

Corporation of Shepherdstown

Agenda for Special Town Council Meeting

Wednesday, August 26, 2026

6:30 p.m.

Town Hall

104 N. 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. FY 27 Budget Revision #1
3. Arrangement to Serve as Recipient of CATF Grant - Update
4. Town Council Planning Session - Update
5. Planning for Purchase of Shepherdstown Elementary School Property
6. Adjournment

A RESOLUTION AUTHORIZING FY2027 BUDGET AMENDMENT #1

WHEREAS, the Town of Shepherdstown seeks to enact FY2027 Budget Amendment #1 to allocate and authorize expenditures of Town funds for expenses related to new and special initiatives in FY2027:

- Traffic Enforcement/Pedestrian Safety Initiative;
- Downtown Enhancements including funding for holiday decorations and flower bed improvements;
- Temporary Market House Plaza Pilot;
- Shepherdstown Elementary School property planning;
- Professional services for grant development and advocacy;
- Professional services for an audit of management of town-owned property and development of procedures for managing of town-owned property; and

WHEREAS, the Town of Shepherdstown seeks to enact FY2027 Budget Amendment #1 to also authorize additional expenditures of Town funds for the following on-going projects and services that were not included in the FY27 Town Budget:

- Annual Historic Preservation Internship;
- Professional services on planning and zoning administration;
- Town Property Management and Maintenance; and
- Procurement of a Trash Truck.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Town Council authorize funding to support expenditures of Town Funds for the additional projects and services as listed above and as shown on the attached table.

ADOPTED this ____ day of August, 2026.

James K. Gatz, Mayor
Town of Shepherdstown

DETAILED EXPENSE NARRATIVES

Purpose, scope, and intended benefit of each proposed expenditure

The proposed expenditures combine professional services, facility and operational improvements, public-safety resources, planning initiatives, and community enhancements. The narratives below explain how each allocation is intended to support municipal priorities; amounts remain linked to the original expense schedule. Items with unresolved estimates

Expense	Total Amount	Amount to be Paid by Town Accounts	Detailed Narrative
Traffic Enforcement / Pedestrian Safety Initiative			
Speed Trailer / Traffic Data Collectors	\$25,000.00	\$25,000.00	One Time Expense. Estimated Amount. Portable equipment to support traffic-calming efforts, identify speeding patterns, and help target enforcement and safety responses. The equipment may include electronic signs to alert drivers of their speed. (Costs covered fully by Town.)
See Me Flag Pedestrian Safety System	\$3,251.41		One Time Expense. Pedestrian visibility flags for use by pedestrians at 4 -5 crosswalks throughout the community. The system is intended to make pedestrians more noticeable to motorists while crossing and to supplement other intersection-safety measures. (Cost covered fully by Town.)
Increased Personnel for Traffic Enforcement	\$10,000.00	\$10,000.00	Quarterly Expense. Estimated Amount. Provides temporary personnel capacity to administer enhanced traffic enforcement. The funding is intended to address identified traffic-safety concerns and improve enforcement coverage. (Costs covered fully by Town.)
Downtown Enhancements			
Holiday Decorations	\$20,000.00	\$20,000.00	One Time Expense. Estimated Amount. Contracted service to maintain or remove holiday lights on downtown buildings and the purchase of additional seasonal decorations. The expenditure supports a welcoming streetscape, community events, and the appearance of the commercial district during the holiday season. (Costs covered fully by Town.)

Downtown Flower Beds, Streetscape, and Maintenance	\$22,000.00	\$22,000.00	One Time Expense. Contract with Native Havens LLC to update and maintain downtown flower beds and related streetscape features. The work is intended to improve downtown appearance, maintain plantings, and provide consistent seasonal care of public landscape areas through December 2026. (Costs covered fully by Town.)
Temporary Market House Plaza Pilot			
Temporary Market House Plaza Pilot	\$18,500.00	\$18,500.00	One Time Expense. Estimated Amount. Implements a pilot demonstration on South King Street to test the viability of a future plaza. Includes expenses covered by the AARP grant of \$13,000 plus an additional \$5,000 to be supported by Town funds for furnishings, production of events, etc.
Study of Impact of Closing High Street and Feasibility of Angled Parking on High Street between King and Princess Streets	\$33,000.00	\$33,000.00	One Time Expense. Contracted services for analysis of the traffic effects of closing South King Street for a potential plaza and separately evaluates angled parking on High Street between King and Princess Streets. The study is intended to give the Town evidence on traffic diversion, street operations, parking configuration, and related impacts before committing to permanent changes. The study includes sampling traffic patterns before and during the pilot demonstration.
Shepherdstown Elementary School Property			
Shepherdstown Elementary School Property Planning	\$75,000.00	\$75,000.00	One Time Expense. Estimated Amount Not to Exceed. Contracted services for planning and community engagement to evaluate potential future uses of the Shepherdstown Elementary School property. The work will develop options, document public priorities, and provide a basis for decisions concerning a significant community asset. (Costs covered fully by Town accounts.)

Grant Development and Advocacy			
Contract for grant identification and development and advocacy. (Contract with Sustainable Strategies.)	\$22,500.00	\$7,500.00	Quarterly Expense. Contracted services for one quarter (October, November, December 2026) at \$7,500 per month. Services will help the Town and its water and sanitary sewer systems identify grant opportunities, prepare grant proposals, and strengthen advocacy and communications with federal and state officials, improving access to outside funding and policy support. (Costs covered equally by Town, Water, and Sewer accounts.)
Enhancements to Town Functions			
Historic Preservation Internship	\$3,000.00	\$3,000.00	Quarterly Expense. Shepherdstown Historic Preservation internship providing a Shepherd University student with practical municipal experience focused on historic preservation and related topics. One quarter. (Costs covered fully by Town accounts.)
Planning and Zoning Ordinance Updates	\$10,000.00	\$10,000.00	Quarterly Expense. Estimated Amount. Contracted professional services to assist planning and zoning staff with processing applications and to review and update the Town's planning and zoning ordinances. The project should modernize regulatory language, address current development and preservation needs, and improve clarity and administration. One quarter. (Costs covered fully by Town accounts.)
New Trash truck	\$250,000.00	\$250,000.00	One Time Expense. Estimated Amount \$300 - \$250K. The current truck needs major repair. The repair costs exceed the value of the old truck, parts are no longer available, and frequent maintenance disrupts essential weekly waste collection services. (Costs covered fully by Town Accounts.)

Town Property Management and Maintenance			
Town Hall Maintenance	\$33,000.00	\$11,000.00	One Time Expense. Estimated Amount. Improvements to the Town Council meeting room including upgraded modular tables and chairs, painting all Town Hall interior spaces, and updates to audio/visual system. (Costs covered equally by Town, Water and Sewer accounts.)
Audit and Update of Procedures for Managing Town-Owned Property	\$5,000.00	\$5,000.00	One Time Expense. Estimated Amount. Supports an audit management of Town-owned property and the development of updated procedures. The work should clarify responsibilities, strengthen records and controls, and establish consistent practices for use, maintenance, leasing, disposition, and oversight. (Costs covered fully by Town accounts.)
TOTAL PROPOSED EXPENDITURES	\$505,251.41	\$465,000.00	
Tentative Expense			
Tentative Relocation of Donated Building to be used for Public Works Department Office	\$80,000.00	\$80,000.00	One Time Expense. Tentative Expenses: Covers the costs required to move a donated structure to the Public Works yard and prepare it for use as an office. Anticipated work includes contracted relocation services, construction of a suitable foundation, site preparation, and related installation expenses, allowing the Town to reuse a donated asset rather than purchase a new facility. (Costs covered fully by Town accounts.)

TO Town Council Members
FROM James Gatz
DATE August 25, 2026
SUBJECT Town's Role as Pass Through for Grant to CATF

The West Virginia State Historic Preservation Office recently requested that the Town serve as the official recipient of a \$45,000 Survey & Planning Grant for the Contemporary American Theater Festival (CATF). The grant will support CATF in designing plans for adapting the former Christ Reformed United Church of Christ building into a theater space. The municipality's strong record with historic preservation grant was an important factor in the State's decision to fund this project. Karl Musser is the Town's point of contact and Amy Wratchford, CATF's Managing Director, will serve as the Project Coordinator for the effort.



STATE HISTORIC PRESERVATION OFFICE

1900 Kanawha Blvd. East | The Culture Center
Charleston, West Virginia 25305
(304) 558-0220 | WVculture.org

August 18, 2026

Shepherdstown Historic Landmarks Commission
Attn: Karl Musser
PO Box 248
Shepherdstown, WV 25443

Dear Mr. Musser,

I am pleased to inform you that the Archives and History Commission, at their July 16, 2026 meeting, awarded a 70/30 matching Survey & Planning Grant to the Shepherdstown Historic Landmarks Commission in the amount of \$45,500 to assist with the following:

- Budget Item #1: Evaluation of the Christ Reformed United Church of Christ, and the design of floor plans and renderings to adapt the building into a theater space.

If you choose to accept the grant, you and/or your designated Project Coordinator are required to attend a virtual orientation meeting on Tuesday, August 25, 2026, from 2:00 to 3:00 p.m. You will receive a link to the meeting via email. At this meeting, staff from the State Historic Preservation Office (SHPO) will explain the financial and reporting requirements for the grant and answer any questions that you may have.

Please indicate on the following page if you wish to accept this grant and provide the name and contact information of the Project Coordinator, if applicable. We are happy to assist with your efforts and look forward to the completion of a successful project. If you have questions, please contact Claire Tryon at 304-414-1776 or claire.e.tryon@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "Meredith C. Dreistadt".

Meredith C. Dreistadt
Acting Deputy State Historic Preservation Officer

