



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, October 7, 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. Approval of Minutes of August 5 and September 2
3. Public Comment
4. Review and Make Recommendations of Expenditure Requests
5. New Financial Management System Implementation Status - Update
6. Prioritizing Development of Policies for the Following Actions:
7. 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
 - Process and Timeline for Developing the FY28 Budget and FY28 Capital Budget
8. Adjournment

SHEPHERDSTOWN FINANCE COMMITTEE MEETING MINUTES

Date/Time: September 02, 2026 – 6:30 P.M.

Location: Town Hall – 104 North King Street

1. Call to Order & Roll Call 6:30 pm

- **Attendance:** Committee members and attendees present in person (no virtual participants). James Gatz (J Gatz), Marcy Bartlett (M Bartlett), Harriet Pearson (H Pearson)
- **Staff/Guests Present:** Maged Kirollos.
- **Errors noted in previous attendance logs:** Correction requested regarding spelling of Harriet's name (**H-A-R-R-I-E-T**) on past documentation.

2. Approval of Minutes

- **August 5th Minutes:** Missing from the meeting packet; to be presented at next month's meeting.
- **August 20th Minutes:** Reviewed with corrections:
 - Correction of Harriet's name spelling (**H-A-R-R-I-E-T**).
 - Addition of explicit motion and second notation when returning from **Executive Session**.
- **Action:**
 - **Motion:** Approved the August 20th meeting minutes subject to the noted corrections.
 - **Outcome:** Motion carried unanimously.

3. Grant Application Reviews

A. Boots on the Ground Youth Leadership Academy (Multicultural Festival)

- **Amount Requested:** \$2,500
- **Discussion Points:**
 - Application felt incomplete; lacks detailed project descriptions, event dates, and an expectation of external fundraising.
 - Clarified that while the organization noted intent to offset costs via fundraising, the current request appears to ask the town to cover the majority of initial costs.
 - Standard committee practice/expectation established: Applicants or staff representatives should be present at meetings to present applications and answer questions.
- **Action/Follow-up:**
 - Application deferred/tabled.
 - Staff/Committee to gather more data, contact the applicant, and request representation at an upcoming meeting.

B. Constitution Day Parade

- **Amount Requested:** Up to \$1,000 (Estimated food expenses: \$500; reimbursement for prior flyer/sign costs, postage, and petty expenditures).
- **Discussion Points:**
 - Recognized as a positive civic engagement event based on successful participation in previous years.
 - Noted that any unspent funds from the grant will be returned, as done previously.
- **Action:**
 - **Motion:** Recommend approval of the \$1,000 grant request to Town Council.
 - **Outcome:** Motion passed unanimously.
 - **Recommendation:** Encourage applicant representation at the Town Council meeting.

4. Policy Discussion: Community Grant Program & Process Improvement

- **Evaluation Criteria:** Noted that formal criteria exist and should be consistently applied to grant evaluations going forward.
- **Program Structure Issues Identified:**
 - Current process handles requests on a ad-hoc, month-by-month basis, forcing on-the-spot decisions in front of applicants.
 - Total available grant budget line-item pool remains unclear to committee members during evaluation turns.
- **Proposed Process Improvements:**
 - Establish set grant cycles (e.g., quarterly or open period calls for applications with fixed submission deadlines) rather than ongoing ad-hoc submissions.
 - Establish a clear total funding budget pool and maximum award caps per application.
 - Committee to evaluate all submitted applications in totality against set criteria before issuing recommendations to Town Council.

5. Review of Capital & Expenditure Requests

A. Water Board & Sanitary Sewer Board Capital Equipment Requests

- **Items Requested:** Excavator (Sewer), Lift/Platforms (Wastewater), and related capital equipment approved previously by the Water and Sanitary Sewer Boards.
- **Governance & Oversight Discussion:**
 - Questions raised over whether utility capital requests need full Finance Committee and Town Council approval or if Water/Sewer Board approvals suffice.
 - Consensus reached that Town Council retains ultimate financial liability and oversight responsibility, requiring Council/Finance oversight across all town entities (Water, Sanitary Sewer, Parks, Tree Commission, etc.).

- Committee requested full budget documentation packets (Town Hall, Water, and Sanitary Sewer budgets) to properly evaluate cross-departmental debt levels and reserve balances.
- **Follow-up:** Consult town legal counsel (Corey/Roy Shingleton) and administrative leadership regarding proper statutory governance procedures and approval workflows for utility budgets and rate increases.

B. Departmental Expenditure Oversight

- **Discussion:**
 - Reviewed procedure for major budgeted capital purchases (e.g., garbage truck, police enforcement equipment).
 - Clarified distinction between daily operational spend authority of department managers vs. major capital line-item execution.
 - Highlighted the need for clearer transparency and formal project plan reviews before departments commit substantial funds across all town committees (e.g., Parks Commission, Tree Commission).

6. Next Steps & Action Items

1. **Minutes:** Correct August 20th minutes spelling/Executive Session entries; obtain and present missing August 5th minutes for the next meeting.
2. **Boots on the Ground Grant:** Staff/Committee to contact applicant for additional details and invite them to present at the next meeting.
3. **Budget Documentation:** Ensure members receive comprehensive budget documentation covering Town General Fund, Water, and Sanitary Sewer funds ahead of upcoming review sessions.
4. **Legal Counsel Consultation:** Clarify advisory vs. decision-making roles regarding Water/Sewer board approvals with the town attorney.

7. Motion to move into an executive session under West Virginia law (West Virginia Code § 6-9A-4),

- a) M Bartlett moved for an executive session; H Pearson seconded.

8. Adjournment

- a) H Pearson moved to adjourn; M Bartlett seconded.
- b) Motion to adjourn was unanimous.
- c) The meeting adjourned at 9 pm.