



Shepherdstown WEST VIRGINIA

TOWN HALL
104 N. King Street
P.O. Box 248 (mail)
Shepherdstown, WV 25443
304-876-2312

Shepherdstown Finance Committee Agenda
Wednesday, September 2, 2026
6:30 p.m.
Town Hall – 104 North King Street

Join online by Zoom:

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

Or join by telephone:

Dial: (301) 715-8592
Meeting ID: 860 6712 0451
Passcode: 818383

Revised August 31 by inserting a new item under #5 and removing the following language under #8, bullet point one, (a minimum and, where appropriate, a maximum level of year-end carryover, with a defined process for what happens to the amounts above the target)

1. Call to Order
2. Approval of Minutes of July 1 and August 20
3. Public Comment
4. Review of Community Grant Requests
 - Boots -on-the-Ground Youth Leadership Academy
 - We the People Parade
5. Review and Make Recommendations of Expenditure Requests
 - Water and Sewer Department Equipment
 - Town Expenditures
6. Input on Financing for Purchase of Former School Property - Discussion
7. New Financial Management System Implementation Status - Update
8. Prioritizing Development of Policies for the Following Actions:
 - Establishing a Target Carryover/Contingency Policy for the General Fund - Discussion
 - Establishing Capital Budgets - Discussion
 - Approving Transfer of Funds in a Current Year Budget (without authorizing additional funds) - Discussion
 - Amending a Current Year Budget - Discussion
 - Approving Expenditures of Budgeted Funds - Discussion
 - Developing and Approving Changes to Current Year Budgets and Capital Budgets - Discussion
 - Developing, Approving, and Submitting Current Year Budget Amendments to the State - Discussion



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-
- Process and Timeline for Developing the FY28 Budget and FY28 Capital Budget

9. Adjournment

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 Gatz (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.

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), Harriot 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.

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



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**Shepherdstown
Community Grant Application**

Date: 07/30/2026

Applicant Information

Applicant organization name: Boots-on-the-Ground Youth Leadership Academy

Mailing address:

Physical address, if different:

Website:

Year organization was founded: 2024

Organization's tax-exempt number (EIN): 88-105-2343

Organization's total operating budget for current fiscal year: \$6000

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

Teresa L. Lindsey

Telephone:

Email:



Shepherdstown
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Grant Application, cont.

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

Since March 2009, I have founded and led multiple youth-serving organizations, including Teen Bounce Back DNA, Igniting Youth Passions Globally, and the Boots-on-the-Ground Youth Leadership Academy. I have extensive experience in administering programs and managing projects through implementation and evaluation. My responsibilities have included overseeing day-to-day operations, reviewing budgets and expenditures, managing resources, ensuring compliance with grant requirements and other policies and procedures, and monitoring program outcomes for effectiveness.

Grant Request Information

Project name: Shepherdstown Multicultural Festival

Amount requested: \$2500

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

Boots-on-the-Ground Youth Leadership Academy scholars and adult leadership are committed to also do fundraising to help offset the cost.

Implementation timeline, including delivery of any progress reports and the final report: Reports will be generated from bi-weekly meetings up until the time of the festival and final report within one week of closure.

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

Proposed Use of Funds
Transportation reimbursement and travel support for cultural performers, presenters, and exhibitors traveling to Shepherdstown - \$700
Food & Hospitality
Light refreshments and hospitality for volunteers, youth leaders, presenters, and cultural participants. Food to be provided at the event - \$700
Venue & Event Operations
Facility rental, event setup, tables, chairs, equipment, and operational expenses - \$600
Marketing & Promotional Materials & Events/Flyers, Posters \$500

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Grant Application, cont.

Project Description:

Applicant's signature & date:



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**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]



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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
possible \$500 for food ^{for} event; 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.



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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 -

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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	Paid
C.O.D.	107.00			7.49	114.49	-114.49
						- 0 -

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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
C.O.D.	52.00				3.64	55.64
					Paid	Balance
					-55.64	- 0 -

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

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