SHEPHERDSTOWN GRANTS COMMITTEE MEETING MINUTES

Tuesday, September 1, 2026 - 6:30 p.m.
Town Hall - 104 North King Street, Shepherdstown

1. Call to Order

The meeting was called to order at 6:39 p.m.

2. Attendance

a. **Members Present:** Emily Samide (E Samide); Mayor James Gatz
b. **Staff Present:** Karl Musser (K Musser); Hunter Wetzel (H Wetzel); Beverly Bennett (B Bennett)
c. **Visitors:** Harriot Pearson (H Pearson) by Zoom

3. Approval of Minutes

a. E Samide moved to approve the previous meeting minutes. Mayor Gatz seconded. The motion was approved without objection.

4. Public Comment

a. No public comment was received.

5. Ongoing Business

a. **Review Submitted Grants and Updated Tracker**

i. Region 9: K Musser said there are three applications in the packet that were put together and submitted by Region 9. Two of the applications are for sidewalks and includes Shepherdstown German Street Sidewalk Expansion and Shepherdstown Washington Street Sidewalk Improvements. The third application is for the Recreational Trails Program for the Shepherdstown Rumsey Path. K Musser said these are all Planning grants through the Transportation Alternatives Program for the engineering and design phase of the projects.

ii. Grant Tracker: E Samide and K Musser will work on the grant tracker spreadsheet on SharePoint, adding awarded and pending grants. E Samide said a "cost-share" row and "start and end" dates need to be added to the spreadsheet. E Samide and K Musser will have the spreadsheet updated before the next meeting.

b. **Update on Grant RFQ Applications and Coordination with Grants Committee**: Mayor Gatz reported that Sustainable Strategies was approved by Town Council for a one-year grant consulting engagement starting October 1st. Mayor Gatz asked the committee to prepare information regarding priorities when they meet with the contractor during the second or third week of October**.** E Samide said she will coordinate a time to meet with Mayor Gatz to develop a prioritization plan and a vision.

c. **Update on Charter Expectations to Inform Grants Committee Charter:** E Samide reported that the Grants Committee Charter guidelines align with the Town ordinances. E Samide recommends adopting the revised Grant Committee Charter that she drafted by removing the secretary position. There was no opposition. She will send the Charter to Michael Chalmers to post on the Corporation of Shepherdstown website.

6. General Committee Discussion

a. K Musser reported that he received notice today that the Norfolk Southern Railroad Safety Initiative Grant for first responders has been approved. He also received notice that the State Historic Preservation Office award for CATF's United Christ Church project was approved.

b. H Pearson suggested having Amy at CATF draft a Memorandum of Understanding (MOU) to minimize the town's legal costs.

c. The Mills Group will be involved in doing pro-bono work for the Tobacco Warehouse.

d. The Town will manage the process for a street and pipe replacement project with coordination between water and public works committees.

7. Action Items

a. E Samide will send the Grants Committee Charter to M. Chalmers to post on the Corporation of Shepherdstown website.

b. E Samide will work with K Musser on updating the Grants Tracker.

c. The Mayor will follow up with E Samide regarding a special meeting regarding grant priorities prior to October 1st.

8. Adjournment

a. E Samide moved to adjourn. Mayor Gatz seconded. The meeting adjourned at approximately 7:23 p.m.

Respectfully submitted,

Beverly Bennett