be issued for any purpose within a Planned Unit Development except in accordance with the approved PUD Development Plan, and after acceptance by the Corporation of Shepherdstown of all required guarantees for improvement.

Section 9-7A06 Specific Content of Plans

Planned Unit Development plans and supporting data shall include all documentation listed in this Section of Chapter 7A of Title 9 unless certain documentation is deemed superfluous by the Mayor and/or Zoning Officer due to the specific circumstances of the particular request.

A. Pre-application Conference Requirements

1. A written letter of intent from the applicant describing the applicant's purposes and objectives for developing the area proposed for Planned Unit Development (PUD) designation.
2. A scaled drawing of the contemplated PUD area, in simple sketch form, showing the proposed location and extent of the land uses, major streets, and the approximate location of any existing easements, natural features, and topographic or geologic constraints.

B. PUD Outline Plan Requirements

1. A drawing of the proposed Planned Unit Development shall be prepared at scale not less than 1" = 50' and shall show in concept major circulation; generalized location and dimensions of building structures and parking areas; open space areas, recreation facilities, and other details to indicate the character of the proposed development. The submission shall include:
 - (a) A site location map.
 - (b) Map data such as north point, scale and date of preparation.
 - (c) The name of the proposed development, with the words "Outline Plan" in the title block.
 - (d) Boundary lines and acreage of each land use component.
 - (e) Existing easements, including location, width and purpose.
 - (f) Existing land use on abutting and adjacent properties.
 - (g) Other conditions on adjoining land: topography (at no less than 2-foot contour intervals) including any embankments or retaining walls; use and location of major buildings, railroads, power lines, towers and other influences; name of any adjoining subdivision plat.
 - (h) Existing streets on and adjacent to the tract, including street name, right-of-way width, walks, curbs, gutters, culverts and drainageways.
 - (i) Proposed public improvements: streets and other major improvements planned by the public for future construction on or adjacent to the tract.
 - (j) Existing utilities on the tract.
 - (k) Any land within the proposed PUD area designated by FEMA as a Special Flood Hazard Area (SFHA) with a 1-Percent Annual-Chance of flooding (100-year flood) and the floodway.
 - (l) Other conditions on the tract, including water courses, wetlands, sinkholes, wooded areas, isolated trees six (6) inches or more in diameter at 4.5 feet above ground, existing structures, and other significant features.
 - (m) Existing vegetation to be preserved and the locations, nature, and purpose

of proposed landscaping.

- (n) The geographic Area of Potential Effect (APE) within which the PUD may directly or indirectly cause alterations in the character or use of above ground historic properties, including historic buildings, districts, structures, and/or objects, should they exist.
2. Miscellaneous. The Mayor and/or Zoning Officer shall inform the applicant of any additional documents or data requirements after the Pre-application Conference. The developer must submit 10 copies of any page of any portion of the plan that exceeds 11 inches by 17 inches in size. If fewer copies than required are submitted, the Mayor and/or Zoning Officer shall deem the application to be incomplete and shall not schedule hearing dates until the situation is resolved.
3. Written Statement of Character of the Planned Unit Development. An explanation of the character of the Planned Unit Development and the reasons why it has been planned to take advantage of the flexibility of these PUD regulations. The written statement shall include:
- (a) Objectives. A specific explanation of how the proposed Planned Unit Development meets the objectives of all adopted land use policies which affect the land in question.
 - (b) Ownership. A statement of present and proposed ownership of all land within the project including the beneficial owners of a land trust.
 - (c) Scheduling. Timing of proposed development indicating:
 - (1) Phases in which the project will be built, including the area, density, use, public facilities, and open space to be developed with each phase. Each phase shall be described and mapped; and
 - (2) Projected dates for beginning and completion of each phase of land development.
 - (d) Proposed Uses. A schedule of proposed permitted land uses, both by-right and conditional uses, along with the following details:
 - (1) Residential Uses: dwelling unit types, gross area, architectural concepts (narrative, sketch, or representative imagery), number of units, bedroom breakdown, proposed occupancy limits for each residential component, and building heights.

- (2) Nonresidential Uses: specific nonresidential uses to be permitted, including gross floor areas (GFA), architectural concepts (narrative, sketch, or representative imagery), and building heights.

(e) Facilities Plan. Preliminary concepts and feasibility reports for:

- (1) Streets, roadways and bikeways
- (2) Sidewalks and pedestrian pathways
- (3) Water supply system
- (4) Sanitary sewers
- (5) Stormwater management
- (6) Public utilities
- (7) Streetscaping, furniture and lighting

~~(f) Traffic Impact Study (TIS) Analysis. If requested by the Mayor and/or Zoning Officer or by the Planning Commission, a study of the traffic impact caused by the proposed Planned Unit Development and/or any measures proposed to mitigate that impact. Such study A Traffic Impact Assessment (TIA) shall be required for any PUD that is expected to generate 50 to 74 peak-hour vehicle trips based on the latest Institute of Transportation Engineers (ITE) Trip Generation Manual. A full Traffic Impact Study (TIS) shall be required when one or more of the following criteria apply:~~

Commented [JG2]: Chris edited the Traffic Impact study requirements based on the conversation / input at the Town Council workshop. This is his suggestion.

- ~~(1) The development is expected to generate 75 or more peak-hour vehicle trips based on the latest ITE Trip Generation Manual.~~
- ~~(2) The development will create 50 or more dwelling units.~~
- ~~(3) The development requires a new full-access driveway onto an arterial or collector street.~~
- ~~(4) The development requires a new or modified traffic signal or significant intersection improvements.~~
- ~~(5) The development is located within 500 feet of a school, fire station or emergency services facility where traffic operations could affect public safety.~~

(6) Based on the findings and conclusions of the Traffic Impact Assessment and documented site-specific conditions, the Planning Commission, upon the recommendation of the Mayor and/or Zoning Officer, may require the applicant to prepare and submit a Traffic Impact Study (TIS) when the Traffic Impact Assessment (TIA) indicates that additional analysis is necessary to adequately evaluate the proposed development's impact on the safe and efficient operation of the transportation network.

Traffic Impact Assessments (TIA) and Traffic Impact Studies (TIS) shall be conducted by a traffic or transportation engineer licensed in the State of West Virginia, shall be based on the standards set forth for same in West Virginia Division of Highways Directive 106-2, as amended, and shall address any measures proposed to mitigate impact. Traffic counts utilized for the study shall be conducted during a representative academic semester when Shepherd University is in session and shall not be collected during semester breaks, holidays or other periods of significantly reduced campus activity.

C. PUD Development Plan Requirements. The application for PUD Development Plan approval shall include, but not be limited to, the following documents:

1. Such additional information as may have been required by the PUD Outline Plan approval.
2. An accurate map exhibit of the entire phase for which PUD Development Plan approval is being requested, showing the following:
 - (a) Tabulation on each separate subdivided use area, including land area, number of buildings, number of dwelling units per acre, type of dwelling units, bedroom breakdown, and limits on occupancy.
 - (b) Precise location of all buildings to be constructed, setbacks, and a designation of the specific use or range of uses for each building. Single-family residential development on individual lots need not show precise locations of buildings on each lot, but plans shall show minimum and/or maximum building setback lines and other design constraints.
 - (c) Design and precise location of all streets, drives, and parking areas, including construction details, centerline elevations, pavement type, curbs, gutters, and culverts details.
 - (d) Location of all public utility lines and easements.

- (e) A final detailed landscape plan. A detailed final landscape shall be drawn to scale and depict existing and proposed site conditions, including buildings, parking, circulation, utilities, easements, and areas of disturbance. It shall identify all existing vegetation to be preserved or removed and all proposed landscaping, including trees, shrubs, groundcover, turf, buffers, and screening. The plan shall include plant quantities, species (botanical and common names), sizes, spacing, installation details, and landscape schedules. Required buffers, open space areas, screening, and any stormwater or environmental landscaping features shall be clearly shown. Where applicable, the plan shall include irrigation, phasing, and a maintenance and replacement program identifying the responsible party. The final landscape plan shall demonstrate compliance with the approved PUD Outline Plan and all applicable zoning and development standards.
 - (f) A detailed Permanent Open Space Plan showing the location and acreage of Improved Open Space, Natural Open Space and total Permanent Open Space; how it will be owned and maintained; and all proposed improvements.
- 3. If lands to be subdivided are included in the Planned Unit Development, a subdivision plat meeting the requirements of a preliminary plat, as modified by the PUD Outline Plan approval, is required where platting is to be proposed concurrent with the PUD Development Plan review and approval process.
 - 4. Projected construction schedule.
 - 5. Agreements and covenants which govern the use, maintenance, and continued protection of the Planned Unit Development and its common spaces, shared facilities, and private roads.
 - 6. Guarantee of Performance for Completion of Improvements. A bond or other guarantee acceptable to the Corporation of Shepherdstown shall be provided for all proposed public improvements and shall be executed at time of project permit application or platting, whichever comes first. Improvements that must be guaranteed include facilities that shall become public and may include other facilities or improvements as may be specified in the PUD Outline or PUD Development Plan approval. If the project is to be built in phases, the guarantee shall be posted prior to the commencement of work on each phase. The guarantee shall specify the time for completion of improvements and shall be in an amount of one hundred twenty-five percent (125%) of the estimated cost of the improvements, as determined by the project contractor or engineer, and as approved by the

Planning Commission.

Section 9-7A07 Review Criteria

In consideration of a Planned Unit Development Outline Plan, the Mayor and/or Zoning Officer in his/her report to the Planning Commission, the Planning Commission in their recommendation to Town Council, and the Town Council in its decision, shall consider as many of the following principles as may be relevant to the specific proposal:

- A. The extent to which the proposed plan meets the purposes of the Planning and Zoning Ordinance, the Comprehensive Plan, and any other adopted planning objectives of the Corporation of Shepherdstown.
- B. The extent to which the proposed plan meets the requirements, standards, and stated purpose of the Planned Unit Development Ordinance
- C. The extent to which the proposed plan complies with the Planning and Zoning Ordinance, including but not limited to, the density, dimension, bulk, use, required improvements, and construction and design standards.
- D. The extent to which the proposed plan supports public health, safety, and general welfare.
- E. The extent to which the physical design of the proposed plan makes adequate provision for public services, ensures adequate control over vehicular traffic while promoting alternative forms of transportation, preserves and protects designated permanent open space, and enhances the amenities of Shepherdstown's small-town character, which includes considerations for environmental stewardship, recreation, and visual enjoyment.
- F. The extent to which the proposed plan directly or indirectly alters the character or use of above ground historic properties, including historic buildings, districts, structures, and/or objects, should they exist, within the Area of Potential Effect (APE).
- G. The extent to which the proposed plan meaningfully advances the Town's affordable housing objectives through the provision of income-restricted units, integration of affordable units throughout the site, long-term enforceability of affordability restrictions, and proportionality between requested regulatory flexibility and public benefit.
- H. The extent to which the proposed plan promotes relationship, compatibility, and buffering to the adjacent properties and neighborhoods, and whether the proposed plan would substantially interfere with the use or diminish the value of adjacent properties and neighborhoods.
- I. The extent to which the proposed plan promotes the Corporation of Shepherdstown's

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physical development, tax base, and economic well-being. Special consideration in the form of increased development flexibility may be given to projects that are intended to rehabilitate or replace dilapidated areas, brownfields, or other areas of general visual or economic blight. Such special consideration shall not be granted to projects intended for construction on lands that consist of 60 percent or more previously undisturbed lands.

- J. The extent to which the proposed plan will not cause undue traffic congestion, and can be adequately served by existing or programmed public facilities, services, and infrastructure.
- K. The extent to which the proposed plan preserves natural, scenic, and environmental resources.
- L. The extent to which the proposed plan will enhance the appearance, image, function, and economic sustainability of the community at large.
- M. The extent to which the proposed plan supports multi-modal transportation options, preserves useful open space, provides significant amenities to residents, and incorporates architectural detailing, massing, and scale that is consistent with Shepherdstown's historic community character.
- N. The extent to which the proposed plan is designed to a human scale, with design objectives that generally include, but are not limited to:
 - 1. Building setbacks designed to reinforce and prioritize pedestrian-oriented streetscapes, frames the street, encourages social interaction, and supports an attractive and walkable community character. Examples might include, but are not limited to 5 to 15-foot front setbacks for single-family residential uses; 0 to 10-foot front setbacks for townhouses, mixed-use, and commercial buildings; minimum and maximum front setbacks that create a continuous street wall; non-residential uses with a public entrance facing the street; parking placed at the rear of buildings; etc.
 - 2. Pedestrian infrastructure and design elements that prioritize walkability, enhance safety and accessibility, and create an inviting, human-scaled public realm. Examples might include, but are not limited to sidewalks on both sides of the street (i.e., 6-foot width for residential spaces and 10-foot width for mixed-use and commercial spaces); crosswalks at all intersections, mid-block crossings for blocks exceeding 300 feet, raised crosswalks and/or curb extensions in high-pedestrian areas; dedicated bicycle lanes or multi-use paths along arterial streets connecting to town-wide trails; larger PUDs (i.e., over 10 acres) that include a mile or more of internal pedestrian and bike paths; etc.

3. Mixed-use and active storefront development patterns that create vibrant and walkable environments by integrating public street building orientation, compact and dynamic commercial, office, and civic uses on ground-floor frontage, transparent facades, and pedestrian-scaled design thereby strengthening economic vitality, enhancing the public realm, and supporting safe, attractive, and dynamic community centers.

Section 9-7A08 Changes in the Approved Planned Unit Development

A. Changes Requiring PUD Outline Plan Approval. Material changes that alter the approved concept or intent of the Planned Unit Development shall require PUD Outline Plan Approval following the procedures under Section 9-7A06(C). Material changes include but are not limited to:

1. Significant changes in density;
2. Significant changes in the proportion or allocation of land uses;
3. Change in the list of approved uses;
4. Changes in the locations of uses;
5. Changes in functional uses of open space, where such change constitutes an intensification of use of the open space; and/or
6. Changes in the final governing agreements where such changes conflict with the approved Outline Plan.

B. Changes Requiring PUD Development Plan Approval. Material, site-specific changes that alter the development's approved functional, physical, or performance impacts shall require PUD Development Plan Approval following the procedures under Section 9-7A06(E). Material, site-specific changes include but are not limited to:

1. Revisions to lot arrangement, or addition of buildable lots that alter the approved development density;
2. Modifications to approved site design standards, include but not limited to required landscaping, signage, building height, architectural character, building massing, or footprint;
3. Alterations to the internal street network or off-street parking configuration;
4. Changes to the design, location, or function of drainage or stormwater management facilities;

5. Amendments to the approved Permanent Open Space Plan;
6. Changes in site access that result in an intensification of traffic on roadways classified above local streets; and/or
7. All other changes not expressly addressed under Section 9-7A09A shall require approval of a new or amended PUD Development Plan.

_____(Mayor)

_____(Recorder)

First Reading: May 13, 2026

Second Reading: _____

Adopted: _____

TO Town Council Members
FROM James Gatz
DATE August 7, 2026
SUBJECT Proposed Ordinance Amendment to Adopt the 2018 Edition of the
International Property Maintenance Code

The West Virginia State Fire Commission maintains the West Virginia State Building Code and authorizes municipalities to adopt the International Property Maintenance Code (IPMC) in lieu of the State Building Code.

In October 2015, in keeping with Fire Commission regulations effective at that time, the Town of Shepherdstown adopted the 2012 edition of the IMPC and incorporated it, with several additional sections relevant to the Town, as Title 13 of the Shepherdstown Code.

It was recently discovered that the State Fire Commission has issued regulations requiring Towns to adopt the 2018 edition of the IPMC. As a result, the Town is currently out of compliance with the Fire Commission regulations.

The proposed amendment would update Title 13 of the town code with references to the 2018 edition of the IMPC, as required by the State Fire Commission.

AN ORDINANCE AMENDING CHAPTER 13 OF THE CODE OF THE TOWN OF SHEPHERDSTOWN FOR THE ADOPTION OF THE 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

WHEREAS, the Town Council on October 13, 2015, adopted the 2012 International Property Maintenance Code (IPMC) as Title 13, Chapter 1 of the Shepherdstown Code;

WHEREAS, the IPMC provides requirements for the continued use, repair, and maintenance of existing buildings and for property improvement and site conditions;

WHEREAS, West Virginia Code § 8-12-13 grants the governing body of every municipality the plenary power and authority to adopt a building code which has been promulgated by the State Fire Commission;

WHEREAS, by Legislative Rule at 87 Code of State Regulations § 4.1.e., the State Fire Commission adopted the 2018 IPMC; and

WHEREAS, the Town Council is desirous of insuring that Shepherdstown remains current in its enforcement of the IPMC.

NOW, THEREFORE, the Town Council of the Town of Shepherdstown ordains that:

Title 13 of the Shepherdstown Code is hereby amended, and the 2018 International Property Maintenance Code is hereby adopted, and its codes, standards, and procedures are incorporated herein by reference as if fully set forth verbatim.

Reference: West Virginia Code § 8-12-13; 87 Code of State Regulations § 4.1.e.

_____(Mayor)

_____(Recorder)

First Reading: _____

Second Reading: _____

Adopted: _____

Town Council Meeting Procedures

A RESOLUTION ESTABLISHING TOWN COUNCIL MEETING PROCEDURES

WHEREAS, the Town Council of Shepherdstown seeks to establish clear and consistent procedures to ensure that it is thorough, efficient and transparent in its work to manage the Town government for the betterment of the residents and the overall community; and

WHEREAS, the Town Council desires to ensure that its members are fully knowledgeable of the Council's procedures and processes so that all members may participate effectively in the conduct of Town business; and

WHEREAS, the Town Council also desires that Town residents are fully aware of the Council's procedures and processes, including how and when they may observe and participate in public meetings; and

WHEREAS, the Town Council finds that establishing written meeting procedures will promote consistency, accountability, and continuity of governance across successive Councils and administrations;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Shepherdstown hereby adopts the rules and procedures applicable to the preparation for and management of Town Council meetings as stated in the Town Council Meeting Procedures document.

ADOPTED this __ day of August, 2026.

James K. Gatz, Mayor
Town of Shepherdstown

Town Council Meeting Procedures

This document provides rules / procedures for Town Council meetings as described in Town Ordinances and in town procedures.

Time and Place of Town Council Meetings

Regular Town Council Meetings -- Convened at 6:30 p.m. ET on the second Wednesday of each month. The meetings are open to the public and broadcast live via Zoom. Recordings are posted on the Town Website following the meeting.

Special Town Council Meeting -- Special meetings may be called by the Mayor, the Presiding Officer of Council (such as the Recorder) in event of a mayoral vacancy, or by a vote of at least three (3) members of the Council. A Special Meeting may be convened only to address matters that arise between regular meetings and require action by the Council before the next regularly scheduled meeting. Notices of special meetings must be given to the Mayor, the Recorder, and all Council members at least three (3) business days prior to the meeting date.

Town Council Meeting Agendas

The Town Clerk will prepare a written agenda for all scheduled Town Council meetings, in consultation with the Mayor, including agenda items submitted by the Mayor, the Recorder, and Town Council members. Agenda items submitted by the public are reviewed by the Mayor prior to being put on a draft agenda.

Town Council meeting agendas must be posted for the public as required by the West Virginia Open Meeting Act. This includes posting the agenda on the Town Hall window and on the Shepherdstown.gov website at least three (3) days prior to the scheduled meeting. Revised agenda must be made available at least two (2) days prior to the scheduled meeting.

Presiding Officer

The Mayor is the presiding officer of all Town Council meetings. As such, the Mayor calls the meeting to order and preserves decorum and enforces the meeting rules.

In the absence of the Mayor, the Recorder will take the chair and assume all duties as appointed the Mayor. In the absence of both the Mayor and the Recorder, and where there

is a quorum in attendance, the present members will elect the chair and that member will assume the duties appointed to the Mayor.

The Presiding Officer shall introduce or cause to be introduced each item on the Council agenda prior to a motion, debate, and vote on the item.

Papers to be Introduced at Council Meetings

The Mayor, Recorder, and members of the Council must notify the Town Clerk of any items for placement on an agenda by Noon ET on the Wednesday one week prior to Town Council meeting date, including all materials and all Committee meetings, reports, and other documents, to be distributed to the Town Council in preparation for the meeting.

The Town Clerk will distribute a draft written agenda, and all submitted materials to the Mayor, Recorder, and Town Council by COB on the Friday preceding the Town Council meeting. These materials will also be posted on the Town website and distributed to local press outlets immediately after being distributed to the Mayor, Recorder and Town Council.

The Mayor, Recorder and Town Council may provide additional information for sharing with the Town Council no later than 12:00 ET (Noon) one (1) day prior to the Town Council meeting. The Town Clerk will distribute any such additional information in paper format to the Mayor, Recorder, and Town Council members immediately prior to the Town Council meeting.

The Mayor, Recorder and any member of the Town Council may introduce or submit any proposed ordinance, documentation, committee report or communication during any regular meeting, regardless of whether the item was included in the Town Council meeting packet. Unless it is determined to be an emergency item, official action on any item presented in this manner is prohibited until proper placement on the next Town Council agenda.

Proposed Ordinances and Amendments

All proposed ordinances and all proposed amendments to existing or proposed ordinances must be submitted in writing in the form of a resolution or containing a resolution as the introductory statement. While it is appropriate to submit amendments that have been developed at Council deliberations, all such amendment must be submitted in writing.

Order of Business at Regular Meetings

The order of business for each regular meeting is:

- A. Call to Order
- B. Approval of Minutes
- C. Public Comments
- D. Reports (Staff, Committees)
- E. Unfinished Business
- F. New Businesses
- G. Appointments to Committees/Commissions/Boards
- H. Approval of Expenditures / Payments
- I. Mayor Report
- J. Adjournment

The Presiding Officer may order that any agenda item be repositioned to provide for a more efficient meeting.

Minutes

The Recorder is responsible for developing written minutes of all Town Council meetings. The Recorder may work with Town staff to develop the written minutes and may use electronic recordings and electronic transcription to assist in developing the minutes. No remarks, voting explanations or words spoken in debate by the Mayor, the Recorder, or any Town Council member may be reproduced in the minutes except by unanimous consent of the members of the Council present.

Voting

The Mayor and Recorder may cast votes on matters before the Town Council, except as described in the section below on Abstaining from Voting.

The Mayor, and others who are Presiding Officer in the absence of the Mayor, may choose to vote only when needed as a tie breaker.

Abstaining from Voting

No member shall vote on any question before the Town Council if they have a direct or immediate interest on the topic under consideration, other than as a resident of the Town of Shepherdstown. No member may abstain from voting without, prior to discussion, having stated their reason for not participating and having obtained a ruling from the presiding officer excusing them from doing so.

Designation of Working Group Re: Town-Owned Properties

TO Town Council Members
FROM James Gatz
DATE August 7, 2026
SUBJECT Requesting Town Council Input on a Proposed Working Group to Review the Management of Historic and Financially Significant Town-Owned Property

Request

Please provide me with your input on the below proposal for a Working Group to examine the management and oversight of significant Town-owned properties.

Background

Our Town owns several properties and parcels with significant historic and financial value. These include the Shepherdstown Train Station, Entler Hotel, Tobacco Warehouse, Historic Market House, Shepherd Family Burial Ground, the Mill Street property, and the undeveloped parcel south of the river park. Several of these properties are currently leased to nonprofit or government entities with the understanding that the lessee will manage and maintain the property in good condition in exchange for a nominal or no-cost annual rent, while others are maintained by the Town itself.

It is essential that the Town ensure that these properties are carefully maintained and that their uses align with the Town's current priorities. With this goal in mind, I propose creating a Working Group of volunteer residents and/or Town Council members to be tasked with examining the situation with each property including such aspects as:

- Current ownership and lease arrangements.
- Town oversight procedures for protecting and monitoring the properties.
- Each lessee's ability to manage the property.
- Each lessee's financial management practices.
- Each lessee's history of compliance with lease provisions.
- The extent to which risks and potential liabilities are addressed for each property, such as appropriate property and liability insurance.
- Other matters to be determined by the Working Group.

The Working Group will have access to assistance from Town staff. It will be asked to submit a report to Town Council by December 1, 2026, with its findings and recommendations for improving the management and protection of these important properties.

Special Events Request

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 14 days prior to the proposed special event.

Event Title Event Date Event Sponsor Secondary Date

Name: Cell: MARK KOHUT
Address: 104 W. HIGH ST

Email Alt. Phone

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:

Approved Denied Conditional Planning: Approved Denied Conditional

Fire: Approved Denied Conditional Public Works: Approved Denied Conditional Town Manager: Approved Denied

Conditional Town Council: Approved Denied Conditional

Recorder Amount Due Amount Paid Insurance Provided Council Agenda Permit No. Conditions Attached?

Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: ☒ Approved ☐ Denied ☐ Conditional

Planning: ☒ Approved ☐ Denied ☐ Conditional

Fire: ☐ Approved ☐ Denied ☐ Conditional

Public Works: ☒ Approved ☐ Denied ☐ Conditional

Town Manager: ☒ Approved ☐ Denied ☐ Conditional

Town Council: ☐ Approved ☐ Denied ☐ Conditional

Recorder Amount Due Amount Paid Insurance Provided Council Agenda

Permit No. Conditions Attached?

Rev. 2-2026

Gino 2 Events this weekend...

Event Information

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

Name of Event

Brief Description of Event:

THE SECOND ANNUAL CONSTITUTION
DAY PARADE

Has your organization held this event in the past?

YES. LAST YEAR

When and Where?

SAME AS REQUESTED

Is the event a fundraiser?

NO

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

NO

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.

NO

Will items be left overnight? What and where?

Hazmat items must be attended constantly.

NO

Will you be providing private security?

NO
NO

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&D Licensing to obtain additional licenses and tax information.

NO - NO

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

CHURCH - GERMAN TO KING - KING $\frac{1}{2}$
(TO STEPS)

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

NO

Will you be using loud speakers or amplification devices?

YES - ONE

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

NO

Will you require dedicated parking or bagged meters?

What and where?

Check with Parking for costs and arrangements

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 Date

August 5, 2026

Title

Mark Kohut, head of the
Committee for Constitution
Day

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 14 days prior to the proposed special event.

Event Title Town Run Watershed Rubber Duck Race

Event Date Sunday Sept 20th 3:00 pm

Event Sponsor Town Run Watershed

Secondary Date

Organizer's Contact Information

Name: Sandy Brown & Kay Schultz

Cell

Address:

Shepherdstown, WV 25443

Email

Alt. Phone

Event Information

Requested Area(s) ☐ City Streets/Sidewalks ☐ Sidewalks only ☒ Other Town Run

Location of Event Town Run behind Post Office to convert behind White Hall (50 campus)
Attach route for processional events. Be precise when indicating location

Event Hours 3:00 pm until 4:00 pm Set up start time 1:00 pm Clean up end time 5:00 pm

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

Anticipated Attendance (per day):

Participants ?

Spectators ?

as many as possible!

Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: ☒ Approved ☐ Denied ☐ Conditional

Planning: ☒ Approved ☐ Denied ☐ Conditional

Fire: ☐ Approved ☐ Denied ☐ Conditional

Public Works: ☒ Approved ☐ Denied ☐ Conditional

Town Manager: ☒ Approved ☐ Denied ☐ Conditional

Town Council: ☐ Approved ☐ Denied ☐ Conditional

Recorder ☐ Amount Due ☐ Amount Paid ☐ Insurance Provided ☐ Council Agenda ☐

Permit No. ☐ Conditions Attached? ☐

Back to Back Events / SAME WEEKEND..

Event Information

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

Name of Event IRW Rubber Duckey Race

Brief Description of Event: _____

Has your organization held this event in the past? No, but Good Shepherd Christian
When and Where? did for years, and SES has held a modified version

Is the event a fundraiser? yes, a 'fire or rizer' - building awareness of our
previous Run efforts underway to protect it

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

Will you require assistance from the Police Department? No (additional fees apply)
How many units? _____ Council reserves the right to assign additional units at applicant cost. Although we'd like
to borrow some orange cones.

Will items be left overnight? No What and where? _____
Hazardous items must be attended constantly.

Will you be providing private security? No, but we will have 'safety monitors' on
the banks

Will alcohol no or food no be served?
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? no Are you charging admission? 2 answers: 1) Not to watch
2) 2 a dock, 3 for \$5
Check with B&O Licensing to obtain additional licenses and tax information. to participate

Will streets no or intersections no be blocked? Requires police department assistance.
List streets and/or intersections _____

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

Will you be using loud speakers or amplification devices? Most likely

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, tables, inflatables? What and where? Behind the Post Office in registration (buy a tent)
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? No
What and where? _____
Check with Parking for costs and arrangements

Indemnification

I Sandy Brown 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 Town Run Watershed (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 8/5/26
Title TRW Steering Committee

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 14 days prior to the proposed special event.

Event Title 30th Appalachian Heritage Festival

Event Date 09/25/26 & 9/26/2026

Event Sponsor Shepherd University and Experience Shepherdstown

Secondary Date _____

Organizer's Contact Information

Name: Rachael Meads

Cell [REDACTED]

Address: [REDACTED] Shepherdstown WV 25443-5000

Email [REDACTED] Alt. Phone _____

Event Information

Requested Area(s) ☒ City Streets/Sidewalks ☐ Sidewalks only ☐ Other

Location of Event King Street from German to High St.

Attach route for processional events. Be precise when indicating location.

Event Hours _____ until _____ Set up start time NOISE or Noon _____ Clean up end time NOISE by midnight _____

****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: ☒ Approved ☐ Denied ☐ Conditional

Planning: ☒ approved ☐ Denied ☐ Conditional

Fire: ☐ Approved ☐ Denied ☐ Conditional

Public Works ☒ Approved ☐ Denied ☐ Conditional

Town Manager: ☒ Approved ☐ Denied ☐ Conditional

Town Council: ☐ Approved ☐ Denied ☐ Conditional

Recorder _____ Amount Due _____ Amount Paid _____ Insurance Provided _____ Council Agenda _____

Permit No. _____ Conditions Attached? _____

* OLD Queen Alley must remain open, including crossing over King St.
* Hard barricades are recommended for safety of participants

Event Information

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

Name of Event 30th annual Appalachian Heritage Festival

Brief Description of Event: for 30 years, Shepherd University's Appalachian Heritage Festival has showcased the culture and arts of our region

Events will include free Friday evening square dance with live music; free Saturday workshops and a 7 pm showcase concert.

Has your organization held this event in the past? yes

When and Where? for the past 30 years -- last year on King Street outdoors

Is the event a fundraiser? no

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

Will you require assistance from the Police Department? S (additional fees apply) How many units? na Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? Yes What and where? Stage on King Street in front of Reynolds Hall
Hazardous items must be attended constantly.

Will you be providing private security? _____

Will alcohol no or food no be served?
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? no Are you charging admission no?
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets yes-King or intersections _____ be blocked? Requires police department assistance.
List streets and/or intersections N. King St block from German to High Street (Friday at 4 pm to Saturday at midnight)

Public Works assistance needed? no Street Sweeping Barricades or fencing Material _____ (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loud speakers or amplification devices? yes Welsh Sound

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? yes We What and where? Welsh sound wll, I provide small stage with roof and sound equipment for evening concert
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? only on closed block on King
What and where? Signs on meters about street closure from Friday morning until after concert breakdown on Sat
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 _____ Date _____

Title _____

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 Shepherd Homecoming Parade

Event Date 10/17/26

Event Sponsor Shepherd University

Secondary Date none

Organizers' Contact Information

Name: Rachael Meads

Cell: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]

Alt. Phone: [REDACTED]

Event Information

Requested Area(s) ☒ City Streets/Sidewalks ☐ Sidewalks only ☐ Other

Location of Event German Street from Duke to Princess (and Church Street for line-up) – traditional Shepherdstown Parade route
Attach route for processional events. Be precise when indicating location.

Event Hours 10 am until 11 am Set up start time 8 am Clean up end time 11 am

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

Anticipated Attendance (per day): Participants 25 entries Spectators 500-1000

Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comment s or conditions

Police: ☒ Approved ☐ Denied ☐ Conditional

Planning: ☒ Approved ☐ Denied ☐ Conditional

Fire: ☐ Approved ☐ Denied ☐ Conditional

Public Works: ☒ Approved ☐ Denied ☐ Conditional

Town Manager: ☒ Approved ☐ Denied ☐ Conditional

Town Council: ☐ Approved ☐ Denied ☐ Conditional

Recorder Amount Due Amount Paid Insurance Provided Council Agenda

Permit No. Conditions Attached?

** Manpower assistance from SUPD*

Event Information

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

Name of Event Shepherd University Homecoming Parade

Brief Description of Event: Annual Homecoming parade bringing alumni, students, and community members
to Shepherdstown to dine, shop, and celebrate Shepherd's Homecoming weekend

Has your organization held this event in the past? YES

When and Where? Every year for the past 50+ years

Is the event a fundraiser? NO

Will you require assistance from Fire/EMS? YES ^{Fire Dept. trucks close the parade and block top of intersection} (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 ^{Assistance closing street/detour traffic} (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? NA
Hazmat items must be attended constantly.

Will you be providing private security? NO

Will alcohol NO or food NO be served?
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? NO Are you charging admission NO ?
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets YES or intersections YES be blocked? ^{Requires police department assistance.}
List streets and/or intersections Typical parade line up and route (same as Christmas, 4th of July, etc)

Public Works assistance needed? NO Street Sweeping NO Barricades or fencing Material NO (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? YES Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? NO What and where? Welsh Sound provides small PA for announcer on McMurrin Lawn
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? YES- notices on Church Street meters about Parade line up
~~/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 _____ 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***

Volunteer Applications



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. Edith Thompson Address: [REDACTED] 407 E. German St.
Phone numbers – Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]
Email address: [REDACTED] Employer: retired
Occupation: Retired

Which board/commission would you like to serve on? _____

Please describe your background and education.

I have a B.S. degree in Natural Resources Management with a focus on wildlife conservation and management from the University of Maryland, graduating in 1988. In the fall of 1988, I was hired by the Maryland Department of Natural Resources Wildlife & Heritage Service as the state's first urban wildlife biologist. I later became the state's first Invasive Species Policy Coordinator. In 2003 I became an environmental policy advisor and legislative assistant to Rep. Wayne T. Gilchrest (R-MD-1st), who was then the chair of the House Natural Resources Subcommittee on Fisheries, Wildlife and Oceans. I moved after that to the U.S. Fish and Wildlife Service as a Congressional and Legislative Affairs Specialist. It's been a long time since I was in the field or even working closely on policy, though!

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

My job as Maryland's Urban Wildlife Biologist was to stand up an urban wildlife program in the state, which I did. In part, I focused on improving biodiversity in urban and suburban landscapes through partnerships with state and federal forestry agencies, local land management agencies, as well as developers, local planners, landscape architects and engineers. The Urban Wildlife Program's efforts to improve residential development design, review and permitting by encouraging early collaboration to increase consideration of tree and fish/wildlife conservation were translated into the Maryland Forest Conservation Act, in part. After about ten years, I moved into state natural resources policy and public participation on various issues, including on forestry policy. As the Maryland Invasive Species Policy Coordinator, I developed policy on invasive species for the state, but the primary purpose of the position was to serve as the Chesapeake Bay Program's Invasive Species Workgroup's chair to help the workgroup members meet the then primary invasive species-related goals of the Chesapeake Bay Restoration Plan and to represent the

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

I would like to help in any way I can to have healthy trees in Shepherdstown as part of a landscape that promotes biodiversity and would love to learn from tree specialists on the team!

Please describe what you know about this board/commission.

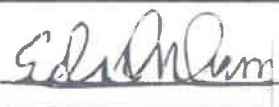
I can't say I know a lot about the commission, but from what I hear it sounds like it is focused on ensuring there are healthy trees achieving the benefits that trees provide to a built landscape, including a diversity of habitats for native plants and wildlife.

How did you hear about this board/commission?

From Terry Hadley.

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

Professional: Glenn Therres, now retired, who hired me to be Maryland's Urban Wildlife Biologist. He was the State Wildlife & Heritage Division's Assistant Director for Nongame Wildlife Management. His number is [REDACTED]

Signature: 

Date submitted: 7/16/2026

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.

Description of Experience

My job as Maryland's Urban Wildlife Biologist was to stand up an urban wildlife program in the state, which I did. In part, I focused on improving biodiversity in urban and suburban landscapes through partnerships with state and federal forestry agencies, local land management agencies, as well as developers, local planners, landscape architects and engineers. The Urban Wildlife Program's efforts to improve residential development design, review and permitting by encouraging early collaboration to increase consideration of tree and fish/wildlife conservation were translated into the Maryland Forest Conservation Act, in part. After about ten years, I moved into state natural resources policy and public participation on various issues, including on forestry policy. As the Maryland Invasive Species Policy Coordinator, I developed policy on invasive species for the state, but the primary purpose of the position was to serve as the Chesapeake Bay Program's Invasive Species Workgroup's chair to help the workgroup members meet the then primary invasive species-related goals of the Chesapeake Bay Restoration Plan and to represent the Chesapeake Bay on the National Aquatic Invasive Species Task Force. I also helped the state parks and forests develop and implement early detection and rapid response protocols and strike teams to respond and control new invasive plants and animals on state lands. Under Rep. Gilchrest, I was part of White House-Congressional negotiations as the Healthy Forests Act was drafted, and I worked on other forest management bills, as well, during my time there, among many other things. As Congressional and Legislative Affairs Specialist for the U.S. Fish and Wildlife Service, I was loaned for eight months to the White House

Office of Management and Budget to work on preparing the 2013 President's Budget Request for the U.S. Environmental Protection Agency and was able to include funding for a cooperative urban forestry initiative. Long career in conservation; not focused on forestry but forestry—especially in the context of urban/built landscapes—was a part of my experience throughout my career.

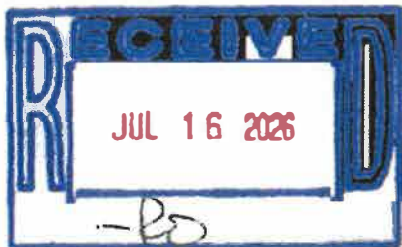
Professional and Personal Contacts:

Professional: Glenn Therres, now retired, who hired me to be Maryland's Urban Wildlife Biologist. He was the State Wildlife & Heritage Division's Assistant Director for Nongame Wildlife Management. His number is [REDACTED]

Tom Franklin, now retired, who was the Policy Director for The Wildlife Society (wildlife biologist professional organization), who helped pioneer urban wildlife conservation nationwide, and who was a very close colleague while I worked for the State of Maryland. His number is [REDACTED]

Personal: Terry Hadley is willing to serve in this role. Her number is [REDACTED]

I served on the Historic Landmarks Commission for a year or so, and I'm sure Keith Alexander would be a reference for me, as well!



Community Grant Applications



Shepherdstown
WEST VIRGINIA

**Shepherdstown
Community Grant Application**

Date: 7/10/26

Applicant Information

Applicant organization name: **Jamie Byron**

Mailing address: [REDACTED] **Shepherdstown 25443**

Physical address, if different: [REDACTED] **Shepherdstown**

Website: **N/A**

Year organization was founded: **1991**

Organization's tax-exempt number (EIN): **N/A**

Organization's total operating budget for current fiscal year: **N/A**

Name/title of the organization's representative for this application:
Jamie Byron

Telephone: [REDACTED]

Email: [REDACTED]

Town Hall | 104 N. King St. | PO Box 248 (mail) | Shepherdstown, WV 25443



Grant Application, cont.

Brief description of the applicant's experience and qualifications for administering the grant and managing the project to be funded:

I have worked and operated a business in landscaping, arboriculture and ecological land management for 8+ years – implementing several native landscaping designs and installations in and around Shepherdstown.

Grant Request Information

Project name: "The Wall" Native Garden

Amount requested: \$2500

Non-grant funds and in-kind services to be provided by the applicant:

I expect the plant and soil amendment budget to exceed \$2500, so I will make up the remainder with personal funds and funds donated by several community supporters. I will be handling the design and project management myself, and relying on a small team of landscaping-experienced volunteer for installation and maintenance.

Implementation timeline, including delivery of any progress reports and the final report: Sourcing and design Dec. '26 - Feb. '27. Spring planting Mar-May 2027.

Watering + weeding Summer '27. Fall followup planting Sept. - Oct '27. Final Report Winter '27-'28.

Project budget (including both grant and non-grant funds):

We expect this project to cost ~\$3000 in materials for plants and soil amendments, breaking down to roughly ~\$300 for the central tree, ~\$550 for 12 shrubs, ~\$900 for 60 native perennial flowers, \$400 in native sedges, ferns and bunch grasses ~\$600 in groundcover plugs ~\$250 in compost, mulch and soil amendments.

Town Hall | 104 N. King St. | PO Box 248 (mail) | Shepherdstown, WV 25443



Shepherdstown
WEST VIRGINIA

Grant Application, cont.

Project Description:

This project was conceived several years ago, when many folks in town mourned the removal of the beautiful Sycamore in the unkempt and wild, but beautiful little natural garden area along the Town Run, between McMurren lawn, "The Wall", and 107 E German St. That tree provided shade for the folks sitting on the Wall and the bed of native violets that thrive in the moist cool soil below. Ever since the University made the decision to remove that Sycamore, and cover up the violets with landscape fabric and mulch, that historic hangout on of German Street has been noticeably less vibrant. We aim to restore that precious corner of town to a state of beauty, healthy ecology, and a community gathering spot by installing and maintaining a native garden beside the Run and behind the Wall -- "The Wall Garden".

This garden area is part of the McMurren property and owned by the McMurren Trust, however it is under lease and maintained by Shepherd University. I've been advocating to Shepherd for 3 years to get permission to plant and maintain that area, submitting plans and proposals to numerous administrators, and finally earlier this year, President Hendrix formally gave us permission to establish and maintain a garden there. The President's requirements were that we implement and maintain the garden at no cost or maintenance requirements to the University, and we plant appropriate trees and plants that won't threaten the walls or neighboring building 107 E German St.

The vision for this garden centers around a single centerpiece shade tree (perhaps a magnolia), with an arc of native flowering shrubs in the background, patches of native perennial flowers timed to flower throughout the growing season with clumps of ornamental grasses and sedges between, ferns and ephemerals in the shade of the wall and the tree, and a carpet of native groundcovers throughout. This site is ecologically special for three reasons -- it is nearly the only spot in town that is essentially entirely protected from deer browse, it is semi-riparian being next to the town run so watered from below, and the walls and water create a unique microclimate where some of the more sensitive sub-tropical species native to our eco-region are more likely to thrive. These three unique characteristics allow us to lean into plants that aren't deer resistant, grow along creeks and rivers, and highlight some of the showier southern sub-tropical species that aren't common here.

I've consulted several local experts on the planning of this project -- James Dillon of Native Havens, Kate Didden of Birds Nest Native Nursery, landscape architect Evan Whalen, and the Town Run Watershed group -- who have all offered advice and support in design, planning, installing and maintaining this garden. We have a small group of experienced volunteers to implement and maintain the garden, and several community members who have offered to donate plants and/or funds to purchase native plants.

The benefits of this garden to our town and community are many -- beautifying German Street, a backdrop to the famous historic hangout spot "the Wall", shade and sidewalk temperature mediation, supporting and attracting rare birds and pollinators, and educating the public on the importance of urban ecology. While we expect to receive some funds from donations from community members, we would appreciate a Town Grant, so we can purchase all the plants we need to make this an outstanding garden and focus our energy and time on planning and implementing this project in a timely manner. Thank you for considering "The Wall Native Garden" for a community grant!

Applicant's signature & date:

[Handwritten signature] 11/1/16

Town Hall | 104 N. King St. | PO Box 248 (mail) | Shepherdstown, WV 25443

Native Habitat Garden at “The Wall”

A plan for designing, planting and maintaining a volunteer-run native garden behind The Wall

Purpose + Goals

For decades, even centuries, the modest triangular garden area between Town Run, and 107 E German Street has been a backdrop for the quintessential Shepherdstown hangout spot for students and townies alike – The Wall! Previously home to a beautiful sycamore shade tree and a colorful array of unkempt weeds and wildflowers, this garden is now barren. The removal of the sycamore stirred up quite the controversy among the townsfolk – It was a sad day for many who appreciated the beauty of this space. Since then, online and on the street, folks have been discussing the potential for restoring this small but important green space back into something beautiful! One idea that has risen to the surface is to organize a small volunteer group and install a low-maintenance pollinator/songbird habitat garden. We propose the following plan for a Native Habitat Garden at The Wall!

- 1) Collaborate with Landscape Architect + Shepherd alumni Evan Whalen, who has offered to design a bird + pollinator friendly planting, consisting of a few appropriate small native trees and shrubs, interplanted with low maintenance wildflowers and groundcovers.
- 2) Organize a small group of volunteers to install the garden this Fall and following Spring. Reach out to community members to donate funds for purchasing plants.
- 3) Continue to maintain the garden with Spring and Fall pruning, planting, and cleanup days, staffed by volunteers, and organized by Jamie.



Requirements + Considerations

Besides selecting and arranging beautiful native wildflowers, shrubs, and small trees that support songbirds and pollinators, we have identified these additional important requirements and considerations when designing and planting Native Habitat Garden at The Wall:

- 1) Low Maintenance – the plants selected should require no maintenance from the University grounds crew, and require minimal maintenance (two volunteer work days a year) to keep healthy and beautiful.
- 2) Appropriate Species and Size – The trees and shrubs will be selected and spaced such that they don't get too large for the area, impede on or pose any risk to the neighboring property, or have invasive roots that could compromise any of the surrounding walls or foundations.
- 3) Non-Invitational – The layout and design will be beautiful to observe at a distance from the Wall and German Street, but designed such that it doesn't pose an invitation for folks to jump the wall and walk in the garden. So no paths or seating areas, while spacing and selecting plants that don't invite people to walk among them.

Jamie Byron, Ecological Services LLC –

Town Run Triangle Garden Planting Plan

I would like to take on the design, fundraising, and planting of a lovely native flower garden in the small triangular plot nestled between the McMurrin Lawn, "The Wall", and the Town Run. The goal is to plant a low maintenance native wildflower and pollinator garden to provide a beautiful backdrop for folks walking by on German Street and gathering on McMurrin Lawn, and attract hummingbirds, butterflies, and songbirds to the center of Shepherdstown. This garden will be populated with a number of beautiful native wildflowers, ferns, and a small native ornamental tree as a centerpiece. The design, planting, and ongoing maintenance will be conducted by a small group of volunteers who have generously offered to help implement this project. The funds to purchase plants and planting materials will be fundraised within the Shepherdstown Community.

The Central Tree – a compact, beautiful, appropriate native tree planted roughly in the center of the garden for a bit of height, shade, and structure to the garden design. The species listed below are in order of preference and were selected for small size (<40' mature height), strong hardy growth in our region, appropriate to plant next to a water course, and non-invasive roots that pose no risk to surrounding walls, sidewalks and foundations.

Sweetbay Magnolia (This is our ideal selection! We will go with Sweetbay if we can source a nice one.)

Alternate: Cyrilla Racemiflora "Leatherwood"

Alternate: 'Little Gem' Southern Magnolia

Full Sun Ornamentals – a selection of flowers, forbs, and an ornamental bunch-grass to bring an array of color throughout the season, with varied height and structure, visual interest in winter time, and attract butterflies, songbirds and hummingbirds throughout the year.

Cardinal Flower

Monarda/Bee Balm

Silverleaf Mountain Mint

Native Iris

Native Asters

Wood Lily

Daffodils

Little Bluestem

Part Shade Ornamentals – flowers, ferns and ground cover for the shadier parts of the garden along the wall and neighboring building.

Columbine

Ostrich Fern

Christmas Fern

Wild Ginger

Hostas

Planting Plan and Schedule

Once we receive approval and written permission from the relevant staff at Shepherd, we will begin fundraising for the cost of the plants. I will launch a GoFundMe with the garden design and proposal, and share with supporters in the community (several of which have already agreed to financially support this project). Once the funds have been raised, we will start ordering plants, ideally in January and February. Over winter, we will conduct the soil improvement phase, bringing in compost and adjusting the underlying landscape fabric to prepare for planting. Once conditions in Spring are ripe for planting, we will gather the volunteers and begin planting!

Box x



2. Summarize this email

Mary Hendrix
to me, Elisabeth, Holly, Sherri, Kelly, Jonathan, Collin -

Mar 3, 2026, 11:39 AM



Hi Jamie,

Thank you and your colleagues so much for all your thoughtful planning for the Town Run landscape project near McMurran. Please proceed with your plans, which require no financial support nor maintenance from Shepherd. We are profoundly grateful for your generosity and leadership on this exciting beautification project.

With kind regards,
Mary



Mary J.C. Hendrix, Ph.D.
President

Excellence Innovation Opportunity: Training the Next Generation of Leaders and Model Citizens

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Am. Meteor. Soc. Monthly Weather Review 84: 111-114

← Reply

→ Forward





Shepherdstown
WEST VIRGINIA

**Shepherdstown
Community Grant Application**

Date: 6/30/2026

Applicant Information

Applicant organization name: **Shepherdstown Chess Club**

Mailing address: [REDACTED] **Charles Town, WV 25414**

Physical address, if different:

Website: [REDACTED]

Year organization was founded: **2025**

Organization's tax-exempt number (EIN): **Application In-Progress**

Organization's total operating budget for current fiscal year: **\$554**

Name/title of the organization's representative for this application:

Anya Ellis

Telephone: [REDACTED]

Email: [REDACTED]

Town Hall | 104 N. King St. | PO Box 248 (mail) | Shepherdstown, WV 25443



Shepherdstown
WEST VIRGINIA

Grant Application, cont.

Brief description of the applicant's experience and qualifications for administering the grant and managing the project to be funded:

The Shepherdstown Chess Club has organized 6 different chess tournaments in Shepherdstown since May 2025. We have held tournaments and events at the following locations: the War Memorial Building (Shepherdstown Community Club), Shepherd University, Shepherdstown Public Library, and Game Knights (local game store). The club's lead organizer has directed over a dozen chess tournaments and has assisted many more all across the nation (IL, OH, MD, WV). In addition, the club has received in-kind donations from 5 local businesses for past events and 47 WV residents.

Grant Request Information

Project name: Shepherdstown 2-Day Chess Tournament

Amount requested: \$1000

Non-grant funds and in-kind services to be provided by the applicant:

(1) Entry fees from players. (2) Donations and in-kind services from previous donors and local businesses may become available. (3) Out-of-state chess directors and organizers may volunteer services such as time, materials, or funds. (4) WV Chess Association will advertise for free.

Implementation timeline, including delivery of any progress reports and the final report:

The tournament can be held in three months post fund dispersion. We expect the tournament to be held by early December.

Any progress reports can be delivered monthly or every 2 weeks with a final report 2 weeks after the event.

Project budget (including both grant and non-grant funds):

Location Rental (2-Days): \$500. Guaranteed Prize Fund: \$300. Non-Guaranteed Prize Fund: \$200. Free US Chess Memberships to Shepherd Students: \$100. Compensated Entries Valued At: \$80. Expected Games Fees owed to US Chess Federation (National Entity): \$50. Email Marketing (600 active players): \$31. Print Marketing: \$50. TOTAL BUDGET = \$1311

Town Hall | 104 N. King St. | PO Box 248 (mail) | Shepherdstown, WV 25443



Shepherdstown
WEST VIRGINIA

Grant Application, cont.

Project Description:

The Shepherdstown Chess Club plans to hold a two-day event which should draw circa 40 players. A number of local West Virginian players will participate but the event will also draw a large proportion of players from the DMV area. The club will give free entries (estimated value \$80) and 1-year national chess memberships (estimated value \$100) to Shepherd students. This two-day event will be the first grand prix chess tournament held in the area. The tournament will be held on a weekend. The US Chess Federation (national entity) requires that grand prix tournaments have three months of marketing to lead up to the event. Therefore, the club expects the tournament to be held some time between mid-November to early December, but this depends on when funds are dispersed.

The Shepherdstown Chess Club is a US Chess Federation affiliate club which has brought over 60 people to the area with many of them coming back time and again for our events. Players have traveled from: NY, VA, MD, PA, MI, TX. We have previously highlighted and partner with local businesses and plan to do the same for this event. We believe that a few of the players will book stays at the local hotels and most of them will eat/visit other local establishments. This would be a great event to boost local tourism in the early winter. Thank you for considering the club's goals to fund better and better chess tournaments.

Applicant's signature & date:

Amara E. [Signature] 6/30/2026

Town Hall | 104 N. King St. | PO Box 248 (mail) | Shepherdstown, WV 25443

TO Town Council Members
FROM James Gatz
DATE August 7, 2026
SUBJECT Proposed Resolution Authorizing Staff to Correct Typographical Errors on the On-Line Display of Town Ordinances, Title 9, Chapter 1601.

Staff have discovered that the on-line display of Title 9, Chapter 16 of Town Ordinances is displayed two times and does not include a Chapter header. The Chapter authorizes the Town to use certain methods to enforce sanitation and nuisance laws in town. The header should read, "On-the-Spot Citations."

The proposed resolution would authorize staff to correct the errors by adding the header "On-the-Spot Citations" to the on-line display and to ensure Chapter 16 appears only once.

The updates to the text would be administrative changes and would have no impact on the substance of the ordinance.

A RESOLUTION TO DESIGNATE TITLE 9, CHAPTER 16 OF THE CODE OF THE CORPORATION OF SHEPHERDSTOWN AS “ON-THE-SPOT CITATIONS”

WHEREAS, the Town Council of the Town of Shepherdstown previously enacted an ordinance providing procedures for the issuance of on-the-spot citations and notices of violation for certain violations of the Town’s ordinances; and

WHEREAS, the online version of the Town Code at Section 9-1601 et. seq. does not clearly identify these provisions as a separate chapter or include the title “On-the-Spot Citations” as the chapter designation; and

WHEREAS, the Town Council desires to accurately identify and organize the existing ordinance within the Town Code without changing the substance or effect of the ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Shepherdstown that Title 9 of the Code of the Town of Shepherdstown shall include Chapter 16, “On-the-Spot Citations,” consisting of Sections 9-1601 et seq., as previously enacted by the Town Council.

BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to update the Town’s online Code and other official records as necessary to reflect the designation of Title 9, Chapter 16 as “**On-the-Spot Citations.**”

BE IT FURTHER RESOLVED that this Resolution is intended solely to provide the proper chapter designation and index reference for the existing ordinance and does not amend, repeal, or otherwise modify the substantive provisions of Sections 9-1601 et seq.

ADOPTED this ____ day of _____, 2026, by the Town Council of the Corporation of Shepherdstown.

CORPORATION OF SHEPHERDSTOWN

James K. Gatz, Mayor
Town of Shepherdstown

Staff Reports

Wastewater, Water and Streets

Water/Sewer Leaks / Issues

- 1) sewer back up- Market house
- 2) sewer blockage- German St
- 3) Water leak – Rt 230
- 4 Sewer and Water taps Maddex dr Vacant lot
- 5) Water leak – Princess St
- 6) Hydrant replacement- Church and German

Water plant/Wastewater plant

Water plant-

- UV tech scheduled
- 3rd Quarter 2026 sampling
- Algea- pre CL2 at plant

Wastewater plant-

- Transducers replaced
- Screen at main pump station programmed and replaced
- Land applying Sludge

Lead and Copper rule

- GRR plan-line replacement deadline Oct 2037

Streets

Fix street signs

Fill potholes – Back alley

Banners up

Road work/ patch work

Sharrow repair

Awaiting benches for final clear coat

Trash/Recycling/Yard waste/Rough cost

Glass- 10 tons \$2100.00

Trash – 48 Tons collected in the month of July \$2500.00

Recycling- 12 Tons collected in the month of July \$1200.00

Yard Waste- 10 loads - Dump cost \$500

PATH Project update (Kenny Shipley)

construction scheduled to be completed by July 2027

Operator update

Setting interviews OIT water

PW cdl laborer started 7/20/26

Town Financial Status

Executive Summary – FY2026 Budget Performance
Corporation of Shepherdstown
Budget vs. Actual Results Through June 30, 2026

Based on the FY2026 Budget vs. Actuals through **June 30, 2026**, the **True Surplus** is:

- **Total Revenues: \$3,083,084.06**
- **Total Expenses: \$2,698,055.97**
- **True Operating Surplus: \$385,028.09**

As of June 30, 2026, the Corporation of Shepherdstown remains in a strong financial position. Total revenues of \$3.08 million exceeded the year-to-date budget of \$2.86 million by approximately \$227,600 (8.0%), driven primarily by stronger-than-anticipated tax collections and the use of available carryover funds.

Key revenue categories outperforming budget include Sales Tax (+\$76,586), Liquor Tax (+\$32,791), Utility Tax (+\$17,720), Property Taxes (+\$19,740), and Business & Occupation Taxes (+\$4,186). These gains more than offset shortfalls in Supplemental Property Taxes, Hotel/Motel Taxes, and certain fees and permits, some of which are expected to fluctuate based on seasonal collections and the timing of state distributions.

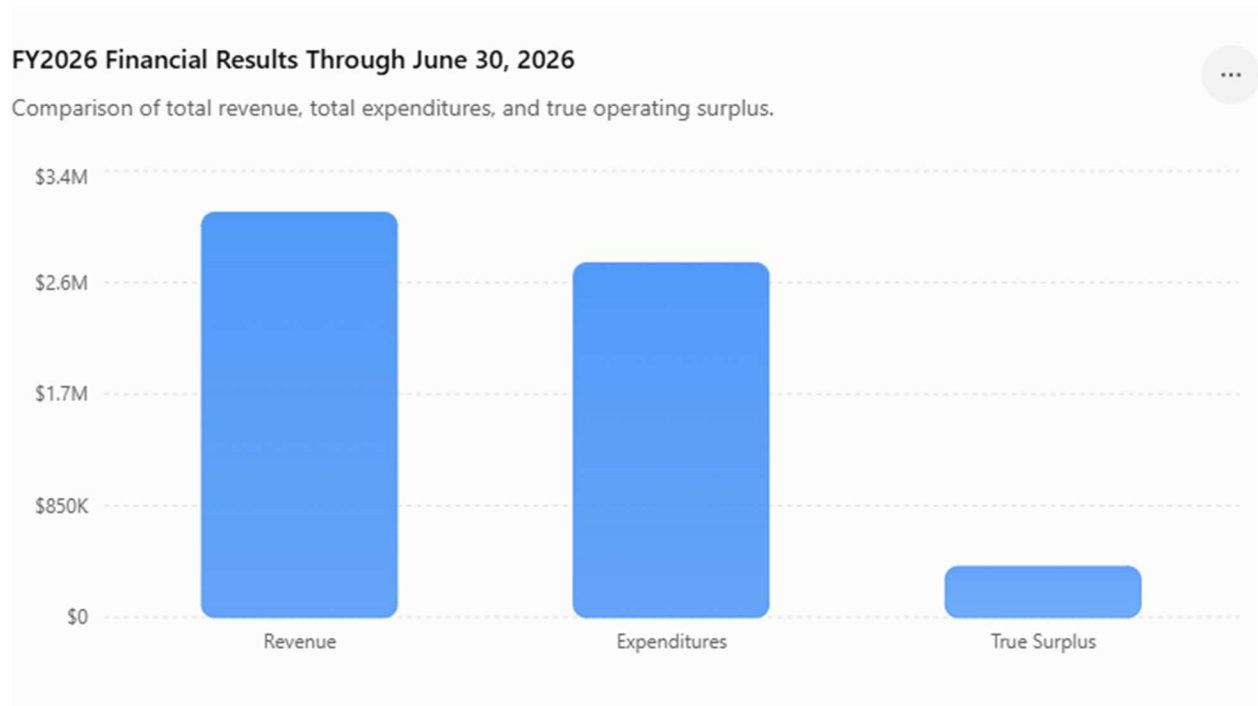
Year-to-date expenditures totaled \$2.70 million, which is approximately \$157,300 (5.5%) below budget, reflecting prudent spending and the timing of planned expenditures. Several departments remain below budget due to deferred purchases, unfilled positions, or expenditures scheduled for later in the fiscal year. Major operating departments such as the Police Department, Planning & Zoning, Parks & Recreation, Civic Promotions, and the Visitor's Bureau all remain under budget.

Several categories exceeded budget expectations, including City Hall operations, Sanitation, Streets, and Contributions/Transfers. These variances should continue to be monitored throughout the remainder of the fiscal year to ensure spending remains aligned with operational needs and approved appropriations.

Overall, the Corporation's financial performance through the first half of FY2026 indicates sound fiscal management. Revenue collections have outpaced expectations while overall expenditures remain below budget, positioning the Corporation favorably as it enters the second half of the fiscal year. Continued monitoring of revenue trends, seasonal tax collections, and departmental spending will help maintain this positive financial position through year-end.

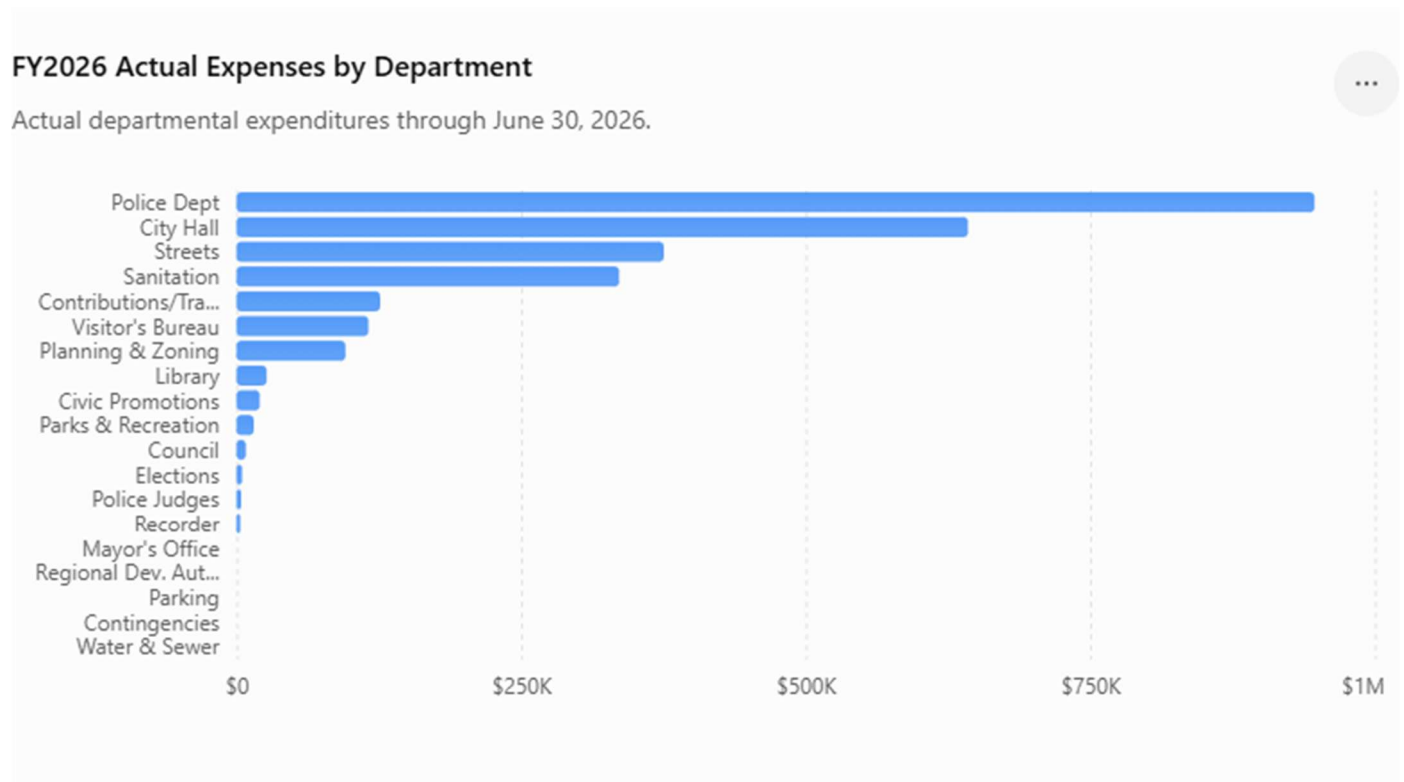
The chart below illustrates the **FY2026 year-to-date financial results through June 30, 2026**, comparing total revenue, total expenditures, and the resulting true operating surplus.

FY2026 Financial Results Through June 30, 2026



FY2026 Actual Expenses by Department

Actual departmental expenditures through June 30, 2026.



Overall Financial Summary

Through June 30, 2026, the Corporation of Shepherdstown continues to demonstrate strong financial performance and responsible fiscal stewardship. Total revenues of **\$3,083,084.06** exceeded budget expectations by approximately **8.0%**, while total expenditures of **\$2,698,055.97** remained **5.5% below budget**. As a result, the Town generated a **true operating surplus of \$384,928.43** for the first half of the fiscal year.

Revenue growth was primarily driven by stronger-than-anticipated collections in Sales Tax, Liquor Tax, Utility Tax, Property Taxes, and Business & Occupation Taxes. These increases offset minor shortfalls in several other revenue categories and demonstrate the continued strength of the Town's local revenue base.

Expenditures remain well managed across most departments. While several operating areas experienced higher-than-budgeted spending due to operational demands and the timing of expenditures, the majority of departments remained within or below their approved budgets. This reflects continued oversight of departmental spending and adherence to the Town's financial policies.

The current surplus strengthens the Town's financial position by providing additional flexibility to address future capital improvements, infrastructure needs, and unforeseen operational costs while maintaining adequate reserves. Based on the financial results through June 30, the Corporation remains on track to achieve a balanced fiscal year and is well positioned to meet its strategic and operational objectives.

Corporation of Shepherdstown

Balance Sheet As of June 30, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	4,740,199.29
RESTRICTED FUNDS	331,333.97
RESTRICTED FUNDS ICS ACCOUNTS	4,596.26
Undeposited Funds	617.98
Total Bank Accounts	\$5,077,187.50
Accounts Receivable	
General Funds A/R	340,311.77
Total Accounts Receivable	\$340,311.77
Other Current Assets	
150.00 Net OPEB Asset	19,086.00
Other Current Assets	33,855.40
Total Other Current Assets	\$52,941.40
Total Current Assets	\$5,470,440.67
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,490,341.04
Total Fixed Assets	\$5,490,341.04
Other Assets	
Beneficial Interest in Assets Held by Others	53,343.10
Due from Market House Legal Settlement	15,104.00
Total Other Assets	\$68,447.10
TOTAL ASSETS	\$11,029,228.81
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	31,295.83
Total Accounts Payable	\$31,295.83
Credit Cards	
213 Purchase Card Payable	31,469.65

Corporation of Shepherdstown

Balance Sheet

As of June 30, 2026

	TOTAL
Total Credit Cards	\$31,469.65
Other Current Liabilities	
140.02 DO - Change in Proportionate	-1,320.00
140.5 DO - Change in Assumptions	-2,695.00
2104 PEIA Payable	4,356.00
260 Accrued Compensated Absences	71,127.04
280.10 DI-Different Expected/Actual I	11,110.00
280.20 DI-Difference Proj/Actual Earn	318.00
280.30 DI-Changes/Differences Prop. S	13,022.00
280.40 DI - Changes in Assumptions	10,648.00
290.50 Restricted for Equipment	96,206.00
292.20 PPA-Beginning OPEB Liability	927.00
292.30 PPA-2017 RHBT Payment	-16,315.00
Child Support	-971.53
Christmas Club	-400.00
Due to (from) Coal Severance	-22,750.31
Due to (from) Sewer	-434,768.53
Due to (from) Water	-1,030,541.28
Garnishments	3,170.12
Gen Fund Other Current Liab.	95,977.30
Payroll Liabilities	32,164.89
VALIC Retirement Payable	17,657.27
Total Other Current Liabilities	\$ -1,153,078.03
Total Current Liabilities	\$ -1,090,312.55
Total Liabilities	\$ -1,090,312.55
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Retained Earnings	692,550.86
Net Income	14,129.67
Total Equity	\$12,119,541.36
TOTAL LIABILITIES AND EQUITY	\$11,029,228.81

Note

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

Corporation of Shepherdstown								
FY26 Budget vs Actuals								
Through June 30, 2026								
	REVENUES	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
299	Carryover	\$ 240,000	\$ 174,950	\$ 384,522	\$ 384,522	\$384,522	\$0	
301	Taxes Ad Valorem	\$ 239,731	\$ 253,444	\$ 253,444	\$ 253,444	\$273,184	\$19,740	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 23,100	\$ 26,155	\$ 26,155	\$ 26,155	\$501	(\$25,654)	These are additional Property Taxes that are collected on reassessed values of properties throughout the year
303	Gas & Oil Severance Tax	\$ 20,000	\$ 5,000	\$ 5,000	\$ 5,000	\$3,817	(\$1,183)	Annual distribution from WV for Gas and Oil mining taxes imposed on businesses (Distribution occurs in October)
304	Utility Tax	\$ 56,000	\$ 80,000	\$ 80,000	\$ 80,000	\$97,720	\$17,720	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 83,000	\$ 85,000	\$ 85,000	\$ 85,000	\$89,186	\$4,186	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	\$217,791	\$32,791	Quarterly tax assessed on the sale of Wine, Liquor, and Private Clubs by WV - Anticipation of higher revenue in Q2
307	Animal Control Tax	\$ 400	\$ 400	\$ 400	\$ 400	\$173	(\$227)	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$209,714	(\$90,286)	Monthly Tax assessed on local hotels, motels, and short term rentals
314	Sales Tax	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000	\$636,586	\$76,586	Quarterly 1% sales tax collected by WV on sales within Shepherdstown limits (Distributions received in Oct, Jan, Apr, and Jul)
320	Fines, Fees, and Court Costs	\$ 57,000	\$ 55,000	\$ 55,000	\$ 55,000	\$46,263	(\$8,737)	
321	Parking Violations	\$ 30,000	\$ 12,000	\$ 12,000	\$ 12,000	\$19,490	\$7,490	
325	Business Licenses	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$16,929	\$6,929	Revenue received as beginning of FY26
326	Building Permits	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$3,343	(\$657)	
327	WV Opioid settlement fund	\$ 0	\$ 0	\$ 0	\$ 0	\$1,029	\$1,029	
328	Franchise Tax	\$ 9,000	\$ 5,500	\$ 5,500	\$ 5,500	\$7,894	\$2,394	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 7,000	\$ 5,000	\$ 5,000	\$ 5,000	\$1,622	(\$3,378)	Fees assessed by WV on commercial vehicles using the roads in The State (Usually collected monthly, but they are sporadic)
342	Parking Meters	\$ 120,000	\$ 155,000	\$ 155,000	\$ 155,000	\$137,256	(\$17,744)	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$54,101	\$9,101	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$188,720	\$13,720	Monthly refuse collection revenue
368	Contributions from Other Entities	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	
374	Payroll Reimbursement	\$ 1,095,600	\$ 0	\$ 0	\$ 0	\$3,131	\$3,131	
376	Gaming Income	\$ 110,000	\$ 90,000	\$ 90,000	\$ 90,000	\$101,559	\$11,559	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 80,000	\$ 130,000	\$ 130,000	\$ 130,000	\$185,125	\$55,125	
381	Misc. Reimbursements	\$ 2,000	\$ 0	\$ 0	\$ 0	\$0	\$0	
382	Refunds and Rebates	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$8,728	(\$1,272)	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,000	\$ 36,000	\$ 36,000	\$ 36,000	\$41,537	\$5,537	Monthly recycling collection revenue
397	Video Lottery	\$ 240,000	\$ 243,129	\$ 243,129	\$ 243,129	\$324,378	\$81,249	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 350	\$ 350	\$ 350	\$ 350	\$28,788	\$28,438	Grant Revenue - Payroll Reimbursement for Police grant work
	Total Revenues	\$ 3,746,181	\$ 2,645,928	\$ 2,855,500	\$ 2,855,500	\$ 3,083,084	\$ 227,584	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
409	Mayor's Office - 409	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 0	(\$2,000)	
104	FICA	\$ 151	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
111	Telephone	\$ 970	\$ 500	\$ 500	\$ 500	\$ 0	(\$500)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 100	\$ 0	(\$100)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 2,600	\$ 2,600	\$ 2,600	\$ 0	(\$2,600)	
410	City Council -410	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$0	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 450	\$ 459	\$9	
226	Liability /Workers Comp Insurance	\$ 550	\$ 250	\$ 250	\$ 250	\$ 0	(\$250)	Workers Comp
	Total Council	\$ 7,000	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,459	(\$241)	
87								
411	City Recorder	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$0	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	(\$0)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 64	\$ 0	(\$64)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,679	\$ 1,679	\$ 1,615	(\$64)	
141								
416	Police Judges - 416	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 9,900	\$ 9,900	\$ 9,900	\$ 2,400	(\$7,500)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 8,900	\$ 9,900	\$ 9,900	\$ 9,900	\$ 2,400	(\$7,500)	
435	Regional Dev Authority - 435	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
222	Dues & Subscriptions	\$ 1,439	\$ 2,649	\$ 2,649	\$ 2,649		(\$2,649)	Annual Bill from Regional Development Authority
	Total Regional Dev. Authority	\$ 1,439	\$ 2,649	\$ 2,649	\$ 2,649	\$ 0	(\$2,649)	
437	Planning & Zoning - 437	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
103	Salaries	\$ 75,200	\$ 85,508	\$ 85,508	\$ 85,508	\$ 44,299	(\$41,209)	
104	FICA	\$ 6,169	\$ 6,541	\$ 6,541	\$ 6,541	\$ 3,086	(\$3,455)	
105	Group Insurance	\$ 14,364	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,407	\$407	
106	Retirement	\$ 8,000	\$ 8,550	\$ 8,550	\$ 8,550	\$ 0	(\$8,550)	
211	Telephone	\$ 2,000	\$ 0	\$ 0	\$ 0		\$0	
214	Travel	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
218	Postage	\$ 105	\$ 0	\$ 0	\$ 0	\$ 27	\$27	
220	Advertising/Legal Publications	\$ 1,000	\$ 0	\$ 0	\$ 0	\$ 697	\$697	
221	Training & Education	\$ 300	\$ 0	\$ 0	\$ 0		\$0	
222	Dues & Subscriptions	\$ 105	\$ 0	\$ 0	\$ 0		\$0	
209	Professional Services	\$ 21,300	\$ 8,500	\$ 8,500	\$ 8,500	\$ 25,813	\$17,313	legal costs
226	Insurance & Bonds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,407	(\$593)	Workers Comp
230	Contracted Services	\$ 0	\$ 2,000	\$ 2,000	\$ 2,000		(\$2,000)	
341	Departmental Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 769	\$769	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,424	\$5,424	
	Total Planning and Zoning	\$ 130,543	\$ 125,099	\$ 125,099	\$ 125,099	\$ 93,929	(\$31,170)	
438	Elections - 438	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
103	Salaries	\$ 0	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,800	\$800	
222	Departmental Supplies	\$ 0	\$ 4,500	\$ 4,500	\$ 4,500	\$ 1,392	(\$3,108)	
223	Total Elections	\$ 0	\$ 5,500	\$ 5,500	\$ 5,500	\$ 3,192	(\$2,308)	No election in FY 25
440	City Hall - 440	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
103	Salaries	\$ 161,173	\$ 202,008	\$ 202,008	\$ 202,008	\$ 271,029	\$69,021	
104	FICA	\$ 12,330	\$ 15,454	\$ 15,454	\$ 15,454	\$ 20,584	\$5,130	
105	Group Insurance	\$ 21,500	\$ 32,000	\$ 32,000	\$ 32,000	\$ 23,880	(\$8,120)	
106	Retirement	\$ 7,797	\$ 25,930	\$ 25,930	\$ 25,930	\$ 21,455	(\$4,475)	
108	Overtime/Extra Help	\$ 4,000	\$ 2,000	\$ 2,000	\$ 2,000		(\$2,000)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 9,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$0	
213	Utilities	\$ 10,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,288	\$288	
214	Travel	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		(\$2,000)	
215	R&M Building & Grounds	\$ 3,800	\$ 8,000	\$ 8,000	\$ 8,000	\$ 22,153	\$14,153	Oracle Elevator - Replace door operator board on elevator -\$12K
216	R&M Equipment	\$ 2,100	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2628	\$628	
218	Postage	\$ 2,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 1,001	(\$2,999)	Mail Machine
219	Building & Equipment Rental	\$ 850	\$ 700	\$ 700	\$ 700	\$ 704	\$4	
221	Training and Education	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 447	(\$1,553)	
220	Advertising/Legal Publications	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,535	\$335	
222	Dues & Subscriptions	\$ 1,450	\$ 0	\$ 0	\$ 0	\$ 3,265	\$3,265	Zoom, Adobe Acro, Monday.com subscription --annual - 5 seats for Work Management
223	Professional Services	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 85,959	\$60,959	Monthly Communication Director and Longerbeam Tax for Aug and Sept. Kimley-Horn & Assoc Mill St Drainage Project for \$19K - Legal services TH
224	Audit Costs	\$ 12,000	\$ 8,100	\$ 8,000	\$ 8,000	\$ 18,856	\$10,856	Yearly Audit Costs - BHM, CPA HRP - CH Audit Cost June 30, 2024
226	Insurance & Bonds	\$ 42,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 41,231	\$6,231	Workers Comp and liability insurance
230	Contracted Services	\$ 57,850	\$ 41,000	\$ 41,000	\$ 41,000	\$ 44,831	\$3,831	Gusto Payroll Fees and Fogle CPA fees - FY26 Local Assessment for the Eastern Panhandle Regional Planning & Dev. - Region 9 - Monthly contracted lease rent for 102 N. King St \$1,250 plus security deposit
341	Departmental Supplies	\$ 20,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 31,925	\$8,925	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 29,192	(\$808)	Tek Advisor IT Services , Intuit software
	Total City Hall	\$ 443,050	\$ 479,392	\$ 479,292	\$ 479,292	\$ 640,965	\$161,673	Even though appears to be an increase reflects lines that are underbudgeted in the current year
444	Contributions/Transfers-444	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
566	Contributions/Transfers to Other Funds	\$ 13,739	\$ 0	\$ 0	\$ 0	\$ 5,126	\$5,126	Streets Grant Expense - Pass-Through Grant Expenses
568	Contributions - Community Grants	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 112,200	\$97,200	Shepherdstown Visitor's Center - Community Grant - PYMT # 1, 2 - WV Advancement and Development Division
568-1	Fire Dept	\$ 4,700	\$ 8,000	\$ 8,000	\$ 8,000	\$ 7,201	(\$799)	
	Total Contributions/Transfers	\$ 33,439	\$ 23,000	\$ 23,000	\$ 23,000	\$ 124,527	\$101,527	
571	Parking-571	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
103	Salaries	\$ 0	\$ 51,084	\$ 51,084	\$ 51,084	\$ 0	(\$51,084)	New Dept for FY 26 - will allocate from Police Dept moving forward.
104	FICA	\$ 0	\$ 3,908	\$ 3,908	\$ 3,908	\$ 0	(\$3,908)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
105	Group Insurance	\$ 0	\$ 6,800	\$ 6,800	\$ 6,800	\$ 0	(\$6,800)	
106	Retirement	\$ 0	\$ 8,000	\$ 8,000	\$ 8,000	\$ 0	(\$8,000)	
216	R&M Equipment	\$ 0	\$ 2,000	\$ 2,000	\$ 2,000	\$ 0	(\$2,000)	
345	Uniforms	\$ 0	\$ 750	\$ 750	\$ 750	\$ 0	(\$750)	
	Total Parking	\$ 0	\$ 72,542	\$ 72,542	\$ 72,542	\$ 0	(\$72,542)	
699	Contingencies-699	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
566	Merit	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
	COLA	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
566	Unexpected Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 215,947	\$ 0	(\$215,947)	
	Total Contingencies	\$ 0	\$ 6,375	\$ 215,947	\$ 215,947	\$ 0	(\$215,947)	
700	Police Department - 700	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
103	Salaries	\$ 445,000	\$ 467,725	\$ 467,725	\$ 467,725	\$ 532,410	\$64,685	Inlcudes Parking Enforcement and Admin Support - Parking will be allocated to new created dept (Parking)
104	FICA	\$ 40,545	\$ 35,781	\$ 35,781	\$ 35,781	\$ 39,990	\$4,209	
105	Group Insurance	\$ 92,000	\$ 106,720	\$ 106,720	\$ 106,720	\$ 107,523	\$803	
106	Retirement	\$ 30,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 19,794	(\$33,206)	
108	Overtime/Extra Help	\$ 85,000	\$ 40,000	\$ 40,000	\$ 40,000		(\$40,000)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$0	
213	Utilities	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,209	\$1,209	
215	R&M Building & Grounds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 24,852	\$9,852	PD Renovation
216	R&M Equipment	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 8,795	\$3,795	
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 7,925	(\$6,075)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 1961	(\$139)	
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 0	(\$1,000)	
221	Training & Education	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,477	(\$3,523)	
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
223	Professional Services	\$ 17,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,257	\$257	Law Firm Fees + Police Legal Fees
226	Insurance & Bonds	\$ 65,000	\$ 77,500	\$ 77,500	\$ 77,500	\$ 79,539	\$2,039	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,000	\$ 1,000	\$ 1,000	\$ 1,000	-\$ 647	(\$1,647)	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 3,450	\$ 8,524	\$5,074	Magistrate and Police Court Attorney
235	Police Remittance Fees	\$ 6,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,380	\$380	
307	Bank Charges	\$ 0	\$ 0	\$ 0	\$ 0		\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,000	\$ 35,000	\$ 35,000	\$ 11,042	(\$23,958)	
343	Police Gas/Fuel	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 34,786	\$14,786	
345	Uniforms	\$ 5,000	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,553	\$153	Mostly for new officers
353	Computer Software/IT	\$ 15,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 31,116	(\$15,884)	Software costs, Tek Advisors Etc - (Notebooks for 2 police vehicles)
	Total Police Dept	\$ 919,305	\$ 963,676	\$ 963,676	\$ 963,676	\$ 945,486	(\$18,190)	
750	Streets - 750	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
103	Salaries	\$ 130,000	\$ 123,963	\$ 123,963	\$ 123,963	\$ 121,803	(\$2,160)	
104	FICA	\$ 10,000	\$ 9,483	\$ 9,483	\$ 9,483	\$ 9,256	(\$233)	
105	Group Insurance	\$ 23,000	\$ 29,500	\$ 29,500	\$ 29,500	\$ 27,294	(\$2,206)	
106	Retirement	\$ 7,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,306	(\$194)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
211	Telephone	\$ 700	\$ 600	\$ 600	\$ 600	\$ 381	(\$219)	
213	Utilities	\$ 25,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 24,819	(\$3,181)	Potomac Edison - Street Lights/Master Bill Account
215	R&M Buildings & Grounds	\$ 40,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 6,303	(\$697)	Street Maintenance - Panhandle Dumpsters invoice "Standard 30 yd pricing 409 E. High Street \$1847"
216	R&M Equipment	\$ 9,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 24,186	\$19,186	Shepherdstown Ash Treatments x 31 trees \$4k, Mini Excavator tracks \$1.5k, Mini Excavator tracks rental \$1.2k
217	R&M Auto	\$ 9,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 13,107	\$2,107	
220	Advertising/Legal Publications/Postage	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000	\$2,750	
221	Training & Education	\$ 255	\$ 250	\$ 250	\$ 250	\$ 36	(\$215)	
226	Insurance & Bonds	\$ 20,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 20,699	(\$1,301)	Workers Comp and Liability Insurance
230	Contracted Services	\$ 70,000	\$ 72,500	\$ 72,500	\$ 72,500	\$ 78,693	\$6,193	Includes Tree Maintenance - Street Grant Expense
341	Departmental Supplies	\$ 30,400	\$ 35,000	\$ 35,000	\$ 35,000	\$ 25,821	(\$9,179)	PA Municipal, Inc. Invoice for \$6,755 in Sept. and kable Excavating for \$1,483
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,873	\$373	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,145	(\$855)	
	Total Streets	\$ 387,105	\$ 363,546	\$ 363,546	\$ 363,546	\$ 373,716	\$10,170	
800	Sanitation-800	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
103	Salaries	\$ 126,600	\$ 137,780	\$ 137,780	\$ 137,780	\$ 181,557	\$43,777	
104	FICA	\$ 5,800	\$ 10,540	\$ 10,540	\$ 10,540	\$ 13,791	\$3,251	
105	Group Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 9,925	(\$75)	
106	Retirement	\$ 5,000	\$ 12,200	\$ 12,200	\$ 12,200	\$ 13,240	\$1,040	
216	R&M Equipment	\$ 15,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,518	\$4,518	
217	R&M Auto	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 3,897	(\$6,103)	
218	Postage	\$ 5,000	\$ 250	\$ 250	\$ 250	\$ 0	(\$250)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 100	\$ 0	(\$100)	
221	Training & Education	\$ 400	\$ 200	\$ 200	\$ 200	\$ 0	(\$200)	
226	Insurance & Bonds	\$ 35,000	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,046	(\$154)	Workers Comp
230	Contracted Services	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 33,071	\$8,071	Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 10,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 9,719	(\$2,281)	
343	Auto Supplies	\$ 12,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,776	(\$224)	
345	Uniforms	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,188	\$188	
349	001-Landfill	\$ 28,400	\$ 28,000	\$ 28,000	\$ 28,000	\$ 34,128	\$6,128	Landfill Fees
349	002-Recycling	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 18,903	(\$1,097)	Recycling Fees
353	Software/IT	\$ 12,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 738	(\$5,262)	Intuit, Tek Advisors Etc
	Total Sanitation	\$ 313,300	\$ 283,270	\$ 283,270	\$ 283,270	\$ 334,498	\$51,228	
806	Water & Sewer-806	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
103	Salaries	\$ 798,600	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 62,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	FICA is being recorded in Due To/From Account Instead of here
105	Group Insurance	\$ 170,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
106	Retirement	\$ 65,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Retirement is being recorded in Due To/From Account Instead of here
	Total Water & Sewer	\$ 1,095,600	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Water and Sewer will reimburse for these expenses
900	Parks and Rec - 900	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
103	Salaries	\$ 7,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
104	FICA	\$ 536	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
105	Group Insurance	\$ 1,677	\$ 2,500	\$ 2,500	\$ 2,500	\$ 0	(\$2,500)	

	Department Expense Line Items	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
106	Retirement	\$ 200	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
213	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 67	(\$183)	
215	R&M Buildings & Grounds	\$ 5,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 3,891	(\$4,109)	
216	R&M Equipment	\$ 0	\$ 1,000	\$ 1,000	\$ 1,000	\$ 0	(\$1,000)	
226	Insurance & Bonds	\$ 1,137	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,204	\$5,704	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 259	(\$1,741)	
343	Auto Supplies	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,077	\$1,077	
459	Capital Outlay-Equipment	\$ 60,200	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
	Total Parks and Rec	\$ 80,000	\$ 16,250	\$ 16,250	\$ 16,250	\$ 13,498	(\$2,752)	
901	Visitor's Bureau - 901	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
567	Contributions	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 106,311	(\$43,689)	50% of Hotel/Motel Tax Collections
460	Construction in progress	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 7,892	\$7,892	Rankin Painting - Market House Painting Project for \$12k
	Total Visitor's Bureau	\$ 300,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 114,203	(\$35,797)	
912	Civic Promotions-912	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
568	Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	50% of Hotel/Motel Tax Collections - New Department
568-001	Contributions-Vibrant Downtown & Support the Businesses	\$ 0	\$ 21,782	\$ 21,782	\$ 21,782	\$ 0	(\$21,782)	
568-002	Contributions-Housing & Historical Preservation	\$ 0	\$ 21,782	\$ 21,782	\$ 21,782	\$ 13,161	(\$8,621)	Installation of Christmas lights at the Market House and Town Hall
568-003	Contributions-Land Use Planning	\$ 0	\$ 21,782	\$ 21,782	\$ 21,782	\$ 0	(\$21,782)	
568-004	Contributions-Sustainable Services	\$ 0	\$ 21,782	\$ 21,782	\$ 21,782	\$ 5,566	(\$16,216)	Tobacco Warehouse Flood Insurance
568-005	Contributions-Town Facilities & Parks	\$ 0	\$ 21,782	\$ 21,782	\$ 21,782	\$ 0	(\$21,782)	
	Total Civic Promotions	\$ 0	\$ 108,910	\$ 108,910	\$ 108,910	\$ 18,727	(\$90,183)	
916	Library 916	FY25 Budget Rev 1	FY26 Budget Approved	FY26 Budget Rev 1	FY26 Budget Thru 6/30/2026	FY 26 Actuals Thru 6/30/2026	Over/(Under) Budget Thru 6/30/26	Notes and Explanations
567	Contributions	\$ 21,600	\$ 24,840	\$ 24,840	\$ 24,840	\$ 24,840	\$0	Monthly Contribution from Shepherdstown to the library of \$2,070
	Total Library	\$ 21,600	\$ 24,840	\$ 24,840	\$ 24,840	\$ 24,840	\$0	
381	Total Expenses	\$ 3,746,181	\$ 2,645,928	\$ 2,855,400	\$ 2,855,400	\$ 2,698,056	(\$157,344)	
382								
383	Surplus or (Deficit)						384,928	Transfer to Capital Outlay
	True Surplus or (Deficit)						384,928	

Approval of Town Expenditures

Transaction Detail by Account
Corporation of Shepherdstown
May 06 - June 04

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
GENERAL FUNDS BANKING					
101.011 General Operating Funds 6209					
07/02/2026	Expense	Municipal Court Fees	WV Treasury	Remittance by Municipal Court fees-June 2026	-790.00
07/02/2026	Bill Payment (Check)	ACH Payment	Michael Chalmers	Work Completed within the Communication Director role per contract -June 2026	-1,700.00
07/08/2026	Bill Payment (Check)	23888	D. Frank Hill, III, Municipal Judge	Municipal Judge for July 2026	-200.00
07/08/2026	Bill Payment (Check)	23889	D&A Cleaning Company, LLC	Cleaning Services	-950.00
07/08/2026	Bill Payment (Check)	23890	Shepherdstown Public Library	Monthly Donation Library	-2,070.00
07/08/2026	Bill Payment (Check)	23891	Storm, LLC	July/August 2026 Lease	-1,250.00
07/08/2026	Bill Payment (Check)	23892	Arthur J. Auxer, III	2 arraignments (June 16 and June 23)	-80.00
07/08/2026	Bill Payment (Check)	ACH	Potomac Edison Company	Utilites	-643.78
07/08/2026	Bill Payment (Check)	ACH	Potomac Edison Company	Utilites	-12.31
07/08/2026	Bill Payment (Check)	ACH	Potomac Edison Company	Utilites	-32.95
07/08/2026	Bill Payment (Check)	ACH	Potomac Edison Company	Utilites	-19.92
07/09/2026	Bill Payment (Check)	ACH Payment	WV Corp	General Liability Insurance 7/1/26 - 6/30/27	-64,338.00
07/09/2026	Bill Payment (Check)	ACH	SmartBill	CH , Water, Sewer Billing Supplies and Expense	-1,657.69
07/09/2026	Bill Payment (Check)	ACH	Dominion Elevator	Annual elevator inspection	-170.00
07/09/2026	Bill Payment (Check)	23886	Shenandoah Sales & Service, Inc.	Repairs to Garbage Truck Invoice 016712	-1,616.90
07/09/2026	Bill Payment (Check)		Shenandoah Sales & Service, Inc.	Repairs to Garbage Truck Invoice 016630	-3,263.87
07/09/2026	Bill Payment (Check)	23893	Shenandoah Sales & Service, Inc.	Repairs to Garbage Truck Invoice 016758	-1,761.82
07/09/2026	Bill Payment (Check)	23894	Shenandoah Sales & Service, Inc.	WV Inspection for 2014 Ford Dump Truck	-14.66

07/09/2026	Bill Payment (Check)	ACH Payment	Corporation of Shepherdstown	104 N. King Street - water bill	-520.00
07/10/2026	Bill Payment (Check)	23895	Jefferson County Emergency Communications	5 Cradlepoint Devices unlimited	-218.59
07/10/2026	Bill Payment (Check)	23896	Encova Insurance	Worker's Comp Insurance 7/1/26 - 6/30/27	-4,631.00
07/10/2026	Bill Payment (Check)	ACH Payment	Fogle Accounting and Consulting	Accounting Services	-2,750.00
07/10/2026	Bill Payment (Check)	23897	Tek Advisors	IT Services	-2,263.43
07/10/2026	Expense		US Bank	P-Card payment	-31,469.65
07/21/2026	Bill Payment (Check)	ACH	Native Havens LLC	Shepherdstown Streetscape Ecological Beautification	-11,000.22
07/24/2026	Bill Payment (Check)	ACH Payment	The Mills Group LLC	24-085 -03 Shepherdstown Heritage Education Project	-11,924.33
07/24/2026	Bill Payment (Check)	ACH	The Mills Group LLC	24-085 -04 Shepherdstown Heritage Education Project	-11,924.34
07/24/2026	Bill Payment (Check)	ACH Payment	Oracle Elevator Holdco Inc.	July elevator maintenance fee	-615.18
07/24/2026	Bill Payment (Check)	ACH	Potomac Edison Company	Street Lights	-1,837.04
07/27/2026	Bill Payment (Check)	ACH	Jefferson County CVB	Hotel/Motel 50%--Receipts--June 2026 payment	-13,200.31
07/28/2026	Bill Payment (Check)	23898	Shepherdstown Public Library	Monthly donation - FY 27 addition	-430.00
07/28/2026	Bill Payment (Check)	23899	Ryan J. Bordwine	Refund per court - Bond Citation	-500.00
07/28/2026	Bill Payment (Check)	23900	Jennifer L. Bowers	Refund per court - Bond Citation	-500.00
07/30/2026	Bill Payment (Check)	ACH	Mosca Design	24 Custom Banners "Welcome to Shepherdstown"	-1,855.62
07/30/2026	Bill Payment (Check)	23902	United Way of the Eastern Panhandle	Teen Court Remittance for June 2026	-210.00
07/30/2026	Bill Payment (Check)	23903	BHM, CPA Group, Inc.	CH Audit cost for June 30, 2025	-2,775.00
07/30/2026	Bill Payment (Check)	23904	CoxHollidaYoung, PLLC	6/30/2025 Compiled Financial Statement with Footnotes - Final Bill	-1,500.00
07/30/2026	Bill Payment (Check)	23905	Jefferson County Emergency Communications	5 Cradlepoint Devices unlimited	-181.64
07/30/2026	Bill Payment (Check)	23906	Tek Advisors	IT Services	-2,214.39
07/31/2026	Bill Payment (Check)	23907	Eastern Panhandle Regional Planning and Development Council	FY 2026 Local Assessment (Region 9)	-2,648.63

07/31/2026	Bill Payment (Check)	23908	West Virginia Municipal League-WVML	WV City Management Association 2026-2027 Annual Dues	-85.00
07/31/2026	Bill Payment (Check)	ACH	Potomac Edison Company	Utilites	-692.91
08/03/2026	Bill Payment (Check)	23909	Econo Signs, LLC	Stop to Pedestrian in Crosswalk signs x 6 and anchor kit/6 solar barricade lamps	-2,709.18
08/03/2026	Bill Payment (Check)	23910	Welsh Sound, LLC	Equipment Rental for July 4th parade	-2,025.00
08/03/2026	Bill Payment (Check)	ACH	Potomac Edison Company	O'Hurley's street lights	-32.94
08/03/2026	Bill Payment (Check)	ACH	Potomac Edison Company	Rumsey Park lights/N. Mill Street	-12.54
08/05/2026	Bill Payment (Check)	23913	Shepherdstown Public Library	Monthly donation for August 2026	-2,500.00
08/05/2026	Bill Payment (Check)	23914	Storm, LLC	August/September 2026 Lease	-1,250.00
08/05/2026	Bill Payment (Check)	23915	D. Frank Hill, III, Municipal Judge	Municipal Judge	-200.00
08/05/2026	Bill Payment (Check)	23916	D&A Cleaning Company, LLC	Cleaning Services for July 2026	-950.00
08/05/2026	Bill Payment (Check)	ACH	Michael Chalmers	Work Completed within the Communication Director role per contract -July 2026	-1,700.00
08/06/2026	Bill Payment (Check)	23917	Bob's Tire Service, Inc.	Invoice # 20 283787	-35.50
08/06/2026	Bill Payment (Check)	23918	Shenandoah Sales & Service	Check and Charge A/C in Garbage Truck	-200.00
08/06/2026	Bill Payment (Check)	23919	Shenandoah Sales & Service	Hose for garbage truck	-528.66

**Total for 101.011 General
Operating Funds 6209**

-\$198,663.00

**101.09 PoliceDR/CR Acct-
all 6798**

06/02/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-14.00
06/03/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-56.32
06/04/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
06/09/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
06/16/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
06/23/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35

06/29/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
06/30/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
07/02/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-254.95
07/02/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
07/09/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
07/14/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
Total for 101.09 PoliceDR/CR Acct-all 6798					-5328.42
101.50 Payroll Checking 0471					
06/01/2026	Check		JSB	Christmas Club PPE 5 29 2026	-280.00
06/02/2026	Expense		Gusto	FEE 840322 GUSTO 2453942850	-740.30
		ACH			
06/02/2026	Check	Payment	JSB	Christmas Club PPE 06 12 2026	-280.00
	Bill Payment				
06/03/2026	(Check)		WV-Mountaineer Flexible Benefits	WV-Mountaineer Flexible Benefits	-1,728.14
06/08/2026	Expense		VALIC	EREMIT PRM VALIC 9728278001	-9,512.82
06/09/2026	Expense		PEIA	PEIAPREAUT WVTREASURY 1556000814	-483.00
06/09/2026	Expense		PEIA	Benefits	-36,076.62
	Bill Payment				
06/12/2026	(Check)		Aflac	Insurance - Benefits	-567.52
06/24/2026	Expense		VALIC	EREMIT PRM VALIC 9728278001	-9,026.34
07/03/2026	Expense		Gusto	FEE 840322 GUSTO 2453942850	-740.30
07/08/2026	Check		JSB	Christmas Club PPE 06 26 2026	-280.00
07/08/2026	Expense		VALIC	EREMIT PRM VALIC 9728278001	-8,576.34
07/10/2026	Check		JSB	Christmas Club PPE 07/10/2026	-280.00
07/15/2026	Expense		PEIA	PEIAPREAUT WVTREASURY 1556000814	-471.00
07/17/2026	Expense		VALIC	EREMIT PRM VALIC 9728278001	-8,576.34
	Bill Payment				
07/27/2026	(Check)		Aflac	Insurance - Benefits	-567.52
07/28/2026	Check		JSB	Christmas Club PPE 07/24/2026	-280.00
	Bill Payment				
07/31/2026	(Check)		WV-Mountaineer Flexible Benefits	Insurance - Benefits	-3,022.09
Total for 101.50 Payroll Checking 0471					-581,488.33

**Total for GENERAL FUNDS
BANKING with sub-accounts**

-\$280,479.75

213 Purchase Card Payable

6/1/2026 Expense	4810 Home Depot	Supplies (401.46 water)	222.85
6/1/2026 Expense	4802 RC Towing	Sanitation Vehicle Expenses:800.217 R&M Auto	421.64
6/1/2026 Expense	5623 Apple Valley Waste Inc	Sanitation Dumping Fees:800.349-002 002-Recycling	854.40
6/1/2026 Expense	5623 Gladhill Pest Control Inc.	Pest Control	653.00
6/1/2026 Expense	5623 Intuit	CH Advanced Online QuickBooks	123.05
6/1/2026 Expense	5623 Intuit	CH Advanced Online QuickBooks	123.05
6/1/2026 Expense	5623 Intuit	440.353 City Hall Computer Software	80.25
6/1/2026 Expense	4594 Dollar General Store	700 Police Department:700.341 Departmental Supplies	15.90
6/1/2026 Expense	3985 Spirit of Jefferson	440 City Hall:440.220 Advertising/Legal Publications	22.22
6/1/2026 Expense	3985 Spirit of Jefferson	440 City Hall:440.220 Advertising/Legal Publications	73.74
6/1/2026 Expense	3985 Dollar Tree	438 Elections:438.02 Election Supplies & Expense	16.05
6/1/2026 Expense	3985 Food Lion	438 Elections:438.02 Election Supplies & Expense	152.55
6/2/2026 Expense	5623 Oldcastle APG	Sanitation Dumping Fees:800.349-002 002-Recycling	150.00
6/2/2026 Expense	5623 Berkeley Club Beverages, Inc.	440.341 City Hall Departmental Supplies	54.66
6/2/2026 Expense	2540 Berkeley Club Beverages, Inc.	440.341 City Hall Departmental Supplies	56.46
6/2/2026 Expense	2654 Whale of a Wash (Delux Wash)	Police Vehicle Expenses:700.217 R&M Auto	15.00
6/2/2026 Expense	3985 Shepherdstown Sweet Shop	438 Elections:438.02 Election Supplies & Expense	25.55
6/2/2026 Expense	3985 Marias Taqueria LLC	438 Elections:438.02 Election Supplies & Expense	33.91
6/2/2026 Expense	3985 Marias Taqueria LLC	438 Elections:438.02 Election Supplies & Expense	82.54
6/2/2026 Expense	3985 Zoom.US	440.353 City Hall Computer Software	10.00
6/3/2026 Expense	3082 Hach Company	Due to (from) Water	179.25
6/3/2026 Expense	2540 East Mountain Health Physicians Inc.	700 Police Department:700.223 Professional Services	52.00
6/3/2026 Expense	2654 Dollar General Store	Police Vehicle Expenses:700.217 R&M Auto	18.23
6/3/2026 Expense	2654 Shepherdstown Peddle & Paddle	Police Vehicle Expenses:700.217 R&M Auto	69.99
6/3/2026 Expense	3985 Comcast Phone of WV	Due to (from) Sewer	297.00
6/4/2026 Expense	2615 Amazon.com	Parks Equipment & Supplies:900.341 Departmental Supplies	259.49
6/4/2026 Expense	3985 Comcast Phone of WV	Telecommunication	431.29
6/4/2026 Expense	3985 Amazon.com	440.341 City Hall Departmental Supplies	42.79
6/8/2026 Expense	2615 Dollar Tree	440.341 City Hall Departmental Supplies	6.42
6/8/2026 Expense	5623 Intuit	QuickBooks	294.25
6/8/2026 Expense	3985 Amazon.com	440.341 City Hall Departmental Supplies	91.85
6/9/2026 Expense	US Bank	GENERAL FUNDS BANKING:101.011 General Operating Funds 6209	-50,829.69
6/9/2026 Expense	4802 Carquest of Martinsburg- (S.Corp.)	Streets Vehicle Expenses:750.217 R&M Auto	207.52
6/9/2026 Expense	5623 Berkeley Club Beverages, Inc.	440.341 City Hall Departmental Supplies	90.40

6/9/2026 Expense	5623 WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	20.00
6/9/2026 Expense	5623 WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	69.00
6/9/2026 Expense	3985 Comcast Phone of WV	Telecommunication - Water	364.44
6/10/2026 Expense	4810 Specialty Business Supplies, Inc	Supplies	\$12.25
6/10/2026 Expense	2654 Genspark AI	700 Police Department:700.353 Computer Software	\$24.99
6/10/2026 Expense	3985 USPS Shepherdstown	440 City Hall:City Hall Other Expenses:440.18 Postage	\$0.78
6/10/2026 Expense	3985 Comcast Business, Inc		\$1,144.14
6/11/2026 Expense	2615 Marias Taqueria LLC	440 City Hall:440.221 Training & Education	\$56.47
6/11/2026 Expense	4802 Northeastern Supply	900 Parks and Recreation:900.215 R&M Buildings & Grounds	\$297.49
6/11/2026 Expense	4802 1-800 Stencil	Streets Maintenance & Equipment:750.341	
6/11/2026 Expense	5623 Everest Window Cleaning (Bolyard Ent.)	Departmental Supplies	\$203.13
6/11/2026 Expense		Window Cleaning	\$91.80
6/11/2026 Credit Card			
6/11/2026 Credit	3985 Amazon.com	440.341 City Hall Departmental Supplies	-\$42.79
6/12/2026 Expense	2615 Food Lion	440.341 City Hall Departmental Supplies	\$19.31
6/12/2026 Expense	5623 Waste Management Inc	Sludge, Landfill	\$2,698.12
6/12/2026 Expense	5623 Shepherdstown Sweet Shop	438 Elections:438.02 Election Supplies & Expense	\$124.55
6/12/2026 Expense	5623 Quill Corporation	Supplies	\$62.29
6/12/2026 Expense	5623 Quill Corporation	Supplies	\$531.62
6/12/2026 Expense	5623 Quill Corporation	Supplies	\$37.99
6/12/2026 Expense	5623 Cintas Corporation	Uniform	\$1,106.09
6/12/2026 Expense	5623 Cintas Corporation	Uniform	\$539.93
6/15/2026 Expense	4258 Home Depot	Supplies Sewer	\$119.88
6/15/2026 Expense	4802 Home Depot	Streets Maintenance & Equipment:750.341	
6/15/2026 Expense	5623 Berkeley Club Beverages, Inc.	Departmental Supplies	\$1,148.65
6/15/2026 Expense		440.341 City Hall Departmental Supplies	\$11.11
6/15/2026 Expense	3985 Charles Town Heating & Air Conditioning	700 Police Department:700.215 R&M Building & Grounds	\$1,202.00
6/15/2026 Expense	3985 CallingPost Communications, Inc.	Communications Ch, Water, Sewer	\$583.00
6/16/2026 Expense	5623 WV DHHR Bureau for Public Health	Due to (from) Water	\$92.00
6/16/2026 Expense	5623 Quill Corporation	440.341 City Hall Departmental Supplies	\$51.98
6/16/2026 Expense	5623 Quill Corporation	440.341 City Hall Departmental Supplies	\$115.48
6/16/2026 Expense	3009 Federal Flags	700 Police Department:700.341 Departmental Supplies	\$60.27
6/16/2026 Expense	2540 AED Superstore	700.216 Police R&M Equipment	\$2,046.00
6/16/2026 Expense	2654 Trinity Security Integrators	700.216 Police R&M Equipment	\$915.00
6/17/2026 Expense	4258 Maryland Biochemical Co.	Due to (from) Sewer	\$399.31
6/17/2026 Expense	3082 Amazon.com	Streets Maintenance & Equipment:750.341	
6/17/2026 Expense	5623 T-Mobile	Departmental Supplies	\$284.89
6/18/2026 Expense	4810 USPS Shepherdstown	Cell Phones	\$1,229.89
		Due to (from) Water	\$7.47

6/19/2026 Expense	2540 Amazon.com	700.216 Police R&M Equipment	\$342.38
6/19/2026 Expense	4594 Les's Auto & Truck Repair	Police Vehicle Expenses:700.217 R&M Auto	\$79.95
6/19/2026 Expense	3985 Comcast Phone of WV	City Hall Utilities:440.211 Telephone/Utilities/Water	\$346.93
6/22/2026 Expense	4258 Home Depot	Due to (from) Sewer	\$168.64
6/22/2026 Expense	4258 Home Depot	Due to (from) Water	\$78.94
6/22/2026 Expense	5623 Waste Management Inc	Landfill, Sludge	\$923.00
6/22/2026 Expense	2540 East Mountain Health Physicians Inc.	700 Police Department:700.223 Professional Services	\$52.00
6/22/2026 Expense	4594 Amazon.com	700 Police Department:700.341 Departmental Supplies	\$38.79
6/22/2026 Expense	3985 EVO GOV	440.223 City Hall Professional Services	\$150.00
6/24/2026 Expense	4810 Dollar General Store	Supplies / Water	\$25.33
6/24/2026 Expense	4802 Home Depot	Streets Maintenance & Equipment:750.341	
6/24/2026 Expense	4802 Dog Waste Depot	Departmental Supplies	\$129.94
6/24/2026 Expense	5623 Miss Utility of West Virginia Inc	Sanitation Other Expenses:800 Sanitation:800.341	
6/24/2026 Expense	5623 Oldcastle APG	Departmental Supplies	\$359.08
6/24/2026 Expense	2540 Quill Corporation	Message Fees (water/ sewer)	\$61.90
6/24/2026 Expense	3985 Amazon.com	Sanitation Dumping Fees:800.349-002 002-Recycling	\$450.00
6/25/2026 Expense	5623 Griffith Energy Services, Inc. (diesel)	700 Police Department:700.341 Departmental Supplies	\$517.55
6/25/2026 Expense	5623 Griffith Energy Services, Inc. (gasoline)	440 City Hall:440.216 R&M Equipment	\$27.57
6/25/2026 Expense	5623 Everest Window Cleaning (Bolyard Ent.)	Fuel	\$1,621.99
6/25/2026 Expense	3985 Michael's	Fuel	\$3,913.27
6/26/2026 Expense	4810 Specialty Business Supplies, Inc	Window Cleaning	\$91.80
6/26/2026 Expense	9895 Sheetz	440.341 City Hall Departmental Supplies	\$77.37
6/26/2026 Expense	4802 Dollar General Store	Supplies Water	\$62.66
6/29/2026 Expense	2615 Amazon.com	Sewer / car wash	\$15.99
6/29/2026 Expense	4802 Arden Equipment Repair	440.341 City Hall Departmental Supplies	\$15.90
6/29/2026 Expense	4802 Carquest of Martinsburg- (S.Corp.)	440.341 City Hall Departmental Supplies	\$139.09
6/29/2026 Expense	5623 Adobe Acropro	Streets Maintenance & Equipment:750.216 R&M	
6/30/2026 Expense	4802 Smart Sign	Equipment	\$281.14
		Streets Vehicle Expenses:750.217 R&M Auto	\$21.61
		440 City Hall:City Hall Other Expenses:440.222 City	
		Hall Dues & Subscriptions	\$21.19
		Crosswalk signs - Streets Maintenance &	
		Equipment:750.341 Departmental Supplies	\$599.81
Total for 213 Purchase Card Payable			-\$19,360.04

RESTRICTED FUNDS**103 Customer Deposit
Accounts 3194**

06/18/2026	Bill Payment (Check)	239	Daniel Easton, Alivia Deyo Samuel Poe, Jeremy Dobrzanski	Customer Deposit Refunds	-426.73
06/18/2026	Bill Payment (Check)	240	Jennifer Twyman	Customer Deposit Refunds	-92.77
06/18/2026	Bill Payment (Check)	241	Jeremy Dobrzanski	Customer Deposit Refunds	-14.02
06/18/2026	Bill Payment (Check)	242	Christine Rhodes	Customer Deposit Refunds	-92.77
06/18/2026	Bill Payment (Check)	243	Erin Lee	Customer Deposit Refunds	-122.77
06/18/2026	Bill Payment (Check)	244	Harold Post	Customer Deposit Refunds	-122.77
06/18/2026	Bill Payment (Check)	245	Sarah Fischer	Customer Deposit Refunds	-92.77
07/01/2026	Expense				-27.78

**Total for 103 Customer
Deposit Accounts 3194**

- \$992.38**Total for RESTRICTED
FUNDS with sub-accounts****\$0.00****TOTAL**

- \$992.38

Reports of Committees, Commissions and Boards

Committee Summaries

Age Friendly Shepherdstown

Welcomed LouAnn Stovall as a new member of AFS. Noted award of AARP grant for the pedestrian plaza and met with Karl Musser to offer assistance that aligns with our mission. The 2026 AFS Action Plan is now finalized with receipt of SAIL letter and Mayor (was received after last mtg) support letter.

Will be evaluating pros and cons of a committee vs advisory structure for our work. Exploring what AFS could offer that would be helpful following the pedestrian death.

Parks and Recreation Committee

The Parks & Recreation Committee reported that the Town's parks are generally in good condition and receiving regular use. Bane-Harris Park, Cullison Park, and Rumsey Park were reported to be in good condition, with Rumsey Park noted to be in its best condition in many years. The Committee reviewed the proposed wording for the James Rumsey replacement panel and found it acceptable. The proposed information will be forwarded to the Mayor, Town Administration, and Town Council for review, edits, and/or approval before the funding request proceeds. Phase III, Step 1 of the Rumsey Park project is nearly complete and is awaiting asphalt availability for paving. The Committee also noted that adjustments to the bike rack may be necessary to provide appropriate accessibility to the designated parking space.

The Committee discussed maintenance of the crabapple tree at Library Park and will follow up with the Tree Commission regarding its condition. Viola Devonshire Park does not appear to be receiving much use, and the Committee will follow up regarding efforts to coordinate with Lambda Chi Alpha Fraternity. A survey concerning the land willed to the Town by Jay Hurley remains on hold pending further discussion by the Mayor and Town Council regarding an architectural plan for the property. The Committee also brought concerns regarding activity at Rumsey Park and motorcycle noise on Mill Street to the Police Chief and requested that a vacancy on the Committee be advertised, along with the appointment of another Town Council member.

Joint Water and Sanitary Boards

The Water and Sanitary Boards will be inviting the consulting lawyer and accountants to discuss the process and regulations for the Town to update our utility tariffs at an upcoming board meeting. Once we have the date scheduled, we will invite Town Council members to join us.

Later in the year, Town Council will be asked to vote on accepting the new proposed tariffs.

Age-Friendly Shepherdstown (AFS) Minutes

July 14, 2026 1:00 p.m.

Zoom Only

1. Attendees:

Members Attending: Leigh Ann Evanson, Jan Hafer, Lois Spreen, LouAnn Stovall

Members Absent: Marcy Bartlett

Staff Attending: Gino Sisco

2. Introductions: LouAnn Stovall was introduced as the newest member of the AFS Committee. She was approved by Town Council at the July 8 meeting.

3. Minutes: The minutes of the June 10 committee meeting were approved.

4. Old Business:

a) **Meeting schedule:** We reviewed the schedule of planned meetings for the balance of the year. Agreed to hold the August meeting on the 19th as scheduled and revisit the remaining months when all members are present.

b) **2026 Action Plan Tracker:** Lois previewed the Action Plan tracker to monitor the action items identified in the 2026 Age-Friendly Shepherdstown Action Plan. She requested feedback on the template by August 7.

c) **2026 Action Plan Finalization:** The plan document will be complete when both the SAIL letter and Mayor letter are incorporated. The SAIL letter has been submitted, and we are waiting for the support letter from the Mayor.

d) **Committee vs. Advisory Group:** Leigh Ann offered to put together a list of pros and cons of each organizational construct for AFS and report back to the group – most likely in September.

5. New Business:

a) **AARP Grant Approved for the Pedestrian Plaza Pilot.** AFS to support the rollout consistent with our mission. Karl Musser is the Project Manager. Town Council is committed to ensuring the planning process includes input and feedback from key stakeholders.

b) **Get to Know Plan:** Lois, as the new chair of the AFS, is working to meet leaders within the Shepherdstown government and community. She asked the team to provide suggestions on who she should meet.

c) **Other:** In light of the recent accident that resulted in the death of a community member, Leigh Ann volunteered to do a prepare a draft presentation to provide information on staying safe in a historic and busy town.

6. Next Meeting: August 19, 2026 at 1:30pm via ZOOM



Shepherdstown WEST VIRGINIA

Shepherdstown Parks & Recreation Committee MINUTES

July 28, 2026

Town Hall

Members Present: Tobì Moriarty, Adam Thomas, & Cheryl Roberts

Staff Present: Gino Sisco

The meeting was called to order at 11:06 a.m. by Chair, C. Roberts

T. Moriarty moved to approve the agenda; A. Thomas seconded. Motion approved; No objections.

T. Moriarty moved to approve the May 26, 2026, minutes as distributed/sent; A. Thomas seconded. Motion approved; No objections.

No Visitors in person or via Zoom.

Unfinished Business:

- a. C. Roberts reported that all is well at Bane-Harris Park, and since she walks her dog past the Doggie Bag dispenser, she notifies Public Works staff of the need to replace. The grass is cut regularly; the basketball court area is used daily for various activities; the playground is used daily, as well as the fairy garden area.
- b. C. Roberts reported that Cullison Park is used daily and there are zero alerts or issues.
- c. C. Roberts reported that the "Library Park" has been added to the agenda because we have neglected to report, since the Welcome Center has become the focus. It is very noticeable that the "iconic" crabapple tree needs to be better maintained. It was mentioned that Jamie Byron has been pruning it and mentioned the tree may not last much longer. C. Roberts will follow up with Jamie and the Tree Commission and provide an update at the next meeting.
- d. T. Moriarty reported that Riverfront Park is looking normal and hopes that the "Maryland" side caretakers remove the brush which has built up over
- e. A. Thomas and C. Roberts reported that Rumsey Park is in the best condition for many years. A. Thomas reported that he reviewed the content for the James Rumsey replacement panel and the verbiage is acceptable. C. Roberts agreed and will forward the proposed information to the mayor, town administration, and town council members for review, edits, and/or approval. If acceptable, the request for funding will proceed. C. Roberts reported that Phase III, Step 1 is almost complete and waiting for the asphalt to become available for paving. The bike rack "may" have to be adjusted to accommodate accessibility to the designated parking space. We are unsure why the installer did not recognize the parking space designation/symbol. A plan is in place to designate one of the two new spaces for greater accessibility. C. Roberts will request an update for the proposed historic bridges panel.
- f. C. Roberts reported that Viola Devonshire Park does not appear to be used, at least during various "visits". Intern Hunter Whetzel was not present, and C. Roberts will follow up with him regarding any updates in coordinating with Lambda Chi Alpha Fraternity.



Shepherdstown WEST VIRGINIA

- g. A draft survey, authored by A. Thomas and T. Moriarty, has been placed on hold until such time as the mayor and Town Council are prepared to begin discussing an architectural plan for the land willed to the town by Jay Hurley 3+ years ago. C. Roberts will follow up the mayor.

2. New Business:

- a. Although there were no items on the agenda, a few items around the parks have been observed within the past month.
 - i. BOLO for a male with a bicycle with bags. The person hangs around Rumsey Park and appears to be lost or out of place. The same male has been observed with a least one different type of bicycle. C. Roberts will alert the Police Chief.
 - ii. Motorcycles revving up along Mill Street by way of High Street are reported as violating the noise ordinance. C. Roberts will report to the Police Chief.
- b. C. Roberts has requested a posting announcing a committee member vacancy. Additionally, she is hoping that the mayor appoints another Town Council Member to the committee.

Next Meeting - August 25, 2026 @ 11:30 a.m. - Location - TBD

3. A. Thomas moved to adjourn; T. Moriarty seconded; No Objections. Meeting adjourned at 11:43 a.m.

Respectfully Submitted,

Cheryl Roberts, Chair

Parks & Recreation Committee

SHEPHERDSTOWN WATER AND SANITARY BOARDS MEETING MINUTES

Thursday, July 23, 2026 - 6:30 p.m.

Town Hall - 104 North King Street, Shepherdstown

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Attendance

- a. Water Board Members Present:** James Gatz, Marcy Bartlett, Dan Shelton, Kathleen Stratton, Sue Kemnitzer and John Bresland
- b. Sanitary Board Members Present:** James Gatz and Bob Keller.
- c. Members Absent:** Jack Eggleston of Water Board; Harvey Heyser of Sanitary Board.
- d. Staff Members Present:** Charles Coe, Kenny Shipley, Dwayne Swisher, Maged Kirollos and Hunter Wetzel

3. Approval of Minutes

a. June 25, 2026 Meeting Minutes:

Vote: The Water Board approved the minutes with an addition noting that an omitted New Business item had been discussed earlier in the meeting.

Vote: The Sanitary Board approved the minutes with the same change.

4. Flow and Quality Reports

- a. Water Report:** All daily and bacteriological samples were acceptable, with no violations. Staff reported improvement in the hypochlorite system, and receiving five applicants for the operator-in-training position.
- b. Wastewater Report:** Quality measures remained within permit limits. Staff also reported several unplanned control, transmitter, and actuator repairs at the treatment facilities.

- c. **System Volume Review:** The boards discussed the difference between water production and wastewater influent. Staff will compare metered usage for customers and will report at the next meeting.

5. Financial Reports and Budgets

The boards thanked the financial officer for excellent improvements in the display of financial information and for more sophisticated analysis of our financial situation. Water Department revenues continue to fall short of operating expenses and necessitate a review of rate increases.

6. Lead Service Line Replacement Plan

Staff explained the EPA Lead and Copper Rule Improvements rule. It requires replacement of galvanized lines which might have been connected to lead lines in the past. The Water Board agreed with the mayor's suggestion that this project be managed in conjunction with the town's plan to improve sidewalks. The Board asked for a proposal for a preliminary engineering report and is willing to hold a special meeting, before our regularly scheduled time, to consider it.

7. Ongoing Business

- a. **Hydrant Report:** Staff reported that the leaking hydrant at Church and German Streets was replaced, requiring an approximately three-hour water service interruption.
- b. **Sampling of Biosolids for PFAS:** Staff reported that affected landowners had been notified of the low-to-negligible PFAS results. The boards requested that written results be sent to the landowners for their records.
- c. **Expansion of Sanitary Sewer Service:** The Sanitary Board discussed using available treatment capacity to serve additional nearby properties, especially those which already get water service. Members requested a list of potential service areas and further

Corporation of Shepherdstown

Draft Minutes for Special Water Board Meeting

Tuesday, July 28, 2026 6:30 p.m.

Town Hall 104 N. King Street

1. Call to Order

2. Members Present – Marcy Bartlett, Dan Shelton, John Bresland, Kathleen Stratton, Sue Kemnitzer

3. Staff Present – Gino Sisco

4. Lead Service Replacement Project and associated proposal from Ghosh Engineers.

At the July 23, 2026 Water Board meeting, staff asked the Board to approve a \$25,000 project from GHOSH engineers to develop a Preliminary Engineering Report for the Lead Service Replacement project. The Shepherdstown Water system does not have lead lines at present. This project would replace galvanized lines that we cannot prove were not connected to lead lines in the past. This situation was described in the department's Lead Service Line Replacement Plan which identifies 422 galvanized service lines that require replacement. This report was submitted to the WV Department of Health on October 8, 2024.

The board was given nothing in writing from GHOSH to describe the project. So, it deferred consideration until a written proposal was available. A letter proposal from GOSH was submitted on July 24, 2026.

Vote: The Water board voted to accept the proposal from GHOSH with the added requirement that the Preliminary Engineering Report contain all of the engineering information necessary to apply for construction funding from the WV Drinking Water Revolving Fund.

5. Adjournment

review of legal requirements, costs, funding, and a plan for extending service.

8. New Business

Water and Sanitary Tariff and Rate Review: The boards discussed beginning a review of water and sewer rates, tariffs, and service fees. Discussion included consultant support, public and Town Council review, Public Service Commission requirements, and one-to-five-year and five-to-ten-year capital needs. The existing Water Tariff was effective in February 2021. The existing Sanitary one was effective in April of 2023.

Vote: The Water Board voted to start preparing an application to the WV Public Service Commission to increase rates and fees in the water tariff. The board set the goal of submitting an application by December 2026 so that potential new revenue would be received by May of 2027 and align with the next budget cycle. This would be the Water Department's first-rate increase in six years.

Vote: The Sanitary Board voted to participate in the planning process with the Water Board but set no date for seeking a rate increase.

9. Next Meetings

The Water Board agreed to hold a virtual meeting as soon as possible to vote on a preliminary engineering study of the galvanized line replacement required under the EPA lead and copper line replacement regulations. The next regular meetings are scheduled for August 27 and September 24, 2026, at 6:30 p.m.

10. Adjournment

a. The meeting was adjourned at 8:30 p.m.