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

Shepherdstown Finance Committee Agenda
Wednesday, November 4, 2026
6:30 p.m.
Town Hall – 104 North King Street

Revised November 2, 2026, to add Item 9;
remaining items have been renumbered accordingly.

Join online by Zoom:
https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8PknIig4oZKNXa8i.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 September 2 and October 7, 2026
3. Public Comment
4. Review and Make Recommendations on Expenditure Requests
5. Itemized Expenditure Records for Computing Services and for the Tree Commission over FY25 and FY26
6. Financial System implementation Plan – status
7. Grant Oversight Procedures - status
8. Prioritizing Development of Policies Town Finances – Discussion
9. Consultant Support for Train Safety Project and to Assist Tree Committee
10. Adjournment

SHEPHERDSTOWN FINANCE COMMITTEE MEETING MINUTES

September 02, 2026 – 6:30 P.M.

Town Hall – 104 North King Street

1. **Call to Order & Roll Call 6:30 pm**
2. **Attendance**
    a. Attendance: James Gatz (J Gatz), Marcy Bartlett (M Bartlett), Harriet Pearson (H Pearson)
    b. Staff/Guests Present: Maged Kirollos (M Kirollos)
    c. Errors noted in previous attendance logs: Correction requested regarding spelling of Harriet's name on past documentation.
3. **Approval of Minutes**
    a. August 5th Minutes: Missing from the meeting packet; to be presented at next month's meeting.
    b. August 20th Minutes: Reviewed with corrections:
        i. Correction of Harriet's name spelling.
        ii. Addition of explicit motion and second notation when returning from Executive Session.
    c. Action:
        i. Motion: Approved the August 20th meeting minutes subject to the noted corrections.
        ii. Outcome: Motion carried unanimously.
4. **Grant Application Reviews**
    a. Boots on the Ground Youth Leadership Academy (Multicultural Festival)
        i. Amount Requested: $2,500
        ii. Discussion Points:
            1. Application felt incomplete; lacks detailed project descriptions, event dates, and an expectation of external fundraising.
            2. 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.
            3. Standard committee practice/expectation established: Applicants or staff representatives should be present at meetings to present applications and answer questions.
        iii. Action/Follow-up:
            1. Application deferred/tabled.
            2. Staff/Committee to gather more data, contact the applicant, and request representation at an upcoming meeting.
    b. Constitution Day Parade
        i. Amount Requested: Up to $1,000 (Estimated food expenses: $500; reimbursement for prior flyer/sign costs, postage, and petty expenditures).

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ii. Discussion Points:
    1. Recognized as a positive civic engagement event based on successful participation in previous years.
    2. Noted that any unspent funds from the grant will be returned, as done previously.
iii. Action:
    1. Motion: M Bartlett Recommend approval of the $1,000 grant request. H Pearson Seconded.
    2. Outcome: Motion passed unanimously.
    3. Recommendation: Encourage applicant representation at the Town Council meeting.

5. Review of Capital & Expenditure Requests

a. Water Board & Sanitary Sewer Board Capital Equipment Requests
    i. Items Requested: Excavator (Sewer), Lift/Platforms (Wastewater), and related capital equipment approved previously by the Water and Sanitary Sewer Boards.
    ii. Governance & Oversight Discussion:
        1. Questions raised over whether utility capital requests need full Finance Committee and Town Council approval or if Water/Sewer Board approvals suffice.
        2. 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.).
        3. Committee requested full budget documentation packets (Town Hall, Water, and Sanitary Sewer budgets) to properly evaluate cross-departmental debt levels and reserve balances.
    iii. 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
    i. Discussion:
        1. Reviewed procedure for major budgeted capital purchases (e.g., garbage truck, police enforcement equipment).
        2. Clarified distinction between daily operational spend authority of department managers vs. major capital line-item execution.
        3. 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

a. Minutes: Correct August 20th minutes spelling/Executive Session entries; obtain and present missing August 5th minutes for the next meeting.

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b. Boots on the Ground Grant: Staff/Committee to contact applicant for additional details and invite them to present at the next meeting.
c. Budget Documentation: Ensure members receive comprehensive budget documentation covering Town General Fund, Water, and Sanitary Sewer funds ahead of upcoming review sessions.
d. 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.

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SHEPHERDSTOWN FINANCE COMMITTEE MEETING MINUTES

October 7, 2026 – 6:30 P.M.

Town Hall – 104 North King Street

1. **Call to Order & Roll Call 6:30 pm**
2. **Attendance**
    a. Attendance: James Gatz (J Gatz) , Harriet Pearson (H Pearson)
    b. Staff/Guests Present: Maged Kirollos (M Kirollos), Jim Auxer (Guest)
3. **Approval of Minutes**

- The Committee emphasized that minutes should clearly document motions, seconds, votes, and decisions without including unnecessary discussion details.
- Revise the September minutes to retain the grant applications and clarify approval of capital equipment requests for submission to Town Council.
- Remove items where no formal action occurred, including Item 5 and governance/oversight discussions.
- Review departmental expenditure oversight and verify the discussion regarding legal counsel and Town approval requirements for Water and Sewer expenditures.

Action:

- The Committee reviewed the August and September meeting minutes. The Committee requested revisions to ensure the minutes accurately reflect formal motions, approvals, and decisions. Approval of August & September was deferred until the required committee members were present.

Edmunds Financial Management implementation – Update:

- The transition remains on schedule, with implementation targeted for May 2027. The project includes transferring three years of billing history, integrating water meter readings, developing customized financial reports, and training staff. A detailed implementation plan and resident communication strategy are needed.

Resident Communication and Training:

The Committee discussed informing residents about the new billing system, online payment options, and account setup requirements. Mailed bills and check or cash payments are expected to remain available. Residents will need to re-enter payment information because existing payment details will not transfer to the new system.

Water and Sewer Rates:

The Committee discussed coordinating potential rate changes with the new system implementation. Residential and commercial rates must be configured correctly, and

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appropriate administrative permissions and approval controls should be established for critical system changes.

PSC Annual Report:

The annual Public Service Commission (PSC) report is due October 30, 2026. Staff is working with the appropriate consultants to complete the filing on time, without requesting an extension.

FY2028 Budget Planning:

The Committee discussed preparing an initial operating budget for review in January, ahead of the state's April submission deadline. Departments should identify essential needs, proposed initiatives, and supporting justifications. Address capital expenditures and long-term capital improvement planning separately.

School Property Acquisition Financing:

The Committee discussed obtaining an updated cash assets report and current financing information to evaluate funding options for the proposed school property acquisition. The information will support a recommendation to Town Council.

Grant Oversight

The Committee discussed improving coordination between grant applications and financial planning, particularly regarding matching requirements, ongoing costs, and staff workload. Further clarification of committee responsibilities is needed.

Key Action Items:

- Prepare a written Edmunds implementation plan with milestones, responsibilities, training, and communication activities with coordination of resident communications with the appropriate Town staff.
- Prepare an initial cash assets report and obtain updated financing information for the school property acquisition.
- Review grant oversight responsibilities and communicate Water and Sewer rate updates to the Committee.

Adjournment:

- James Gatz moved to adjourn; Harriet Pearson seconded.
- The meeting adjourned at 8 pm.

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