

Town Council Agenda

SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA

Wednesday, September 9, 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

1. Call to Order

2. Attendance

3. Approval of Minutes

- a. Town Council Minutes of August 12 and August 26

4. Public Comment Period

- a. Registered speakers / public comment item

5. Public Hearings

- a. Second Reading of an Amendment to Chapter 13 of the Code of Shepherdstown to Adopt the 2018 International Property Maintenance Code

6. Mayor's Report and Proclamations

7. Ongoing Business

- a. Contract for Consultant Services for Grant Writing and Advocacy – Vote
- b. Town Council Working Groups
 - i. Working Group on Potential Uses of Elementary School Property
 - ii. Working Group on Financing of Elementary School Property Purchase

8. New Business

- a. FY27 Budget Revision #1 – Vote
- b. Water and Sanitary Sewer Department Capital Expenditures– Vote

- c. Resolution on the Role of Local Law Enforcement and the Preservation of Community Trust and Transparency – Discussion/Vote
- d. Appalachian Heritage and Dolly Parton Day Proclamation – Discussion/Vote
- e. Experience Shepherdstown Plans for Holiday Festivities – Discussion
- f. Special Events Requests – Votes
 - i. Freedom’s Run – October 10
 - ii. BooFest - October 31
- g. Shepherdstown Community Grant Applications – Votes
 - i. Boots-on-the-Ground Youth Leadership Academy
 - ii. We the People Parade
- h. Donations Received - Status
- i. Town Applications for Grants – Status
 - . Proposed Edit of Town Special Event Request Form – Discussion
- k. Briefings
 - i. Postal Service Mail Delivery in Town – Discussion
 - ii. Traffic Issues on West High Street and the Surrounding Area – Discussion
 - iii. Use of Video Lottery Terminals in Town – Discussion

9. Town Staff / Department Reports

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

10. Reports by Committees, Commissions, and Boards

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

11. Adjournment

Town Council Meeting Minutes

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

August 12, 2026 – 6:30 p.m.

Town Hall – 104 North King Street

1. Call to Order

Meeting called to order at 6:40 p.m.

2. Attendance

Members Present: James Gatz (Gatz), Harriet Pearson (Pearson), Marcy Bartlett (Bartlett), Cheryl Roberts (Roberts), Ashleigh Sanders (Sanders), Joe Yates (Yates) — all in person; Jim Auxer (Auxer) — via Zoom.

Members Absent: None.

Staff Present: Amy Boyd (Boyd), Gino Sisco (Sisco), Maged Kirollos (Kirollos), Woody Coe (Coe), Karl Musser (Musser), Hunter Wetzel (Wetzel), Police Officer Bryce Dickens (Dickens).

Visitors Present: List of those who signed in is available from the Town Clerk. Visitors who spoke during the meeting: Latina Clark, Elizabeth McGowen, Heather Niedermeier, Kay Schultz, Keith Alexander, Christine Wimer, Rebecca Phipps, Shannon Thomas, Mark Kohut, Rachael Meads, and Meredith Poffenberger.

3. Approval of Minutes

Bartlett moved and Sanders seconded approval of the Regular Town Council Minutes of July 8, 2026. During discussion, Auxer noted that his name had been omitted from the list of members present at that meeting. Roberts moved, Sanders seconded, to add Auxer to the attendance list and approve the minutes as corrected. Motion passed unanimously.

4. Public Comment Period

Latina Clark asked that the Town look into direct U.S. Postal Service delivery to homes, noting the inconvenience of not having such service since some institutions will not deliver items to a P.O. Box.

Elizabeth McGowen read a statement expressing concern over unconstitutional immigration-related policing and asked Town Council to adopt a resolution in support.

Heather Niedermeier, owner of 120, 124, and 126 E. German St., including the Study Hall Sports Pub, requested that the Town reconsider Study Hall's application to place five to six video slot machines in that business, noting such machines had been allowed in that space in the past. She stated that having such machines in town makes it safer for students and others to use them, as opposed to driving out of town, and requested reconsideration of the application.

Kay Schultz, representing the Town Run Watershed group, thanked the Public Works Department for supporting the group's monthly cleanup efforts by supplying a truck to haul

invasive plants, and highlighted upcoming events including the Rubber Ducky Race encouraging community participation.

Keith Alexander raised three matters: as chair of the Historic Landmarks Commission and as an individual, he asked for enforcement of HLC requirements with respect to several properties he noted were out of compliance; as a Historic Shepherdstown Commission board and executive committee member, he asked that Town sidewalk maintenance, particularly in front of the Entler Hotel, be done consistent with the Town's historic character; and as a private citizen, he raised pedestrian safety concerns, describing a recent near-miss at the intersection of Duke and German Streets and asking the Town to consider a communications campaign and a “see me” flag system.

Christine Wimer, speaking on behalf of the Jefferson County Foundation, asked that planning for the Market House Plaza pilot account for issues specific to Farmers Market participants: small changes in booth location can significantly affect sales; the Market's success relies on synergies among vendors, so even a single vendor dropping out should be avoided; and given the nature of agricultural work, vendors have already put in significant effort by the time the Market starts, so the pilot must not add extra burden for them. Wimer also asked the Town to proactively seek feedback from the Farmers Market early in the pilot.

R. Phipps raised pedestrian safety concerns and asked for additional law enforcement visibility and enforcement, and for removal of vegetative growth that has obscured visibility, such as where Rocky Street meets High Street.

5. Public Hearings – Second Reading of Planned Unit Development (PUD) Ordinance Amendment and Replacement (continued); First Reading of Amendment to Chapter 13 (2018 IPMC)

Bartlett withdrew the first (to Section 9-7A01) and third (to Section 9-7A05) of the four amendments she had previously offered to the proposed PUD replacement ordinance. Bartlett moved, and Sanders seconded, discussion of her remaining amendments as revised in the meeting packet. Discussion followed on amending Section 9-7A04(E)1(b) (regarding the amount of Permanent Improved Open Space and Permanent Natural Open Space) and Section 9-7A02(G) (regarding the definition of Permanent Natural Open Space), and on amending Section 9-7A06(B)3(f) (regarding traffic impact assessment and study requirements), incorporating by reference the expert consultant's amended language. Yates raised the possibility of a future amendment to delete “swimming pools” from the definition of “Permanent Improved Open Space” in Section 9-7A02(F), on the basis that pool surfaces are impermeable and should be considered an amenity rather than open space. Roberts raised a point of order to clarify whether the matter was being put forward for action; Yates clarified he was not seeking action at this time. Sanders moved, Pearson seconded, adoption of the proposed replacement PUD ordinance as amended by Bartlett’s amendments. Motion passed unanimously.

On the first reading of an amendment to Chapter 13 of the Code of Shepherdstown for adoption of the 2018 International Property Maintenance Code, the Mayor framed the

question as whether to place the amendment on the docket for second reading. Sanders moved, Roberts seconded. Bartlett noted the Town also needs to enact a building code, in addition to updating its property maintenance code. Motion passed unanimously, and the amendment was placed on the docket for second reading.

6. Mayor's Report and Proclamations

Following Public Comment, Mayor Gatz read into the record and submitted a letter dated August 10 to Kate Savidan, President of the Shepherdstown Sunday Farmers Market, addressing the Market House Plaza pilot. The letter stated the Town's commitment to design the pilot plaza so that it does not reduce the space available for the Farmers Market and to coordinate closely with Market organizers, and described the plaza's movable furnishings. The letter noted that on Sunday mornings during the Farmers Market, the plaza footprint will be reduced to the sides of the Market House and will not take space from the Market.

Regarding pedestrian safety, the Mayor also described steps the Town is taking to address concerns, including new warning signage at crosswalks, increased law enforcement presence, and planned budget adjustments to fund additional law enforcement presence and safety equipment.

Proclamation: A proclamation was unanimously adopted honoring and thanking Ernest ("Ernie") Mose on his retirement after 19 years of excellent service on the Town's Public Works Department.

7. Ongoing Business

a. Market House Plaza Pilot – Update. Musser presented on implementation of the pilot which will run September 7 (Labor Day) through October 31, 2026. The goals of having this plaza include improving pedestrian safety, creating a flexible community gathering space, and making the town center more inviting and attractive. The pilot design includes movable furniture and planter boxes to define the space and manage traffic; programming coordinated by Experience Shepherdstown with a stipend from the Town; communications plan; and evaluation plan. The street at King and German Streets will be closed, and a "no through traffic" sign will be placed where New Street meets King Street. Sanders asked Experience Shepherdstown President Shannon Thomas for additional information about planned events and promotion; Thomas responded that Experience Shepherdstown will recruit community partners to hold programming and will promote events through the organization's newsletter and social media, while the Town will be responsible for communicating about the pilot itself. Pearson asked about the pilot's budget; the majority of costs will be covered by an AARP grant, with additional funding from the Town.

b. Flower Bed Maintenance – Update. As previously discussed, Native Haven was hired and began work that day removing flower beds and replacing soil.

c. Purchase of former Shepherdstown Elementary School Property – Update. Ryan Simonton, attorney with the Kay Casto law firm and counsel to the Town on the

acquisition, joined the meeting via Zoom. Bartlett moved, Roberts seconded, to enter executive session under the exception for real estate matters; motion passed unanimously. Roberts moved, Bartlett seconded, to return from executive session; motion passed unanimously. No action was taken in open session.

d. Town Council Member Committee Assignments. Gatz moved, Yates seconded, approval of updated Town committee membership as set out in the handout provided and as amended during the meeting (to move Auxer to the Tree Commission from Age-Friendly Shepherdstown and add Bartlett to Age Friendly Shepherdstown) and subject to effectuating certain appointments via necessary ordinances (e.g., for the Planning Commission and Police Advisory Committee). Motion passed unanimously.

e. Resolution on Updated Town Council and Town Committee Procedures – Update. Council discussed proposed edits to the resolution. Action was postponed to the next regular meeting.

f. Town Council Planning Retreat – Discussion. Gatz asked for volunteers to help plan the retreat. Bartlett, Pearson, and Yates volunteered.

8. New Business

a. Designation of Working Group on the Oversight of Three Town-Owned Properties: Shepherdstown Train Station; Entler Hotel; and Historic Market House Building. Gatz raised the need for a working group of Town residents to help develop a strategy for improved oversight of Town-owned properties operated by outside entities. Discussion confirmed the working group's scope would include the Train Station, the Entler Hotel, the Market House building, and the Shepherd family burial ground; the tobacco warehouse would be excluded, as it is managed directly by the Town. Gatz will take next steps to develop a more refined proposal, including potential working group membership, back to Council at a future meeting.

b. Contract for Consultant Services for Grant Writing and Advocacy. This item was deferred.

c. Special Events Requests – Votes.

i. Constitution Day Parade – September 19. Roberts moved, Pearson seconded. Sanders asked whether police support would be needed and requested clarification of the route. It was noted that Police Department had signed off on the event. Organizer Mark Kohut described a half-block route ending near Town Hall for a speaker program and said German Street road closure would be minimal, limited to the parade itself. Organizers will consult with Experience Shepherdstown regarding use of the Market Plaza for the speaker portion. Motion passed unanimously.

ii. Town Run Rubber Ducky Race – September 20 event organized by Town Run Watershed. Roberts moved, Pearson seconded. Event organizers will approach Shepherd University and Jefferson Security Bank for support following Town approval. Motion passed unanimously.

iii. Appalachian Heritage Festival – September 25–26. Pearson moved, Bartlett seconded. Organizer Rachael Meads reported the event has been expanded actually to run Thursday the 24th through Sunday the 27th, with the expansion affecting only campus activities, and requested that Public Works block King Street from German Street to Town Hall/Old Queen Alley for the outdoor weekend events which will take place on an outdoor stage. Meads also requested that the outdoor stage be permitted to remain in place until Sunday at noon, rather than being removed Saturday night. Motion to approve was made subject to the Town's receipt of an updated application reflecting the revised schedule. Motion passed unanimously.

iv. Shepherd University Homecoming Parade – October 17. Roberts moved, Bartlett seconded. The event will follow the same format used for the past 40 years, a one-hour parade. Motion passed unanimously.

d. Overview by Experience Shepherdstown of Plans for Fall Festivities including Boo Fest. Meredith Poffenberger, chairing Boo Fest this year on behalf of Experience Shepherdstown, presented plans for October programming, including a business decorating contest (entries due October 1) and a residential decorating contest (entries due October 15 for judging consideration). Events are again planned to be spread across the week preceding Halloween, with trick-or-treat itself remaining focused solely on trick-or-treat. Experience Shepherdstown will inventory and promote town-wide activities. Street closures needed for Trick-or-Treat on October 31 include: New Street to High Street, Church Street to Mill Street, and King Street to Old Queen Alley.

e. Volunteer Applications – Vote.

i. Tree Commission. Sanders moved, Roberts seconded, approval of Edith Thompson's application to the Tree Commission. Motion passed unanimously.

f. Community Grant Applications – Vote.

i. Jamie Byron – Landscaping of Shepherd University Parcel Adjacent to the Wall. Roberts moved, Sanders seconded, approval of a \$2,500 community grant to Jamie Byron for the “Town Run Triangle Garden” native-plant landscaping project on the parcel adjacent to the Wall and the Town Run, conditioned on Byron providing documentation of Shepherd University's final approval of, and agreement to, the project. Motion passed unanimously.

ii. Shepherdstown Chess Club – Tournament. Bartlett moved, Sanders seconded. The Chess Club is still seeking event space and will notify the Town if a venue is found costing less than the amount requested. Motion passed to approve funding of up to \$1,000, to be decreased if a lower-cost venue is secured below the originally budgeted \$500.

g. Donations to the Town. None to report.

h. Town Applications for Grants – Status. Staff reported the following grant applications in preparation or submitted:

- Engineering plan for a sidewalk on German Street from Sage Place to Christ Church.
- Engineering plan for sidewalk replacement on both sides of Washington Street between King and Church Streets.
- Engineering plan for a hiking trail from Mill Street to the river.
- Norfolk Southern Safety First grant, requesting \$15,000 to support development of a railroad-disaster emergency plan and training for first responders through Norfolk Southern's Operation Awareness and Response Program; Mary Fortuna was recognized for her work on the application.

i. **Resolution on Update to On-Line Display of Town Ordinances – Vote.** Pearson moved, Roberts seconded, adoption of the resolution correcting the online display of Title 9, Chapter 16 of the Town Code, which currently displays certain text twice and lacks a chapter header. Motion passed unanimously.

9. Town Staff / Department Reports

a. Department Reports

Public Works – Public Works Director Coe reported on several water and sewer leaks, including a sewer backup at the Market House. Grease from restaurant use is suspected as a contributing cause, and the Town will check grease traps at area restaurants.

b. **Town Financial Status.** Finance Director Kirollos reported the Town remains in a strong financial position and addressed questions regarding the fund balance carryover, held for contingencies, and video lottery revenue, which is remitted to the state with a share returned to the Town. Kirollos reported the FY25 audit has been completed and submitted to the State Auditor, and that the Town is now working with its external auditor toward submission of the FY26 budget audit by November 2026. Gatz noted that completion of the audit is necessary for the Town to retain its ability to borrow money.

c. **Approval of Town Expenditures** – Bartlett moved to approve, Roberts seconded, and all voted aye to approve the town expenditures as presented.

10. Reports by Committees, Commissions, and Boards

Parks and Recreation Committee – Roberts reported that two new parking spaces at Rumsey Monument Park have been completed. Next meeting is August 25.

Water Board and Sanitary Board – Bartlett reported the Water Board and Sewer Board will bring in a consultant and attorney to educate the Boards and Council members on the rate and tariff change process, and will invite Council members to attend. Gatz reported the Sanitary Board is exploring opportunities to serve additional customers by extending sewer lines, and that part of the GRR (water pipe replacement) project will be combined with streetscape work.

11. Adjournment

Roberts moved, Bartlett seconded, to adjourn. Motion passed unanimously and meeting adjourned at 10:19 pm.

Prepared and respectfully submitted by Harriet Pearson, Recorder

SHEPHERDSTOWN SPECIAL TOWN COUNCIL MEETING MINUTES

August 26, 2026 – 6:30 p.m.

Town Hall – 104 North King Street and via Zoom

1. Call to Order

Meeting called to order at 6:37 p.m. All members of Town Council were present. There were no public comments.

2. Attendance

Members Present: James Gatz (Gatz), Marcy Bartlett (Bartlett), Cheryl Roberts (Roberts), Ashleigh Sanders (Sanders), and Jim Auxer (Auxer) — all in person; Joe Yates (Yates) and Harriet Pearson (Pearson) — via Zoom.

Members Absent: None.

Staff Present: Gino Sisco (Sisco), Maged Kirolos (Kirolos), Amy Boyd (Boyd), Karl Musser (Musser), Hunter Wetzel (Wetzel).

Visitors Present: List of those who signed in is available from the Town Clerk. There were no visitors who spoke.

3. FY27 Budget Revision #1

Mayor Gatz introduced the resolution authorizing FY2027 Budget Amendment #1, which incorporates a table of proposed expenditures for both new and ongoing projects, and asked for a motion to consider it. Bartlett moved, Roberts seconded. Finance Director Kirolos then presented the items in the table by category for discussion and questions:

Traffic Enforcement/Pedestrian Safety: includes up to \$25,000 for traffic-calming equipment; Council clarified the equipment will be purchased, not rented, and will be solar powered. The “See Me” flag pedestrian safety system, still under evaluation, was noted to contain a clerical error in the table (the second column should match the first column which noted that the expense is \$3,251), which Council agreed to correct by hand. The increased traffic enforcement line adds \$10,000 funding for the first quarter of the fiscal year; it was clarified this funding may be used for overtime if needed.

Downtown Enhancements: includes \$20,000 for holiday decorations (October–December) and a landscaping contract for which the Town has already paid \$11,000 in FY26, with this amendment adding \$22,000 more for a total of \$33,000.

Market House Plaza Pilot: is covered mostly by grant funding, with approximately \$5,000 in additional Town funds. This category also includes a \$33,000 traffic and parking study, which began two weeks earlier using traffic cameras and will continue through the pilot period, with a final report expected in early December. The table's description in the first column was corrected to read “closing King St.”

Professional services: This category includes funding for planning related to future use of the Shepherdstown Elementary School property; grant development and advocacy; an

audit of, and development of procedures for, the Town's management of Town-owned property; and planning and zoning administration.

In the category of ongoing projects, the Council also discussed funding for a historic preservation intern, town property management and maintenance, and procurement of a new trash truck.

The Mayor described a tentative item not included in the resolution: a property owner has offered a donated building that could be used as office space for Public Works employees. Relocating and preparing the building, including site preparation and wiring, is estimated at approximately \$80,000; the building is a modular structure built in the early 2000s, and only a limited number of providers can perform the move. The Mayor raised this item because a decision on whether to accept the offer is time-sensitive; no vote was taken.

Council also discussed the nature of the budget amendment process generally, with several members noting the need to clarify terminology and provide an annualized view of the budget going forward. It was also discussed that the Finance Committee will develop recommendations for allocating the Town's general funds consistent with state-recommended best practices.

Roberts moved, Auxer seconded, to increase the trash truck line to \$300,000; motion passed, all ayes.

Pearson moved, Yates seconded, approval of the amended budget resolution, including the trash truck increase and the clerical corrections noted during discussion. Motion passed, 6 to 1, with Bartlett opposed.

4. Arrangement to Serve as Recipient of CATF Grant – Update

Musser presented an update on the Town's role serving as the official recipient and pass-through for a \$45,500 Survey & Planning Grant from the West Virginia State Historic Preservation Office, awarded on a 70/30 matching basis to the Shepherdstown Historic Landmarks Commission to support the Contemporary American Theater Festival's (CATF) evaluation of, and planning to adapt, the former Christ Reformed United Church of Christ building into a theater space. Musser is the Town's point of contact, and Amy Wratchford, CATF's Managing Director, will serve as Project Coordinator. Town Hall is working with legal counsel to finalize the arrangement. This item was for informational update only; no vote was needed or taken.

5. Town Council Planning Session – Update

Boyd reported that she is seeking meeting space and finalizing dates for a planning session, which is proposed to run from 6:30 to 8:30 p.m.

6. Planning for Purchase of Shepherdstown Elementary School Property

Bartlett moved, Roberts seconded, to enter executive session under the exception for real estate matters. Motion passed, all ayes. Auxer moved, Sanders seconded, to return from executive session. No action was taken in open session.

7. Adjournment

Bartlett moved, Roberts seconded, to adjourn the meeting; all voted aye. Meeting adjourned at 8:30 p.m.

Prepared and respectfully submitted by Harriet Pearson, Recorder

Public Hearings

Second Reading

Proposed Ordinance Amending Chapter 13 of the Code of the Town of Shepherdstown
for the Adoption of the 2018 International Property Maintenance Code

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)

_____(Town Clerk)

First Reading: August 12, 2026

Second Reading: _____

Adopted: _____

Ongoing Business

7.a. Contract for Consultant Services for Grant Writing and Advocacy

Information will be provided at a later time.

TO Town Council Members
FROM James Gatz
DATE September 8, 2026
SUBJECT Service Agreement with Sustainable Solutions

The following is the proposed services agreement with Sustainable Solutions for grant writing and policy advocacy support.

The Council voted to approve budgeting funds for these services in principle at the August meeting, and the Council will vote to officially authorize the funds via Budget Revision #1 at the September meeting.

I request that the Council officially approve the service agreement and related funding for the first quarter now.

Ongoing Business

7. b. Town Council Working Groups

- i. Working Group on Potential Uses of Elementary School Property
- ii. Working Group on Financing of Elementary School Property Purchase

Information will be provided at a later time.

8. New Business
8.a. FY27 Budget Revision #1

TO Town Council Members
 FROM James Gatz
 DATE September 8, 2026
 SUBJECT FY27 Budget Revision #1

The following is the official request for the FY27 Budget Revision required by the State Auditor's Office, as discussed at the August 26 Town Council meeting. The indicates that the town is transferring a total of \$112,500 from the Town Reserves and reallocating \$100,000 from the FY27 contingencies account to cover a total of \$127,000 additional FY27 expenses.

Additional Revenue		
Line 357	Norfolk Southern Grant	\$15,000
Line 298	Transfer from Town Reserves	\$112,500
Total		\$127,500
Additional Expenditures		
Line 440 City Hall	Audit and Procedures for Managing Town-Owned Property	\$5,000
	School Property Consultant	\$75,000
	Grant Writing Consultant	\$7,500
	Historic Preservation Intern	\$3,000
	Holiday Decorations	\$20,000
	Market House Plaza Pilot	\$18,500
	Planning and Zoning Consultant	\$10,000
	Town Hall Maintenance	\$10,000
	Traffic Study on Impact of Closing South King Street	\$31,000
Total		\$180,000
Line 700 Police Department	See Me Flags	\$3,000
	Enforcement Hours	\$10,000
Total		\$13,000
Line 750 Streets and Highways	Landscaping	\$22,000
Total		\$22,000
Line 444 Community Grants	Quarter 1 Community Grants	\$12,500

Total		\$12,500
Contingencies	Contingencies account	(\$100,000)
Total		(\$100,000)

RESOLUTION

At a regular session of the municipal council, held
(Month, day and year) _____, _____, the
following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the
(Town or City of) _____. The following
resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex
officio chief inspector of public offices the municipal council
does hereby direct the budget be revised PRIOR TO THE EXPENDITURE
OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT
APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number
_____, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by
_____, and duly seconded by _____
the vote thereon was as follows:

_____	<u>Yes or No</u>
_____	<u>Yes or No</u>
_____	<u>Yes or No</u>
_____	<u>Yes or No</u>
_____	<u>Yes or No</u>

WHEREUPON, _____, declared said resolution
duly adopted, and it is therefore ADJUDGED and ORDERED that said
resolution be, and the same is, hereby adopted as so stated above,
and the _____ is authorized to fix his
signature on the attached "Request for Revision to Approved
Budget" to be sent to the State Auditor for approval.

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5101 or ext. 5119
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
Fiscal Year Ending: **2027**
Fund: **1**
Revision Number: **1**
Pages: **1 of 1**

Corporation of Shepherdstown
GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Maged A. Kirollos**Phone: **304-876-2312**

Fax:

Email: mkirollos@shepherdstown.us

104 North King Street

STREET OR PO BOX

Shepherdstown

CITY

25443

ZIP CODE

Municipality

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
367	Other Grants		15,000		15,000
298	Assigned Fund Balance		112,500		112,500
298	Assigned Fund Balance				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

127,500

Explanation for Account # 378, Municipal Specific:**Explanation for Account # 369, Contributions from Other Funds:****EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
440	City Hall	694,500	180,000		874,500
700	Police Department	1,035,000	13,000		1,048,000
750	Streets and Highways	437,050	22,000		459,050
444	Contributions / Transfers to Other Funds	59,000	12,500		71,500
699	Contingencies*	200,000		100,000	100,000
401	Not a valid number				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

127,500

APPROVED BY THE STATE AUDITOR

BY:		AUTHORIZED SIGNATURE	APPROVAL
Deputy State Auditor, Local Government Services Division	Date	OF ENTITY	DATE

8.b. Water and Sanitary Sewer Boards Recommended Capital Expenditures

TO Town Council Members
FROM Maged Kirolos
DATE September 8, 2026
SUBJECT Water and Sewer Department Equipment Purchases

The Water & Sanitary Boards voted to recommend the following equipment for purchase for replacement:

1. JLG Articulating Boom Lift Model E300AJP \$65,000: - 100% Sewer

Key benefits of purchasing the JLG E300AJP

- Improves employee access and safety
- Electric and zero-emission operation
- Useful for a wide variety of municipal maintenance.
- Excellent maneuverability
- Reduces dependence on rental equipment
- Potential long-term cost savings
- Better productivity
- Non-marking tires

The articulating design allows the operator to position the platform where the work is actually needed instead of repeatedly repositioning the entire machine. JLG specifically describes the E300AJP as providing up-and-over access and an optional jib for difficult-to-reach areas.

2. 2026 John Deere 35 P Mini Excavator \$81,275: - 50%Water & 50%Sewer

- Versatile Equipment – Supports water and sewer projects.
- Increased Productivity – Provides strong digging, grading, trenching, and material-handling capabilities. Compact & Maneuverable – Ideal for working in tight or confined areas.
- Cost Savings – Reduces dependence on equipment rentals and outside contractors.
- Lower Operating Costs – Designed for fuel efficiency and simplified maintenance.
- Emergency Response – Provides immediate access to equipment for water-line breaks, sewer repairs, drainage issues, and other urgent work.
- Long-Term Fleet Value – Strengthens the municipality's equipment fleet and provides a durable asset for future projects.

The purchase of a 2026 John Deere 35 P-Tier Mini Excavator would provide the municipality with a versatile, reliable, and cost-effective piece of equipment for public works, water, sewer, drainage, utility, and infrastructure maintenance projects. The compact design

allows the excavator to operate in confined areas while providing the digging depth, reach, and attachment versatility needed for a wide range of projects. Ownership would reduce dependence on rental equipment, improve response time for emergency repairs, increase employee productivity, and provide a long-term capital asset for municipal operations.

Current bank balance: Sewer Capital Reserve: \$610,364

Water Capital Reserve: \$915,918



Corporation of Shepherdstown
Shepherdstown, WV

8/11/2026

Thank You for the Opportunity to Quote the Following:



JLG Articulating Boom Lift Model E300AJP

Sale Price of \$65,302.56 (includes freight of estimated \$1000)

Lead time January 2027. Quote valid for 30 days.

Pricing includes Delivery and Annual Recertification (\$375 value)

Standard Features:

- **Platform Height:** 29.5 ft
- **Machine Width:** 4 ft
- **Platform Capacity - Unrestricted:** 500 lb / 226.80 kg

Key Features

- Accessibility – up and over access, optional jib
- Maneuverability – move over uneven surfaces with Automatic Traction Control
- Productivity – work longer with longer duty cycles
- Environmentally friendly – zero emissions
- 12 month manufacturers warranty

Winchester Equipment Co.

121 Indian Hollow Rd.
Winchester, VA 22603
Bus: (540) 667-2244 or (800) 323-3581
www.winchesterequipment.com

Bobcat of N. Virginia
Bristow, VA 20136
www.bobcatofnvirginia.com

Valley Equipment
Harrisonburg, VA
www.valley-equipment.com

Bobcat of Tidewater
Virginia Beach, VA 23464
www.bobcatoftidewater.com

Bobcat of Richmond
Ashland, VA 23005
www.richmondbobcat.com



JAMES RIVER EQUIPMENT

245 YARDMASTER COURT • STEPHENSON, VA 22656 • PHONE (540) 667-9777

7/21/2026

QUOTE EXPIRES 8/26/2026

PRICE IS SUBJECT TO CHANGE

TOWN OF SHEPHARDSTOWN
104 N KING ST
SHEPHERDSTOWN, WV 25443

QUOTE

(1) 2026 JOHN DEERE 35 P MINI EXCAVATOR

0150FF 35 P-Tier Compact Excavator (Gen-A)

Option Codes

0202 Destination Code

0259 English Customer Delivery Packet 1

0406 Configuration 6 - Cab, Rubber, Susp, Long Arm + EXTRA COUNTERWEIGHT

Includes:

- 300 mm (12 in.) Rubber Track
- Backfill Blade
- 1.69 m (5 ft. 7 in.) Long Arm
- Extra Counterweight
- Extra Counterweight extends beyond width of tracks when upper structure is rotated to the side
- Cloth Seat
- Heater & Air Conditioner

STANDARD WARRANTY:

24 MONTHS OR 2000 HOURS FULL MACHINE WARRANTY.

LIST PRICE	\$76,525.00
SOURCEWELL CONTRACT#011723-JDC: 27% DISCOUNT	-\$20,661.75
TOTAL	\$55,863.25

OPTIONS BELOW ADD ON COST PER THE SOURCEWELL CONTRACT:

FREIGHT IN TO DEALER & OUT TO CUSTOMER	\$2,500.00
PREDELIVERY INSPECTION	\$850.00
JD HYDRAULIC THUMB W/ INSTALL	\$3,750.00
JD LINK W/ INSTALL MONITORING SYSTEM	\$1,200.00
STRICKLAND 18" BUCKET	\$1,000.00
AM/FM RADIO W/INSTALL	\$850.00



JAMES RIVER EQUIPMENT

245 YARDMASTER COURT • STEPHENSON, VA 22656 • PHONE (540) 667-9777

POWER TRAIN & HYDRAULIC WARRANTY: 60 MONTHS OR 3000 HOURS WHICHEVER COMES FIRST	\$750.00
35 P TOTAL PRICE	\$66,763.25
Felling Trailer Model FT-12 IT-I Stationary Deck Tilt Deck Length (Includes 2' Steel Punch Plate Estimated 9 Week Leadtime for delivery Sourcewell - 092922-FTS	
TRAILER PRICE	\$14,511.80
MACHINE& TRAILER TOTAL PRICE	\$81,275.05

ACCEPT ORDER: _____

8.c. Resolution on the Role of Law Enforcement and the Preservation of
Community Trust and Transparency

CORPORATION OF SHEPHERDSTOWN

Mayor and Town Council, Shepherdstown, West Virginia

Resolution Regarding the Role of Local Law Enforcement and the Preservation of Community Trust and Transparency

WHEREAS, the Town of Shepherdstown is governed by West Virginia state law, including HB 2008 (2023), which require local entities to enforce state and federal immigration laws and requires local law enforcement to assist or cooperate with a federal immigration officer as reasonable and necessary; and SB 615 (2026) which requires that individuals determined to be in the United States illegally by local, state or federal law enforcement in this state be turned over the Immigration and Customs Enforcement (“ICE”) for purposes of deportation, as well as stipulating that individuals determined to be in the United States illegally by local, state or federal law enforcement in this state for a second time shall be guilty of a felony offense and shall be incarcerated in a state penitentiary for no less than three years and no more than five years,

WHEREAS, the federal Illegal Immigration Reform and Immigrant Responsibility Act of 1996 added Section 287(g) to the Immigration and Nationality Act (INA), authorizing U.S. Immigration and Customs Enforcement (ICE) to delegate state and local law enforcement officers the authority to perform specified immigration officer functions under ICE’s direction and oversight, and participation in the 287(g) Program is limited to law enforcement agencies (LEAs) only, and LEAs interested in participating in the 287(g) Program must sign an MOA with ICE,

WHEREAS, the Town of Shepherdstown has a long-standing but unwritten policy of not choosing to participate in the Section 287(g) Program;

WHEREAS, the Town Council seeks to provide clarity regarding the role of local law enforcement and the preservation of community trust and transparency;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL:

1. **Compliance with State Law:** The Town shall continue to comply with all mandatory provisions of W. Va. Code §15-16, ensuring that no policy or ordinance materially restricts the lawful sharing of information with federal immigration authorities.
2. **Declination of 287(g) Participation:** The Town continues to and by this Resolution formally declines to enter into a Section 287(g) Memorandum of Agreement.

3. Victim and Witness Protections: In alignment with state law, Town officers shall not inquire into the immigration status of individuals who are victims of, or witnesses to, a crime. Protecting the safety of all residents is paramount to effective law enforcement.

4. Constitutional Limits: The Town affirms that all law enforcement in its jurisdiction shall align with the US Constitution, including First Amendment rights to free speech and assembly, Fourth Amendment prohibitions against unwarranted entry onto private property, and Fifth Amendment protections including the right to remain silent. The Fourth Amendment ensures officers (local or federal) may not enter private residences or non-public areas of business without valid judicial warrant or lawful consent. The First Amendment ensures the Right to Record and protects the right to observe and record law enforcement activities, including immigration enforcement, if recording does not interfere with official duties.

5. Opposition to Mandatory Deputizing: The Town opposes any measure that would mandate 287(g) participation, as it infringes upon local budgetary and operational autonomy, should the state legislature take up any measure that would mandate 287(g) participation.

Adopted this _____ day of _____, 2026.

James K. Gatz, Mayor
Town of Shepherdstown

8.d. Appalachian Heritage and Dolly Parton Day Proclamation

Proclamation
CORPORATION OF SHEPHERDSTOWN

Mayor and Town Council, Shepherdstown, West Virginia

Appalachian Heritage & Dolly Parton Day

WHEREAS, the Appalachian Heritage Festival, hosted by Shepherd University, was founded in 1996 and in 2026 celebrates its 30th anniversary on September 25 and 26, making it one of the longest-running celebrations of Appalachian culture in the region; and

WHEREAS, the Festival was created to challenge stereotypes of Appalachia and to connect audiences with the authentic music, storytelling, dance, craft, and living traditions of the Appalachian region, and continues to do so each year through free and open programming in downtown Shepherdstown; and

WHEREAS, Dolly Parton, a daughter of Appalachia whose talent, creativity, and business acumen carried her from humble beginnings to become one of the most celebrated singer-songwriters and entrepreneurs in American history, passed away on August 25, 2026, at the age of 80; and

WHEREAS, Dolly Parton's story and generosity, including through her Imagination Library literacy program, stand as a lasting symbol of the pride, resilience, and boundless potential of the Appalachian people, and continue to inspire generations of Appalachian girls and boys, women and men to reach their full potential; and

WHEREAS, the Town of Shepherdstown wishes to recognize both the Festival and Dolly Parton for their contributions to Appalachian culture and community;

NOW, THEREFORE BE IT RESOLVED THAT, the Town of Shepherdstown does hereby proclaim September 25, 2026, to be "**Appalachian Heritage & Dolly Parton Day**" in the Town of Shepherdstown, in celebration of the thirtieth anniversary of the Appalachian Heritage Festival and in memory of Dolly Parton as an enduring symbol of Appalachian pride and potential, and calls upon the people of Shepherdstown to recognize this special observance and join in celebrating the culture, history, and people of Appalachia.

James Gatz, Mayor
Town of Shepherdstown

Date

8.d. Experience Shepherdstown Plans for Holiday Festivities

Holidays in Shepherdstown 2026

Contact: Ashley Nease, ExperienceShepherdstown@gmail.com

The following events will be facilitated/organized by Experience Shepherdstown, unless otherwise noted.

Decorating German St & Princess St - Theme: Holiday Magic

Minimal Decor, mostly lightweight, solar powered lighting elements, asking Tree Commission for consultation and permission.

Holidays in Shepherdstown - Business Decoration Contest

Theme: Holiday Magic

- **December 4th:** Participating businesses **deadline** to decorate
- **December 4th (evening) & 5th:** Judges score participating businesses
- **December 6th:** Holiday Parade (Rotary Club) and business decor Winners announced
- Prizes (not confirmed):
 - 1st Place - Employee Parking Pass for 1 year
 - 2nd - \$200
 - 3rd - \$300

3 or 4 Holiday Photo Opps in town (possible locations, not confirmed):

- Little House - Whoville & White Hall Lawn (sponsored by Kelley Moore Sheds)
- Make It Shepherdstown, porch
- Pedal & Paddle, fireplace decor

300+ Parking Meters will be decorated to indicate free parking for the season*

*Need to speak with Town about logistics

A professional Santa Claus has been hired and is contracted with Experience Shepherdstown to work several engagements in the first few weeks of December.

FRIDAY NOVEMBER 27th - Holiday Kickoff:

4:00pm – SVFD Bonfire with S'mores and reading stories by the fire

King Street

5:30pm-9:00pm – Holiday Kickoff & Tree Lighting - Magic creatures like Winter Elves and Snow Fairies milling about, juggling, handing out magical items, spreading the word that some Elf has lost Shepherdstown's Magic Light

King St & McMurran Hall Lawn

6:00pm – *Help the Elves find Shepherdstown's Magic Light!* - brief skit

King St & McMurran Hall Lawn

6:15pm – The Mayor Welcomes Santa to Town & Lights the tree

King St & McMurran Hall Lawn

6:30pm – Santa visits

McMurran Hall

SATURDAY NOVEMBER 28th - Shop Small Saturday:

12:00pm-3:00pm – Who-liday Celebration: Unity in the Community, sponsored by Experience Shepherdstown & Shepherdstown Community Club for Shopping Local!

Magician, Hot Cocoa & Cookies, and a Santa visit. MAGIC SHOW TIMES: 12:30 & 2:00

War Memorial Building, upstairs (Judy Shepherd facilitating this entire event, billing Experience Shepherdstown.)

3:30pm-5:00pm – Who-liday continues: Visit Whoville behind the Little House, listen to How the Grinch Stole Christmas storybook, take pics with the Grinch and decorate ornaments with The Whos

FRIDAY DECEMBER 4th:

5:00pm-7:00pm – Festive First Friday

SVFD Bonfire w/S'mores, Hot Cocoa from Amy & Alex, Live Carolers on McMurran steps & Carolers roving about town, Shops open late -till 8pm

King Street & McMurran Lawn

8.f. Special Events Requests

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 Freedom's Run Race Series Event Date Oct 10, 2026
 Event Sponsor EAHEC Secondary Date _____

Organizer's Contact Information

Name: Adam Lowe Cell: [REDACTED]
 Address: [REDACTED] Martinsburg, WV 25404
 Email: [REDACTED] Alt. Phone _____

Event Information

Requested Area(s) ☒ City Streets/Sidewalks _____ Sidewalks only _____ Other _____
 Location of Event See Maps
 Attach route for processional events. Be precise when indicating location.
 Event Hours 7am until 3pm 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 1000 Spectators 500

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 9-9-26
 Permit No. _____ Conditions Attached? _____

Event Information

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

Name of Event Freedom's Run Race Series

Brief Description of Event: The 17th Annual FR Race Series. Starting at Shepherd College, cross the bridge and onto the towpath

Has your organization held this event in the past? Yes

When and Where? Past 16 years. Same location

Is the event a fundraiser? Yes

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

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

Will items be left overnight? Yes What and where? Tents/Ram Stadium
Hazmat items must be attended constantly.

Will you be providing private security? No

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

Will you have vendors? Yes Are you charging admission Yes?
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 See Maps

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 loud speakers or amplification devices? Yes

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? Maybe _____ What and where? Tents/Ram Stadium _____
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 Adam Lowe _____ 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 EAHEC _____ (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 Adam Lowe Date August 7, 2026

Title Race Director

FEE SCHEDULE

Application Fee--\$25.00

Police Fees--\$50.00 per hour or partial hour worked, per officer.

Fire/EMS--\$35.00 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit.

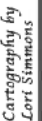
Public Works--\$35.00 per hour or partial hour worked, per laborer, including time requested or deemed necessary for setup and/or clean-up and \$100 per hour or partial hour for Public Works equipment including but not limited to street sweeper, garbage collection, or other heavy equipment required to provide support.

Example – An event beginning at 11am and continuing until 4pm that requires one police officer would incur a cost of 5 hours X \$50.00 = \$250.00. The same event requiring Public Works setup and support beginning at 10am to 11am with event cleanup and breakdown from 4pm to 5pm would incur a Public Works expense of 2 hours X \$50.00 = \$100.00.

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***

Assemble in front of the Shepherd University Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn left** onto the C&O Canal Towpath. **Left** on Millers Sawmill Road. **Left** on Harpers Ferry Road. **Right** on Branch Avenue. **Right** on trail then follow directions on trail. Enter road near Burnside Bridge. Continue and **turn left** on Branch Avenue. **Left** on Harpers Ferry Road. **Right** on Millers Sawmill Road. **Right** (upstream) on the C&O Canal Towpath. Exit the towpath on the right, under the bridge, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to **cross** the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.



10k Course

Assemble in front of the Shepherd University Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn right** (upstream) onto the C&O Canal Towpath. **Continue** on towpath to the marked turn around. **Turn around** on towpath and continue downstream. Under the Rumsey Bridge, exit the towpath on the left, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to **cross** the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.

Legend

— Freedom's Run 10k route



Medical station



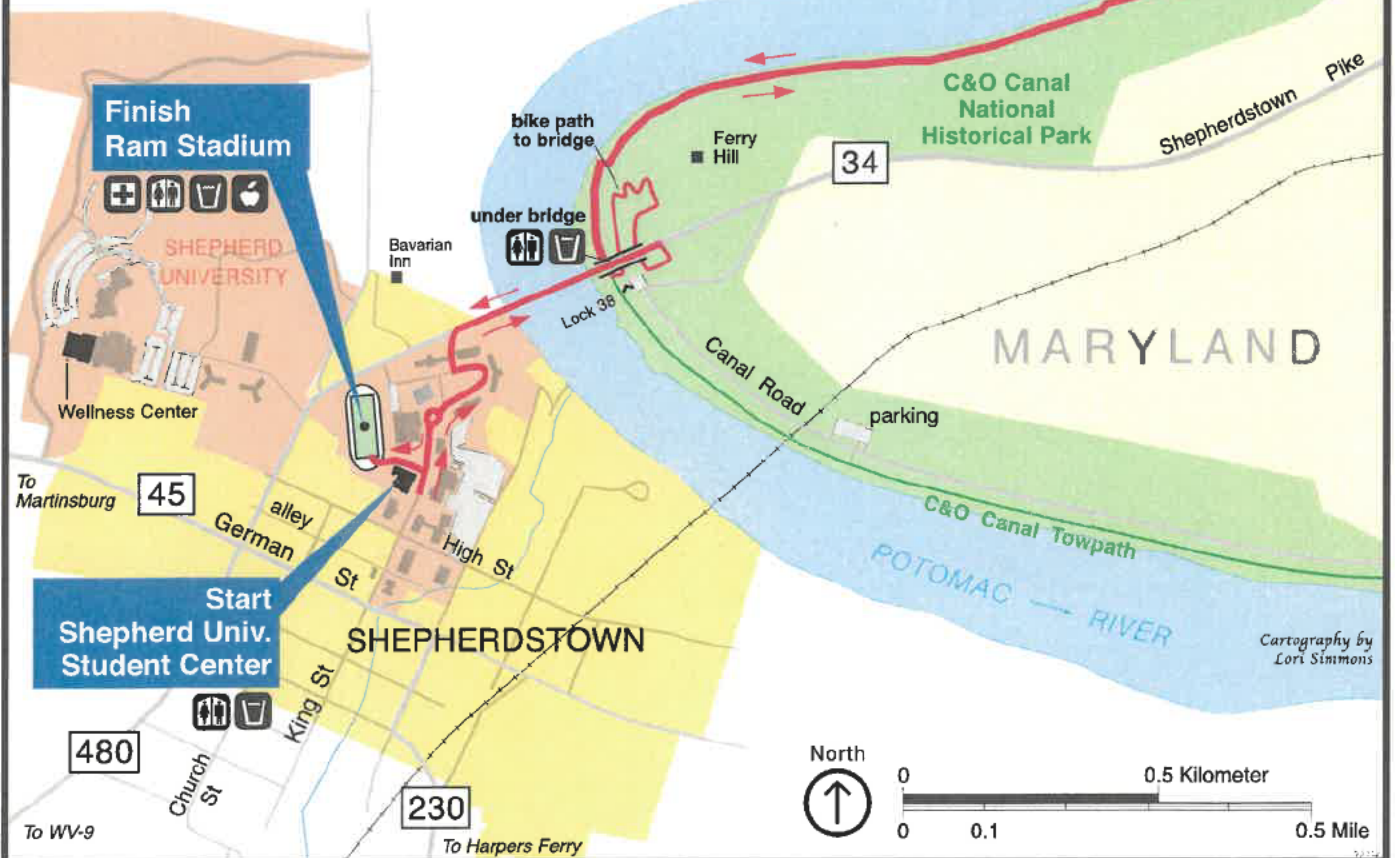
Portable toilets



Water and electrolytes

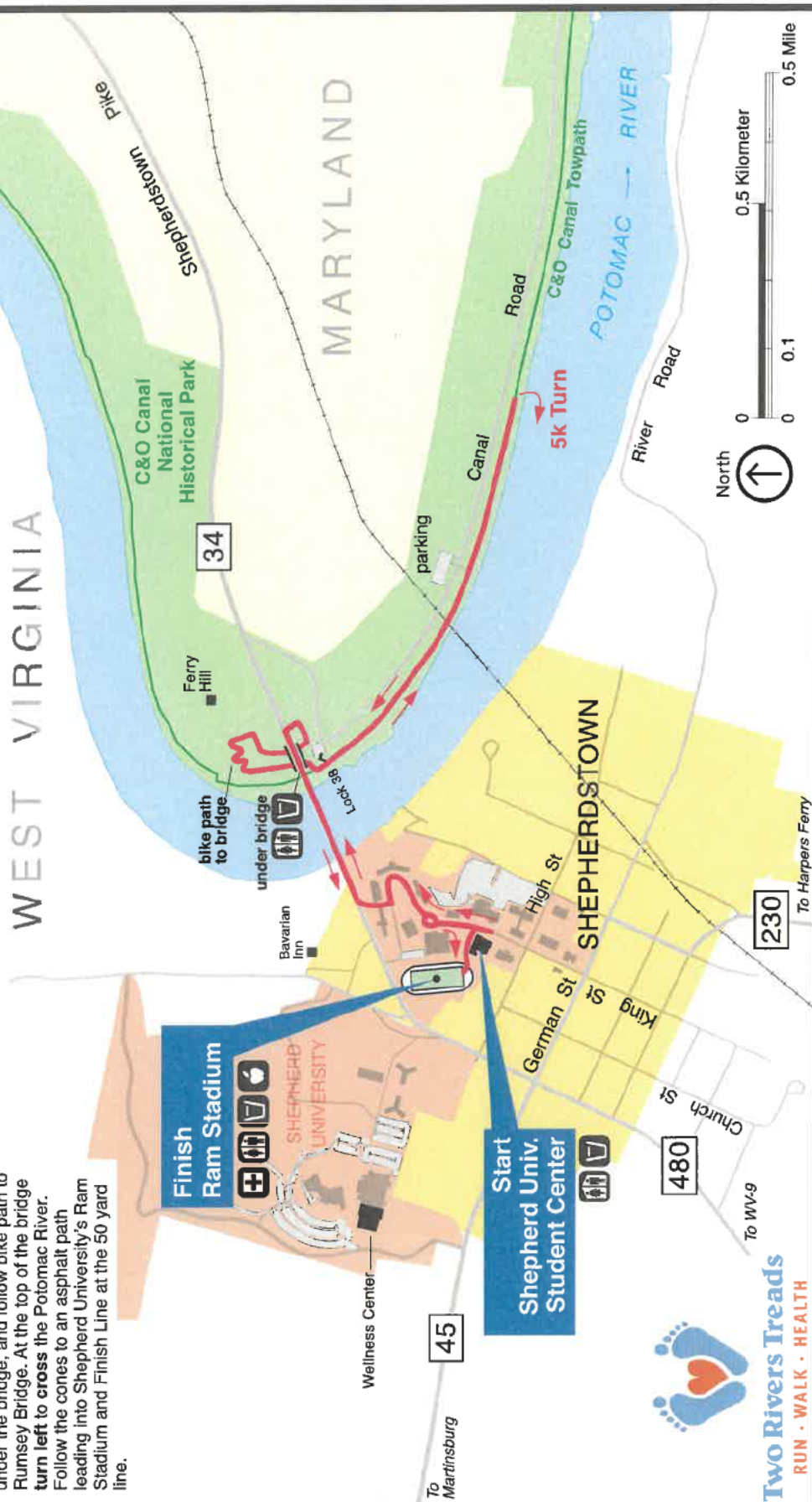


Food station



Legend

- Freedom's Run 5k route
- Medical station
- Portable toilets
- Water and electrolytes
- Food station

Cartography by
Lori Simmons

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 HALLOWEEN TRICK OR TREAT (UPDATED REQUEST)

Event Date SATURDAY 31 OCTOBER 2026

Event Sponsor EXPERIENCE SHEPHERDSTOWN

Secondary Date

Organizer's Contact Information

Name: MEREDITH MOORE

Cell: [REDACTED]

Address: [REDACTED] SHEPHERDSTOWN

Email SMALLTOWNNGHOSTTOURS@GMAIL.COM Alt. Phone ASHLEY NEASE [REDACTED]

Event Information

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

Location of Event GERMAN ST (Church to Mill St) / KING ST (New to Old Queen Alley) / PRINCESS ST (High to New)

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

Event Hours 6pm until 8pm Set up start time 5pm Clean up end time 9pm

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

Anticipated Attendance (per day): Participants 1200 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 Administrator: ☒ Approved ☐ Denied ☐ Conditional

Town Council: ☐ Approved ☐ Denied ☐ Conditional

Recorder Amount Due Amount Paid Insurance Provided Council Agenda

Permit No. Conditions Attached?

Event Information

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

Name of Event HALLOWEEN TRICK OR TREAT

Brief Description of Event: COMMUNITY TRICK OR TREATING, MUSIC, 1-2 FOOD VENDORS TO HELP

OFFSET OVERLOAD ON LOCAL RESTAURANTS; FIRE DEPT BONFIRE REQUESTED BEHIND MARKET HOUSE (NEW)

LIVE SPOOKY ORCHESTRA MUSIC ON MCMURRAN LAWN/STEPS (PENDING MCMURRAN APPROVAL)

Has your organization held this event in the past? YES

When and Where? SAME LOCATION / DATE

Is the event a fundraiser? NO

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

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

Will items be left overnight? NO What and where? _____
Hazmat items must be attended constantly.

Will you be providing private security? NO

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

Will you have vendors? YES (FOOD) 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 GERMAN ST (Church to Mill St) / KING ST (New to Old Queen Alley) / PRINCESS ST (High to New)

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

Will you be using loud speakers or amplification devices? YES, FOR MUSIC

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? YES What and where? PORTA-POTTIES ON KING NEAR TOWN HALL

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 N/A – TOWN EVENT 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 9/2/2026

8.g. Shepherdstown Community Grant Applications

i. We the People Parade



Shepherdstown
WEST VIRGINIA

**Shepherdstown
Community Grant Application**

Date:

Applicant Information

Applicant organization name: COMMITTEE FOR THE
CONSTITUTION DAY PARADE

Mailing address: [REDACTED] 25443

Physical address, if different:

104 WEST HIGH ST

Website:

FACEBOOK EVENT PAGES

Year organization was founded: 2025

Organization's tax-exempt number (EIN): —

Organization's total operating budget for current fiscal year: \$1,000

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

MARK KOHUT

Telephone: [REDACTED]

Email: [REDACTED]



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:

I DID THIS LAST YEAR, THE
FIRST YEAR.
EVERYONE KINDLY SAID IT WORKED

Grant Request Information

Project name: "WE, THE PEOPLE" PARADE

Amount requested: \$1,000 (if spent, \$283.94 spent so

possibly \$500 for food ^{for} pending

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

The labor. Max petty expenditures.
Postage, ETC

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

DONE BY SEPT 19, PARADE DAY

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

\$1,000 max. Probably little more
than half that.



P.O. Box 1630 • Shepherdstown, WV 25443

304.267.0703

www.specialtynow.com

Mark Kohut
Walk-In**Specialty

Invoice 38364

Date: 06/29/26

SHIP TO:

Walk-In**Specialty

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
1473	Mark Kohut				Sadie	
Quantity	Description				Unit Price	Price
500	Thank you for the order. Constitution Day Handouts				0.1660/Ea	83.00
	Handouts					
Received by _____ Date _____						
Terms	Subtotal			Tax	Total	Paid
C.O.D.	83.00			5.81	88.81	-88.81
						- 0 -

Please pay from this invoice. A service charge of 2% will be imposed for invoices past 30 days.



P.O. Box 1630 • Shepherdstown, WV 25443
304.267.0703
 www.specialtynow.com

Mark Kohut
 Walk-In**Specialty

Invoice 36342

Date: 04/28/26

SHIP TO:

Walk-In**Specialty

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
1473	Mark Kohut				Sadie	
Quantity	Description				Unit Price	Price
	Thank you for the order. Constitution Day Handouts & Flyers					
50	Flyer				0.8400/Ea	42.00
250	Handouts				0.2600/Ea	65.00
Received by _____ Date _____						
Terms	Subtotal				Tax	Total
C.O.D.	107.00				7.49	114.49

Please pay from this invoice. A service charge of 2% will be imposed for invoices past 30 days.



P.O. Box 1630 • Shepherdstown, WV 25443
304.267.0703
www.specialtynow.com

Mark Kohut
Walk-In**Specialty

Invoice 38141

Date: 06/29/26

SHIP TO:
Walk-In**Specialty

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
1473	Mark Kohut				Sadie	
Quantity	Description				Unit Price	Price
250	Thank you for the order. 2nd Annual Constiution Day Labels				0.2080/Ea	52.00
	Address Labels					
Received by _____ Date _____						
Terms	Subtotal			Tax	Total	Paid
C.O.D.	52.00			3.64	55.64	-55.64
						Balance
						- 0 -

Please pay from this invoice. A service charge of 2% will be imposed for invoices past 30 days.

Specialty Printing • 111 South Princess Street • Shepherdstown WV 25443 • (304) 267-0703

(print# 1)

8.h. Donations Received - None

Town Applications for Grants Submittedd

Town Grant Applications – August 2026

- Norfolk Southern – Safety First Grant
- WV Transportation Alternative Program
 - East German Street
 - West Washington Street
 - Rumsey Monument Path



Your Submitted Application

The application you previously submitted appears below. No further changes may be made to this application. Click here to [return to the Welcome page](#).

Contact Info

Salutation	Mr.
First Name	Karl
Last Name	Musser
Title	Program Manager
Telephone	3048762312
Email Address	kmusser@shepherdstown.us

Contact Info

Salutation	Ms.
First Name	Mary
Last Name	Fortuna
Title	Volunteer on Grant Committee
Telephone	8184153311
Email Address	mfortuna@shepherdstown.gov

Organization Information

Organization Legal Name	Corporation of Shepherdstown
Address	P.O. Box 248
Address 2	
City	Shepherdstown
State	West Virginia
Division	Keystone
Zip/Postal Code	25443
Main Telephone	(304) 876-2312
Website Address	https://www.shepherdstown.gov/

Main Email Address kmusser@shepherdstown.us

Organization's Fiscal Year Start Date 7/1/2026

Organization's Fiscal Year End Date 6/30/2027

IRS 501 c3 Determination Letter/Tax Exemption Letter

Files (1)

[Draft Governmental Self Attestation Letter.pdf](#)

(391.4 K), uploaded by Mary Fortuna on 7/23/2026.



W9 Form

Files (1)

[W-9.pdf](#)

(161.4 K), uploaded by Mary Fortuna on 7/23/2026.



Employer Identification Number (EIN) 556000249

Organization Details

Organization Type Fire Department

Tax Status County, State, or Municipal government entity

Non-Discrimination Policy? Yes, I will upload a file

Non-Discrimination Policy File

Files (1)

[Shepherdstown.Nondiscrimination.pdf](#)

(97.7 K), uploaded by Mary Fortuna on 7/23/2026.



Program Information

Project/Program Title Shepherdstown Rail Safety Initiative

Primary Focus Area Safety Initiatives

Focus Area Subtype Response readiness

Referral Yes

Referrer Travis Lindsey

Previous Grant Recipient No

Requested Amount \$15,000.00

Project/Program Description Shepherdstown's Rail Safety Initiative addresses a preparedness gap between the Town's rail corridor exposure and the readiness of its responders, its data, and its emergency planning. Its structure follows guidance from the International Association of Fire Chiefs' Hazmat Committee, addressing five priorities for rail-exposed communities: responder training, risk-based preparedness, interagency coordination, community engagement, and ongoing review of protocols, for which the plan will include a review cadence. Designed as a county model, the Initiative comprises planning and organization activities to prepare the Town for an Alert and Evacuation Plan creation process: assessing capabilities against the Town's risk profile, mapping partners and authorities a plan will depend on, delivering public-alerting training that

Project/Program Budget File

Files (1)

[Project_Budget_Brief.docx](#)
(19.0 K), uploaded by Karl Musser on 7/31/2026.



Identify Problem

Shepherdstown is a historic town of 1,531 residents -- one of the oldest in the state and among the most rail-exposed. Norfolk Southern's (NS) H Line runs through Town at milepost H16.8, a mainline within the Keystone Division. The population includes Shepherd University students, 14.5% seniors, and seasonal visitors that swell the risk. A rail emergency, particularly a HazMat release, would require rapid action the Town isn't yet equipped, trained, or planned for. The NS Safety First grant funds planning and organization activities to prepare the Town for an Alert and Evacuation Plan creation process. Shepherdstown Fire Department (SFD)'s first responders are trained in all-hazards, but their training doesn't include NS's OAR program, though OAR training is scheduled for 2027. SFD's equipment hasn't been assessed against the trestle or crossing risk profile, and no coordinated plan exists for an emergency's first minutes. The Town is eager to work with NS to close this gap.

How did you hear about this grant program?

NS Employee

Release of Information

Yes, Norfolk Southern may share this information.

Acknowledgement

Yes

Payee Information

Payee Name

Corporation of Shepherdstown

Payee Address

P.O. Box 248

Payee City

Shepherdstown

Payee State

West Virginia

Payee Zip/Postal Code

25443

Payee Country

United States

Tax Receipt and Impact Report

Yes

[Need Support?](#)

[Terms of Service](#)

[Privacy Policy](#)

Shepherdstown Rail Safety Initiative — Project Budget and Brief

The Norfolk Southern Safety First grant funds planning and organization activities to prepare the Town for an Alert and Evacuation Plan creation process.

Overview

The project assesses Shepherdstown Fire Department (SFD) equipment and data against the Norfolk Southern (NS) H Line corridor's risk profile, maps the partners and authorities that an Emergency Alert and Evacuation Plan will depend on, delivers rail-specific and public-alerting training, strengthens resident communications, and pilots this work through a tabletop exercise. The project follows the International Association of Fire Chiefs' Hazmat Committee's five priorities for rail-exposed communities: responder training, a risk-based preparedness process, interagency coordination, community engagement, and ongoing review of protocols. The goal, an Evacuation & HazMat Notification Plan, is intended as a model for other Jefferson County municipalities.

Budget — \$15,000 Total

Line Item	Amount
Project Manager (part-time; ~4.3 hrs/week, 223 hrs over 52 weeks)	\$5,900
Student Intern (~5.4 hrs/week, 140 hrs over 26 weeks at \$15/hour)	\$2,100
Rail-Safety Consultant (contracted, limited scope)	\$5,000
Travel and logistics for training	\$1,500
Printing and other administrative costs	\$500
Total	\$15,000

Need

Shepherdstown has 1,531 residents within its corporate town limits. NS's H Line runs through Town at milepost H16.8 as a main line within NS's Keystone Division. Two at-grade crossings sit within Town limits, and the NS Potomac River trestle runs along the Town's edge, upstream from water intakes serving local communities. The population includes Shepherd University students, an estimated 14.5% (212) residents 65 or older, and seasonal visitor events that add to the population at risk.

SFD responders are trained in all-hazards response but have not completed Norfolk Southern's Operation Awareness and Response (OAR) program. SFD's HazMat equipment has not been assessed against the corridor's risk profile, and no evacuation or notification plan exists specifying responder, resident, or mutual aid actions during an incident.

Activities

Assess

- Onboarding: Project Manager, Student Intern, Consultant, and Faculty Advisor onboard with the Mayor and SFD to confirm objectives and roles.
- HazMat Equipment Audit: SFD audits its HazMat equipment in consultation with the Fire Chief, NS OAR coordinator, and WVU Extension Fire Service, with Project Manager and Student Intern support. Equipment procurement is scoped for a future application.
- NS Corridor Safety Data Availability Analysis: Student Intern, supervised by the Project Manager with Faculty Advisor input, identifies and requests NS, WVDOT, and county data, assesses completeness, and documents gaps, including blockage-event logging to the FRA Blocked Crossings Portal.

Organize

- Community Partner Identification & Communication Protocols: Project Manager and Student Intern identify community partners and set a point of contact, contact method, and check-in cadence for each.
- Authorities & Permissions Outline: maps who holds authority to declare an evacuation, activate public alerts, deploy resources, and coordinate across Town, County, State, Shepherd University, and NS.

Train

- NS OAR Rail Emergency Training: SFD volunteer responders complete NS OAR training (penciled in for March 2027, 1.5 hours, classroom or railyard format), covering emergency notification, rail safety, reporting, PPE, and incident prioritization.

- In coordination with WVU Fire Extension, First responders and other partners TBD complete trainings such as: Public Alerting & Multi-Agency Coordination Training: Town and SFD personnel complete FEMA IS-247.C (public alerting), IS-775 (EOC coordination), and G290 (public information) courses.

Scope & Procure

- Benchmark Peer Community Alert & Evacuation Plans: Project Manager and Student Intern review alert and evacuation plans from comparable rail-corridor communities.
- Define Objectives & Scope - defines deliverables, evacuation zones, stakeholders, required expertise, and schedule for the future consultant-drafted plan.
- Draft & Issue Consultant RFP: Consultant drafts the RFP, with Project Manager and Student Intern support, to engage a planning firm for the Evacuation & HazMat Notification Plan.
- Resident Communications: Project Manager and Student Intern audit current emergency communication channels, benchmark comparable towns, and select and execute a low-cost information format for residents.

Communicate & Test

- Mini Tabletop: the team designs and facilitates a limited-scope tabletop exercise with core partners to test one or more elements of the plan groundwork. Culmination will be an analysis and scheduled action plan with outlined responsibilities and objectives.

IAFC Priorities & Activities

IAFC Priority	Activities Addressing It
1 — Responder training	NS OAR Rail Emergency Training; Public Alerting & Multi-Agency Coordination Training; Mini Tabletop
2 — Risk-based preparedness process	HazMat Equipment Audit; NS Corridor Safety Data Availability Analysis; Authorities & Permissions Outline; Benchmark Peer Community Alert & Evacuation Plans; Define Objectives & Scope; Draft & Issue Consultant RFP
3 — Interagency coordination	Community Partner Identification & Communication Protocols; Public Alerting & Multi-Agency Coordination Training; Mini Tabletop
4 — Community engagement	Resident Communications planning
5 — Ongoing review of protocols	Mini Tabletop, Analysis, and Action Plan

Team Roles

Role	Responsibilities
Project Manager (part-time)	Program execution and administration supports the equipment audit, training logistics, and partner outreach; supports the consultant's RFP drafting; leads the resident communications audit and rollout.
Student Intern (Shepherd University stipend)	Leads the corridor safety data availability analysis; supports benchmarking research, the equipment audit, and the resident communications audit; assists the consultant with RFP drafting. Supervised by the Project Manager and a Faculty Advisor.
Rail-Safety Consultant (contracted, limited scope)	Drafts the consultant RFP with Project Manager and Student Intern support; designs and facilitates the mini tabletop exercise.
Faculty Advisor (Shepherd University: Joshua J. Beck, Ph.D., MBA)	Provides academic guidance to the Student Intern.

Partners

Partner	Role
Town of Shepherdstown	Lead applicant and fiscal agent (Mayor James Gatz)
Norfolk Southern	Rail corridor owner-operator; OAR training provider (Travis Lindsey, Manager Hazardous Materials)

Shepherdstown Fire Department (SFD)	First responder agency; leads the equipment audit and completes OAR and public alerting training (Chief Ross Morgan)
Shepherdstown Police Department	Traffic control and evacuation-route enforcement at NS crossings; tabletop and evacuation planning partner
Jefferson County Office of Emergency Management	County notification systems (MyAlerts/Everbridge, Nixle) and emergency management coordination (Dick Meyers)
WVU Extension Fire Service	Equipment audit consultation and public alerting course delivery (Mark R. Lambert, Fire Service Extension Director)
Shepherd University Police Department	Campus evacuation coordination and Rave Alert activation; tabletop exercise participant
Experience Shepherdstown	Provides guidance on visitor and tourist outreach during festival periods; alert-system enrollment for visitors; communications support for preparedness guides
Age Friendly Shepherdstown	Town Council Committee and community partner
Shepherd University Academics	Faculty Advisor for Intern, Potential student volunteers and faculty support for the tabletop exercise and public messaging efforts, potential participation of Nursing school

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German Street Sidewalk Expansion) 1

APPLICATION FOR FUNDING

08/04/2026

Applicant Profile

Name

Prefix

First Name*

David

Middle

Last Name*

Deamer

Suffix

Email Address*

ddeamer@region9wv.com

Project Location

Maps and photographs ARE REQUIRED to fully show the project location. Project location MUST be shown on a US Geological Survey (USGS) Map and included with the application. Failure to do so may result in your application being classified as incomplete and returned. In addition to the required USGS Map and photographs, please attach any other materials which may assist in the review/rating of your application. (Attach additional sheets, as necessary.)

County or Counties

No answer provided

City/Town/Area

Shepherdstown

USGS Map

 Shepherdstown Project Location.pdf

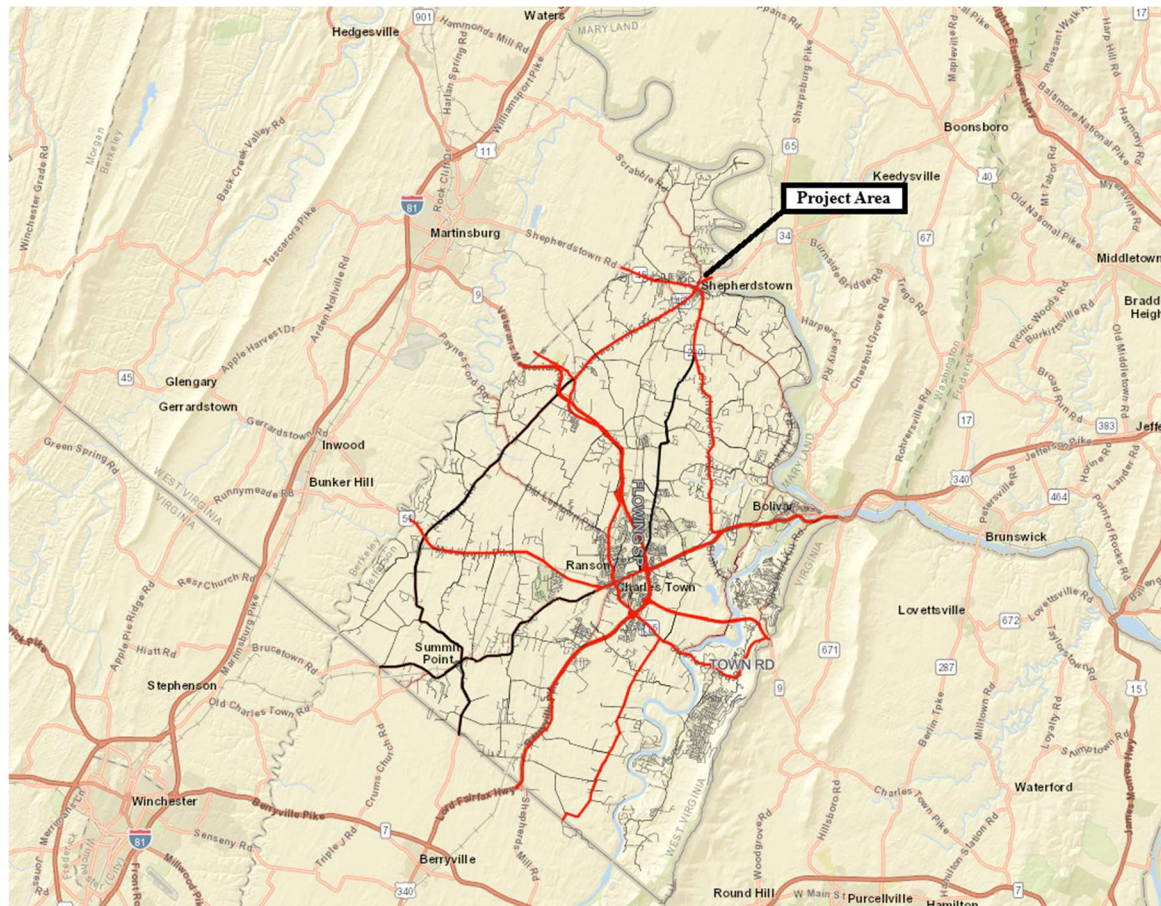
TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 2
Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

East German Street Sidewalk Expansion to Sage Place
Corporation of Shepherdstown
Project Area Map

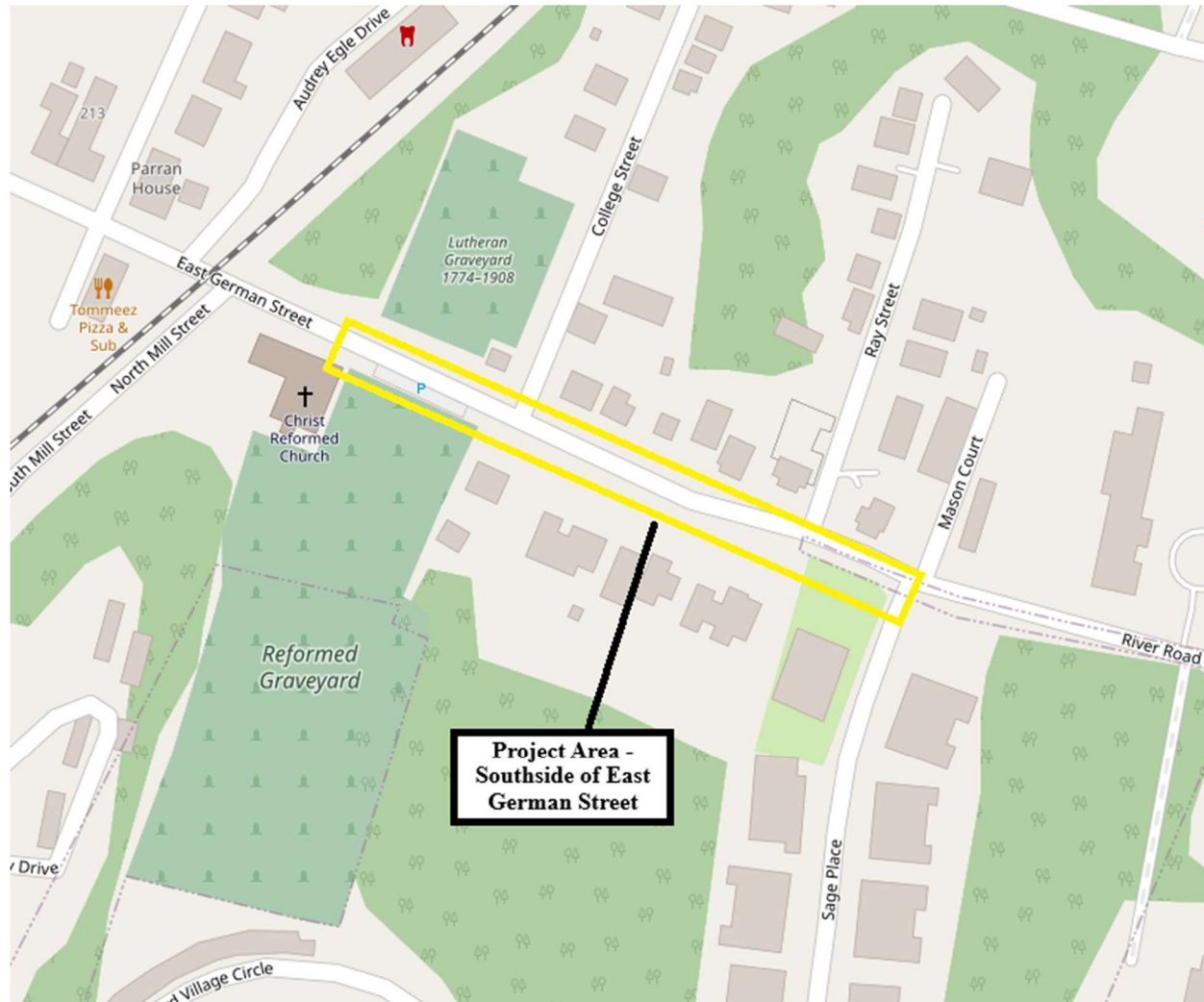
Regional Project Area



Corporation of Shepherdstown Project Area



Eastside of Shepherdstown Project Area





TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German Street Sidewalk Expansion) 7

APPLICATION FOR FUNDING

08/04/2026

Project Location (cont.)

Additional Supporting Documents

No attachment was added

Project Information (General)

Construction Phase Only

Is this a continuation of a Recreational Trails project previously approved for funding?*

Yes

No

Will this requested funding result in a completed project?*

Yes

No

Will this project involve the rehabilitation of an existing trail(s)?*

Yes

No

Will this project involve new trail construction?*

Yes

No

What is the approximate length of the new trail(s) to be built?

600

Unit of Measurement (new trail)*

Miles

Linear Feet

Location

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German Street Sidewalk Expansion) 8

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For trails or improvements along a trail the latitude and longitude should be identified for one end of the trail and a description of the location entered on the "Location" line. Latitude and longitude for all other types of facilities should be identified as close as possible to the actual point of construction.

Latitude

39.429

Longitude

-77.802

How was the location determined?

GPS

Taken from Topographi-
cal Map

Survey

Other

Location

Shepherdstown

Does the proposed project involve property acquisition?*

Yes

No

Does the proposed project involve a historic building or archaeological site?*

Yes

No

PROJECT INFORMATION

Describe fully the required relation to surface transportation.

This project directly supports and complements the surface transportation network along East German Street, a

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German Street Sidewalk Expansion)

APPLICATION FOR FUNDING

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public roadway that serves as a key local corridor for vehicular, pedestrian, and rail-adjacent travel through Shepherdstown. By constructing a sidewalk along the south side of this street, the project provides a safe, dedicated space for pedestrian travel that is physically separated from motor vehicle traffic, reducing conflicts between modes and improving overall corridor safety. The project also addresses a rail-adjacent pedestrian environment, as the sidewalk extension crosses toward the nearby railroad tracks — a location where coordinated, well-designed pedestrian infrastructure is essential to safe multimodal operation. In this way, the project strengthens the surface transportation system as a whole: it does not merely serve pedestrians in isolation, but improves the safety and efficiency of the shared right-of-way used by vehicles, pedestrians, and the adjacent rail line alike, consistent with TAP's broader goal of creating an integrated, multimodal surface transportation network.

Of the qualifying activities, which ONE (1) best describes your proposed project?

This project best fits under:

Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, walkways, and curb ramps.

This is the most directly applicable category because the project is explicitly the design of a new sidewalk — a pedestrian facility — that closes a gap in the existing non-motorized transportation network along East German Street.

PROPOSED PROJECT DESCRIPTION

Fully explain the scope-of-work envisioned by this request:

- I What do you intend to complete with the requested funds?
- I How is the project eligible under the program's guidelines?
- I Why should this project be selected?
- I What is the expected benefit/use and by whom?

Scope-of-work explanation*

1. What do you intend to complete with the requested funds?

The Corporation of Shepherdstown seeks funding through the WVDOH Transportation Alternatives Program (TAP) to design a new sidewalk along the south side of East German Street, extending the existing pedestrian network

APPLICATION FOR FUNDING

08/04/2026

from its current terminus at the church to Sage Place, east of the railroad tracks. The proposed sidewalk segment is approximately 600 linear feet. The requested funds, totaling \$35,000, will cover engineering and design services necessary to bring this segment to construction readiness, including survey work, right-of-way review, drainage considerations, and preparation of construction-ready plans and specifications.

2. How is the project eligible under the program's guidelines?

This project is eligible under WVDOH's TAP guidelines because it directly supports the design of pedestrian infrastructure that improves non-motorized transportation options within an established community. The proposed sidewalk closes a critical gap in Shepherdstown's existing pedestrian network, connecting an active pedestrian route (currently ending at the church) to a residential area (Sage Place) that currently lacks safe pedestrian access. TAP funding specifically supports projects that provide safe and accessible transportation alternatives for pedestrians and cyclists, and this project's design phase is a necessary and eligible precursor to construction of that infrastructure.

3. Why should this project be selected?

This project should be selected because it addresses an existing, unmet pedestrian safety need in Shepherdstown. Currently, there is no sidewalk on the Sage Place side of East German Street, so residents of Sage Place who wish to walk into town must first cross East German Street — without the benefit of a continuous sidewalk — to reach the existing pedestrian network at the church. This required crossing, combined with the adjacent railroad tracks, creates an avoidable safety hazard for pedestrians, particularly children, older adults, and residents without access to a personal vehicle. At just 600 feet, this is a modest but high-impact gap: a relatively small, cost-effective investment that would allow residents to walk safely along the south side of East German Street without needing to cross the road at all. Completing the design phase now positions the Corporation of Shepherdstown to move quickly into construction, eliminating this unnecessary crossing and extending a safe, continuous pedestrian corridor through a currently underserved section of town.

4. What is the expected benefit/use and by whom?

The completed sidewalk will directly benefit residents of Sage Place by eliminating the need to cross East German Street to access the existing pedestrian network, allowing safe, direct walking access to downtown Shepherdstown, local schools, churches, and community services. It will also benefit visitors and the broader Shepherdstown community by improving overall walkability and connectivity in an area where the built pedestrian network currently ends abruptly. Given Shepherdstown's role as a walkable, historic downtown and college town (home to Shepherd University), this connection supports both everyday resident use and broader community and economic goals tied to pedestrian access.

OWNERSHIP/MAINTENANCE

Describe the ownership and maintenance of the project once completed.*

The Corporation of Shepherdstown will own and maintain the sidewalks upon completion.

Is the owner the project Sponsor?*

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 11 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Yes

No

ESTIMATED COSTS FOR PROJECT

On an attached sheet, detail elements and costs (e.g., excavation, roofing, electrical, plumbing HVAC, etc.) The cost estimate should be detailed enough to allow the project to be phased (if budgetary constraints dictate). In addition, a detailed cost estimate will allow ineligible work elements to be eliminated without causing the entire project to be deemed ineligible.

Detailed Elements and Costs Estimate*

 Thrasher OPC - Shepherdstown TAP Projects-Sage Pl.pdf

Shepherdstown WV- Project Design Cost - 08.11.26					
New Sidewalk from Sage Place to Railroad Tracks					
#	Description	Unit	Amount	Cost Per Unit	Total
1	Design Costs	LS	1	\$ 24,000.00	\$ 24,000.00
2	Survey Costs	LS	1	\$ 15,000.00	\$ 15,000.00
SubTotal =					\$ 39,000.00

ESTIMATED COSTS FOR PROJECT (cont.)

Engineering and Design*

\$	48,750	USD
----	--------	-----

Construction*

\$	0	USD
----	---	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

SPONSOR'S MATCH INFORMATION

Total Project Cost

48750

Funds Requested (80% of Total)

39000

Sponsor's Match (20% of Total)

9750

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 14 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Heading

If the project is approved for funding, will you be able to begin the project within six (6) months of the NOTICE TO PROCEED?

Yes

No

ENVIRONMENTAL ASSESSMENT REVIEW QUESTIONNAIRE

Completion of the Environmental Assessment Review Questionnaire is required for each project. The questionnaire must be completed, signed, and the signature attested to process the application. Failure to do so may result in your application being classified as incomplete and returned.

SOCIOECONOMIC IMPACT(S)

Please identify the public benefit and the relationship to transportation of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:*

Yes

No

Describe the current ownership, acres, and impact on properties (e.g., businesses, residences, vacant property, etc.)*

During the design process, the engineering firm will determine the best route to limit the impact on private property owners along the East German Street corridor.

Is any public land to be used (e.g., United States Forest Service, other United States Managed Property, City Park, County Park, State or National Forest, etc.)?*

Yes

No

Will any building, business, residence, or structure (in whole or in part) be acquired, relocated or demolished by this project?*

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German Street Sidewalk Expansion) 15

APPLICATION FOR FUNDING

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Yes

No

Are persons/residents to be relocated due to the project?*

Yes

No

Is any farmland being taken by the project?*

Yes

No

Is this project either different from or in conflict with planned growth, land use, or current zoning for the area?*

Yes

No

Will this project compliment the current planned growth or land use for the area?*

Yes

No

Please Describe

-Public Benefit and Relationship to Transportation

This project provides a direct public benefit by closing a safety gap in Shepherdstown's pedestrian network, allowing residents of Sage Place to travel safely into town without crossing East German Street. This improves both mobility and safety for a broad cross-section of the public, including children, older adults, and residents without access to a personal vehicle. As a component of the surface transportation system, the sidewalk improves the safety and connectivity of the shared right-of-way used by pedestrians, vehicles, and the adjacent rail corridor, supporting a more balanced, multimodal transportation network within the town.

-Economic and Tourism Development

Shepherdstown is a historic, walkable downtown and home to Shepherd University, drawing both residents and visitors who rely on safe pedestrian infrastructure to access local businesses, restaurants, and cultural sites. Improving pedestrian connectivity between residential areas like Sage Place and the downtown core supports continued foot traffic to local businesses, strengthening the town's economic vitality. Because Shepherdstown's identity and tourism appeal are closely tied to its walkability and historic character, investment in pedestrian infrastructure directly reinforces the town's economic development and tourism goals — extending the same standard of pedestrian access residents and visitors already rely on in the downtown core to a neighboring residential area.

-Consistency with Existing or Proposed Plans

This project directly implements the goals of the 2025 Shepherdstown Comprehensive Plan, specifically Goal #4 (Administer a Range of High Quality and Affordable Services for Residents, Businesses, and Visitors), Subcategory 4F (Transportation Services), Action Item PS18 (Improve Pedestrian Safety in Town), which calls for identifying

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German Street Sidewalk Expansion) 16

APPLICATION FOR FUNDING

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opportunities to improve pedestrian safety through methods such as sidewalks, crosswalks, signage, and related infrastructure. By designing a new sidewalk to close an existing gap that currently forces pedestrians to cross East German Street without a marked or safe crossing, this project is a direct, actionable implementation of PS18 – rather than a new or unplanned use of public right-of-way, it fulfills an already-identified community priority.

CULTURAL IMPACT(S)

Are any parks or recreational facilities to be affected directly or indirectly by the project?*

Yes

No

Will this project directly impact churches or schools?*

Yes

No

Please describe the positive impact.

This project will extend the sidewalk from the Christ Reformed Church to Sage Place. The sidewalk currently terminates in front of the church. The new sidewalk will allow pedestrians to safely travel along German Street next to the church.

Please describe the negative impact.

There are no anticipated negative impacts to the church.

Are there any historical markers, structures (buildings over 50 years old), historical events, famous people associated with the project or project area?*

Yes

No

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 17 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Describe the impact (positive and negative) this project will have on the historic property. If the project will have no impact, please describe why this project will not impact the historic property.

Yes. The project is located within the Town of Shepherdstown, a designated historic place, and includes Christ Reformed Church, a historic structure over 50 years old located at the point where the existing sidewalk currently terminates. The project consists of sidewalk design only, within the existing public right-of-way, and is not anticipated to result in any ground disturbance, alteration, or impact to the church building or any other historic structure. State Historic Preservation Office (SHPO) consultation will be conducted as part of the project development process to ensure no adverse effect on historic resources.

Are there any archaeological features, old building foundations, or other cultural/historical/scenic features known within the project area which may be disturbed during the project work elements?*

Yes

No

Is the project either located within or directly adjacent to a historic district?*

Yes

No

NATURAL ENVIRONMENT IMPACT(S)

Are there any wetlands directly or indirectly affected by the project?*

Yes

No

Is the project in a flood plain (100 year or less)?*

Yes

No

Are there any known or purported endangered or threatened species within the project corridor or area?*

Yes

No

Will any unique natural features and/or areas be negatively impacted?*

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 18 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Yes

No

Are any designated or proposed Wild and Scenic Rivers within the project area?*

Yes

No

PERMITS

Will this project cross, lie within, or directly affect any section of roadway currently on or under the jurisdiction of the West Virginia Division of Highways (WVDOH)?*

Yes

No

Will this project, at any time, during or after construction, stop, or alter traffic patterns of a roadway on the State Highway System?*

Yes

No

Please contact the West Virginia Division of Highways' District Office, for your area, concerning this project prior to submitting your project application. Please indicate the person contacted and the date of contact. See Appendix 3 for a list of WVDOH District Offices.

WVDOH Contact

First Name*

Ken

Last Name*

Clohan

Role or Title

Traffic Engineer

Email Address

Kenneth.L.Clohan@wv.gov

Phone Number

304-260-4392

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 19 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Contact Date

08/13/2026

Have you acquired the needed permits from the WVDOH?*

Yes

No

Will the project either disturb (through clearing, grubbing and/or construction) one or more acres or create erosion, sedimentation or other types of "pollution"?*

Yes

No

Are any erosion/sediment permits required?*

Yes

No

Are you familiar with procedure for obtaining construction permits?*

Yes

No

Will this project involve the relocation of any utilities?*

Yes

No

Has the utility company(ies) been notified?*

Yes

No

Presentational Text

WATER QUALITY / STREAM IMPACT

Identify all bodies of water (streams, creeks, rivers, lakes, wetlands, reservoirs, ponds, marshes, bogs, etc.) in the project area and describe the affects the project will have on them.

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 20 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

N/A

Will there be any disturbance of the water of any stream, creek, pond, lake, river, or banks thereof below the average high water mark at anytime during the construction of this project?*

Yes

No

Will this project involve a change in the vertical or horizontal clearance of a navigable stream?*

Yes

No

AIR QUALITY IMPACT

Will this project have any adverse impact to air quality?*

Yes

No

NOISE IMPACT

What permanent negative impacts will occur if this project is completed?

There will not be any permanent negative impacts to noise.

HAZARD WASTE / UNDERGROUND TANKS

Are there any waste/contaminated sites along or in the project area (e.g., sanitary landfills, dumps, gas stations, old storage tanks [buried or above ground], contaminated soils, pipelines, or industrial/household drainage)?*

Yes

No

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 21 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Will the proposed project require the disturbance of any suspected or confirmed asbestos?*

Yes	No
-----	----

Does lead paint contamination exist?*

Yes	No
-----	----

DRAINAGE IMPACT

Will this project alter or change the current flow of storm water (e.g., construction of new sidewalks where none currently exist)?*

Yes	No
-----	----

Is drainage in place to handle the runoff?*

Yes	No
-----	----

Have you acquired the necessary permits for storm water management?*

Yes	No
-----	----

Signature

Signature*

Date

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Applicant Profile

Name

Prefix

First Name*

Middle

Last Name*

Suffix

Email Address*

Project Location

Maps and photographs ARE REQUIRED to fully show the project location. Project location MUST be shown on a US Geological Survey (USGS) Map and included with the application. Failure to do so may result in your application being classified as incomplete and returned. In addition to the required USGS Map and photographs, please attach any other materials which may assist in the review/rating of your application. (Attach additional sheets, as necessary.)

County or Counties

City/Town/Area

USGS Map

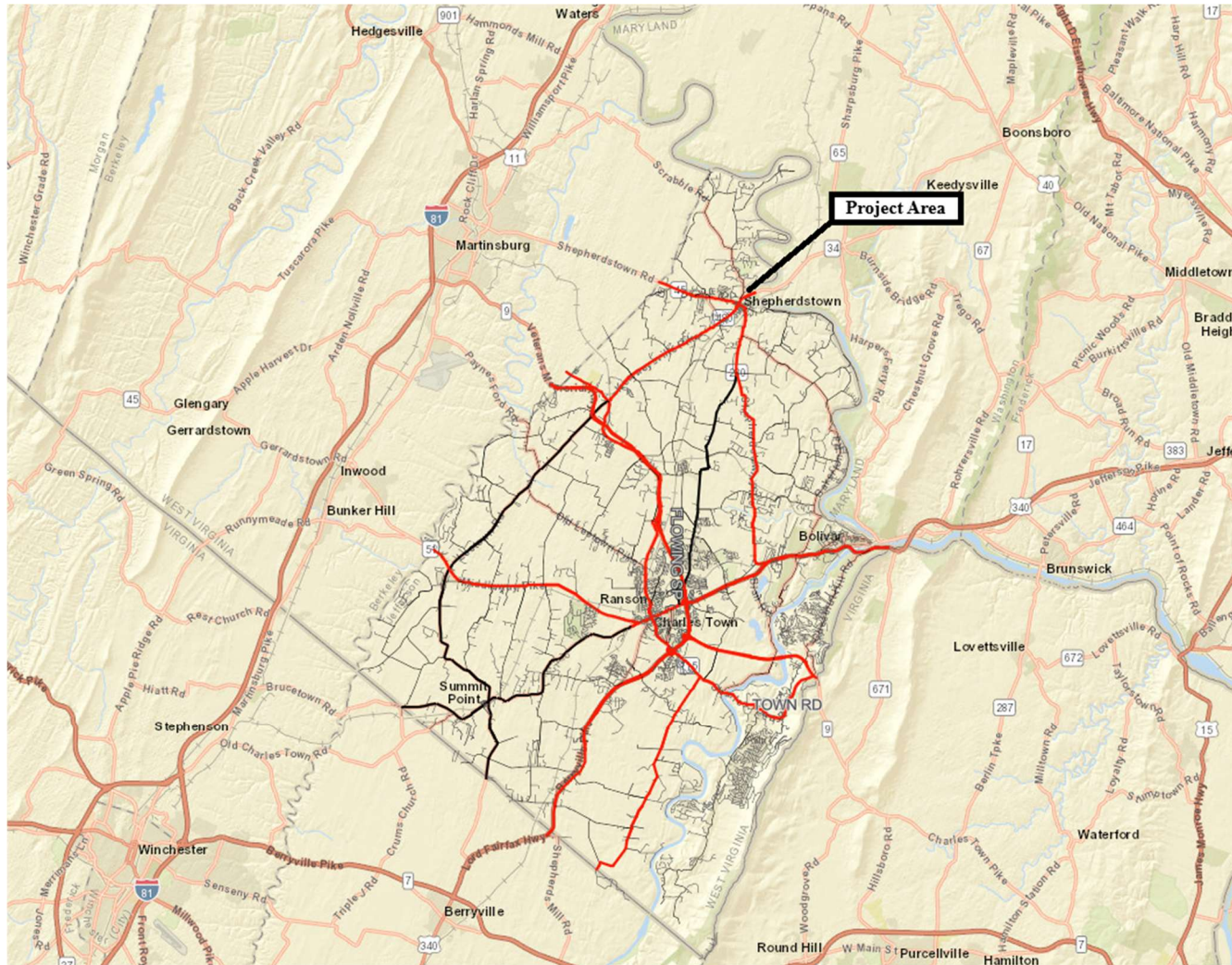
 Project Area Map - W. Washington St. Sidewalk Improvements.pdf

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington
Street Sidewalk Improvements)

APPLICATION FOR FUNDING

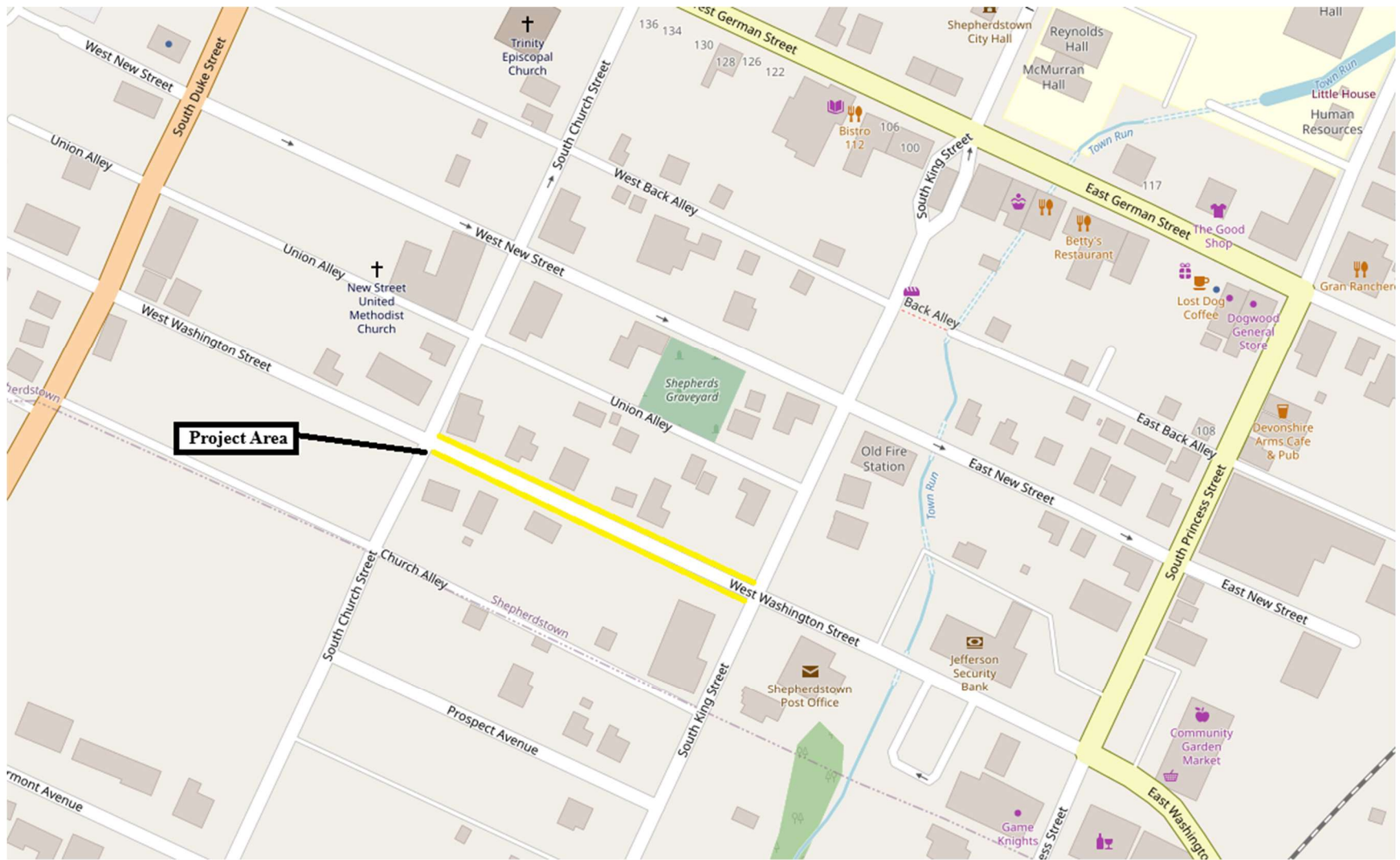
08/05/2026

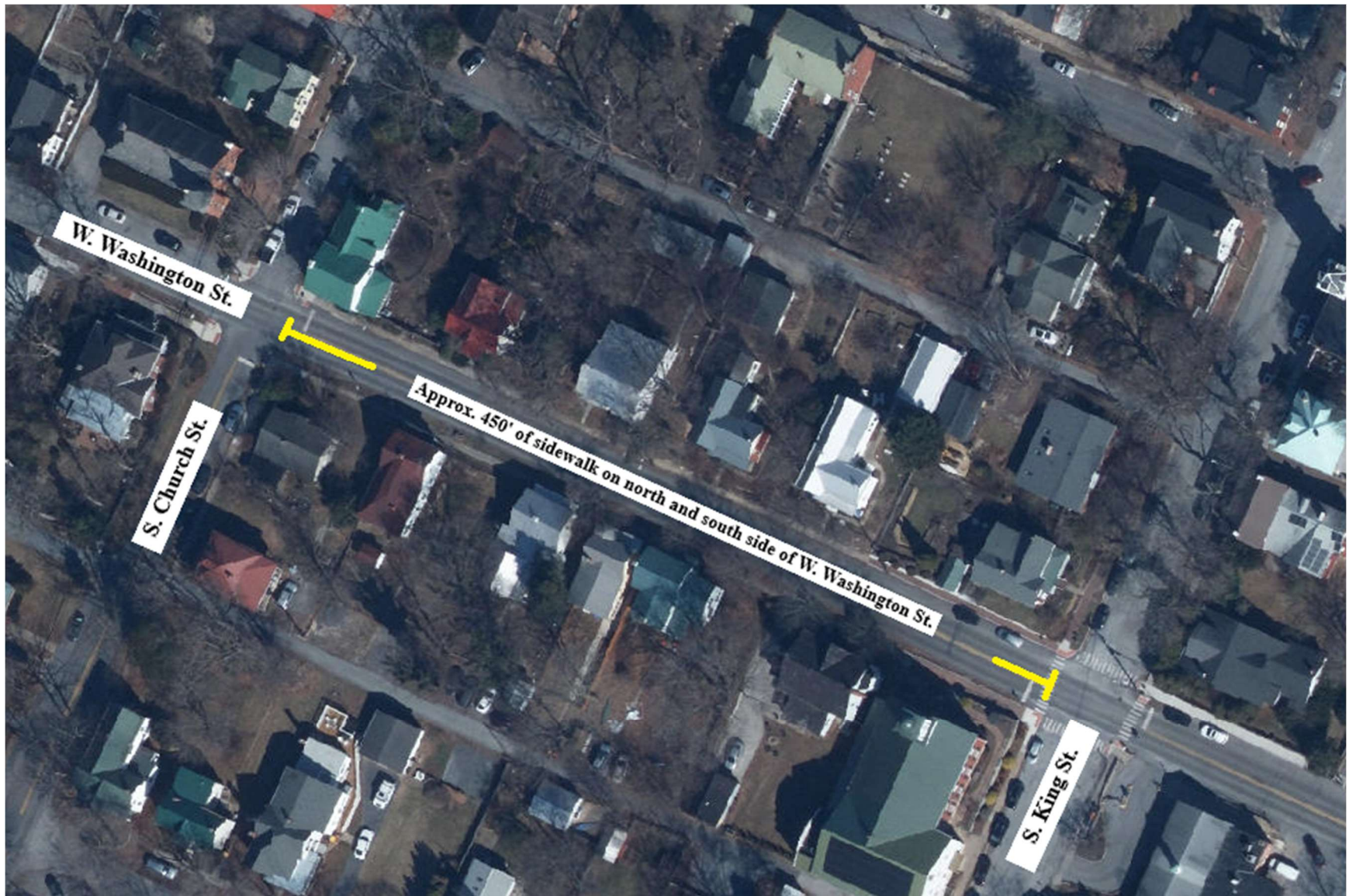
W. Washington St. Sidewalk Improvements
Corporation of Shepherdstown
Project Area Map



Corporation of Shepherdstown Project Area







Existing Site Conditions









TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

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Project Location (cont.)

Additional Supporting Documents

No attachment was added

Project Information (General)

Construction Phase Only

Is this a continuation of a Recreational Trails project previously approved for funding?*

Yes

No

Will this requested funding result in a completed project?*

Yes

No

Will this project involve the rehabilitation of an existing trail(s)?*

Yes

No

What is the approximate length of the trail(s) involved in rehabilitation?

900

Unit of Measurement (trail rehabilitation)*

Miles

Linear Feet

Will this project involve new trail construction?*

Yes

No

Location

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

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For trails or improvements along a trail the latitude and longitude should be identified for one end of the trail and a description of the location entered on the "Location" line. Latitude and longitude for all other types of facilities should be identified as close as possible to the actual point of construction.

Latitude

39.43

Longitude

-77.809

How was the location determined?

GPS

Taken from Topographi-
cal Map

Survey

Other

Location

Shepherdstown

Does the proposed project involve property acquisition?*

Yes

No

Does the proposed project involve a historic building or archaeological site?*

Yes

No

PROJECT INFORMATION

Describe fully the required relation to surface transportation.

This project directly relates to and strengthens the surface transportation network of the Town of Shepherdstown.

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

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West Washington Street is a public roadway that functions as a key local corridor for vehicular travel, connecting S. King Street and S. Church Street through the heart of Shepherdstown's downtown area. Sidewalks are a fundamental component of the surface transportation system, providing the dedicated, non-motorized travel space that allows pedestrians to move safely alongside vehicular traffic without competing for the same right-of-way.

Currently, the deteriorated condition of the sidewalks along this corridor — confirmed independently by both the HEPMPO's 2023 Sidewalk Inventory and the 2023 WV Local Technical Assistance Program (WV LTAP) assessment — compromises the safety and functionality of this surface transportation corridor. Cracked, uneven, and non-ADA-compliant sidewalk sections force some pedestrians into the roadway itself to avoid impassable or unsafe sections, creating direct conflicts between pedestrian and vehicular traffic. This is particularly hazardous on a corridor with regular vehicle traffic, on-street parking, and driveway access points, where drivers may not anticipate pedestrians walking in the travel lane.

By designing and reconstructing sidewalks on both sides of West Washington Street, this project restores a safe, physically separated pedestrian pathway that is fully integrated into the surface transportation system. This reduces vehicle-pedestrian conflict points, supports predictable and lawful pedestrian movement patterns, and brings the corridor into ADA compliance — ensuring the surface transportation system serves all users, including those using wheelchairs, mobility devices, or strollers, not just those in motor vehicles. In this way, the project does not create new infrastructure in isolation; it repairs and modernizes an essential, existing element of the surface transportation network, improving the safety, accessibility, and overall functionality of the corridor for all modes of travel that share it.

Of the qualifying activities, which ONE (1) best describes your proposed project?

This project is specifically for the design of sidewalk reconstruction — including bringing curb ramps and pedestrian pathways into ADA compliance — on both sides of West Washington Street.

PROPOSED PROJECT DESCRIPTION

Fully explain the scope-of-work envisioned by this request:

- I What do you intend to complete with the requested funds?
- I How is the project eligible under the program's guidelines?
- I Why should this project be selected?
- I What is the expected benefit/use and by whom?

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

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Scope-of-work explanation*

1. What do you intend to complete with the requested funds?

The Corporation of Shepherdstown seeks funding through the WVDOH Transportation Alternatives Program (TAP) for the design and engineering of sidewalk improvements along West Washington Street, between S. King Street and S. Church Street. The project addresses approximately 450 linear feet of sidewalk on both the north and south sides of the corridor — roughly 900 feet of sidewalk in total. The requested funds, totaling \$50,000, will cover engineering and design services necessary to bring this segment to construction readiness, including survey work, condition assessment, ADA compliance evaluation, right-of-way review, and preparation of construction-ready plans and specifications to replace or rehabilitate the existing deteriorated sidewalks on both sides of the street.

2. How is the project eligible under the program's guidelines?

This project is eligible under WVDOH's TAP guidelines under the qualifying activity of construction, planning, and design of pedestrian facilities, including sidewalks, walkways, and curb ramps. The Hagerstown/Eastern Panhandle Metropolitan Planning Organization's 2023 Shepherdstown Sidewalk Inventory identifies the existing sidewalks along this section of West Washington Street as being in very poor condition, and much of the sidewalk is no longer ADA-compliant. This finding is further supported by a 2023 assessment conducted by the West Virginia Local Technical Assistance Program (WV LTAP), which independently highlighted several issues with this section of sidewalk in the Town. TAP funding specifically supports projects that maintain, improve, and bring into compliance safe, accessible transportation alternatives for pedestrians, and this project's design phase is a necessary and eligible precursor to reconstructing this deteriorated, non-compliant infrastructure.

3. Why should this project be selected?

This project should be selected because it directly addresses documented, existing pedestrian infrastructure deficiencies that create real safety and accessibility barriers today. The HEPMPO's 2023 Sidewalk Inventory identifies this stretch of West Washington Street as being in very poor condition, and much of the existing sidewalk no longer meets ADA accessibility standards — creating unsafe walking conditions and barring safe access for residents and visitors using wheelchairs, mobility devices, or strollers. These findings are corroborated by an independent 2023 assessment from the West Virginia Local Technical Assistance Program (WV LTAP), which separately identified deficiencies along this same section of sidewalk. Having both a Town-level inventory and an independent technical assessment identify the same corridor as deficient underscores the credibility and urgency of this need. Because deficiencies exist on both sides of the street, addressing the corridor comprehensively — rather than piecemeal — ensures a consistent, safe, and accessible pedestrian experience for all users regardless of which side of the street they travel. Investing in design now allows the Town to move efficiently into construction and correct a documented safety and ADA compliance issue along a heavily used corridor.

4. What is the expected benefit/use and by whom?

The completed sidewalk improvements will benefit all residents, students, and visitors who travel along West Washington Street between S. King Street and S. Church Street, restoring safe, reliable, and ADA-accessible pedestrian access along a well-used corridor in the heart of Shepherdstown. Because sidewalks on both sides of the street will be improved, the project benefits pedestrians regardless of direction of travel, mobility needs, or destination, including access to nearby residences, businesses, and community destinations.

Shepherdstown's local economy relies heavily on tourism, drawing visitors to its historic downtown, shops, restaurants, and Shepherd University. Safe, walkable, and accessible sidewalks are essential to sustaining this tourism base — unsafe or ADA-non-compliant sidewalks pose a direct risk to visitors and residents alike and can discourage foot traffic to local businesses. By restoring safe and accessible pedestrian infrastructure along this corridor, the project

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

directly supports the Town's economic vitality and its ability to continue welcoming visitors safely, while also ensuring residents have equitable, accessible mobility throughout the community.

OWNERSHIP/MAINTENANCE

Describe the ownership and maintenance of the project once completed.*

The Corporation of Shepherdstown will own and maintain the sidewalks upon completion.

Is the owner the project Sponsor?*

Yes

No

ESTIMATED COSTS FOR PROJECT

On an attached sheet, detail elements and costs (e.g., excavation, roofing, electrical, plumbing HVAC, etc.) The cost estimate should be detailed enough to allow the project to be phased (if budgetary constraints dictate). In addition, a detailed cost estimate will allow ineligible work elements to be eliminated without causing the entire project to be deemed ineligible.

Detailed Elements and Costs Estimate*

 Thrasher OPC Shepherdstown TAP Projects-Washington St.pdf

Shepherdstown WV- Project Design Cost - 08.11.26					
Sidewalk Improvements on Washington Street					
#	Description	Unit	Amount	Cost Per Unit	Total
1	Design Costs	LS	1	\$ 25,000.00	\$ 25,000.00
2	Survey Costs	LS	1	\$ 20,000.00	\$ 20,000.00
SubTotal =					\$ 45,000.00

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington
Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

ESTIMATED COSTS FOR PROJECT (cont.)

Engineering and Design*

\$	56,250	USD
----	--------	-----

Construction*

\$	0	USD
----	---	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

SPONSOR'S MATCH INFORMATION

Total Project Cost

56250

Funds Requested (80% of Total)

45000

Sponsor's Match (20% of Total)

11250

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Heading

If the project is approved for funding, will you be able to begin the project within six (6) months of the NOTICE TO PROCEED?

Yes

No

ENVIRONMENTAL ASSESSMENT REVIEW QUESTIONNAIRE

Completion of the Environmental Assessment Review Questionnaire is required for each project. The questionnaire must be completed, signed, and the signature attested to process the application. Failure to do so may result in your application being classified as incomplete and returned.

SOCIOECONOMIC IMPACT(S)

Please identify the public benefit and the relationship to transportation of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:*

Yes

No

Describe the current ownership, acres, and impact on properties (e.g., businesses, residences, vacant property, etc.)*

This project is intended to design a new sidewalk along W. Washington Street in Shepherdstown, WV. This corridor experiences heavy resident and tourist traffic throughout the year. The current condition of the sidewalk is poor and is in desperate need of repairs.

Is any public land to be used (e.g., United States Forest Service, other United States Managed Property, City Park, County Park, State or National Forest, etc.)?*

Yes

No

Will any building, business, residence, or structure (in whole or in part) be acquired, relocated or demolished by this project?*

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

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Yes

No

Are persons/residents to be relocated due to the project?*

Yes

No

Is any farmland being taken by the project?*

Yes

No

Is this project either different from or in conflict with planned growth, land use, or current zoning for the area?*

Yes

No

Will this project compliment the current planned growth or land use for the area?*

Yes

No

Please Describe

This project will help provide a safe corridor for non-motorized pedestrians to travel throughout the Town.

CULTURAL IMPACT(S)

Are any parks or recreational facilities to be affected directly or indirectly by the project?*

Yes

No

Will this project directly impact churches or schools?*

Yes

No

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Are there any historical markers, structures (buildings over 50 years old), historical events, famous people associated with the project or project area?*

Yes

No

Describe the impact (positive and negative) this project will have on the historic property. If the project will have no impact, please describe why this project will not impact the historic property.

The Shepherdstown Historic District, located within the municipal boundaries of the Corporation of Shepherdstown, West Virginia, is a highly preserved historic area recognized on the National Register of Historic Places. As the oldest town in West Virginia, its historic district serves as a hub of 18th-century colonial architecture, local commerce, and cultural heritage.

This project will be located within the historic boundary, but only to rehabilitate and improve the existing sidewalks along W. Washington St.

Are there any archaeological features, old building foundations, or other cultural/historical/scenic features known within the project area which may be disturbed during the project work elements?*

Yes

No

Is the project either located within or directly adjacent to a historic district?*

Yes

No

NATURAL ENVIRONMENT IMPACT(S)

Are there any wetlands directly or indirectly affected by the project?*

Yes

No

Is the project in a flood plain (100 year or less)?*

Yes

No

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

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Are there any known or purported endangered or threatened species within the project corridor or area?*

Yes

No

Will any unique natural features and/or areas be negatively impacted?*

Yes

No

Are any designated or proposed Wild and Scenic Rivers within the project area?*

Yes

No

PERMITS

Will this project cross, lie within, or directly affect any section of roadway currently on or under the jurisdiction of the West Virginia Division of Highways (WVDOH)?*

Yes

No

Will this project, at any time, during or after construction, stop, or alter traffic patterns of a roadway on the State Highway System?*

Yes

No

Please contact the West Virginia Division of Highways' District Office, for your area, concerning this project prior to submitting your project application. Please indicate the person contacted and the date of contact. See Appendix 3 for a list of WVDOH District Offices.

WVDOH Contact

First Name*

Ken

Last Name*

Clohan

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Role or Title

Traffic Engineer

Email Address

Kenneth.L.Clohan@wv.gov

Phone Number

304-260-4392

Contact Date

08/13/2026

Have you acquired the needed permits from the WVDOH?*

Yes

No

Will the project either disturb (through clearing, grubbing and/or construction) one or more acres or create erosion, sedimentation or other types of "pollution"?*

Yes

No

Are any erosion/sediment permits required?*

Yes

No

Are you familiar with procedure for obtaining construction permits?*

Yes

No

Will this project involve the relocation of any utilities?*

Yes

No

Has the utility company(ies) been notified?*

Yes

No

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Presentational Text

WATER QUALITY / STREAM IMPACT

Identify all bodies of water (streams, creeks, rivers, lakes, wetlands, reservoirs, ponds, marshes, bogs, etc.) in the project area and describe the affects the project will have on them.

N/A

Will there be any disturbance of the water of any stream, creek, pond, lake, river, or banks thereof below the average high water mark at anytime during the construction of this project?*

Yes

No

Will this project involve a change in the vertical or horizontal clearance of a navigable stream?*

Yes

No

AIR QUALITY IMPACT

Will this project have any adverse impact to air quality?*

Yes

No

NOISE IMPACT

What permanent negative impacts will occur if this project is completed?

No negative impact anticipated.

HAZARD WASTE / UNDERGROUND TANKS

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Are there any waste/contaminated sites along or in the project area (e.g., sanitary landfills, dumps, gas stations, old storage tanks [buried or above ground], contaminated soils, pipelines, or industrial/household drainage)?*

Yes

No

Will the proposed project require the disturbance of any suspected or confirmed asbestos?*

Yes

No

Does lead paint contamination exist?*

Yes

No

DRAINAGE IMPACT

Will this project alter or change the current flow of storm water (e.g., construction of new sidewalks where none currently exist)?*

Yes

No

Please explain when and how this will be addressed.

This project will improve existing sidewalks.

Have you acquired the necessary permits for storm water management?*

Yes

No

Signature

Signature*

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington
Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Date

MM/DD/YYYY

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

1

07/29/2026

Applicant Profile

Name

Prefix

First Name*

David

Middle

Last Name*

Deamer

Suffix

Email Address*

ddeamer@region9wv.com

Project Location

Maps and photographs ARE REQUIRED to fully show the project location. Project location MUST be shown on a US Geological Survey (USGS) Map and included with the application. Failure to do so may result in your application being classified as incomplete and returned. In addition to the required USGS Map and photographs, please attach any other materials which may assist in the review/rating of your application. (Attach additional sheets, as necessary.)

County or Counties*

Jefferson County

City/Town/Area

Shepherdstown

USGS Map

 Rumsey Path Project Area Mapping.pdf

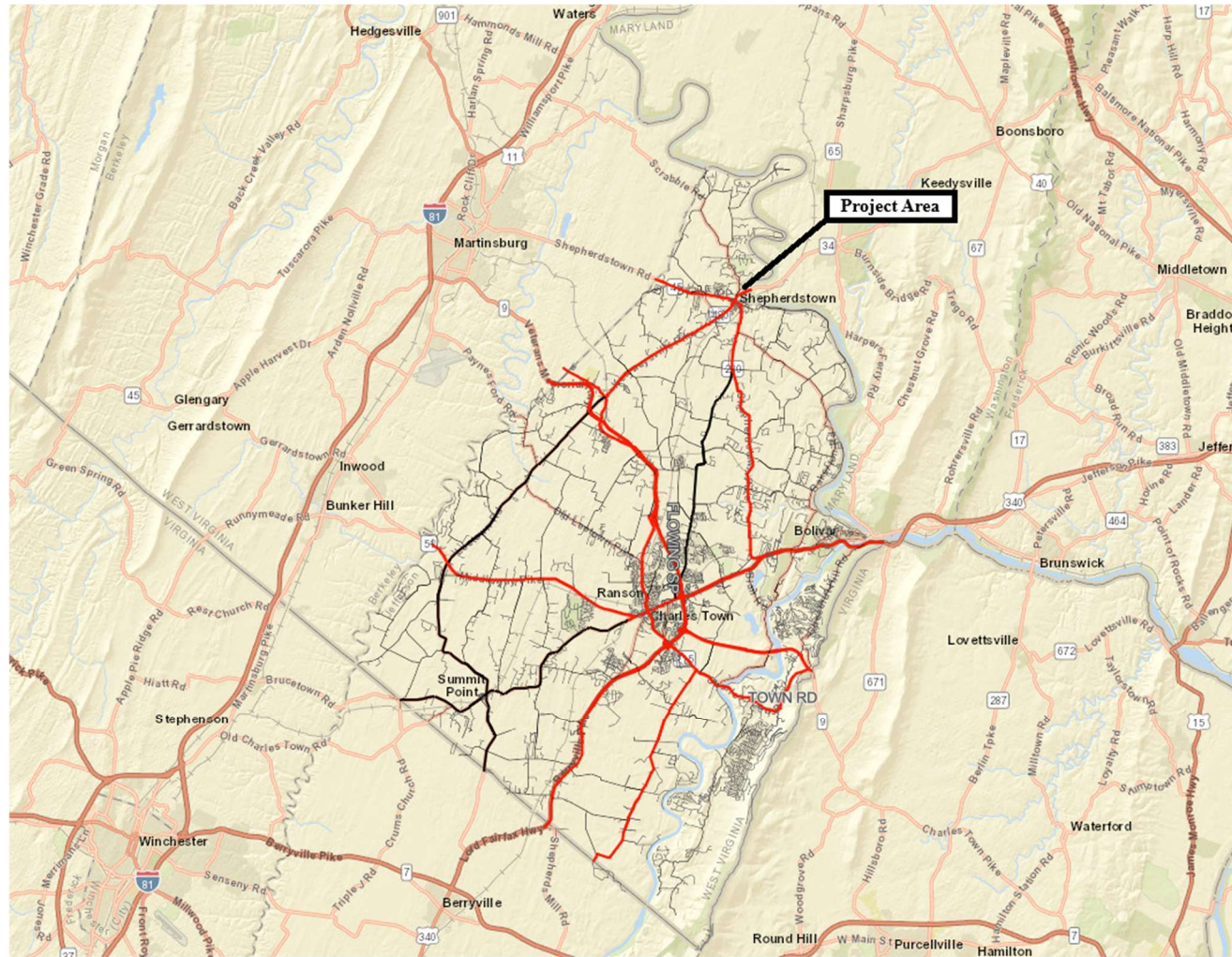
RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)
APPLICATION FOR FUNDING

2

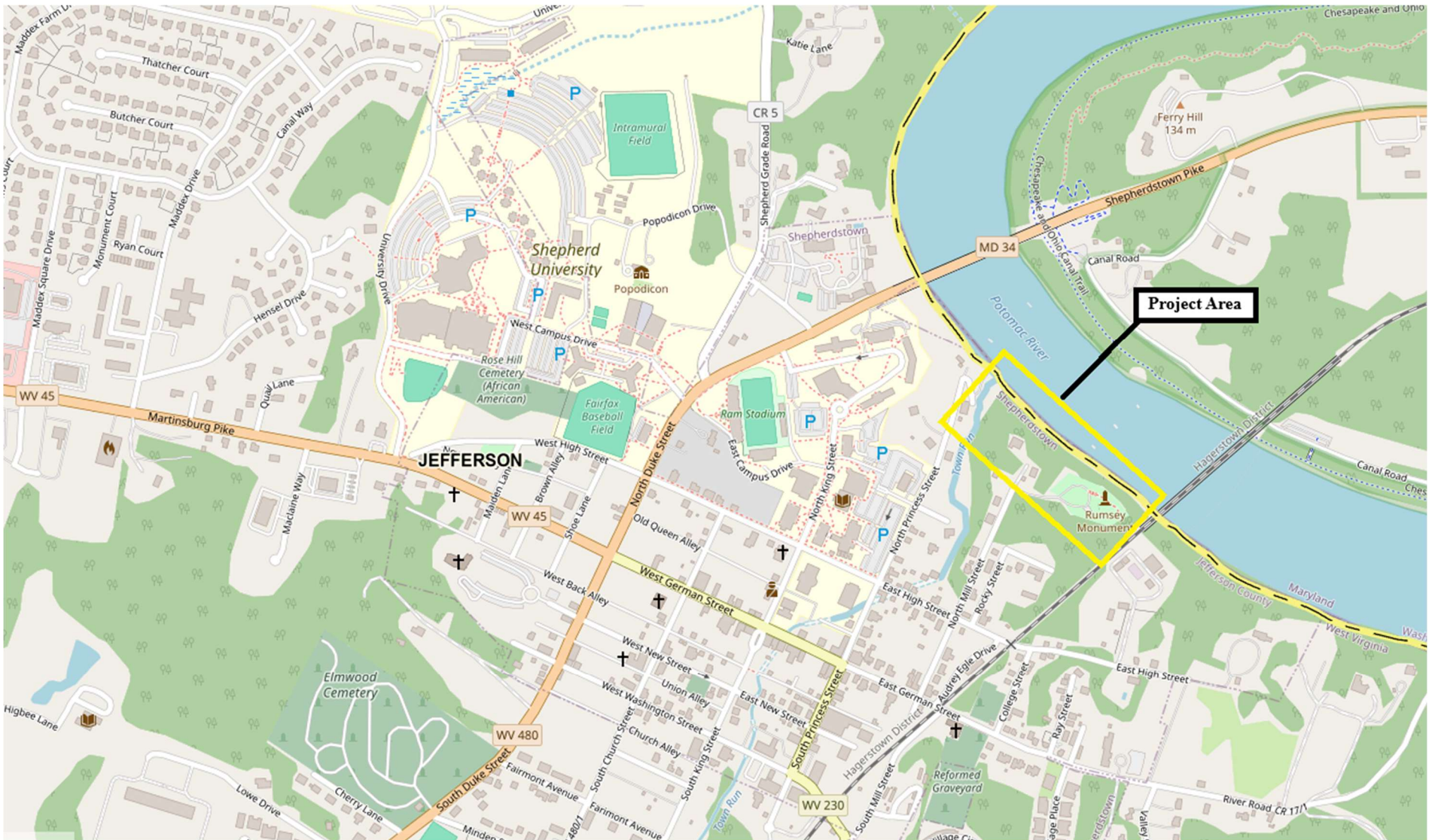
07/29/2026

James Rumsey Monument Path
Sponsor – Corporation of Shepherdstown
County – Jefferson County, WV

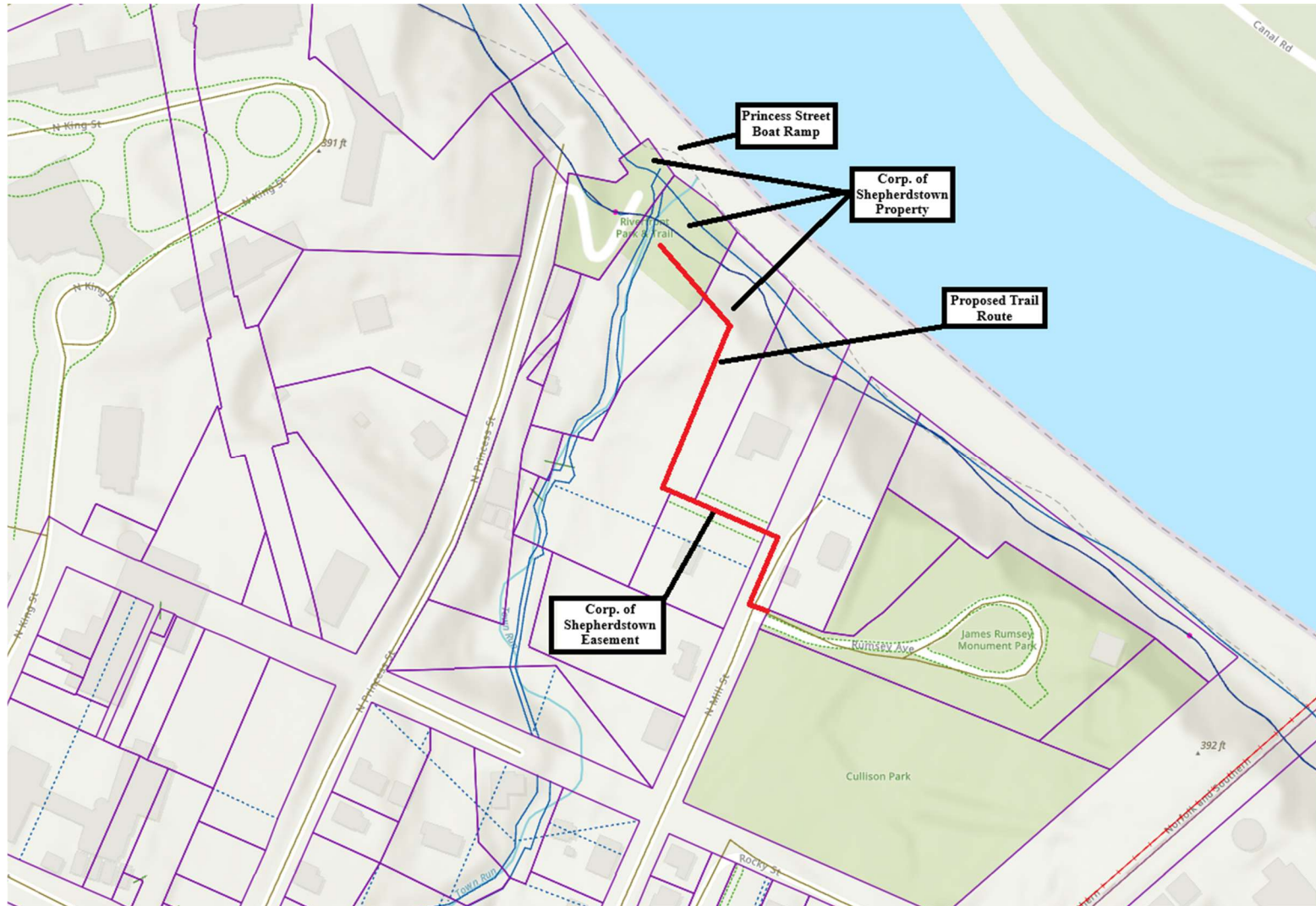
Regional Project Area



Shepherdstown Project Area



Potential Trail Route and Property Ownership



James Rumsey Park Images



Existing Pedestrian Conditions and Easement



Riverfront Park and Boat Launch



RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

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Project Location (cont.)

Additional Supporting Documents

No attachment was added

Project Information (General)

Construction Phase Only

Is this a continuation of a Recreational Trails project previously approved for funding?*

Yes

No

Will this requested funding result in a completed project?*

Yes

No

Will this project involve the rehabilitation of an existing trail(s)?*

Yes

No

Will this project involve new trail construction?*

Yes

No

Location

For trails or improvements along a trail the latitude and longitude should be identified for one end of the trail and a description of the location entered on the "Location" line. Latitude and longitude for all other types of facilities should be identified as close as possible to the actual point of construction.

Latitude

39.433

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

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Longitude

-77.8

How was the location determined?

GPS

Taken from Topographi-
cal Map

Survey

Other

Location

James Rumsey Monument Park, Shepherdstown, WV

Does the proposed project involve property acquisition?*

Yes

No

Does the proposed project involve a historic building or archaeological site?*

Yes

No

PROJECT INFORMATION

Describe fully the required relation to surface transportation.

This project is intended to design a non-motorized, pedestrian path between the James Rumsey Monument Park and the Riverfront Park and Princess Street Boat Launch in Shepherdstown, WV. This project is aligned with the WV Department of Highway's goals for the Recreation Trail Program.

Of the qualifying activities, which ONE (1) best describes your proposed project?

This project aligns with the goal of developing a non-motorized path for pedestrians to safely travel between community assets.

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

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PROPOSED PROJECT DESCRIPTION

Fully explain the scope-of-work envisioned by this request:

- I What do you intend to complete with the requested funds?
- I How is the project eligible under the program's guidelines?
- I Why should this project be selected?
- I What is the expected benefit/use and by whom?

Scope-of-work explanation*

Project Summary

The Corporation of Shepherdstown requests \$60,000 in design and engineering funds to develop a safe, dedicated walking trail connecting two of the town's key riverfront recreation assets: James Rumsey Monument Park and the Princess Street Boat Launch and Riverfront Park. The proposed trail, roughly 0.10 to 0.25 miles in length depending on final alignment, will pass through an undeveloped, town-owned wooded lot along the Potomac River, closing a short but critical gap in Shepherdstown's pedestrian and recreational network.

This phase of the project covers survey, design, and engineering only, laying the groundwork for a future construction phase.

Project Need

James Rumsey Monument Park and the Princess Street Boat Launch and Riverfront Park are two of Shepherdstown's most visited outdoor destinations, drawing both residents and the significant number of tourists who visit the town each year. Despite their proximity, no safe, formal walking connection currently exists between them. Today, people traveling between the two sites must either:

• Cut through the undeveloped, wooded lot on informal, unimproved paths with uneven terrain, exposed roots, and no accessible surface; or

• Walk out to and along North Mill Street, East High Street and North Princess Street, which lacks adequate pedestrian accommodations and carries significant vehicle traffic, particularly during peak tourist season.

Neither option is acceptable for a town that markets itself as a walkable, tourist destination in the State of West Virginia. Visitors unfamiliar with the terrain, families with strollers, older adults, and anyone with mobility limitations are effectively excluded from making this connection safely. The wooded lots connecting these two parks is already owned by the Corporation of Shepherdstown, removing right-of-way acquisition as a barrier and making this an efficient, high-value project for available funding. The Corporation of Shepherdstown already has acquired a necessary easement with private landowners for the pedestrian path.

Project Description

The proposed project will design a formal, purpose-built walking trail through the Corporation-owned wooded parcel linking the two parks. Design and engineering work funded under this request will determine:

APPLICATION FOR FUNDING

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The final trail alignment within the 0.10–0.25 mile range, balancing directness with tree preservation and topography

Any drainage, grading, or minor structural needs (e.g., short boardwalk sections or culverts) given the site's proximity to the Potomac River

Signage, wayfinding, and trailhead treatments at both endpoints

An engineer's opinion of probable construction cost to support a future construction-phase application

The project site sits in close proximity to Shepherd University, giving students, faculty, and staff convenient walking access to both riverfront parks. This proximity broadens the trail's user base beyond tourists and residents to include the university community, supporting active, healthy transportation options for students living and studying nearby.

Community and Regional Benefit

Safety: The trail eliminates the current choice between navigating unimproved forest terrain or walking along busy streets, providing a dedicated, purpose-built pedestrian route.

Recreation and Connectivity: The project links two significant public recreation assets along the Potomac River, allowing residents and visitors to move seamlessly between them on foot. The trail's proximity to Shepherd University also extends this connectivity benefit to students and university staff, giving the campus community a safe walking route to riverfront recreation.

Tourism and Economic Development: Shepherdstown draws substantial tourism traffic to its historic downtown and riverfront. A safe walking connection between these destinations supports longer visits, increased foot traffic to local businesses, and an improved visitor experience consistent with the town's identity as a walkable riverfront community.

Accessibility: Formalizing this connection with proper design will open the route to residents and visitors who cannot currently use the informal forest path, including those with mobility limitations, families with young children, and older adults.

This project directly implements the Corporation of Shepherdstown's 2025 Comprehensive Plan, under Goal #4 (Administer a Range of High Quality and Affordable Services for Residents, Businesses, and Visitors), Subcategory 4E (Parks and Recreation Services), Action Item PS10 — "Build Connections Between Shepherdstown Parks on the River: Provide direct pedestrian connections between Riverfront Park and the James Rumsey Monument."

Budget Summary

Task Estimated Cost

Survey, design, and engineering \$60,000

Total Request \$60,000

Conclusion

This project represents a small but high-impact investment: a short trail connecting two well-used public assets, on land the Corporation already owns, that removes a genuine safety gap for both residents and visitors. Funding design and engineering now positions Shepherdstown to move quickly into construction and deliver a safe, accessible riverfront connection for the community.

OWNERSHIP/MAINTENANCE

Describe the ownership and maintenance of the project once completed.*

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

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The Corporation of Shepherdstown will own and maintain the trail once it is constructed.

Is the owner the project Sponsor?*

Yes

No

ESTIMATED COSTS FOR PROJECT

On an attached sheet, detail elements and costs (e.g., excavation, roofing, electrical, plumbing HVAC, etc.) The cost estimate should be detailed enough to allow the project to be phased (if budgetary constraints dictate). In addition, a detailed cost estimate will allow ineligible work elements to be eliminated without causing the entire project to be deemed ineligible.

Detailed Elements and Costs Estimate*

 Thrasher OPC - Shepherdstown TAP Projects-Walking Trail.pdf

Shepherdstown WV- Project Design Cost - 08.11.26					
Walking Path from Rumsey Monument Park to the Boat Ramp					
#	Description	Unit	Amount	Cost Per Unit	Total
1	Design Costs	LS	1	\$ 40,000.00	\$ 40,000.00
2	Survey Costs	LS	1	\$ 20,000.00	\$ 20,000.00
SubTotal =					\$ 60,000.00

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

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07/29/2026

ESTIMATED COSTS FOR PROJECT (cont.)

Engineering and Design*

\$	75,000	USD
----	--------	-----

Construction*

\$	0	USD
----	---	-----

Other

\$	0	USD
----	---	-----

Other

\$	0	USD
----	---	-----

Other

\$	0	USD
----	---	-----

Other

\$	0	USD
----	---	-----

SPONSOR'S MATCH INFORMATION

Total Project Cost

75000

Funds Requested (80% of Total)

60000

Sponsor's Match (20% of Total)

15000

APPLICATION FOR FUNDING

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If the project is approved for funding, will you be able to begin the project within six (6) months of the NOTICE TO PROCEED?

Yes

No

ENVIRONMENTAL ASSESSMENT REVIEW QUESTIONNAIRE

Completion of the Environmental Assessment Review Questionnaire is required for each project. The questionnaire must be completed, signed, and the signature attested to process the application. Failure to do so may result in your application being classified as incomplete and returned.

SOCIOECONOMIC IMPACT(S)

Please identify the public benefit and the relationship to transportation of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:*

Yes

No

Describe the current ownership, acres, and impact on properties (e.g., businesses, residences, vacant property, etc.)*

The Rumsey Path Project will be located on parcels owned by the Corporation of Shepherdstown. A small section will be located on an existing easement that the Corporation of Shepherdstown acquired from a private landowner. The total project area will be located on 3-5 acres across several parcels.

Is any public land to be used (e.g., United States Forest Service, other United States Managed Property, City Park, County Park, State or National Forest, etc.)?*

Yes

No

Describe impact of project on the land and attach a letter from public authority (if Project Sponsor is not owner) granting permission to use property (see Cultural Impact Question #1).*

APPLICATION FOR FUNDING

07/29/2026

The project will be located in close proximity to the James Rumsey Monument Park, Riverfront Park, Princess Street Boat Launch and Cullison Park. All parks are owned by the project sponsor, the Corporation of Shepherdstown.

Has the property received monies from the Land and Water Conservation Fund?*

Yes

No

Will any building, business, residence, or structure (in whole or in part) be acquired, relocated or demolished by this project?*

Yes

No

Are persons/residents to be relocated due to the project?*

Yes

No

Is any farmland being taken by the project?*

Yes

No

Is this project either different from or in conflict with planned growth, land use, or current zoning for the area?*

Yes

No

Will this project compliment the current planned growth or land use for the area?*

Yes

No

Please Describe

This project directly implements the Corporation of Shepherdstown's 2025 Comprehensive Plan, under Goal #4 (Administer a Range of High Quality and Affordable Services for Residents, Businesses, and Visitors), Subcategory 4E (Parks and Recreation Services), Action Item PS10 – “Build Connections Between Shepherdstown Parks on the River: Provide direct pedestrian connections between Riverfront Park and the James Rumsey Monument.

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

18
07/29/2026

CULTURAL IMPACT(S)

Are any parks or recreational facilities to be affected directly or indirectly by the project?*

Yes

No

Please describe the positive impact.

The project will be located in close proximity to the James Rumsey Monument Park, Riverfront Park, Princess Street Boat Launch and Cullison Park. This trail will be a recreational asset by connecting each of these parks with a safe, non-motorized path.

Please describe the negative impact.

There will not be any negative impacts to parks or recreational facilities.

What percentage or number of acres of the park/recreational facility will be taken by this project?

1

Will this project directly impact churches or schools?*

Yes

No

Are there any historical markers, structures (buildings over 50 years old), historical events, famous people associated with the project or project area?*

Yes

No

APPLICATION FOR FUNDING

07/29/2026

Describe the impact (positive and negative) this project will have on the historic property. If the project will have no impact, please describe why this project will not impact the historic property.

The project will be located in the Corporation of Shepherdstown Historic District. The Corporation of Shepherdstown Historic District, located in Shepherdstown, West Virginia, is a remarkably well-preserved 18th- and 19th-century colonial village listed on the National Register of Historic Places. Established in 1762, Shepherdstown is celebrated as the oldest continuous European-settled community in present-day West Virginia. Today, the historic district functions as a vibrant commercial and residential hub overseen by strict municipal preservation standards.

This path will allow tourists and residents to safely travel between historical landmarks without having to use their vehicles.

Are there any archaeological features, old building foundations, or other cultural/historical/scenic features known within the project area which may be disturbed during the project work elements?*

Yes

No

Is the project either located within or directly adjacent to a historic district?*

Yes

No

NATURAL ENVIRONMENT IMPACT(S)

Are there any wetlands directly or indirectly affected by the project?*

Yes

No

Is the project in a flood plain (100 year or less)?*

Yes

No

Are there any known or purported endangered or threatened species within the project corridor or area?*

Yes

No

Will any unique natural features and/or areas be negatively impacted?*

APPLICATION FOR FUNDING

07/29/2026

Yes

No

Are any designated or proposed Wild and Scenic Rivers within the project area?*

Yes

No

PERMITS

Will this project cross, lie within, or directly affect any section of roadway currently on or under the jurisdiction of the West Virginia Division of Highways (WVDOT)?*

Yes

No

Will this project, at any time, during or after construction, stop, or alter traffic patterns of a roadway on the State Highway System?*

Yes

No

Will the project either disturb (through clearing, grubbing and/or construction) one or more acres or create erosion, sedimentation or other types of "pollution"?*

Yes

No

Are any erosion/sediment permits required?*

Yes

No

Are you familiar with procedure for obtaining construction permits?*

Yes

No

Will this project involve the relocation of any utilities?*

Yes

No

Has the utility company(ies) been notified?*

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

21
07/29/2026

Yes

No

Presentational Text

WATER QUALITY / STREAM IMPACT

Identify all bodies of water (streams, creeks, rivers, lakes, wetlands, reservoirs, ponds, marshes, bogs, etc.) in the project area and describe the affects the project will have on them.

The project will be located in close proximity to the Potomac River and Town Run in Shepherdstown. The project team will carefully design the trail to avoid any impact to these waterways.

Will there be any disturbance of the water of any stream, creek, pond, lake, river, or banks thereof below the average high water mark at anytime during the construction of this project?*

Yes

No

Will this project involve a change in the vertical or horizontal clearance of a navigable stream?*

Yes

No

AIR QUALITY IMPACT

Will this project have any adverse impact to air quality?*

Yes

No

NOISE IMPACT

What permanent negative impacts will occur if this project is completed?

There will be no permanent negative impact to noise in the project area.

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

22
07/29/2026

HAZARD WASTE / UNDERGROUND TANKS

Are there any waste/contaminated sites along or in the project area (e.g., sanitary landfills, dumps, gas stations, old storage tanks [buried or above ground], contaminated soils, pipelines, or industrial/household drainage)?*

Yes

No

Will the proposed project require the disturbance of any suspected or confirmed asbestos?*

Yes

No

Does lead paint contamination exist?*

Yes

No

DRAINAGE IMPACT

Will this project alter or change the current flow of storm water (e.g., construction of new sidewalks where none currently exist)?*

Yes

No

Please explain when and how this will be addressed.

Have you acquired the necessary permits for storm water management?*

Yes

No

Signature

Signature*

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

23

07/29/2026

Date

MM/DD/YYYY

8.j. Proposed Edit of Town Special Event Request Form

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 _____

Organizer's Contact Information

Name: _____

Cell: _____

Address: _____

Email _____

Alt. Phone _____

Event Information

Requested Area(s) _____ City Streets/Sidewalks _____ Sidewalks only _____ Other _____

Location of Event _____

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

Event Hours _____ until _____ Set up start time _____ Clean up end time _____

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

Anticipated Attendance (per day): Participants _____ Spectators _____

Office Use Only

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

Police: ____ Approved ____ Denied ____ Conditional	Planning: ____ Approved ____ Denied ____ Conditional
Fire: ____ Approved ____ Denied ____ Conditional	Public Works ____ Approved ____ Denied ____ Conditional
Town Administrator: Approved ____ Denied ____ Conditional	Town Council: ____ Approved ____ Denied ____ Conditional

Estimated Staff Needed: Police: _____ Fire: _____ Public Works: _____

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

Event Information

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

Name of Event _____

Brief Description of Event: _____

Has your organization held this event in the past? _____

When and Where? _____

Is the event a fundraiser? _____

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

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

Will items be left overnight? _____ What and where? _____
Hazmat items must be attended constantly.

Will you be providing private security? _____

Will alcohol _____ or food _____ be served?
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? _____ Are you charging admission _____?
Check with B&O Licensing to obtain additional licenses and tax information.

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

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

Will you be using loud speakers or amplification devices? _____

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? _____ What and where? _____
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? _____
What and where? _____
Check with Parking for costs and arrangements

Indemnification

I _____ shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of _____ (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature _____ Date _____

Title _____

FEE SCHEDULE

Application Fee--\$25.00

Police Fees--\$50.00 per hour or partial hour worked, per officer.

Fire/EMS--\$35.00 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit.

Public Works--\$35.00 per hour or partial hour worked, per laborer, including time requested or deemed necessary for setup and/or clean-up and \$100 per hour or partial hour for Public Works equipment including but not limited to street sweeper, garbage collection, or other heavy equipment required to provide support.

Example – An event beginning at 11am and continuing until 4pm that requires one police officer would incur a cost of 5 hours X \$50.00 = \$250.00. The same event requiring Public Works setup and support beginning at 10am to 11am with event cleanup and breakdown from 4pm to 5pm would incur a Public Works expense of 2 hours X \$50.00 = \$100.00.

Additional fees for Town Services 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***

8.k. Briefings

- i. Postal Service Mail Delivery in Town
- ii. Traffic Issues on West High Street and the Surrounding Area
- iii. Use of Video Lottery Terminals in Town

TO Town Council Members
FROM Gino Sisco
DATE September 2, 2026
SUBJECT Memorandum on Home Postal Delivery in Shepherdstown

History

According to Chazz Printz and Frank Hill, “an informal poll by postal authorities many years ago confirmed that Town residents preferred mailbox delivery over door to door mail delivery by postal carriers. As to when and how that “poll” was conducted is largely unknown, has faded from memory or is now conjecture, but exclusive mailbox delivery was in place when I first moved to Shepherdstown in 1975. Whether there was ever door-to-door mail delivery and if so, how long ago, is a large question. There was never an official proclamation by Town officials that mail could only be sent or delivered at the post office.”

Chazz Printz also stated that, “Before its present location, the post office operated from the building that houses the Sweet Shop Bakery, which was the German Street Market before that. Being in the center of the four-block town, residents preferred and enjoyed the social interaction that conjoined business at the post office. Many residents used a “general delivery” address (and still do) though the use of post office boxes steadily expanded. The current post office was dedicated and opened in 1964, and postal authorities have installed more boxes over the years to meet demand. The limited parking and the convenience of walking have further prolonged mailbox delivery. Apparently, only two houses within the corporate limits have mail delivery – both on Duke Street near the football stadium. These two exceptions are also longstanding.”

Moving Forward

On Tuesday September 1, 2026, there was a discussion with the Postmaster of the Shepherdstown Post Office Jason Braman, about home delivery within the Town limits of Shepherdstown. The discussion centered on what home delivery is available to residents.

The Postmaster discussed options for the future of home delivery. Door slots or individual mailboxes for mail delivery will not work as that would require the United States Postal Service (USPS) to hire a new delivery person to do walking delivery. The USPS has a requirement [39 U.S.C. § 101(b)] that any new delivery system must be the lowest cost and most efficient option, and walking delivery is not the least expensive nor the most efficient.

According to the Postmaster, the least expensive option would be community or cluster boxes of the sort in Sage Place and Shepherd Village. These would not be in keeping with the historic nature of the Town but that is what the USPS would require if the Town wanted to move away from PO Boxes. It is for this reason that direct home delivery in Shepherdstown is not available.



OFFICE USE
Received: 8/31/26
Agenda Date:

Agenda Request Form

Corporation of Shepherdstown

104 N. King Street
Post Office Box 248
Shepherdstown, WV 25443
Ph. 304-876-2312
Fax: 304-876-1473
Website: www.shepherdstown.us



PLEASE PRINT CLEARLY

Name: LANITA STEVENSON CLARK
Phone Number: [REDACTED]
Email Address: [REDACTED]
Mailing Address: [REDACTED] Shepherdstown
Physical Address (if different from mailing): [REDACTED] W. German St.

Meeting Agenda you wish to be placed on: 9/9/2026 - Town Council

Reason for your request: (please summarize your request on this form and if necessary, attach a more detailed description of your request) PostMaster: Jason Braman, 204-876-2370

The USPS prefers to deliver mail to Town Residents. I have had numerous financial, real estate and DMV mailings returned to Sender. I spend hours on the phone trying to get mail re-sent. I spend money on late fees due to returned mail. Postal fee increases yearly. This has to END.

Attendance at the meeting is mandatory (unless otherwise specified).

If a representative is attending the meeting on your behalf, please provide their information below:

Name: _____
Phone Number: _____
Email Address: _____

Signed: Lanita Clark

Date: 8/31/2026

Sent via Email

August 25, 2026

Greetings Mayor Gatz,

I am following on a neighborhood request regarding the direction of the currently two-way traffic on Maiden Lane, Brown's Alley, and Shoe Lane on the west side between West German Street and West High streets between North Duke and the edge of town.

Concerned citizens and neighbors will be attending an up-coming Town Council Meeting to speak on this topic, which was initially addressed to you back in April. It has been a concern for many years; however, it has gotten worse in the past year. Primary concerns are the access points for children and pets in and out of Bane-Harris Park --vehicles -- cutting through on clearly-marked "NO THRU STREET" signs failing to obey STOP signs and speed bumps on Maiden Lane, and the trespassing of vehicle on private property when two vehicle traveling in opposite directions try to maneuver through. One Brown's Alley neighbor has submitted a request to erect a fence along their property; however, a recent concern is with the current traffic pattern, what happens when their fence is damaged and no one is around to witness the contact?

On both Brown's Alley and Shoe Lane, there are no STOP signs at the point of Newton Alley or speed bumps to slow down vehicles.

On High Street, west of Maiden Lane --it is a DEAD END, with signs posted and unauthorized vehicles discovered afterwards, turning around on private property and or getting stuck whenever authorized vehicles are in motion.

The proposal is for these "single block alleys/lanes" to become one-way instead of two-way. Starting west of Duke Street, Shoe Lane designated as one-way going north; Brown's Alley designated as one-way going south; and Maiden Lane designated as one-way going north. Reasoning for a specific direction is to allow the flow of traffic to be safer for both vehicles and pedestrians. There are blind spots at the ends of these alleys/lanes which prevent incoming and outgoing vehicles to either enter from West German and/or West High Streets...or to exit onto West German Street in either direction.

Some people may feel that since they do not reside on this end of town or that it does not affect their paths, that it is not important to those of us who witness daily. The neighborhood is diverse in many different ways and not what some may think, or choose not to address publicly.

Citizens in this neighborhood participate in Town Elections and may have voted for you and/or other council members to address these types of concerns.

Although neighbors have greatly-appreciated the presence and response of our Police Officers whenever there is a disturbance, there is no specific time of day or night in which their protection is needed. For example, between the high traffic time frame of 3:30-5:30 p.m. , it has been brought to neighbors' attention that regardless of violations that may be occurring, the focus of our Police force is downtown German Street between Duke and Princess Streets, which is not a diverse-residential area of town, placing a focus on "no concern for the diverse areas west of Duke Street and east of Mill Street.

My efforts--as a council member and a concerned tax-paying, voting citizen -- are to inform and be involved ---and not allow this to get any more out of proportion or loud through sources of media including the DC area TV outlets like "7 on Your Side" and "Working 4 You" affiliates.

Our neighbors invite you and other members of Town Staff, Council, Commissions, Committees, etc., to investigate and witness.

Please let me (us ---because there is greater support and concern) know how and when these concerns will be addressed, or not.

Respectfully,
Cheryl Roberts, Town Council Member
Concerned Corporation Resident

Cc: Town Administrator
Police Chief
Public Works Director
Town Clerk

TO Mayor Gatz
FROM Gino Sisco
DATE September 3, 2026
SUBJECT Memorandum on Video Lottery in Shepherdstown

Overview

Shepherdstown ordinance Title 9, Section 9-701 et seq regulates the commercial district and sets forth the permitted uses. Gambling and video lottery machines are not included in the permitted uses. Thus, an individual or entity could not open a stand-alone business or private club for video lottery nor add video lottery to an existing business without legislative action of the Council to add video lottery or other forms of gambling as a permitted use in that district.

In the Video Lottery Business Zoning Compliance form the document asks “does the video lottery gaming on the premises constitute an allowed non-conforming use of the property under West Virginia Code Chapter 8A?”

According to Shepherdstown’s legal counsel, “It is clear from the certification required by the Lottery Commission that there must be an express recognition of video lottery in a municipality’s zoning ordinances as a permitted use.”

9. Town Staff / Department Reports

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

Department 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

Police Department July 2026 Staff Report

Attached is a list of police service calls for the month of July 2026. A total of 330 police service calls include 21 assists for the Jefferson County Sheriff's Office. That is 6% of the calls being an assist to another agency.

The assist calls are typically an emergency type of call, or a "back-up" type of call where 2 officers are required due to the nature of the call. These types of calls were alarms, motor vehicle accidents with injury, panic alarms, and suspicious persons etc. It should be noted that all the agencies in Jefferson have an MOU to reciprocate with that type of service on some of our calls.

Note Worthy Events:

On July 4, 2026, a Motor Vehicle versus pedestrian accident occurred in the intersection of German and King St. Even though this was a low-speed collision, the pedestrian was flown to Winchester Hospital with life threatening injuries. Tragically the pedestrian succumbed to his injuries several days later. The investigation into this accident is continuing with an expected completion in the next several weeks.

Town Financial Status

Corporation of Shepherdstown – Executive summary:

Overall financial position

Through July 31, 2026, the Corporation recorded **\$136,690 in revenue** against a year-to-date budget of **\$251,825**, resulting in a **\$115,135 revenue shortfall**. Expenses totaled **\$224,558** against a budget of **\$267,213**, approximately **\$42,654 below plan**.

Consequently, current operations produced an **\$87,868 deficit**, compared with a budgeted deficit of **\$15,388**. The position is therefore approximately **\$72,481 worse than the direct budget comparison**, principally because delayed revenue exceeds the savings achieved on expenditures.

Revenue performance

Revenue collections reached only **54.3% of the July budget**. The largest unfavorable variances are:

Much of this shortfall appears to be related to **collection timing rather than permanent revenue loss**. Sales, liquor, and B&O taxes are collected quarterly, while property-tax receipts are concentrated in August–September and February–March.

Positive revenue results include:

- Hotel/Motel Tax: **\$5,849 above budget**
- Business Licenses: **\$2,363 above budget**
- Refuse Collection: **\$1,966 above budget**
- Gaming Income: **\$104 above budget**
- Animal Control Tax: **\$42 above budget**

Expenditure performance

Overall spending is **84.0% of the July budget**, providing approximately **\$42,654 of expenditure savings**. Departmental results include:

Department	July actual	Variance
City Hall	\$80,614	\$22,739 over
Police Department	\$66,629	\$19,621 under
Streets	\$22,370	approximately \$13,801 under
Sanitation	\$25,524	\$5,309 under
City Council	\$0	\$6,450 under

Department	July actual	Variance
Contingencies	\$0	\$16,667 under
City Recorder	\$0	\$1,700 under
Parks and Recreation	\$1,020	\$705 under
Contributions/Transfers	\$12,500	\$583 under
Visitor's Bureau	\$13,200	\$133 under
Police Judges	\$200	on budget
Library	\$2,500	on budget

City Hall's unfavorable variance is largely attributable to **\$23,849 of pass-through grant expenses submitted for reimbursement**. This should be monitored as a receivable and cash-flow item rather than treated solely as an operating overrun.

Summary

- Revenue: \$136,690 versus \$251,825 budgeted—\$115,135 below plan.
- Expenses: \$224,558 versus \$267,213 budgeted—approximately \$42,654 below plan.
- The revenue shortfall is primarily driven by delayed Sales Tax, Property Tax, Liquor Tax, and Video Lottery receipts, many of which follow quarterly or seasonal distribution schedules. Lower overall spending partly offsets this timing gap; however, City Hall is approximately \$22,739 over budget, mainly from reimbursable grant expenditures.

Corporation of Shepherdstown

Balance Sheet As of July 31, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	4,694,180.64
RESTRICTED FUNDS	332,279.76
RESTRICTED FUNDS ICS ACCOUNTS	4,623.35
Undeposited Funds	617.98
Total Bank Accounts	\$5,032,141.73
Accounts Receivable	
General Funds A/R	125,328.23
Total Accounts Receivable	\$125,328.23
Other Current Assets	
150.00 Net OPEB Asset	19,086.00
Other Current Assets	77,998.40
Total Other Current Assets	\$97,084.40
Total Current Assets	\$5,254,554.36
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	\$10,813,342.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	31,515.92
Total Accounts Payable	\$31,515.92
Credit Cards	
213 Purchase Card Payable	41,238.79

Corporation of Shepherdstown

Balance Sheet As of July 31, 2026

	TOTAL
Total Credit Cards	\$41,238.79
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 Assuptions	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	-16,675.00
Child Support	-971.53
Christmas Club	-400.00
Due to (from) Coal Severance	-22,750.31
Due to (from) Sewer	-483,495.95
Due to (from) Water	-1,043,720.46
Garnishments	3,170.12
Gen Fund Other Current Liab.	28,926.11
Payroll Liabilities	33,572.32
VALIC Retirement Payable	27,297.86
Total Other Current Liabilities	\$ -1,271,347.80
Total Current Liabilities	\$ -1,198,593.09
Total Liabilities	\$ -1,198,593.09
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Retained Earnings	711,943.25
Net Income	-112,868.49
Total Equity	\$12,011,935.59
TOTAL LIABILITIES AND EQUITY	\$10,813,342.50

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 July 31, 2026

	REVENUES	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
299	Carryover	\$ 384,522	\$ 384,522	\$ 300,000	\$ 25,000	\$25,000	\$0	
301	Taxes Ad Valorem	\$ 253,444	\$ 273,184	\$ 275,000	\$ 22,917	\$3,631	(\$19,286)	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 26,155	\$ 501	\$ 0	\$ 0	\$0	\$0	These are additional Property Taxes that are collected on reassessed values of properties throughout the year
303	Gas & Oil Severance Tax	\$ 5,000	\$ 3,817	\$ 5,000	\$ 417	\$0	(\$417)	Annual distribution from WV for Gas and Oil mining taxes imposed on businesses (Distribution occurs in October)
304	Utility Tax	\$ 80,000	\$ 97,720	\$ 85,000	\$ 7,083	\$2,438	(\$4,645)	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 85,000	\$ 89,186	\$ 90,000	\$ 7,500	\$0	(\$7,500)	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 185,000	\$ 217,791	\$ 200,000	\$ 16,667	\$0	(\$16,667)	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	\$ 173	\$ 400	\$ 33	\$76	\$42	Fees for dog tages collected by Jefferson County
308	Hotel/Motel Tax	\$ 300,000	\$ 209,714	\$ 310,000	\$ 25,833	\$31,682	\$5,849	Monthly Tax assessed on local hotels, motels, and short term rentals
314	Sales Tax	\$ 560,000	\$ 636,586	\$ 625,000	\$ 52,083	\$0	(\$52,083)	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	\$ 55,000	\$ 46,263	\$ 50,000	\$ 4,167	\$2,850	(\$1,317)	
321	Parking Violations	\$ 12,000	\$ 19,490	\$ 18,000	\$ 1,500	\$550	(\$950)	
325	Business Licenses	\$ 10,000	\$ 16,929	\$ 10,500	\$ 875	\$3,238	\$2,363	
326	Building Permits	\$ 4,000	\$ 3,343	\$ 3,000	\$ 250	\$50	(\$200)	
327	WV Opioid settlement fund	\$ 0	\$ 1,029	\$ 3,000	\$ 250	\$0	(\$250)	
328	Franchise Tax	\$ 5,500	\$ 7,894	\$ 5,000	\$ 417	\$0	(\$417)	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 5,000	\$ 1,622	\$ 5,000	\$ 417	\$0	(\$417)	Fees assessed by WV on commercial vehicles using the roads in The State (Usually collected monthly, but they are sporadic)
342	Parking Meters	\$ 155,000	\$ 137,256	\$ 156,000	\$ 13,000	\$10,449	(\$2,551)	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,000	\$ 54,101	\$ 56,000	\$ 4,667	\$4,200	(\$467)	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,000	\$ 188,720	\$ 180,000	\$ 15,000	\$16,966	\$1,966	Monthly refuse collection revenue
368	Contributions from Other Entities	\$ 0	\$ 0	\$ 60,000	\$ 5,000	\$0	(\$5,000)	
374	Payroll Reimbursement	\$ 0	\$ 3,131	\$ 0	\$ 0	\$0	\$0	
376	Gaming Income	\$ 90,000	\$ 101,559	\$ 100,000	\$ 8,333	\$8,438	\$104	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 130,000	\$ 185,125	\$ 180,000	\$ 15,000	\$14,178	(\$822)	
381	Misc. Reimbursements	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	
382	Refunds and Rebates	\$ 10,000	\$ 8,728	\$ 10,000	\$ 833	\$0	(\$833)	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 36,000	\$ 41,537	\$ 40,000	\$ 3,333	\$3,084	(\$249)	Monthly recycling collection revenue
397	Video Lottery	\$ 243,129	\$ 324,378	\$ 250,000	\$ 20,833	\$9,834	(\$10,999)	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 350	\$ 28,788	\$ 5,000	\$ 417	\$25	(\$392)	Grant Revenue - Payroll Reimbursement for Police grant work
	Total Revenues	\$ 2,855,500	\$ 3,083,084	\$ 3,021,900	\$ 251,825	\$ 126,690	(\$115,135)	

	Department Expense Line Items	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
409	Mayor's Office - 409	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
101	Salary	\$ 2,000	\$ 0	\$ 2,000	\$ 167	\$0	(\$167)	
104	FICA	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	
111	Telephone	\$ 500	\$ 0	\$ 500	\$ 42	\$0	(\$42)	
226	Liability Insurance	\$ 100	\$ 0	\$ 100	\$ 8	\$0	(\$8)	Workers Comp
	Total Mayor's Office	\$ 2,600	\$ 0	\$ 2,600	\$ 217	\$ 0	(\$217)	
410	City Council -410	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$0	(\$6,000)	
104	FICA	\$ 450	\$ 459	\$ 250	\$ 250	\$0	(\$250)	
226	Liability /Workers Comp Insurance	\$ 250	\$ 0	\$ 200	\$ 200	\$0	(\$200)	Workers Comp
	Total Council	\$ 6,700	\$ 6,459	\$ 6,450	\$ 6,450	\$ 0	(\$6,450)	
87								
411	City Recorder	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$0	(\$1,500)	
104	FICA	\$ 115	\$ 115	\$ 106	\$ 106	\$0	(\$106)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 0	\$ 94	\$ 94	\$0	(\$94)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,615	\$ 1,700	\$ 1,700	\$ 0	(\$1,700)	
141								
416	Police Judges - 416	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
223	Professional Services	\$ 9,900	\$ 2,400	\$ 2,400	\$ 200	\$ 200	\$0	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 9,900	\$ 2,400	\$ 2,400	\$ 200	\$ 200	\$0	
435	Regional Dev Authority - 435	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
222	Dues & Subscriptions	\$ 2,649	\$ 0	\$ 2,500	\$ 208		(\$208)	Annual Bill from Regional Development Authority
	Total Regional Dev. Authority	\$ 2,649	\$ 0	\$ 2,500	\$ 208	\$ 0	(\$208)	
437	Planning & Zoning - 437	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
103	Salaries	\$ 85,508	\$ 44,299	\$ 0	\$ 0	\$ 0	\$0	
104	FICA	\$ 6,541	\$ 3,086	\$ 0	\$ 0	\$ 0	\$0	
105	Group Insurance	\$ 12,000	\$ 12,407	\$ 0	\$ 0	\$ 0	\$0	
106	Retirement	\$ 8,550	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
211	Telephone	\$ 0		\$ 0	\$ 0	\$ 0	\$0	

	Department Expense Line Items	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
214	Travel	\$ 0		\$ 0	\$ 0	\$ 0	\$0	
218	Postage	\$ 0	\$ 27	\$ 0	\$ 0	\$ 0	\$0	
220	Advertising/Legal Publications	\$ 0	\$ 697	\$ 0	\$ 0	\$ 0	\$0	
221	Training & Education	\$ 0		\$ 0	\$ 0	\$ 0	\$0	
222	Dues & Subscriptions	\$ 0		\$ 0	\$ 0	\$ 0	\$0	
209	Professional Services	\$ 8,500	\$ 25,813	\$ 0	\$ 0	\$ 0	\$0	legal costs
226	Insurance & Bonds	\$ 2,000	\$ 1,407	\$ 0	\$ 0	\$ 0	\$0	Workers Comp
230	Contracted Services	\$ 2,000		\$ 0	\$ 0	\$ 0	\$0	
341	Departmental Supplies	\$ 0	\$ 769	\$ 0	\$ 0	\$ 0	\$0	
353	Computer Software / Tech	\$ 0	\$ 5,424	\$ 0	\$ 0	\$ 0	\$0	
	Total Planning and Zoning	\$ 125,099	\$ 93,929	\$ 0	\$ 0	\$ 0	\$0	
438	Elections - 438	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
103	Salaries	\$ 1,000	\$ 1,800	\$ 0	\$ 0	\$ 0	\$0	
222	Departmental Supplies	\$ 4,500	\$ 1,392	\$ 0	\$ 0	\$ 0	\$0	
223	Total Elections	\$ 5,500	\$ 3,192	\$ 0	\$ 0	\$ 0	\$0	No election in FY 25
440	City Hall - 440	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
103	Salaries	\$ 202,008	\$ 271,029	\$ 320,000	\$ 26,667	\$ 27,499	\$832	
104	FICA	\$ 15,454	\$ 20,584	\$ 23,000	\$ 1,917	\$ 2,092	\$175	
105	Group Insurance	\$ 32,000	\$ 23,880	\$ 40,000	\$ 3,333	\$ 4,069	\$736	
106	Retirement	\$ 25,930	\$ 21,455	\$ 27,000	\$ 2,250	\$ 2,138	(\$112)	
108	Overtime/Extra Help	\$ 2,000		\$ 2,000	\$ 167	\$ 0	(\$167)	
211	Telephone	\$ 8,000	\$ 8,000	\$ 9,000	\$ 750	\$ 1,223	\$473	
213	Utilities	\$ 12,000	\$ 12,288	\$ 10,000	\$ 833	\$ 1,000	\$167	
214	Travel	\$ 2,000		\$ 2,000	\$ 167	\$ 0	(\$167)	
215	R&M Building & Grounds	\$ 8,000	\$ 22,153	\$ 20,000	\$ 1,667	\$ 1,230	(\$436)	
216	R&M Equipment	\$ 2,000	\$ 2,628	\$ 2,000	\$ 167	\$ 559	\$392	
218	Postage	\$ 4,000	\$ 1,001	\$ 2,500	\$ 208	\$ 0	(\$208)	Mail Machine
219	Building & Equipment Rental	\$ 700	\$ 704	\$ 1,000	\$ 83	\$ 2,201	\$2,118	
221	Training and Education	\$ 2,000	\$ 447	\$ 10,000	\$ 833	\$ 0	(\$833)	
220	Advertising/Legal Publications	\$ 1,200	\$ 1,535	\$ 1,500	\$ 125	\$ 65	(\$60)	
222	Dues & Subscriptions	\$ 0	\$ 3,265	\$ 2,500	\$ 208	\$ 21	(\$187)	Zoom, Adobe Acro, Monday.com subscription --annual - 5 seats for Work Management
223	Professional Services	\$ 25,000	\$ 85,959	\$ 50,000	\$ 4,167	\$ 4,385	\$218	Monthly Communication Director and all professional fees
224	Audit Costs	\$ 8,000	\$ 18,856	\$ 17,000	\$ 1,417	\$ 0	(\$1,417)	Yearly Audit Costs - BHM, CPA HRP - CH Audit Cost June 30, 2024
226	Insurance & Bonds	\$ 35,000	\$ 41,231	\$ 30,000	\$ 2,500	\$ 2,110	(\$390)	Workers Comp and liability insurance
230	Contracted Services	\$ 41,000	\$ 44,831	\$ 50,000	\$ 4,167	\$ 3,193	(\$974)	
440.71	Pass-Through Grant Expenses			\$ 0	\$ 0	\$ 23,849	\$23,849	The Mills Group 2 invoices- submitted for reimbursement

	Department Expense Line Items	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
341	Departmental Supplies	\$ 23,000	\$ 31,925	\$ 30,000	\$ 2,500	\$ 3,624	\$1,124	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT	\$ 30,000	\$ 29,192	\$ 45,000	\$ 3,750	\$ 1,357	(\$2,393)	Tek Advisor IT Services , Intuit software
	Total City Hall	\$ 479,292	\$ 640,965	\$ 694,500	\$ 57,875	\$ 80,614	\$22,739	Even though appears to be an increase reflects lines that are underbudgeted in the current year
444	Contributions/Transfers-444	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
566	Contributions/Transfers to Other Funds	\$ 0	\$ 5,126	\$ 2,000	\$ 167	\$ 0	(\$167)	Streets Grant Expense - Pass-Through Grant Expenses
568	Contributions - Community Grants	\$ 15,000	\$ 112,200	\$ 49,000	\$ 12,250	\$ 12,500	\$250	Shepherdstown Visitor's Center - Community Grant - PYMT # 1
568-1	Fire Dept	\$ 8,000	\$ 7,201	\$ 8,000	\$ 667	\$ 0	(\$667)	
	Total Contributions/Transfers	\$ 23,000	\$ 124,527	\$ 59,000	\$ 13,083	\$ 12,500	(\$583)	
571	Parking-571	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
103	Salaries	\$ 51,084	\$ 0	\$ 0	\$ 0	\$ 0	\$0	New Dept for FY 26 - will allocate from Police Dept moving forward.
104	FICA	\$ 3,908	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
105	Group Insurance	\$ 6,800	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
106	Retirement	\$ 8,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
216	R&M Equipment	\$ 2,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
345	Uniforms	\$ 750	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
	Total Parking	\$ 72,542	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
699	Contingencies-699	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
566	Merit	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
	COLA	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
566	Unexpected Contingencies	\$ 215,947	\$ 0	\$ 200,000	\$ 16,667	\$ 0	(\$16,667)	
	Total Contingencies	\$ 215,947	\$ 0	\$ 200,000	\$ 16,667	\$ 0	(\$16,667)	
700	Police Department - 700	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
103	Salaries	\$ 467,725	\$ 532,410	\$ 550,000	\$ 45,833	\$ 38,580	(\$7,253)	Inlcudes Parking Enforcement and Admin Support
104	FICA	\$ 35,781	\$ 39,990	\$ 42,000	\$ 3,500	\$ 2,894	(\$606)	
105	Group Insurance	\$ 106,720	\$ 107,523	\$ 110,000	\$ 9,167	\$ 8,976	(\$191)	
106	Retirement	\$ 53,000	\$ 19,794	\$ 45,000	\$ 3,750	\$ 1,055	(\$2,695)	
108	Overtime/Extra Help	\$ 40,000		\$ 25,000	\$ 2,083	\$ 0	(\$2,083)	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	\$ 833	\$ 500	(\$333)	
213	Utilities	\$ 5,000	\$ 6,209	\$ 10,000	\$ 833	\$ 830	(\$203)	
215	R&M Building & Grounds	\$ 15,000	\$ 24,852	\$ 5,000	\$ 417	\$ 0	(\$417)	

	Department Expense Line Items	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
216	R&M Equipment	\$ 5,000	\$ 8,795	\$ 8,000	\$ 667	\$ 234	(\$432)	
217	R&M Auto	\$ 14,000	\$ 7,925	\$ 20,000	\$ 1,667	\$ 411	(\$1,256)	
218	Postage	\$ 2,100	\$ 1,961	\$ 2,000	\$ 167	\$ 0	(\$167)	
219	Building & Equipment Rental	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 0	\$ 1,000	\$ 83	\$ 0	(\$83)	
221	Training & Education	\$ 5,000	\$ 1,477	\$ 6,000	\$ 500	\$ 1,408	\$908	
222	Dues & Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 10	\$10	
223	Professional Services	\$ 6,000	\$ 6,257	\$ 6,000	\$ 500	\$ 0	(\$500)	Law Firm Fees + Police Legal Fees
226	Insurance & Bonds	\$ 77,500	\$ 79,539	\$ 80,000	\$ 6,667	\$ 6,454	(\$213)	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 1,000	-\$ 647	\$ 1,000	\$ 83	\$ 0	(\$83)	
230	Contracted Services	\$ 3,450	\$ 8,524	\$ 15,000	\$ 1,250	\$ 92	(\$1,158)	Magistrate and Police Court Attorney
235	Police Remittance Fees	\$ 7,000	\$ 7,380	\$ 7,000	\$ 583	\$ 1,000	\$417	
307	Bank Charges	\$ 0		\$ 0	\$ 0	\$ 0	\$0	
341	Departmental Supplies	\$ 35,000	\$ 11,042	\$ 15,000	\$ 1,250	\$ 420	(\$830)	
343	Police Gas/Fuel	\$ 20,000	\$ 34,786	\$ 25,000	\$ 2,083	\$ 1,971	(\$113)	
345	Uniforms	\$ 6,400	\$ 6,553	\$ 7,000	\$ 583	\$ 173	(\$410)	Police Uniform
353	Computer Software/IT	\$ 47,000	\$ 31,116	\$ 45,000	\$ 3,750	\$ 1,821	(\$1,929)	Software costs, Tek Advisors Etc - (Notebooks for 2 police vehicles)
	Total Police Dept	\$ 963,676	\$ 945,486	\$ 1,035,000	\$ 86,250	\$ 66,629	(\$19,621)	
750	Streets - 750	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
103	Salaries	\$ 123,963	\$ 121,803	\$ 170,000	\$ 14,167	\$ 5,865	(\$8,302)	
104	FICA	\$ 9,483	\$ 9,250	\$ 12,000	\$ 1,000	\$ 447	(\$553)	
105	Group Insurance	\$ 29,500	\$ 27,294	\$ 30,000	\$ 2,500	\$ 2,278	(\$222)	
106	Retirement	\$ 6,500	\$ 6,306	\$ 7,000	\$ 583	\$ 327	(\$256)	
211	Telephone	\$ 600	\$ 381	\$ 700	\$ 58	\$ 26	(\$32)	
213	Utilities	\$ 28,000	\$ 24,819	\$ 28,000	\$ 2,333	\$ 2,022	(\$311)	
215	R&M Buildings & Grounds	\$ 7,000	\$ 6,303	\$ 12,000	\$ 1,000	\$ 0	(\$1,000)	
216	R&M Equipment	\$ 5,000	\$ 24,186	\$ 16,000	\$ 1,333	\$ 874	(\$459)	
217	R&M Auto	\$ 11,000	\$ 13,107	\$ 15,000	\$ 1,250	\$ 4,236	\$2,986	
220	Advertising/Legal Publications/Postage	\$ 250	\$ 3000	\$ 250	\$ 21	\$ 0	(\$21)	
221	Training & Education	\$ 250	\$ 36	\$ 600	\$ 50	\$ 0	(\$50)	
226	Insurance & Bonds	\$ 22,000	\$ 20,699	\$ 20,000	\$ 1,667	\$ 1,639	(\$28)	Workers Comp and Liability Insurance
230	Contracted Services	\$ 72,500	\$ 78,693	\$ 75,000	\$ 6,250	\$ 0	(\$6,250)	Includes Tree Maintenance
341	Departmental Supplies	\$ 35,000	\$ 25,821	\$ 35,000	\$ 2,917	\$ 3,918	\$1,001	Stop to Pedestrian in Crosswalk signs x 6 and anchor kit/6 solar barricade lamps \$2.7K
343	Auto Supplies	\$ 7,500	\$ 7,873	\$ 7,500	\$ 625	\$ 449	(\$176)	
345	Uniforms	\$ 5,000	\$ 4,145	\$ 5,000	\$ 417	\$ 289	(\$128)	
353	Computer / Software			\$ 3,000	\$ 250	\$ 0	(\$250)	
	Total Streets	\$ 363,546	\$ 373,716	\$ 437,050	\$ 36,171	\$ 22,370	(\$14,051)	

	Department Expense Line Items	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
800	Sanitation-800	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
103	Salaries	\$ 137,780	\$ 181,557	\$ 190,000	\$ 15,833	\$ 9,200	(\$6,634)	
104	FICA	\$ 10,540	\$ 13,791	\$ 14,000	\$ 1,167	\$ 697	(\$469)	
105	Group Insurance	\$ 10,000	\$ 9,925	\$ 10,000	\$ 833	\$ 829	(\$5)	
106	Retirement	\$ 12,200	\$ 13,240	\$ 16,000	\$ 1,333	\$ 408	(\$925)	
216	R&M Equipment	\$ 1,000	\$ 5,518	\$ 2,000	\$ 167	\$ 6,377	\$6,210	
217	R&M Auto	\$ 10,000	\$ 3,897	\$ 5,000	\$ 417	\$ 278	(\$139)	
218	Postage	\$ 250	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
220	Advertising	\$ 100	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
221	Training & Education	\$ 200	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
226	Insurance & Bonds	\$ 1,200	\$ 1,046	\$ 2,000	\$ 167	\$ 90	(\$77)	Workers Comp
230	Contracted Services	\$ 25,000	\$ 33,071	\$ 50,000	\$ 4,167	\$ 0	(\$4,167)	Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 12,000	\$ 9,719	\$ 12,000	\$ 1,000	\$ 1,478	\$478	
343	Auto Supplies	\$ 5,000	\$ 4,776	\$ 5,000	\$ 417	\$ 325	(\$91)	
345	Uniforms	\$ 4,000	\$ 4,188	\$ 4,000	\$ 333	\$ 433	\$100	
349	001-Landfill	\$ 28,000	\$ 34,128	\$ 40,000	\$ 3,333	\$ 3,471	\$137	Landfill Fees
349	002-Recycling	\$ 20,000	\$ 18,903	\$ 15,000	\$ 1,250	\$ 1,878	\$628	Recycling Fees
353	Software/IT	\$ 6,000	\$ 738	\$ 5,000	\$ 417	\$ 62	(\$355)	Intuit, Tek Advisors Etc
	Total Sanitation	\$ 283,270	\$ 334,498	\$ 370,000	\$ 30,833	\$ 25,524	(\$5,309)	
806	Water & Sewer-806	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
103	Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	FICA is being recorded in Due To/From Account Instead of here
105	Group Insurance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
106	Retirement	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Retirement is being recorded in Due To/From Account Instead of here
	Total Water & Sewer	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	Water and Sewer will reimburse for these expenses
900	Parks and Rec - 900	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
103	Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
104	FICA	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
105	Group Insurance	\$ 2,500	\$ 0	\$ 4,000	\$ 333	\$ 383	\$50	Parks ER Workers Comp
106	Retirement	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
213	Utilities	\$ 250	\$ 67	\$ 1,700	\$ 142	\$ 52	(\$90)	
215	R&M Buildings & Grounds	\$ 8,000	\$ 3,891	\$ 9,000	\$ 750	\$ 0	(\$750)	
216	R&M Equipment	\$ 1,000	\$ 0	\$ 1,000	\$ 83	\$ 0	(\$83)	
226	Insurance & Bonds	\$ 1,500	\$ 7,204	\$ 3,000	\$ 250	\$ 211	(\$39)	Liability Insurance -
341	Departmental Supplies	\$ 2,000	\$ 259	\$ 1,000	\$ 83	\$ 250	\$167	

	Department Expense Line Items	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
343	Auto Supplies	\$ 1,000	\$ 2,077	\$ 1,000	\$ 83	\$ 123	\$40	
459	Capital Outlay-Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
	Total Parks and Rec	\$ 16,250	\$ 13,498	\$ 20,700	\$ 1,725	\$ 1,020	(\$705)	
901	Visitor's Bureau - 901	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
567	Contributions	\$ 150,000	\$ 106,311	\$ 155,000	\$ 12,917	\$ 13,200	\$284	50% of Hotel/Motel Tax Collections
460	Construction in progress	\$ 0	\$ 7,892	\$ 5,000	\$ 417	\$ 0	(\$417)	Rankin Painting - Market House Painting Project for \$12k
	Total Visitor's Bureau	\$ 150,000	\$ 114,203	\$ 160,000	\$ 13,333	\$ 13,200	(\$133)	
912	Civic Promotions-912	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	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	\$ 21,782	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
568-002	Contributions-Housing & Historical Preservation	\$ 21,782	\$ 13,161	\$ 0	\$ 0	\$ 0	\$0	Installation of Christmas lights at the Market House and Town Hall
568-003	Contributions-Land Use Planning	\$ 21,782	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
568-004	Contributions-Sustainable Services	\$ 21,782	\$ 5,566	\$ 0	\$ 0	\$ 0	\$0	Tobacco Warehouse Flood Insurance
568-005	Contributions-Town Facilities & Parks	\$ 21,782	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
	Total Civic Promotions	\$ 108,910	\$ 18,727	\$ 0	\$ 0	\$ 0	\$0	
916	Library 916	FY26 Budget Approved	FY26 Budget Actuals	FY27 Budget	FY267Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/26	Notes and Explanations
567	Contributions	\$ 24,840	\$ 24,840	\$ 30,000	\$ 2,500	\$ 2,500	\$0	Monthly Contribution from Shepherdstown to the library of \$2,070
	Total Library	\$ 24,840	\$ 24,840	\$ 30,000	\$ 2,500	\$ 2,500	\$0	
381	Total Expenses	\$ 2,855,400	\$ 2,698,056	\$ 3,021,900	\$ 267,213	\$ 224,558	(\$42,904)	
382								
383	Surplus or (Deficit)		385,028	0			(72,231)	Transfer to Capital Outlay
	True Surplus or (Deficit)						(72,231)	

Transaction Detail by Account
Corporation of Shepherdstown
Jul-27

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
GENERAL FUNDS BANKING					
101.011 General Operating Funds 6209					
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
08/10/2026	Bill Payment (Check)		Fogle Accounting and Consulting	Accounting Services	-2,750.00
08/11/2026	Expense	July 2026	WV Treasury	Remittance by Municipal Court fees-July 2026	-430.00
08/11/2026	Bill Payment (Check)	ACH	Potomac Edison Company	315 N. Princess Street (Lights)	-20.67
08/11/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Street Lights	-1,837.04
08/13/2026	Bill Payment (Check)	23920	United Way of the Eastern Panhandle	Teen Court Remittance for July 2026	-110.00
08/13/2026	Bill Payment (Check)	23921	Arthur J. Auxer, III	4 arraignments for July 2026	-160.00

08/13/2026	Bill Payment (Check)	23922	Jefferson Co. Solid Waste Authority	Sanitation Dumping Fees:001-Landfill	-640.25
08/13/2026	Bill Payment (Check)	23911	Shenandoah Sales & Service	Garbage Truck Repairs--1FVACYFE6JHJX9231	-4,062.09
08/13/2026	Bill Payment (Check)	ACH	Shepherdstown Visitor's Center dba Experience Shepherdstown	Contribution - Community Grant --FY 27 - quarterly payment #1	-12,500.00
08/14/2026	Bill Payment (Check)	ACH Payment	Corporation of Shepherdstown	102 N. King Street - water bill	-81.83
08/14/2026	Bill Payment (Check)	ACH	Corporation of Shepherdstown	104 N. King Street Water Bill	-439.67
08/14/2026	Bill Payment (Check)	ACH	Corporation of Shepherdstown	370 Rumsey Avenue--Rumsey Park Water Bill	-39.27
08/18/2026	Bill Payment (Check)	23912	Kable Excavating	Haul 2 loads of Class II stone from Inwood Quarry to city yard	-1,031.76
08/20/2026	Bill Payment (Check)	23923	Shenandoah Sales & Service	Recycling Truck Repairs --Check brakes	-277.50
08/20/2026	Bill Payment (Check)	23924	Shenandoah Sales & Service	3500 HD Truck parts/repairs--Vehicle picked up August 4th---Serial #1GTHK74679/License # F152002	-2,356.26
08/20/2026	Bill Payment (Check)	ACH Payment	Potomac Edison Company	Rumsey Park - N. Mill St. electric	-12.16
08/31/2026	Bill Payment (Check)	23925	Shepherdstown Public Library	Monthly donation for September 2026	-2,500.00
08/31/2026	Bill Payment (Check)	23926	D. Frank Hill, III, Municipal Judge	Municipal Judge for Sept. 2026	-200.00
08/31/2026	Bill Payment (Check)	23927	Storm, LLC	September/October 2026 Lease for 102 N. King Street	-1,250.00
08/31/2026	Bill Payment (Check)	23928	D&A Cleaning Company, LLC	Cleaning Services	-950.00
08/31/2026	Bill Payment (Check)	23929	Jefferson County Emergency Communications	1 SmartExport-Lite Annual Subscription Fee--5/22/26 - 5/21/27	-718.00
09/01/2026	Bill Payment (Check)	ACH	Michael Chalmers	Work Completed within the Communication Director role per contract -August 2026	-1,700.00
09/01/2026	Bill Payment (Check)	23930	Tek Advisors	IT Services	-2,309.39
09/01/2026	Bill Payment (Check)	ACH	Potomac Edison Company	Utilities - Town Hall / Police	-653.68
09/02/2026	Bill Payment (Check)	23931	Shepherdstown Chess Club	Community Grant in support of the Chess Club's Tournament	-1,000.00
09/02/2026	Bill Payment (Check)	ACH Payment	Kershner Controls	Electric service to run wire for two ADA doors on the ground floor	-5,200.00
09/02/2026	Bill Payment (Check)	23932	Jefferson County Emergency Communications	6 Cradlepoint Devices / FrisNet Nightwaks CAD/Mobile Data	-203.34

09/02/2026	Bill Payment (Check)	23933	For Generations Quilting LLC	2 Uniform Shirts - Patches	-20.00
09/02/2026	Bill Payment (Check)	23934	Arthur J. Auxer, III	2 arraignments for August 2026	-80.00
Total for 101.011 General Operating Funds 6209					-\$55,676.73

101.09 PoliceDR/CR Acct-all 6798					
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
07/21/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
07/28/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
08/04/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
08/04/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-55.95
08/10/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
08/13/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
08/18/2026	Expense		Merch SETL EPX	MERCH SETL EPX ST 290414701	-0.35
Total for 101.09 PoliceDR/CR Acct-all 6798					-\$314.05

101.50 Payroll Checking 0471					
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
07/27/2026	Bill Payment (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
08/04/2026	Expense		Gusto	FEE 840322 GUSTO 2453942850		-728.86
08/07/2026	Expense		VALIC	EREMIT PRM VALIC 9728278001		-9,126.09
08/10/2026	Check	23594	JSB	Christmas Club		-240.00
	Bill Payment					
08/14/2026	(Check)	23595	WV-Mountaineer Flexible Benefits	Insurance - Benefits		-2,020.68
	Bill Payment					
08/14/2026	(Check)	ACH	Aflac	Insurance - Benefits		-567.52
08/17/2026	Expense		VALIC	EREMIT PRM VALIC 9728278001		-9,594.59
08/21/2026	Check	23596	Jefferson Security Bank	Christmas Club		-240.00
Total for 101.50 Payroll Checking 0471						-\$45,311.33

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

-\$101,302.11

213 Purchase Card Payable						
07/01/2026	Expense	2654	Food Lion	Police Department: Departmental Supplies		13.98
07/01/2026	Expense	4802	Chewy.com	Dogipot Aluminum dog waste station/receptacle x 2		585.00
07/01/2026	Expense	4802	GoECM	GMC Computer		822.99
07/01/2026	Expense	3082	Sheetz	Vehicle wash		15.99
07/01/2026	Expense	3082	T-Mobile	Streets Utilities:Telephone		26.49
07/01/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)		69.00
07/01/2026	Expense	5623	Apple Valley Waste Inc	Sanitation Dumping Fees:800.349-002 002-Recycling		973.00
				R&M CH--Quarterly Maintenance 7/1/2026 -		
07/01/2026	Expense	5623	Oracle Elevator Holdco Inc.	9/30/2026		615.18
07/01/2026	Expense	5623	Intuit	QuickBooks		80.25
07/01/2026	Expense	5623	Intuit	QuickBooks		123.05
07/01/2026	Expense	5623	Intuit	QuickBooks		123.05
07/01/2026	Expense	3985	Amazon.com	600 pcs 250th small American Flags on Stick		79.99
07/02/2026	Expense	2540	Les's Auto & Truck Repair	Repairs to vehicle #8618 and #9011		395.17
07/02/2026	Expense	4810	Home Depot	Water Parts (401.46 water)		1,531.32
07/02/2026	Expense	5623	Oldcastle APG	Sanitation Dumping Fees:800.349-002 002-Recycling		200.00
07/02/2026	Expense	3985	Zoom.US	440.353 City Hall Computer Software		10.00
07/02/2026	Expense	3985		Sewer telecommunications (401.22 sewer)		297.00
07/03/2026	Expense	2540	Berkeley Club Beverages, Inc.	Bottles of water/cooler rental		92.22

07/03/2026	Expense	3985	Comcast Business, Inc	communications	431.29
07/06/2026	Expense	4802	James River Equipment	Beacon Light for Skid Loader	360.00
07/06/2026	Expense	4802	James River Equipment	Bucket mini ex	1,325.00
07/06/2026	Expense	5623	Waste Management Inc	Landfill / Sludge	2,138.25
07/06/2026	Expense	3985	Spirit of Jefferson	Sample Ballot legal ad	64.54
07/06/2026	Expense	3985	Amazon.com	250th Anniversary items/GNL Certificate holders	310.10
07/07/2026	Expense	4810	Specialty Business Supplies, Inc	Sample shipping (635.11 water)	12.25
07/08/2026	Expense	9895	Brown's Tire and Auto	2015 Ford F-150 XL repairs (750.2 sewer)	440.38
07/08/2026	Expense	5623	Intuit	QuickBooks	294.25
07/08/2026	Expense	5623	AR&E	Invoice #RF1014 (401.47 water)	335.67
07/08/2026	Expense	5623	Pitney Bowes-Town lease	Postage Lease Payment	175.98
				Parks Equipment & Supplies:900.341 Departmental Supplies	250.36
07/08/2026	Expense	5623	PA Municipal, Inc.	Supplies	250.36
07/08/2026	Expense	3985	Comcast Business, Inc	Communications	1,144.14
07/09/2026	Expense	5623	Quill Corporation	Dept. supplies	1,784.26
07/09/2026	Expense	5623	Everest Window Cleaning (Bolyard Ent.)	Window cleaning	91.80
07/09/2026	Expense	5623	The Journal	Water Dept. Advertising-CCR Report (660 Water)	996.00
07/09/2026	Expense	3985	Comcast Phone of WV	Water Communications (401.22 water)	364.44
07/10/2026	Expense		US Bank	P-Cards payment	-31,469.65
07/10/2026	Expense	4810	USA Bluebook	CL2 Pump (401.46 water)	2,888.47
07/10/2026	Expense	5623	Fire Safety Equipment Supply	Inspect & Recharge Fire Extinguishers	\$71.00
07/10/2026	Expense	3985	Charles Town Heating & Air Conditioning	Repair of 3 A/C Units/Town Hall and Market House	\$559.00
07/13/2026	Expense	2654	Amazon.com	700 Police Department:700.341 Departmental Supplies	\$50.47
07/13/2026	Expense	4810	Home Depot	Water tools and supplies (401.46 water)	\$550.84
07/14/2026	Expense	3082	Mid-Atlantic Tire	Garbage Truck tires	\$1,586.00
07/14/2026	Expense	3985	Amazon.com	Flood Light Bulbs/Replacement for Damar Light Bulb	\$195.91
07/15/2026	Expense	3985	Amazon.com	A-Frame Sidewalk Signs x 2/Metal	\$129.19
07/16/2026	Expense	2654	Sheetz	Police Vehicle Expenses:700.217 R&M Auto	\$15.99
07/16/2026	Expense	2540	Booking.com	Police Training for July 19 - July 25	\$1,317.66
07/16/2026	Expense	3082	Amazon.com	Milwaukee adaptable pipe wrench (401.46 water)	\$97.99
07/16/2026	Expense	3082	Amazon.com	Hacksaw for Public Works - Streets	\$278.99
07/16/2026	Expense	5623	Gladhill Pest Control Inc.	Pest Control	\$653.00
07/17/2026	Expense	2615	Amazon.com	440.341 City Hall Departmental Supplies	\$137.59
07/17/2026	Expense	9895	Holiday Inn Express	Training for Liz Gonzalez 7/12 - 7/17 (701.2 sewer)	\$625.00
07/17/2026	Expense	3082	Amazon.com	Laser distance measure (401.43 sewer)	\$142.09
07/17/2026	Expense	3082	Hach Co.	Water reagents (635.11 water)	\$719.90
07/17/2026	Expense	3082	Amazon.com	Weed trimmer strap (401.46 water)	\$31.52
07/17/2026	Expense	5623	Oldcastle APG	Sanitation Dumping Fees:800.349-002 002-Recycling	\$200.00
07/17/2026	Expense	3985	CallingPost Communications, Inc.	communications	\$583.00
07/18/2026	Expense	5623	T-Mobile	communications	\$1,243.09
07/20/2026	Expense	2540	Depot Florist	Flowers for P. Zimmerman funeral	\$148.00
07/20/2026	Expense	4594	China One Buffet	Police Department: Training & Educations	\$20.42

07/20/2026	Expense	4594	Go Mart	Fuel for training July 19-25	\$64.99
07/20/2026	Expense	4802	Sunny Meadows	Streets Maintenance & Equipment:750.341 Departmental Supplies	\$143.80
07/20/2026	Expense	3082	Amazon.com	Streets Maintenance & Equipment:750.341 Departmental Supplies	\$743.80
07/20/2026	Expense	3985	Comcast Business, Inc	City Hall Utilities:440.211 Telephone/Utilities/Water	\$346.93
07/21/2026	Expense	2654	Amazon.com	700 Police Department:700.353 Computer Software	\$156.92
07/21/2026	Expense	3082	Amazon.com	Mower tires for Public Works	\$179.99
07/21/2026	Expense	5623	Waste Management Inc	Landfill / Sludge	\$1,341.50
07/22/2026	Expense	3009	SpyPoint	Police Department: Dues & Subscriptions	\$10.00
07/22/2026	Expense	3009	Axon.com	Axon Body 2 - Camera batteries x 4	\$163.20
07/22/2026	Expense	4594	Chick-Fil-A	Meal - training July 19-25	\$5.34
07/22/2026	Expense	3082	Home Depot	Water parts (401.46 water)	\$297.22
07/22/2026	Expense	5623	Miss Utility of West Virginia Inc	Message Fees W&S	\$69.60
07/22/2026	Expense	5623	Quill Corporation	Dept. supplies	\$187.10
07/22/2026	Expense	3985	EVO GOV	440.223 City Hall Professional Services	\$150.00
07/23/2026	Expense	5623	American Water Works	AWWA Membership Renewal - (401.211 water)	\$248.00
07/23/2026	Expense	5623	Everest Window Cleaning (Bolyard Ent.)	Window cleaning	\$91.80
07/23/2026	Expense	5623	Berkeley Club Beverages, Inc.	440.341 City Hall Departmental Supplies	\$11.11
07/23/2026	Expense	5623	Kershner Controls	Invoice #295	\$390.00
07/24/2026	Expense	5623	American Water Works	401.24 water --M54 pdf (e-book)	\$83.00
07/24/2026	Expense	5623	Cintas Corporation	Uniform	\$584.20
07/24/2026	Expense	5623	Cintas Corporation	Uniform	\$542.13
07/24/2026	Expense	5623	Cintas Corporation	Uniform	\$542.13
07/24/2026	Expense	5623	Cintas Corporation	Uniform	\$685.35
07/24/2026	Expense	5623	Cintas Corporation	Uniform	\$532.25
07/25/2026	Expense	5623	Griffith Energy Services, Inc. (gasoline)	Fuel	\$2,463.44
07/25/2026	Expense	5623	Griffith Energy Services, Inc. (diesel)	Fuel	\$1,301.37
07/27/2026	Expense	2654	Amazon.com	lock box, anti-theft key cabinet with key tags and wall	\$115.54
07/27/2026	Expense	5586	Panhandle Printing and Design	Town Conversation Signs	\$62.10
07/27/2026	Expense	3082	Amazon.com	Crosswalk sign/lights	\$41.98
07/27/2026	Expense	3985	Amazon.com	Dept. Supplies - Large manilla envelopes	\$40.56
07/28/2026	Expense	3082	Suncoast Learning	D. Swisher license renewal classes (601.2 water)	\$430.00
07/28/2026	Expense	5623	Adobe Acropro	Monthly subscription	\$21.19
07/28/2026	Expense	5623	Quill Corporation	Dept. Supplies (401.24 sewer)	\$177.58
07/29/2026	Expense	9895	Dollar General Store	Dept. supplies (401.24 sewer)	\$39.22
07/30/2026	Expense	5623	WV DHHR Bureau for Public Health	Lab Testing (635.11 water)	\$20.00
07/30/2026	Expense	5623	American Water Works	Water Rates Fees & Charges e-book	\$139.00

Total for 213 Purchase Card Payable				\$9,770.20
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RESTRICTED FUNDS				
103 Customer Deposit Accounts 3194				
	Bill Payment			
	7/1/2026 (Check)	239	Customer Deposit Refunds	Customer Deposit Refunds
				-27.78
Total for 103 Customer Deposit Accounts 3194				-27.78
Total for RESTRICTED FUNDS with sub-accounts				\$0.00
TOTAL				-\$27.78

10. Reports by Committees, Commissions, and Boards

Meeting Summaries

Age Friendly Shepherdstown Meeting of August 19

The Committee finalized and submitted its 2026 Action Plan to AARP, with a copy to be posted on the Town's website. AFS provided support letters for four grant proposals involving sidewalk improvements, a recreational path, and rail safety planning. The Committee also discussed exploring a Crash Studio process to review a Town intersection and is assisting with the Pedestrian Plaza pilot by gathering user feedback and developing a survey. Town staff will manage the overall evaluation and present recommendations to Town Council.

Special Finance Committee Meeting of August 20

The Committee reviewed the FY27 budget amendment and approved revisions to the expense narratives, while deferring several items for further research. Members discussed the proposed engineering report for the galvanized pipe replacement project, FY28 budget planning, and a donated modular building for Public Works. The Committee also discussed financing for the school property purchase in executive session.

Grants Committee Meeting of September 1

Norfolk Southern Award \$15k for Safety planning

Town acting as pass through entity for SHPO award to CATF for preservation work at Christ Reformed Church

Committee meeting later in the month to work on priority planning for incoming grant contractor

Parks and Recreation Committee Meeting of August 25

The Committee reviewed the condition and maintenance of Town parks, including tree-related concerns at Library Park and improvements at Rumsey Park. Updates were provided on the James Rumsey marker and Historic Bridges Panel projects, landscaping at the WV Swing, and Viola Devonshire Park. The Committee also discussed filling a membership vacancy and a proposed engineering study for a connection between Rumsey Park and Riverfront Park.

Tree Commission Meeting of August 13

The Commission reviewed numerous tree maintenance, pruning, and removal requests throughout Town. Members discussed 2026 tree planting plans, tree inventory management, landscaping contracts, and developing clearer administrative procedures

and a spending threshold for tree work. The Commission also discussed a potential policy addressing native and invasive species and a possible change to its meeting schedule.

Joint Meeting of the Water and Sanitary Boards Meeting of August 27

Request for recommendation of major purchases to Town Council for the platform lift and mini excavator required by the water and wastewater departments to do their work efficiently.

The Sanitary Board approved the staff request to purchase a lift at a cost of \$63,900 which will be funded from the Sanitary Department Depreciation Account.

The Water and Sanitary Boards approved the staff request to purchase a mini excavator. The total cost is \$81,275. The cost will be split 50-50 with the Water and Wastewater Departments. \$40,637 will be contributed from the Wastewater Department Depreciation Account and an equal amount from the Water Department Depreciation Account.

The Water Board has requested a special meeting of the Town Council and the Water and Sewer Boards to be briefed by legal counsel on the process of raising rates and the content of the application to the Public Service Commission. September 23 or 30 were suggested as possible dates. All Board and Town Council members are encouraged to attend.

Background on water rates including the United States Department of Labor Bureau of Labor Statistics Water and Sewerage Maintenance Index measures the cost of maintaining water and sewer systems. Since 2021, when our last rate increase went into effect, the index has increased 25%.

At this time the water Board will only seek increases in water rates and hook-up fees. However, the Boards wish to immediately begin rigorous studies of capacity fees and long-term capital improvement needs that may lead to further changes to the tariff in the near-term.

Age-Friendly Shepherdstown (AFS)
Minutes August 19, 2026 1:30 p.m.
Zoom Only

1. Attendees:

Members Attending: Leigh Ann Evanson, Jan Hafer, Lois Spreen, LouAnn Stovall, Marcy Bartlett
Staff Attending: Gino Sisco, Amy Boyd
Guest: Elise Baach

2. Introductions: Amy Boyd, Town Clerk, has a new responsibility as our Town liaison and will be regularly attending our meetings. Elise Baach, Shepherdstown resident, was introduced when she joined the meeting to participate in the discussion of the Pedestrian Plaza. Three other individuals joined the meeting and shortly thereafter disrupted the meeting which resulted in temporarily shutting down our Zoom link and sending out a new link to participants.

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

4. Old Business:

- a) Meeting schedule:** All committee members were present at today's meeting and agreed to keep the meeting schedule as posted through the end of the year.
- b) 2026 Action Plan Tracker:** Members have provided input on template. Work is still needed to prioritize focus of the committee for the near term.
- c) 2026 Action Plan Finalization:** The Mayor and SAIL support letters have been incorporated into the 2026 Action Plan and the plan has been sent to AARP. A copy will be sent to Amy Boyd to post on the Town website and to AFS committee members.
- d) Other –** Since our last meeting, four support letters were provided by AFS for grant proposals. Two proposals were for engineering studies for sidewalk improvements, another was for an engineering study for a recreational path, and one for planning for evacuation and notification plan for rail safety.

5. New Business:

- a) Crash Studio –** Committee members were impressed with Strong Town's Crash Studio as a grass roots process to review the intersection in town when a community member lost their life. All felt this would be a positive exercise. Timing to start this would be later in the year. Leigh Ann is continuing to explore this for AFS.
- b) Pedestrian Plaza Survey –** Leigh Ann provided an overview of work she and Asleigh Sanders are doing to draft a survey and surveying process to solicit feedback on the pedestrian plaza. They are also providing support to Karl Musser, Project Manager on an evaluation framework.

Age-Friendly Shepherdstown (AFS) Minutes
August 19, 2026 1:30 p.m.
Zoom Only

Elise Baach, joined the meeting to ask AFS to reconsider its role in the evaluation of the pedestrian plaza pilot and adopt a resolution asking the town to use an established, bias-free framework and selection criteria to evaluate the project. She believed this would avoid a perception of a conflict of interest that could undermine the project.

In response, it was clarified that AFS is not responsible for the overall evaluation of the pedestrian plaza and that the evaluation would be managed by the town staff and subsequent recommendations presented to Town Council. AFS will provide support in data collection – specifically feedback from individuals using the plaza. AFS is one of several inputs that will be used to help the town assess the pilot. Other inputs will include data from traffic study, costs incurred, business impacts, safety , etc.

6. Next Meeting: September 16, 2026 at 1:30pm via ZOOM

SHEPHERDSTOWN SPECIAL FINANCE COMMITTEE MEETING MINUTES

Date/Time: August 20, 2026 – 6:30 P.M.

Location: Town Hall – 104 North King Street

1. Call to Order - 6:35 p.m.

2. Attendance

- a. **Members Present:** James Gatz (J Gatz), Marcy Bartlett (M Bartlett), Harriet Pearson (H Pearson)
- b. **Staff/Guests Present:** Gino Sisco (G Sisco), Maged Kirollos (M Kirollos), Hunter Wetzel (H Wetzel)

2. First FY27 Budget Amendment

- a) The committee reviewed the proposed FY27 budget amendment line by line.
- b) Members requested corrections to the amount columns and clearer identification of quarterly versus one-time costs.
- c) M Bartlett moved to approve the detailed expense narratives with those changes, remove elementary school property planning from the amendment because it will be handled through bond financing, and leave the trash truck and proposed Public Works office structure out pending more research.
- d) H Pearson seconded the motion. The motion passed unanimously.

3. Approval of Funding for Preliminary Engineering Report – “Galvanized Pipes Requiring Replacement” Project

- a) Members reviewed the Water Board’s \$25,000 approval for a Ghosh Engineers preliminary engineering report. Questions were raised about the expired task-order agreement, whether the proposal contained sufficient detail, and how Water and Sanitary Board spending should come to Town Council in the future.
- b) The Finance Committee did not take a vote on the preliminary engineering report.

4. Ongoing Business

- a) **FY28 Budget Planning** Members discussed beginning the FY28 budget process earlier, around October, to allow more time to hear from department heads and review capital needs before the budget is prepared.
- b) No vote was taken.

5. Donation Discussion

- a) Members reviewed the offer of a donated modular building for Public Works.
- b) After reviewing the anticipated cost to move the building, prepare the site, and manage move logistics, members agreed that additional information was needed before moving forward.
- c) No vote was taken.

6. Financing for School Property Purchase – Discussion

- a) The committee discussed financing related to the school property purchase.
- b) Because the discussion involved real estate matters, M Bartlett moved to enter executive session. H Pearson seconded the motion.
- c) Committee went into Executive Session.
- d) Committee came out of Executive Session at 8:36pm.

7. Adjournment

- a) H Pearson moved to adjourn, M Bartlett seconded,
- b) Motion to adjourn was unanimous.
- c) The meeting adjourned at 8:38pm.

DRAFT

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, August 3, 2026

6:00 p.m.,

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Tom Mayes (TM), Ashley Reynolds (AR), Rebecca Bicker (RB), Cheryl Brown (CB), Jim King (JK) (advisory), Karl Musser (KM) (staff)

In absentia: None

In audience: None

1. **Call to Order:** KA called the meeting to order at 6:00 p.m.
2. **Approval of Minutes:** Approved as submitted.
3. **Visitors:** None
4. **Conflicts of Interest:** A conflict of interest was declared by TM regarding application 26-19. In accordance with HLC policy, TM recused himself from discussion and voting, apart from initial discussion of plan and clarifying questions.
5. **Applications**

26-19 – 205 W. Washington Street

TM summarizes the project which involves replacing the roof with a standing seam tin roof on the primary residence that would match the one on their porch and barn.

- Commissioners discussed the project, concluding that the existing roof is non-historic and the proposal would be an improvement . RB moved to approve application as being consistent with Guidelines on PG 48 "Roofs,"A-C, noting the pan width from item C. AR seconded. All in favor. None opposed. Passed.

6. **Workshop Sessions:**
 - Ashley Reynolds—Discussion of porch restoration continued from the previous meeting. AR presents additional historic research and photos. Discussion of the history of the house. Consensus is consulting with Meredith at SHPO would be the next step.
7. **Ongoing Business**
 - KM provided a summary of Town activities relating to the HLC
 - Found a contractor, Other Place Signs, and received a quote for a new Welcome Center sign.

- Planning is proceeding on the restoration work on the Shepherd Family Burial Ground gate.
- Claire of SHPO has noted the HLC's annual report is due soon.
- Further work on the German St. bollards will be up to Public Works, we have researched different covers as options. HLC will be consulted before a decision is made.
- The commissioners expressed concern about enforcement not being timely. The Town is still working on establishing a more regular enforcement procedure.

8. **New Business**

- Interpretive Plan for Shepherdstown
 - KA presents idea of trying to centralize or make more cohesive the story being told by all the various interpretive signs in town to create a more consistent message or branding.
 - Discussion about new signs going up without consideration for existing signs.
 - Consensus is first step would be a survey of existing signs.
- Nominations for Historic Preservation Awards
 - KA notes that Historic Shepherdstown currently accepting nominations for their awards and asks commissioners to think of possible candidates.

9. **Adjournment:** TM moved to adjourn at 6:50 p.m. Passed unan.

MINUTES

Shepherdstown Parks & Recreation

August 25, 2026

Members Present: Adam Thomas, Tobi Morarity, Cheryl Roberts

Town Hall Staff Present: Gino Sisco

The meeting, with a new posted time and location was called to order at 11:15 a.m.

Motion to approve agenda made by A. Thomas; Seconded by T. Morarity. No objections; motion carried.

Motion to approve minutes of the July 28, 2026, made by T. Morarity; Seconded by A. Thomas. No objections; motion carried.

No Visitors were in attendance.

Unfinished Business:

Bane-Harris Park – C. Roberts reported that the park is being used. Video and photos were noted as recent use of all areas at the same time. Weekly grass cutting and trim are regular and the park is in good shape.

Cullison Park – C. Roberts reported that during her last observation, all was well. T. Moriarty reported that her recent visit, the grass needs to be cut to keep ticks under control. This information will be passed along to Public Works.

Library Park - C. Roberts reported findings from discussion with Jamie Byron regarding the iconic tree and its condition and status. C. Roberts will report to the Tree Commission the findings offered by citizen, Jamie Byron that the tree is in its “Early state of decline –perhaps another 10 years; not 30 years. There is a plan to extend its life by clearing it out –over a 5-year period.” It was noted that Tree Commission Chairperson, Robin McGrorey is a retired Arborist, and the commission has a multi-year plan for the tree. Upon investigation and recommendation of the Tree Committee, Parks & Recreation will support future action.

Riverfront Park – T. Moriarty reported that there was a person hanging out regularly. The person may have been either a canal walker or biker, although no bike observed. A. Thomas also reported “a lady hanging out regularly”. Shepherdstown Police were aware; no incidents reported. It was noted that since DNR only leases the parking lot and the boat ramp it may be difficult to monitor this type of observance.

Rumsey Park – A. Thomas reported that the two new parking spaces are complete which completed Phase III, Step 1. At this time, P&R will ask the mayor for permission to submit a request for painted lines to separate the two spaces. If visitors are unable to exit their vehicle from the exiting handicapped space, the space on the opposite end may be used.

A. Thomas reported that he communicated with Nick Blanton, who initially offered content for the James Rumsey replacement panel/marker. A draft document is being submitted to the mayor for review and further comment before presenting and approval by Town Council.

C. Roberts reported on the Historic Bridges Panel project is in progress and additional information will be offered and/or presented by the Historic Landmarks Commission and/or the mayor.

C. Roberts reported that Enrico Caruso of Shepherdstown Rotary requested to plant flowers, mulch, and granite stone steps around the WV Swing. Hank Walters had previously requested. The result from the mayor is that monetary donations and ideas are welcomed. However, any work performed will be upon approval of Town Council and performed by either Public Works staff or sub-contracted by an approved contractor. T. Moriarty commented that the bare area be covered using hydro seed or sod be used to fill initially and recommendation can be made thru P&R Committee for further efforts of maintenance and beautification.

Viola Devonshire Park – C. Roberts – Previously reported information indicates assistance from Lamda Chi Alpha fraternity at Shepherd University. Due to a possible shortage of time or resources, C. Roberts will request assistance from our Public Works Department.

New Business

New Members – A request for new town membership is available on the town's website for anyone interested.

A Town Council Member is interested in filling the vacancy left by Marty Amerikaner. C. Roberts will connect with the Member to confirm membership particularly since a new time has been utilized for the second month with a question of availability. The committee will offer flexibility if the latest 11:00 a.m. timeslot is unavailable and adjust accordingly.

Funding Request for an Engineering Study – James Rumsey Trail -Easement to Riverfront Park's boat launch. Informal discussion regarding an email from Lois Spreen, Chairperson of our Age Friendly Shepherdstown, the attached letter of support to fund a study for feasibility and routing between two properties, from Rumsey Park to Riverfront Park.

Other Topics for Future Planning -Other than the business above, there are no other topics at this time.

Next Meeting (Proposed until New Council Member confirmation) – either September 22, 2026, or October 27, 2026 - Time TBD

Motion by A. Thomas and seconded by T. Moriarty to adjourn. No objection. Meeting adjourned at 11:57 a.m.

Respectfully Submitted by:

Cheryl Roberts, Chairperson

Parks & Recreation Committee

SHEPHERDSTOWN TREE COMMISSION MEETING MINUTES

August 13, 2026 –6:30 p.m.
Town Hall – 104 North King Street

1. **Call to Order:** Robin McGrorty called the meeting to order at 6:30 p.m.

Attendance

- a. **Members Present:** Robin McGrorty (R McGrorty), Chairman, Charlotte Baker-Shenk (C Baker-Shenk), Terry Hadley (T Hadley), Edith Thompson (E Thompson), newly appointed member, and Jim Auxer (J Auxer), Council member representative who participated by Zoom.
- b. **Staff Present:** Mayor James Gatz, Beverly Bennett (B Bennett), Accounting Clerk and Primary Commission Support
- c. **Visitors Present:** Jamie Byron (J Byron)

2. Approval of Minutes

- a. **July Minutes:** The minutes from July 9th were not approved. C Baker-Shenk said some information was missing from the minutes. The approval was tabled pending revisions and will be on the agenda for approval at the next meeting.

3. Public Comments

- a. None

4. Unfinished Business

- a. **Review pending and completed tree actions – Tree Action Log (See spreadsheet):**

The commission agreed to move ahead urgently with removal and stump grinding of Jim Schmidt's tree with the pre-existing bid of \$1,550. The tree was creating a conflict with the power line. Eric from Viking will be contacted to remove the tree, and J Schmitt will be contacted about the timeframe for removal. **A formal vote is planned for the next meeting. None opposed.**

Lutheran Church: R McGrorty received a bid from Viking for pruning 8 trees at the corner of Church and High Streets at the Lutheran Church for pedestrian and vehicle clearance. The bid was for \$1,650. **A motion was made by R McGrorty**

and seconded by T Hadley to approve the pruning of 8 trees at the corner of Church and High Streets at a cost of \$1,650.

213 E. German Street Request from Theresa Swift: This is request for review of 2 cherry trees that are declining in front of home that are owned by the town. One has a large dead branch that is on the roof of the house.

211 West New Street: A bid was requested for work at 211 W. New Street that will be assessed for pruning. T Hadley noted branches are touching the roof. A message was sent to Viking for proposal in June.

Hurley Park Assessment: R McGrorty spoke with Sean Walker about the walk through and assessment of trees on the property and R McGrorty will speak to Parks and Recreation. The trees are being killed by the spotted lanternfly. The dead trees need to be removed quickly. R. McGrorty will request a bid from Eric at Viking for tree removal with high stumps. There was much discussion of Ailanthus and other invasive trees at the future Hurley Park.

Town Hall: Waiting for a bid to build a small retaining wall to improve the tree well. Coordination with Public Works for an excavator to remove the stump is needed.

Bones Wright: Dead trees in town right-of-way on North side are pending an update from Viking.

Rumsey Park: A lightening-damaged walnut tree in Rumsey Park may be converted into a habitat tree rather than completely removed. R McGrorty recommends removal or reducing large limbs and will request a bid.

210 W. High Street: Follow-up is needed regarding a previously removed tree that may provide a future planting location.

East Back Alley: An update is needed from Viking due to confusion between tag number and location.

Welcome Center: J Byron has been pruning the tree branches underneath for clearance pro-bono.

b. **2026 Tree Planting:**

R McGrorty said the Tree Commission needs access to the GIS map to define sites for tree planting. He will speak with Woody about getting access. The Town August newsletter reported that the Tree Commission is actively seeking new planting sites. They are asking residents to let them know if they have a spot near their house that is on Town property, which they think could be a place for a new tree. Please send an email to Gino Sisco or Amy Boyd for further information.

The Tree Commission discussed developing a more systematic approach to Shepherdstown's tree canopy. J Byron reported that the Town has a \$900 credit to use from Sunny Meadows, plus several trees are already being maintained for future planting. Members were in favor of planting trees already available rather than making new purchases. Coordination with Public Works is important for identifying viable sites and avoiding utilities.

J Byron spoke about Boxwoods versus planting another new tree. He said we don't need to spend money on Boxwoods. We can plant new trees when they need to be replaced. **Addendum:** C Baker-Shenk said when the Boxwoods are dying, we should get the wall built so it is ready for planting.

J Byron reported a struggling maple tree that is close to the stop sign by Dollar General, near German and Princess Streets was approved for relocation to a more appropriate position while the beds are torn up. This will be pruned over time. **All members voted in favor of the relocation of the tree. None opposed.**

C Baker-Shenk said specifications are needed regarding whether the town or the homeowner is responsible for care of certain trees. **This will be an agenda item for the next meeting to decide on a policy.**

- c. **Arborscope/Tree Inventory:** R McGrorty said Linus linked him in with Bartlett and they will waive the fee without additional costs for Arborscope. The email needs to be switched from Linus's email so the site can be accessed as a municipal account rather than an individual account.

5. **New Business**

- a. **213 E. German Street:** This is a request from Theresa Swift who is asking for removal of two cherry trees. One has a large dead branch that is on the roof of the house. She is requesting other similar trees be planted. **A bid will be requested to remove the large dead limb from one of the declining cherry trees.**
- b. **203 W. New Street and New & Church Street** - Request from Kim Wilson regarding the sugar maple tree #261. A limb broke and fell into the neighbor's yard. R McGrorty visited the site and reported that the Elm tree #262 needs trimmed back because the branches are blocking the one-way sign. **R McGrorty will request a bid to prune trees #261 and #262.**
- c. **High & King Street:** Request from Guy Rini for pruning low hanging branches at High Street along 112 N. King Street.
- d. **Updates to Town Landscaping contract**

Mayor Gatz reported that Native Haven has been contracted and taken over landscaping work along German, Princess and King Streets. The work includes attention to soil, planting beds and practices around established trees. J Byron said he will do another survey and pro-rate his contract per the number of trees and contact Mayor Gatz and Gino about changes to the contract. J Byron indicated the cost will be less than the current contract. J Byron also reported that he will forward the Google spreadsheet that has the tree selections and criteria tabs for review.

e. **Next Steps**

The Tree Commission wants clearer administrative procedures, including a handbook covering agenda deadlines, minutes and commission rules, the Open Meetings Act and contracting/approval procedures. They also discussed establishing a spending threshold allowing approved tree work to proceed without waiting an additional month with appropriate town staff involvement. R McGrorty suggested producing a handbook in pdf format. R McGrorty will set up a meeting with Gino. This will be an agenda item for next month.

There was discussion to consider a written policy covering native, non-native and invasive species; options could include mechanical removal, volunteer

efforts and carefully considered chemical treatment, as well as proactive invasive-species monitoring.

New Meeting Date: R McGrorty asked about moving the date of the Tree Commission meetings away from Thursday from September to December due to Professional Development that he will be doing. He said he needs to check room availability and asked about other days that would be good for the committee members. **R McGrorty will get back to the committee with suggestions for a new date to meet.**

6. Adjournment

- a. **A motion was made by R McGrorty and seconded by C Baker-Shenk to adjourn. The motion was approved, and the meeting adjourned at approximately 8:42 p.m.**

Corporation of Shepherdstown

Agenda for Joint Meeting of the Water and Sanitary Boards

Thursday, August 27, 2026 6:30 p.m.

Town Hall 104 N. King Street Meeting

1.Call to Order

2. Visitors Greg Welter by zoom, Michael Miller by zoom, Harriet Pearson by zoom

3. Board Members Present

Sanitary Board – Mr. Gatz, Mr. Heyser and Mr. Keller

Water Board – Mr. Gatz, Mr. Shelton, Ms. Bartlett, Ms. Kemnitzer, Ms. Stratton by zoom, Mr. Eggleston by zoom.

4. Minutes

a. July Regular Meeting

Vote - Sanitary Board approves

Vote – Water Board approves

b. July Special Meeting of Water Board

Vote – Water Board approves

5. Flow and Quality Reports – All measures within normal range.

6. Financial Reports – Board members asked why ‘actuals’ are different from “end of year” since they should be the same at the end of the fiscal year. Staff acknowledged the error and supplied corrected sheets.

7. Old Business

a. Explanation of the difference between water production and wastewater influent.

Board members ask for analysis of monthly data and changes in patterns through recent years.

b. Updates on plan for the sewer department to expand service to more customers.

Board members ask for more information on what actions are possible under current law and regulations.

c. Status of preliminary engineering study of replacement of galvanized lines as required by the EPA Lead and Copper rules and merging it with the Town's sidewalk improvement project.

Boards agree that the projects should be managed together and suggest that grease trap concerns be addressed as well.

d. Hydrant Report

Staff reports that two defective hydrants will be replaced.

8. New Business

a. Tariff Increases:

-Background on water rates including the United States Department of Labor Bureau of Labor Statistics Water and Sewerage Maintenance Index measures the cost of maintaining water and sewer systems. In 2021, when our last rate increase went into effect, the index was 596.2 and rose to 745.6 in 2026, an increase of 25%.

-At this time the water Board will only seek increases in water rates and hook up fees. However, the Boards wish to immediately begin rigorous studies of capacity fees and long-term capital improvement needs that may lead to further changes to the tariff in 2027.

-The Water Board asked the staff to set up a special meeting of the Town Council and the Water and Sewer Boards to be briefed by legal counsel on the process of raising rates and the content of the application to the Public Service Commission. September 23 or 30 were suggested as possible dates.

c. Request for recommendation of major purchases to Town Council

Vote- The Sanitary Board approved the staff request to purchase a lift at a cost of \$63,900 which will be funded from the Sanitary Department Depreciation Account.

Vote- The Sanitary Board also approved the staff request to purchase an excavator. The total cost is \$81,275. The cost will be split 50-50 with the Water Department. So, \$40,637 will be contributed from the Sanitary Department Depreciation Account.

Vote- The Water Board approved the request to split the cost of the excavator. So, \$40,637 will be contributed from the Water Department Depreciation Account.

9.Summary for Town Council

- a. Capital expenditure requests for lift and excavator
- b. Joint special meeting for legal briefing on process of seeking rate increases for the Water Department.
- c. Initiation of study of capacity fees and long-term capital needs.

10 Adjourn – Next regular meetings September 24 and October 22. Plus, special meeting with Town Council possibly Sept 23 or 30.

Materials Provided at the Meeting

Amy Boyd

From: Cheryl Roberts
Sent: Wednesday, September 9, 2026 1:27 PM
To: James Gatz; Amy Boyd; Charles Coe; Karl Musser; Maged Kirolos; Gino Sisco
Cc: Ashleigh Sanders; Marcy Bartlett; Harriet Pearson; Jim Auxer; Joe Yates
Subject: Agenda Item: 8.k.ii - Traffic Issues on West High Street and the Surrounding Area – Discussion
Attachments: STREET LAYOUT_v3.pdf; PROPOSED TRAFFIC PATTERN_v3.docx

Greetings~

Attached are two documents in support of tonight's agenda item: 8.k.ii - Traffic Issues on West High Street and the Surrounding Area – Discussion

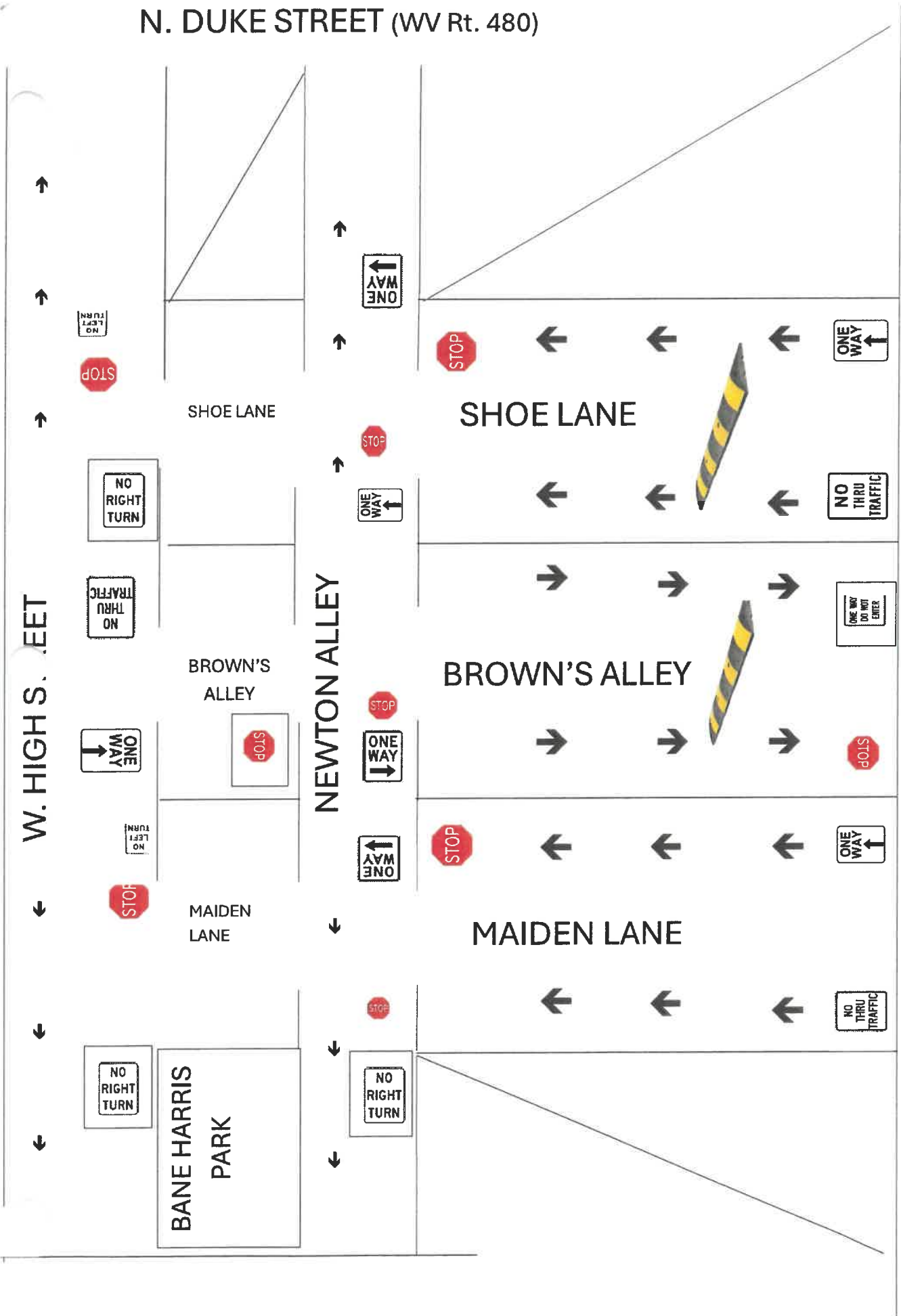
It is my hope that it will help to visualize during the discussion.

I anticipate neighbors will either speak during the public comment section and/or be in attendance.

Gino, at the Mayor's approval, please upload for display on the monitor during the meeting.

V/r,
Cheryl

N. DUKE STREET (WV Rt. 480)



** WEST GERMAN STREET (WV RT 45)

PROPOSED TRAFFIC PATTERN

1. SHOE LANE – ONE WAY NORTH

Speed Hump (New)

Stop Sign at Newton Alley (New)

Stop Sign at Shoe Lane at W. High Street (Existing)

No Left Turn Sign (New)

One Way Sign at Shoe Lane and W. German Street (New)

2. BROWN'S ALLEY – ONE WAY SOUTH

Speed Hump (New)

Stop Sign at Newton Alley (New)

One Way Sign at Newton Alley (New)

Stop Sign at Brown's Alley and W. German Street (Existing)

One Way Sign at Brown's Alley and W. German Street (New)

3. MAIDEN LANE – ONE WAY NORTH

Speed Hump (Existing)

Stop Sign at Maiden Lane and Newton Alley (Existing)

Stop Sign at Maiden Lane and W. High Street (Existing)

Remove Stop Sign on East Sign of Newton Alley (New)

Remove Stop Sign at Maiden Lane and W. German Street (New)

One Way Sign at Maiden Lane and Newton Alley

One Way Sign at Maiden Lane and W. German Street (New)

No Thru Traffic Sign at Maiden Lane and W. German Street (New)

4. NEWTON ALLEY – TRAFFIC BOTH DIRECTIONS

5. W. HIGH STREET – TRAFFIC BOTH DIRECTIONS

Amy Boyd

From: Harriet Pearson
Sent: Wednesday, September 9, 2026 1:36 PM
To: James Gatz; Amy Boyd; Gino Sisco
Subject: Immigration resolution amendment(s)
Attachments: Town-of-Shepherdstown_Resolution_2026-09-10.docx; 20260909 ImmigrationResolutionRedline (Pearson).docx

I am concerned about several statements and inaccuracies in the draft resolution on immigration/policing practices. Therefore, I plan to offer one or both of these amendments this evening:

1. Amend the proposed resolution by substituting the draft resolution sent by Elizabeth McGowen to the Town Council and Mayor on Sept 8 (I attach it here for convenience).
2. Amend the proposed resolution by making the changes in the attached redline of the packet draft.

Of the two approaches, simply adopting Elizabeth's draft language would be preferable.

Thanks,
Harriet

PUBLIC SAFETY PRACTICES RESOLUTION CONCERNING IMMIGRATION ENFORCEMENT WITHIN THE MUNICIPAL LIMITS OF SHEPHERDSTOWN

WHEREAS, the Town of Shepherdstown recognizes and values the diverse contributions of all individuals, affirming its commitment to upholding the dignity and respect of all people; and

WHEREAS, the Town of Shepherdstown affirms its commitment to public safety policies rooted in investments in violence prevention, mental health supports, economic opportunity, and constitutional policing with respect for civil and human rights for all; and

WHEREAS, the Town Council and Mayor believe in upholding the due process rights enshrined in the United States Constitution and laws, including those afforded to undocumented persons within the United States; specifically, the Fifth Amendment provides that “No *person* shall [...] be deprived of life, liberty, or property, without due process of law” (emphasis added); and

WHEREAS, municipalities in West Virginia are governed by W. Va. Code § 15-16-3, which requires municipal law enforcement agencies to cooperate with federal immigration enforcement activities and expressly prohibits cities from adopting policies or ordinances that conflict with the provisions contained therein; and

WHEREAS, this Resolution is not intended to, and will not, obstruct, hinder, or interfere with the legal exercise of federal immigration enforcement authority, but rather is intended to, and will, enhance transparency, accountability, and public safety within the Town; and

WHEREAS, the Town of Shepherdstown does not participate in the federal immigration partnership program authorized under Section 287(g) of the Immigration and Nationality Act. Town law enforcement officers are not deputized as federal immigration agents, and the Town does not exercise independent authority to enforce federal immigration law beyond what is required under state and federal law; and

WHEREAS, other law enforcement agencies in Jefferson County have entered into a 287(g) partnership agreement and have jurisdiction to enter and perform law enforcement activities within the Shepherdstown municipal limits; and

WHEREAS, the Shepherdstown Police Department is entrusted to, and capable of, enforcing local and state law in the Town of Shepherdstown, and its law enforcement

officers are trained to serve the communities they know, to de-escalate conflict, and to operate within clear systems of oversight; and

WHEREAS, individuals facing immigration issues and needing assistance can contact the following resources: (1) Mountain State Justice at <https://mountainstatejustice.org/our-work/immigration/>, (2) Catholic Charities of WV at <https://www.ccwva.org/programs/west-virginia-immigration-refugee-resettlement-services/>, (3) WVU College of Law Immigration Clinic at <https://www.law.wvu.edu/academics/clinics/immigration-law/>, and (4) ACLU West Virginia at <https://www.acluww.org/legal-assistance/>;

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF SHEPHERDSTOWN, WEST VIRGINIA:

1. That the Town of Shepherdstown remains committed to law enforcement approaches that keep our communities and residents safe, uphold civil rights, and respect the authority of local leadership; and
2. That the Town of Shepherdstown will continue to decline participation in a federal immigration partnership program pursuant to Section 287(g) of the Immigration and Nationality Act and will not allocate Shepherdstown resources for immigration enforcement, except where required by law.

Approved this 9th day of September, 2026.

James Gatz, Mayor of Shepherdstown
By Council:

Jim Auxer

Marcy Bartlett

Cheryl Roberts

Ashleigh Sanders

Joe Yates

Proposed Amendment
Resolution Regarding the Role of Local Law Enforcement and the
Preservation of Community Trust and Transparency

Summary of proposed changes

- Removes the description of SB 615 (2026) as enacted law imposing turnover and felony-penalty requirements. SB 615 passed the Senate but died in the House Judiciary Committee and was never signed into law, so it should not be described in an adopted Town resolution as a current legal requirement.
- Add a “Whereas” clause that makes it clear that the Town intends to comply with federal law.
- Removes text in section 1 that describes the scope of compliance with state law as it is unnecessary and potentially too narrow a description.
- Deletes text in section 3 because it referenced actions (officers not inquiring into immigration status) that are prohibited under state law (WV Code section 15-6-2).
- A few tightening edits – no substantive change

CORPORATION OF SHEPHERDSTOWN
Mayor and Town Council, Shepherdstown, West Virginia

Resolution Regarding the Role of Local Law Enforcement and the Preservation of
Community Trust and Transparency

WHEREAS, the Town of Shepherdstown is governed by West Virginia state law, including HB 2008 (2023), which requires local entities to enforce state and federal immigration laws and requires local law enforcement to assist or cooperate with a federal immigration officer as reasonable and necessary; ~~and SB 615 (2026) which requires that individuals determined to be in the United States illegally by local, state or federal law enforcement in this state be turned over the Immigration and Customs Enforcement (“ICE”) for purposes of deportation, as well as stipulating that individuals determined to be in the United States illegally in this state for a second time shall be guilty of a felony offense and shall be incarcerated in a state penitentiary for no less than three years and no more than five years;~~

WHEREAS, the federal Illegal Immigration Reform and Immigrant Responsibility Act of 1996 added Section 287(g) to the Immigration and Nationality Act (INA), authorizing U.S. Immigration and Customs Enforcement (ICE) to delegate state and local law enforcement officers the authority to perform specified immigration officer functions under ICE’s direction and oversight, and

participation in the 287(g) Program is limited to law enforcement agencies (LEAs) only, and LEAs interested in participating in the 287(g) Program must sign an MOA with ICE;

WHEREAS, the Town of Shepherdstown has a long-standing but unwritten policy of not choosing to participate in the Section 287(g) Program;

WHEREAS, this Resolution is not intended to, and will not, obstruct, hinder, or interfere with the legal exercise of federal immigration enforcement authority, but rather is intended to enhance transparency, accountability, and public safety within the Town;

WHEREAS, the Town Council seeks to provide clarity regarding the role of local law enforcement and the preservation of community trust and transparency;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL:

1. Compliance with State Law: The Town shall continue to comply with all mandatory provisions of W. Va. Code §15-16, ~~ensuring that no policy or ordinance materially restricts the lawful sharing of information with federal immigration authorities.~~

2. Declination of 287(g) Participation: The Town continues to and by this Resolution formally declines to enter into a Section 287(g) Memorandum of Agreement.

~~**3. Victim and Witness Protections:** In alignment with state law, Town officers shall not inquire into the immigration status of individuals who are victims of, or witnesses to, a crime. Protecting the safety of all residents is paramount to effective law enforcement~~

34. Constitutional Limits: The Town affirms that all law enforcement in its jurisdiction shall align with the US Constitution, including First Amendment rights to free speech and assembly, Fourth Amendment prohibitions against unwarranted entry onto private property, and Fifth Amendment protections including the right to remain silent. The Fourth Amendment ensures officers (local or federal) may not enter private residences or non-public areas of business without valid judicial warrant or lawful consent. The First Amendment ensures the Right to Record and protects the right to observe and record law enforcement activities, including immigration enforcement, if recording does not interfere with official duties.

45. Opposition to Mandatory Deputizing: The Town opposes any measure that would mandate 287(g) participation, as it infringes upon local budgetary and operational autonomy, should the state legislature take up any such measure, ~~that would mandate 287(g) participation.~~

Adopted this ____ day of _____, 2026.

James K. Gatz, Mayor
Town of Shepherdstown

Amy Boyd

From: Harriet Pearson
Sent: Wednesday, September 9, 2026 11:11 AM
To: James Gatz; Amy Boyd; Gino Sisco
Subject: IPMC Ordinance Amendment
Attachments: 20260909 IPMC Ordinance Amendment (Pearson).docx

I plan to offer the attached amendment to the proposed IPMC ordinance in order to make sure that existing locally-adopted requirements and authorities are not inadvertently wiped out by the proposed language.

Happy to discuss if helpful.

Thanks.

Harriet

Proposed Floor Amendment 9/9/2026 - by Harriet Pearson

Proposal is to add the following text to the proposed IPMC ordinance:

Except as expressly amended herein to substitute the 2018 edition of the International Property Maintenance Code for the 2012 edition previously adopted, Sections 2 through 9 of Section 13-101, Title 13, Chapter 1 of the Code of Shepherdstown, as currently set forth therein, are hereby readopted and incorporated herein by reference as if fully set forth verbatim.

See below for where this text would be added:

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.

Except as expressly amended herein to substitute the 2018 edition of the International Property Maintenance Code for the 2012 edition previously adopted, Sections 2 through 9 of Section 13-101, Title 13, Chapter 1 of the Code of Shepherdstown, as currently set forth therein, are hereby readopted and 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)

(Town Clerk)

First Reading: August 12, 2026

Second Reading: _____

Adopted: _____

Safer Streets Start with Better Data.

A turnkey package from **All Traffic Solutions**: three radar speed displays to calm traffic, one discreet traffic data collector for professional-grade studies, and a handheld laser for targeted enforcement — all connected to the **TrafficCloud™** reporting platform.

YOUR SPEED
25

TOTAL INVESTMENT
\$22,917.84



Shield 12
Radar Speed Sign

QTY 3

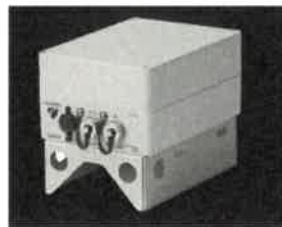
\$15,384.44

Shield™ 12 Radar Speed Display

Includes mounting bracket, blue alert light & solar battery kit

- Shows each driver their speed in bright 12" amber digits — MUTCD compliant
- Blue alert light flashes to warn speeding drivers
- Solar powered — weeks of runtime, no wiring or electric bills
- Only 12 lbs — one person mounts it on any pole or post in minutes

BEST FOR — calming traffic in school zones and neighborhoods, resolving resident speeding complaints, and collecting data 24/7.



QTY 1

\$5,260.32

StatTrak™ Data Collector

Includes TrafficCloud™ Stats & Reporting subscription

- Captures vehicle counts, speeds & classification (small / medium / large)
- Covers up to 4 lanes, bidirectional, from one roadside pole
- Installs in under 5 minutes; 11–21 day battery, solar option
- Data uploads automatically to TrafficCloud — no manual downloads

BEST FOR — evidence-based decisions: quick speed surveys and traffic studies before and after enforcement or road changes.



QTY 1

\$2,273.08

DragonEye™ SpeedLidar

Handheld laser speed measurement for officers

- Pinpoints one vehicle in a stream of traffic — court-ready accuracy
- True-color heads-up display, accurate up to 6,000 ft (1,828 m)
- Lightweight — only 2.5 lbs with batteries, balanced grip
- Runs 24–32 hours on two standard C-cell batteries
- Anti-jamming & obstruction mode — reads through branches and fences

BEST FOR — targeted enforcement where data shows speeding actually happens, by time of day and location.

TRAFFIC REPORTS – TRAFFICCLOUD™ CLOUD PLATFORM



- Up to 6 ready-made reports — Speed Summary, Volume by Time, Volume by Speed, and an Enforcement Priorities report
- Export as PDF, Excel, CSV or HTML — share with council, police and residents
- Schedule recurring reports delivered automatically by email
- Real-time alerts for tampering, low batteries and high-speed violators
- Manage every device from one secure dashboard, anywhere, on any device

Storage & portability: every unit is compact, lightweight and pole-mounted for easy relocation and off-season storage; all traffic data is kept in **secure cloud storage** — no files to manage, no data to lose.

INVESTMENT SUMMARY PER VENDOR QUOTE

3 × Shield 12 Speed Display Mounting bracket, blue alert light & solar battery kit	\$15,384.44
1 × StatTrak Data Collector With TrafficCloud Stats & Reporting	\$5,260.32
1 × DragonEye SpeedLidar Handheld enforcement laser	\$2,273.08

TOTAL **\$22,917.84**

Equipment engineered & manufactured in the USA • TrafficCloud includes unlimited training and US-based support.

TO Town Council Members
FROM James Gatz
DATE September 9, 2026
SUBJECT Professional Service Agreement with Sustainable Strategies

The attached document is the draft Professional Services Agreement with Sustainable Strategies for grant writing and advocacy services. Ryan P. Simonton, one of our Town attorneys, has reviewed the document. I plan to execute the agreement this week.

We are scheduling a project kick-off meeting with Matt Ward and Heather Iliff who are with Sustainable Strategies for Friday, October 5. Staff will be in contact to invite you and provide additional details.

Please let me know if you have any questions.

Thanks.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT ("Agreement") is made and entered into this ___ day of _____ by and between the TOWN OF SHEPHERDSTOWN, WEST VIRGINIA, a West Virginia municipal corporation (the "Town"), and Sustainable Strategies DC ("S2" or "Contractor").

WHEREAS, the Town desires that Contractor perform the services of fund consulting, grant writing, land use consulting, and advocacy services as an independent contractor, in accordance with the provisions of this Agreement, and more fully described in the job description attached as Exhibit A; and

WHEREAS, Contractor desires to perform such duties pursuant to the terms and conditions provided for in this Agreement; and

WHEREAS, the parties hereto desire to set forth certain understandings regarding the services in writing.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Services. The Town agrees to retain Contractor to provide the services set forth herein, and as further specified in **Exhibit A**, attached hereto and incorporated herein by reference ("Services"), and Contractor agrees to so serve. Contractor warrants and represents that it has the requisite authority, capacity, experience, and expertise to perform the Services in compliance with the provisions of this Agreement and all applicable laws and agrees to perform the Services on the terms and conditions set forth herein. The Town reserves the right to omit any of the Services identified in Exhibit A upon written notice to Contractor. In the event of any conflict between this Agreement and Exhibit A, the provisions of this Agreement shall prevail.

2. Compensation. The Town agrees to pay Contractor a sum not to exceed \$7,500 per month. In addition, Town agrees to pay Contractor for reasonable reimbursable out-of-pocket costs associated with the services provided, such as to cover travel, lodging, or other costs associated with trips to Washington, DC or Charleston, WV, as pre-approved for charging by the Town. Contractor also charges a flat, \$50/month fee to cover all costs associated with Contractor services including postage, telecommunications, printing, copying, and materials. The Town shall make payment within thirty (30) days of receipt and approval of invoices submitted by Contractor, which invoices shall be submitted to the Town not more frequently than monthly and which shall identify the specific Services performed for which payment is requested. The parties acknowledge that Contractor plans to increase its fee for services by 5% annually, unless otherwise agreed by the parties at the time of annual renewal.

3. Term. The Term of this Agreement shall be from October 1, 2026 through September 30, 2027, unless extended by written agreement of the parties. The Town may also end this Agreement at any time for any reason, upon 30 days' notice and payment of any sums owed at the end of those 30 days time when the Agreement terminates.

4. Contractor Personnel Responsible. Contractor plans to assign Principal Heather Iliff and CEO Matt Ward as the primary contacts and service providers for the services offered to the Town. Contractor may use its other professional employees to supplement or enhance the services when appropriate.

5. Outside Support Services and Sub-Contractor. Any sub-Contractors shall be preapproved by the Town. A rate sheet for such sub-Contractors shall be provided to the Town.

6. Ownership of Instruments of Service. The Town acknowledges the Contractor's work product, including electronic files, as instruments of professional service. Nevertheless, the final work product prepared under this Agreement shall become the property of the Town upon completion of the services and payment in full of all monies due to the Contractor.

7. Monitoring and Evaluation. The Town reserves the right to monitor and evaluate the progress and performance of Contractor to ensure that the terms of this Agreement are being satisfactorily met in accordance with the Town's and other applicable monitoring and evaluating criteria and standards. Contractor shall cooperate with the Town relating to such monitoring and evaluation.

8. Independent Contractor. The parties agree that the Contractor shall be an independent contractor and shall not be an employee, agent, or servant of the Town. Contractor is not entitled to workers' compensation benefits from the Town and is obligated to pay federal and state income tax on any money earned pursuant to this Agreement.

9. Insurance Requirements.

a. Comprehensive General Liability Insurance. Contractor shall procure and keep in force during the duration of this Agreement a policy of comprehensive general liability insurance insuring Contractor and naming the Town as an additional insured against any liability for personal injury, bodily injury, or death arising out of the performance of the Services with at least One Million Dollars (\$1,000,000) each occurrence. The limits of said insurance shall not, however, limit the liability of Contractor hereunder.

b. Comprehensive Automobile Liability Insurance. Contractor shall procure and keep in force during the duration of this Agreement a policy of comprehensive automobile liability insurance insuring Contractor and naming the Town as an additional insured against any liability for personal injury, bodily injury, or death arising out of the use of motor vehicles and covering operations on or off the site of all motor vehicles controlled by Contractor which are used in connection with the Project, whether the motor vehicles are owned, non-owned, or hired, with a combined single limit of at least One Million Dollars (\$1,000,000). The limits of said insurance shall not, however, limit the liability of Contractor hereunder.

c. Terms of Insurance.

- (i) Insurance required by this Agreement shall be with companies qualified to do business in the State of West Virginia with a general policyholder's financial rating of not less than A+3A as set forth in the most current edition of "Best's Insurance Reports" and may provide for deductible amounts as Contractor deems reasonable for the Services. No such policies shall be cancelable or subject to reduction in coverage limits or other modification except after thirty (30) days prior written notice to the Town. Contractor shall identify whether the type of coverage is "occurrence" or "claims made." If the type of coverage is "claims made," which at renewal Contractor changes to "occurrence," Contractor shall carry a six (6)-month tail. Contractor shall not do or permit to be done anything that shall invalidate the policies.
- (ii) The policies described in subparagraphs a. and b. above shall be for the mutual and joint benefit and protection of Contractor and the Town. Such policies shall provide that the Town, although named as an additional insured, shall nevertheless be entitled to recovery under said policies for any loss occasioned to it, its officers, employees, and agents by reason of negligence of Contractor, its officers, employees, agents, subcontractors, or business invitees. Such policies shall be written as primary policies not contributing to and not in excess of coverage the Town may carry.

d. Workers' Compensation and Other Insurance. During the term of this Agreement, Contractor shall procure and keep in force workers' compensation insurance and all other insurance required by any applicable law. If under West Virginia law Contractor is not required to carry workers' compensation insurance, Contractor shall provide the Town an executed Certificate of Exemption From Statutory Workers' Compensation Law and Acknowledgment of Risk/Hold Harmless Agreement, which shall be attached hereto as Exhibit B and incorporated herein by reference.

e. Evidence of Coverage. Before commencing work under this Agreement, Contractor shall furnish to the Town certificates of insurance policies evidencing insurance coverage required by this Agreement. Contractor understands and agrees that the Town shall not be obligated under this Agreement until Contractor furnishes such certificates of insurance.

f. Subcontracts. Contractor agrees to include the insurance requirements set forth in this Agreement in all subcontracts. The Town shall hold Contractor responsible in the event any subcontractor fails to have insurance meeting the requirements set forth in this Agreement. The Town reserves the right to approve variations in the insurance requirements applicable to subcontractors upon joint written request of subcontractor and Contractor if, in the Town's opinion, such variations do not substantially affect the Town's interests.

9. Indemnification. Contractor hereby covenants and agrees to indemnify, save, and hold harmless the Town, its officers, employees, and agents from any and all liability, loss, costs, charges, obligations, expenses, attorney's fees, litigation, judgments, damages, claims, and demands of any kind whatsoever arising from or out of any negligent act or omission or other tortious conduct of Contractor, its officers, employees, or agents in the performance or nonperformance of its obligations under this Agreement.

10. Termination.

a. Generally.

(i) The Town may terminate this Agreement without cause if it determines that such termination is in the Town's best interest. The Town shall effect such termination by giving written notice of termination to Contractor, specifying the effective date of termination, at least thirty (30) calendar days prior to the effective date of termination. In the event of such termination by the Town, the Town shall be liable to pay Contractor for Services performed as of the effective date of termination, but shall not be liable to Contractor for anticipated profits. Contractor shall not perform any additional Services following receipt of the notice of termination unless otherwise instructed in writing by the Town.

(ii) Contractor may terminate this Agreement without cause if it determines that such termination is in Contractor's best interest. Contractor shall effect such termination by giving written notice of termination to the Town, specifying the effective date of termination, at least sixty (60) calendar days prior to the effective date of termination.

b. For Cause. If, through any cause, Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, violates any provision of this Agreement, or violates any applicable law, and does not commence correction of such nonperformance or violation within seven (7) calendar days of receipt of written notice and diligently complete the correction thereafter, the Town shall have the right to terminate this Agreement for cause immediately upon written notice of termination to Contractor. In the event of such termination by the Town, the Town shall be liable to pay Contractor for Services performed as of the effective date of termination, but shall not be liable to Contractor for anticipated profits. Contractor shall not perform any additional Services following receipt of the notice of termination. Notwithstanding the above, Contractor shall not be relieved of liability to the Town for any damages sustained by the Town by virtue of any breach of this Agreement, and the Town may withhold payment to Contractor for the purposes of setoff until such time as the exact amount of damages due to the Town from Contractor is determined.

12. Agreement Subject to Appropriation. To the extent this Agreement constitutes a multiple fiscal year debt or financial obligation of the Town, it shall be subject to annual

appropriation pursuant to the Town of Shepherdstown. The Town shall have no obligation to continue this Agreement in any fiscal year in which no such appropriation is made.

13. Responsibilities. The Contractor shall be responsible for all damages to persons or property caused by the Contractor, its agents, employees or sub-Contractors, to the extent caused by its negligent acts, errors and omissions hereunder, and shall indemnify and hold harmless the Town from any claims or actions brought against Contractor by reason thereof.

14. Registration Under the Lobbying Disclosure Act. The parties acknowledge that Contractor may be required to register as a lobbyist under the Lobbying Disclosure Act of 1995, P.L. 104-65, and to report lobbying expenses and activities. This is a responsibility of the Contractor, and imposes no requirements or duties upon the Town.

15. Entire Agreement. This Agreement, along with any addendums and attachments hereto, constitutes the entire agreement between the parties. The provisions of this Agreement may be amended at any time by the mutual consent of both parties. The parties shall not be bound by any other agreements, either written or oral, except as set forth in this Agreement.

16. Governing Law and Venue. This Agreement shall be governed by the laws of the State of West Virginia, and venue shall be in the County of Jefferson, State of West Virginia.

17. Assignability. Contractor shall not assign this Agreement without the Town's prior written consent.

18. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective heirs, personal representatives, successors, and assigns.

19. Survival Clause. The "Indemnification" provision set forth in this Agreement shall survive the completion of the Services and the satisfaction, expiration, or termination of this Agreement.

20. Severability. In the event a court of competent jurisdiction holds any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

21. Headings. Paragraph headings used in this Agreement are for convenience of reference and shall in no way control or affect the meaning or interpretation of any provision of this Agreement.

22. Notices. Written notices required under this Agreement and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested:

To the Town: Gino Sisco, Town Administrator
PO Box 248
Shepherdstown, WV 25443
(304) 293-0528
GSisco@Shepherdstown.gov

To the Contractor: Matt Ward, CEO
200 Massachusetts Avenue, NW
Suite 380
Washington, DC 20001
(202) 422-2411
Matt.Ward@StrategiesDC.com

23. Authority. Each person signing this Agreement, and any addendums or attachments hereto, represents and warrants that said person is fully authorized to enter into and execute this Agreement and to bind the party it represents to the terms and conditions hereof.

24. Attorneys' Fees. Should this Agreement become the subject of litigation between the Town and Contractor, each party shall bear its own attorney's fees and costs.. All rights concerning remedies and/or attorneys' fees shall survive any termination of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

TOWN OF SHEPHERDSTOWN, WEST VIRGINIA

By: _____
Authorized Representative

ATTEST:

Town Clerk

CONTRACTOR:

By: _____

Title: Partner

EXHIBIT A

SCOPE OF SERVICES

Sustainable Strategies DC will provide the following services:

1. **Resource Roadmap:** To kick off the endeavor, S2 will develop a Resource Roadmap that identifies a wide range of open and upcoming funding opportunities from federal, state, and philanthropic sources aligned with Shepherdstown's priorities. The Resource Roadmap process will involve a visit to Shepherdstown from our team and meetings with Town leadership and key stakeholders to identify priority projects and discuss funding and policy objectives, followed by a report identifying funding sources, potential award amounts, match requirements, eligibility and competitiveness factors, key contacts at funding agencies, and recommended next steps, for an 18-36 month timeline of funding advocacy. S2 will keep the Roadmap current over the course of the engagement, with monthly updates on new opportunities.
2. **Strategic Guidance:** S2 will lead monthly meetings with Town staff and other appropriate stakeholders depending on the relevant projects at that time, to review upcoming funding opportunities, provide updates on in-progress grant applications, and confirm priority projects. S2 will send an advanced suggested agenda and refine that agenda based on input from Town officials, and follow-up notes and tasks to undertake based on the meeting. S2 will also be available on-call to provide strategic guidance and troubleshooting on funding, policy, and project matters.
3. **Full-Service Grant Writing:** S2 will plan, prepare, and submit 8-10 or more grant applications totaling at least \$1,000,000 annually on Shepherdstown's behalf. This work will include:
 - a. **Funding Opportunity Summaries:** For each grant chosen by Shepherdstown to pursue, S2 will provide a Gameplan Memo summarizing eligibility, eligible activities, funding amounts, match requirements, document requirements, the strategy for shaping the project to be competitive, and submission processes for each opportunity.
 - b. **Project Scoping:** S2 will organize project calls to refine potential projects to align with funding opportunities, and will draft a project Briefing Sheet to share with stakeholders and support advocacy efforts.
 - c. **Narrative Drafting:** S2 will draft complete grant application narratives, including all required forms and attachments, following each funder's guidelines and evaluation criteria.
 - d. **Budget Support:** S2 will provide guidance on developing budgets and budget narratives, including confirming that minimum cost-share requirements are met.
 - e. **Letters of Support:** S2 will develop letter of support and commitment templates to distribute to project stakeholders.
 - f. **Submission:** S2 will assemble required attachments and documentation and will submit completed applications to their respective grant portals ahead of deadlines.
4. **Earmarks & Appropriations:** S2 will identify and help Shepherdstown pursue congressionally directed spending and other appropriations opportunities in the U.S. Congress, preparing project justifications and coordinating with West Virginia's congressional delegation.
5. **Advocacy:** S2 will support Shepherdstown's funding advocacy with local, state, and federal elected officials and agency staff, including developing briefing sheets and talking points, coordinating calls with funding decision-makers, and organizing in-person visits and events in Washington, DC, Charleston, and Shepherdstown for funding officials and other important contacts.

6. ***Partner Collaboration:*** S2 will coordinate with the Town to work with with regional and community partners on shared priorities, including coordinating joint applications where a partnership strengthens Shepherdstown's competitiveness for funding. This will include supporting Shepherdstown officials in efforts to connect with other municipalities, state officials, federal officials, nonprofit and think tank officials, and other institutions regarding best practice approaches that could be relevant and valuable for guiding or informing Shepherdstown's key projects.
7. ***Land Use & Annexation Guidance:*** Shepherdstown seeks to ensure that land use in the areas around the established Town boundaries are compatible with the vision, values, and community needs of Shepherdstown and its citizens and institutions. S2 has expertise in these areas, and are available to provide consulting coordination and recommendations on addressing these issues.
8. ***Coordination with Shepherdstown Grants Committee:*** Our team will coordinate with the Shepherdstown Grants Committee to establish and update the Resource Roadmap, provide the Grants Committee with notice of upcoming funding opportunities, prioritize grants to pursue, and gather the information and materials needed to put together effective funding applications. We will do this under the direction of the Mayor and Town Administrator, and other officials you designate.
9. ***S2 Spotlights, S2 Client Alerts, and S2 Guidance Documents:*** S2 produces regular newsletters for clients identifying funding

TO Town Council Members
FROM James Gatz
DATE September 9, 2026
SUBJECT Proposed Action Map and Timeline for School Property Assessment and Development Planning

The attached document presents a proposed three-phased approach and timeline for determining whether to purchase the school property, assessing potential future uses of property, and planning for development/redevelopment if needed.

The Action Map is designed to ensure the Town works quickly in completing the due diligence actions needed for the fundamental decision of whether to purchase the property by early December 2026, and if the decision is to purchase the property, to come to consensus on future uses and development/redevelopment of the property by early Spring 2027.

The Action Map lays out the following three phases:

Phase 1: September – October

- Establish public communications strategy.
- Select an expert consultant to assist with public input and redevelopment planning.
- Complete due diligence for purchase of the property
- Establish core set of prioritized values for evaluation options for use and development of the property.
- Establish financing options.
- Identify preliminary options for uses of the property.

Phase 2: November – Early December

- Obtain community and stakeholder input on proposed uses of the property.
- Make decision on whether to purchase the property.
- If the Town Council votes to purchase, establish the planned uses of the property and development approach.

Phase 3: December – February 2027

- Issue RFP for development partners with strong history of development/redevelopment projects that align with the Town's values and planned uses of the property.
- Town Council votes to select development partner(s) and move forward with the development approach.

I recommend that all three members of the Building Commission and any Town Council members who are available to participate should serve on “Working Group” responsible for developing recommendations for the entire Council and Town residents on the purchase and future use of the school property. The Working Group and Subgroups will be assisted by Town staff and the expert consultant.

The “Working Group” will include the following subgroups:

Planning and Communications Subgroup

- Ensure adequate public communications and engagement,
- Articulate core values for evaluating potential uses and strategies for development/redevelopment,
- Recruit and recommend a consultant to assist with this project.

Recommended Members: Jim Auxer, Elise Baach, Cheryl Roberts, Ashely Sanders

Development Subgroup

- Administer due diligence in preparation for purchase of the property.
- Develop and recommend uses, and
- Recruit and recommend development partners, if any.

Recommended Members: Andy Singletary, Steven Skinner, Joe Yates

Finance Subgroup

- Identify and recommend options for financing the purchase and development/redevelopment of the property including using Town resources, borrowing or bond financing, and using resources available through Federal or State government programs.

Recommended Members: Marcy Bartlett, Harriet Pearson

The timeline assumes that the property purchase must be completed by December 4, 2026. However, I believe it will be possible to push that deadline to later if we need more time to arrange for the purchase.

Action Map and Timeline -- School Property Assessment and Development Planning

September 9, 2026

Page 1

Lead Group	Completion Date	Action
Phase One September - October		
Planning and Communications	Sept 21	Public Communication Post and maintain new section on Shepherdstown.gov about the planned purchase and development of the Shepherdstown Elementary School property. Produce monthly updates about the purchase and development project in the monthly Town Newsletter starting October 2026.
Administration	Sept 21	RFP for Redevelopment Feasibility Consultant Services Develop and publish RFO/RFP to select a consultant to coordinate and manage the process of identifying potential uses, developing approaches and partners, and determining project financing. Publish the RFP by September 21 with planned start date of no later than November 1, 2026. Key tasks are to provide technical advice and assist Town Council with: - Overall project management and assistance to Steering Group. - Integrate findings from the in-depth property appraisal. - Gather community and stakeholder input on potential uses and development options. - Develop a list of top candidate uses with pros/cons for each. - If needed, assist with identifying and selecting one or more entities to partner with the town in management and development of the property.
Administration	Oct 1	Due Diligence Review and Report on Options for Ownership Continue fact-finding currently underway (Managed by Ryan Simonton): - Asbestos Review - Asbestos Abatement Estimate - Phase 1 Environmental Review - In-depth Property Appraisal - Structural/Condition Assessment - Title Search

Action Map and Timeline -- School Property Assessment and Development Planning

September 9, 2026

Page 2

		Submit memo to Town Council on findings of due diligence reviews. Submit memo to Town Council with information on three-four frameworks for property ownership with pros/cons of each. The suggested ownership structures should include: - Town is sole owner, responsible for operating/maintaining the property. - Town partners with a private entity (or lease the property to the entity) with an agreement for dedicated space for public benefit. - Town sells the property to a private entity with deed restrictions such as on allowable future uses, dedicated space of public benefit, density, and affordability. - Other options
Planning and Communications	Oct 1	Submit memo to Town Council with recommendation on core set of 3-7 prioritized values for evaluating options for uses and development of the property. Submit memo to Town Council on specific areas of concern that must be examined in the planning, including such topics as: - Town Run, nearby wetlands, and other environmental factors. - Potential for phased development to include the Shepherdstown middle school at a future time. - Potential for coordination with Shepherd University; and so forth. Submit memo to Town Council on comparable projects in the region, which include, adaptive reuse of school buildings.
Finance	Oct 1	Submit a memo to Town Council which identifies financing options and presents recommendations on the core project financing based on ownership structure. Analysis should include clarification on allowed uses of funds such as for project planning; the impact of use of tax-exempt bonds on allowed uses of the property. Also identify other available financing options for later phases of the project including the feasibility of Tax Increment Financing, uses of State or county grants, loans, or other support.

Action Map and Timeline -- School Property Assessment and Development Planning

September 9, 2026

Page 3

		Preliminary Options for Property Use / Development
Administration	Oct 7	Submit memo to Town Council with preliminary options for uses of the property, based on the “highest and best use” as reported on the In-depth Property Appraisal and prioritized values as developed by the Working Group. Discuss the options at the October 14 Town Council meeting.
		Recommendation of firm to provide Consultant Services
Planning and Communications	Oct 21	Submit memo to Town Council with recommendation of firm to provide consultant services.
		Select Consultant
Town Council	Oct 21	Special Town Council Meeting for vote to select the consultant.

Action Map and Timeline -- School Property Assessment and Development Planning September 9, 2026

Page 4

Phase Two		
Planning and Communications	Through Nov 20	Obtain Community Input on Potential Uses Gather community and stakeholder input and develop a list of uses/redevelopment options that reflect community interests and are economically feasible.
Working Group	Nov 25	Identify Feasible Options for Use of the Property Submit memo to Town Council with recommended action for purchasing the property. If needed, submit second memo to Town Council, with final options for uses of the property. The recommendation for final options for uses will build upon the initial options and include insights from community input. The options memo will include cost estimates, funding options, and pros/cons analysis for each recommended use.x
Town Council Decisions		
Town Council	Dec 2	Special Town Council Meeting for votes for the purchase of the property and, if there is consensus for a vote, to select the planned use.
Town Council	Dec 9	Town Council vote on planned use of the property (if needed)

Action Map and Timeline -- School Property Assessment and Development Planning

September 9, 2026

Page 5

Phase Three		
		Identify Potential Development Partners (if any)
Administration	Jan 13	Memo to Town Council that identifies firms / partners interested in partnering with the Town to manage or develop / redevelop the property for a recommended use and issue competitive RFP to firms with interest and capacity to support this project.
		Recommendation on Development Partners
Administration	Feb 17	Memo to Town Council with recommendation based on submitted proposals.
		Town Council Decision
Town Council	Feb 24	Special Town Council meeting with vote to select development partner(s) and move forward with the development.