

SHEPHERDSTOWN FINANCE COMMITTEE MEETING MINUTES

July 1, 2026 – 6:30 p.m.

Town Hall – 104 North King Street

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

2. Attendance

- a. **Members Present:** James Gats (J Gatz), Marcy Bartlett (M Bartlett)
- b. **Staff Present:** Maged Kirolos (M Kirolos), Hunter Wetzel (H Wetzel)
- c. **Visitors Present :**
- d. Gail Seiler (G Seiler), Simon Marquez (S Marquez)

3. Approval of Minutes

- a. A motion was made by (M Bartlett) to accept June 3, 2026, meeting minutes. The motion was seconded by (J Gatz). The motion was passed unanimously.
- b. The Committee discussed a section on page 7 regarding staff providing clearer information to Town Council. The minutes were approved with a small edit to remove the phrase referencing an explanation of the global account and due-to/due-from balances, and to reflect a clearer summary for Town Council.

4. Community Grant Application

- a. Shepherd Village Solar
 - i. (G Seiler) presented the Shepherd Village Solar grant application. She explained that Shepherd Village had received four donated solar panels and requested \$2,273 to purchase batteries, an inverter, switches, cables, and related equipment to capture solar energy for greenhouse use.
 - ii. The Committee discussed whether the project would primarily benefit Shepherd Village or the broader community. Discussion focused on partial Town funding, possible Village or outside funding, ownership by Shepherd Village, and strengthening the application by adding an education and outreach commitment for the Town, community groups, faith groups, Shepherdstown Shares, and similar audiences.
 - iii. The Committee requested that Shepherd Village return with an adjusted proposal that includes a reduced Town funding request, possible additional funding sources, and a clearer commitment to public education and outreach.

5. Edmunds Gov Software Implementation - Update

- a. Staff reported that the Edmunds implementation is ahead of schedule. Testing had been completed for internet, firewall, speed, and multi-user functions, and work is now focused on transferring three years of historical account data, especially for water and sewer billing.
- b. The Committee discussed the transition schedule, with the goal of having billing and financial core modules active by July 1, 2027. Staff expect the core financial transition to be completed within approximately 60 days after the billing transfer, with 45 to 60 days reserved for validation, testing, and staff training.

- c. The Committee also discussed custom financial reports, possible read-only access or report generation for Finance Committee/Town Council needs, archiving approximately 20 years of legacy data, and the need for an updated written implementation timeline and data catalog. Staff also noted that residents using autopay may need to re-enter banking information in the new system for security reasons.

6. Update on State Audit for FY 2025 - Final Financial Statement for Corp. Shepherdstown

- a. Staff reported that the FY 2025 State Audit was completed with BHM CPA Group. The audit covered the Corporation of Shepherdstown, including water and sanitary operations, for the year ending June 30, 2025, and included government-wide and fund financial statements and budget comparisons.
- b. Staff summarized financial highlights, including an increase in net position, increased revenues and expenses compared with the prior year, capital additions, no new debt issued in 2025, a reduction in outstanding debt, and total outstanding debt of approximately \$9.9 million, primarily related to water and sewer bonds.
- c. The Committee discussed capital assets and infrastructure items, including the classification and wording for bike path or transportation-related project expenses, the Market House renovation, water main lines, water treatment equipment, and sewer monitoring equipment. Staff agreed to review and correct the bike path/transportation description as needed.
- d. The Committee also discussed a Housing Authority account or fund that appeared in the financial statements, including its history, possible restrictions, and whether approximately \$54,000 was available or whether the amount was being misread. Staff agreed to investigate and report back.
- e. The Committee discussed requesting a post-audit conference with BHM to help Town Council, new members, and water/sewer-related board members better understand the audit and the Corporation/Enterprise structure. Staff indicated they would contact BHM about scheduling a post-audit conference, preferably in a shorter format.

7. Adjourn Motion made by (M Bartlett) to adjourn at 8:04 p.m. Seconded by (J Gatz). Motion voted unanimously and the meeting was adjourned.