



Shepherdstown
WEST VIRGINIA

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

Grants Committee Meeting Agenda
Tuesday, July 8, 2026, 6:15 p.m.
Town Hall, 104 N. King Street

or by Zoom

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

1. Getting committee online
2. Call to order
3. Approval of Minutes
4. Public Comment
5. HSC Entler Roof Presentation
6. Ongoing Business
 - a. Review Grant Tracker spreadsheet/Upcoming grants.
 - i. Status of Safe Streets grant (SS4A)
 - b. Discussion of draft documents (not provided to public at this point):
 - i. Intake form (in Sharepoint July Meeting Materials)
 - c. Updated confirmed current Town Funded Projects List – Mayor to provide
 - d. Update on Grant RFQ applications
7. New Business: (drafts and ideas not provided to public at this point. In Sharepoint July Meeting Materials)
 - a. Norfolk Southern Application DUE AUGUST 3 and ROLLING REVIEW (previously distributed to this list for review)
 - b. CSX grant backgrounder - MARC shuttle goal, rolling app
 - c. Grants under consideration - big picture to assist with prioritizing
 - d. Shepherdstown Key Facts Document
 - e. Strategy for Streetscape Funding
 - f. Funding brief for Water Board
8. General Committee Discussion
9. Adjournment

SHEPHERDSTOWN SPECIAL GRANTS COMMITTEE MEETING MINUTES (DRAFT)

June 4, 2026 - 6:15 p.m.

Town Hall - 104 North King Street

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

2. Attendance

- a. **Members Present** James Gatz (J Gatz), Emily Samide (E Samide), Mary Fortuna (M Fortuna)
- b. **Staff Present** Karl Musser, Hunter Wetzel

3. Public Comment

- a. None

4. Approval of Minutes

- a. The May minutes were approved with one correction: Shannon should be listed as absent.
- b. A Motion was made by J Gatz and seconded by M Fortuna, approved as amended.

5. Ongoing Business

- a. Review Grant Tracker spreadsheet/Upcoming grants
 - i. The committee reviewed upcoming grant opportunities and discussed aligning applications with Town priorities, deadlines, and administrative capacity.
 - ii. The Safe Streets for All grant was reported as submitted. Submitted materials should be added to the SharePoint/submitted grants folder.
- b. Discussion of draft documents
 - i. Intake form was moved to the next meeting.
- c. Updated confirmed current Town Funded Projects List - Mayor to provide
 - i. The updated project list was not yet available.
 - ii. The mayor will ask Town Council to identify four priority projects for grant planning.
- d. Update on Grant SOQ applications
 - i. James reported that grant writer/administrator applications are being received.

6. New Business

- a. Rail Safety Grant [New Business Item]
 - i. The committee discussed the Norfolk Southern Safety First grant as a possible hazmat/rail emergency preparedness application.
 - ii. Mary will confirm eligible costs and circulate draft materials before the July meeting.

7. General Committee Discussion

- a. The committee discussed how grant ideas should move through stakeholder committees and Town Council and discussed posting grant updates or awarded grants on the Town website/newsletter.
- b. Action Items
 - i. Add action-item review to future agendas before adjournment, when possible.
 - ii. Add SS4A submitted application materials to SharePoint.
 - iii. Review the intake form at the next meeting.
 - iv. Bring the current Town-funded project list back and ask Town Council to identify four priorities.
 - v. M Fortuna to review Norfolk Southern Safety First eligibility/costs and circulate draft materials.
 - vi. Follow up with Michael about website/newsletter grant updates.

- 8. Adjourn** M Fortuna motioned to adjourn the meeting at 7:30p.m J Gatz seconded and the meeting was adjourned.