

SHEPHERDSTOWN GRANTS COMMITTEE MEETING MINUTES

Tuesday, July 8, 2026 – 6:15 p.m.

Town Hall – 104 North King Street, Shepherdstown

1. Call to Order The meeting was called to order at 6:20 p.m.

2. Attendance

- a. Members present:** James Gatz (J Gatz), Emily Samide (E Samide), Shannon Thomas (S Thomas).
- b. Staff present:** Carl Musser (C Musser), Hunter Wetzel (H Wetzel).
- c. Visitors present:** Jerry Bock (J Bock), Historic Shepherdstown; Stephanie Unger (S Unger), Historic Shepherdstown.

3. Approval of Minutes

- a.** Motion made by J Gatz to approve the minutes as drafted; seconded by S Thomas. Motion carried.

4. Public Comment

- a.** No general public comment was recorded before the Historic Shepherdstown presentation.

5. Historic Shepherdstown Entler Roof Presentation

- a.** J Bock and S Unger presented Historic Shepherdstown's proposed Preservation Alliance of West Virginia grant application for repair and painting of the Entler Building Complex metal roof. The application is due July 31, 2026; the project was discussed at approximately \$32,000, with a 25% cash match and an estimated grant request of approximately \$26,850.
- b.** The committee discussed the town's role, a town support letter, Historic Shepherdstown serving as grantee, federal procurement, cash flow/reimbursement, lease language, HLC review, and whether the International Property Maintenance Code applies.
- c.** Motion made by J Gatz to recommend the Entler roof grant request to Town Council. Seconded by S Thomas. Motion carried. Historic Shepherdstown will share the final application materials with the town.

6. Ongoing Business

- a. Review Grant Tracker Spreadsheet/Upcoming Grants:** The Safe Streets grant remains pending. Congressionally directed spending items also remain pending, with possible updates near late July or early August.
- b. Discussion of Draft Documents – Intake Form:** The committee reviewed the draft grant intake form and discussed accepting equivalent proposal materials, identifying capacity earlier, and clarifying routing/sign-off for relevant committees, departments, or stakeholders.
- c. Updated Confirmed Current Town-Funded Projects List:** The committee reviewed the Shepherd Family Burial Ground gate restoration grant, AARP American Square Plaza/Market House pedestrian plaza pilot, Chesapeake Bay Trust compost program

pending final Tabler MOU, West Virginia Office of Energy doors grant, and Mills Group pro bono Tobacco Warehouse conceptual plan.

- d. Update on Grant RFQ Applications:** RFQ responses are under review, with interview requests expected by the end of the month.

7. New Business

- a. Norfolk Southern Application:** The committee reviewed a draft railroad crossing/emergency preparedness concept, including hazmat equipment, training, evacuation planning, a multi-agency exercise, and a corridor safety baseline. Support was expressed in concept, subject to fire department support and clarification of roles and remaining application work.
- b. CSX Grant Backgrounder:** The committee discussed whether the CSX opportunity fits the MARC shuttle concept and noted that the material may be more useful elsewhere or as support for a safety-related concept.
- c. Grants Under Consideration:** The committee discussed focusing volunteer time on town priorities and active opportunities, including a possible Chesapeake Bay Trust/Green Streets, Green Jobs, Green Towns construction opportunity.
- d. Shepherdstown Key Facts Document:** The committee discussed using the document as a grant-writing resource, with demographic and factual information to be vetted and sourced before use.
- e. Strategy for Streetscape Funding:** The committee discussed aligning streetscape funding with town priorities, water/sewer infrastructure planning, and a coordinated scope.
- f. Funding Brief for Water Board:** The committee discussed coordinating directly with the Water and Sewer Boards before developing a funding strategy.

8. Action Items

- a.** Reorder the grant intake form process.
- b.** Review and vote on the final intake form at the next meeting.
- c.** Follow up with Mary Fortuna on Norfolk Southern roles, fire department support, and subject-matter participation.
- d.** Discuss the Chesapeake Bay Trust Green Streets, Green Jobs, Green Towns opportunity and Water Board funding brief at the next meeting.
- e.** Review the WVDOT trail grant portal/instructions and deadlines.
- f.** Streamline research/resources to fit committee capacity.

9. General Committee Discussion

- a.** Members agreed to move the regular meeting start time from 6:15 p.m. to 6:30 p.m.
- b.** The committee discussed new Town Council priority setting, coordination with the Water and Sewer Boards, a possible West Virginia Department of Transportation trails grant, and future committee membership and recruitment.

10. Adjournment

- a.** The meeting adjourned at approximately 8:05 p.m.