

Persons who are not on the agenda but wish to address the governing body must register prior to the call to order. Time limits will be imposed. Requests for copies of documents related to agenda items must be made in writing at least 24 hours in advance of the meeting, not during the meeting. NOTE: Council members are elected to represent citizens of the Corporation of Shepherdstown, please contact them regarding any questions or comments you may have about the agenda items. This Council follows Robert's Rules of Order (Revised).

TOWN COUNCIL MEETING AGENDA

Tuesday, August 13, 2019

Town Hall

104 North King Street

6:30 p.m.

1. Call to order

2. Approval of Town Council Meeting Minutes of July 9, 2019

3. Public Comment Period

- a. Persons who have registered to address Town Council.

4. Visitors:

- a. Marianne Davis – Visitor's Center Report
- b. Jerry Bock, Historic Shepherdstown Commission President – renovations/repairs of the Entler Hotel
- c. James Gatz – JCDA Representative

5. Public Hearings

6. Unfinished Business

7. New Business

- a. Event Requests:
 1. Shepherd University Homecoming Parade – Saturday, September 28
 2. Potomac Audubon Society – Saturday, October 12
 3. 2nd Annual Shepherdstown Lions Club Roaring Car Show – Sunday, September 1
 4. National Night Out- Saturday, September 21

8. Mayor's Report

9. Reports of Committees

A. Finance Committee

1. No meeting July 2019
2. Financial Reporting
3. Recommendations: NONE

B. Parking Committee

1. No meeting July 2019
2. Recommendations: NONE

C. Police Committee

1. No meeting July 2019
2. Police Department Monthly Report – July 2019
3. Recommendations: NONE

D. Public Works Committee

1. Meeting minutes of July 2019
2. Recommendations: NONE

E. Parks and Recreation Committee

1. Meeting minutes of July 2019 – not available
2. Recommendations: NONE

10. Report of Commissions and Boards

A. Tree Commission

1. Meeting minutes of August 2019 – not available
2. Recommendations: NONE

B. Water and Sanitary Board

1. Meeting minutes of July 2019
2. Recommendations: NONE

C. Historic Landmarks Commission

1. Meeting minutes of July 2019
2. Recommendations: NONE

D. Planning Commission

1. Meeting minutes of July 2019
2. Recommendations:
 - a. Approval of Section 9-902 fee schedule

Shepherdstown Town Council Meeting Minutes
Tuesday, July 9, 2019
Town Hall
104 North King Street
6:30 p.m.
DRAFT

Present: Jim Auxer (Mayor), Lori Robertson (Recorder), Dave Springer, David Rosen, Cheryl Roberts, Deb Tucker, and Mark Everhart.

Absent: None

Staff: Town Clerk Amy Boyd, and Public Works Director Frank Welch.

Visitors: Tabitha Johnston (Chronicle), Marianne Davis, and Katie Thompson.

Agenda Items 1 and 2-Call to order/approval of Town Council Minutes (vote required):

Call to order by Mayor Auxer at 6:30 pm.

M. Everhart - If there are no objections, move to approve the Town Council Minutes of June 11, 2019. None noted.

Agenda Item 3 – Public Comment Period:

- a. Persons who have registered to address Town Council.

Agenda Item 4 - Visitors:

Visitor's comments, if any, are logged in under the specific agenda items.

- a. Visitor's Center Report

M. Davis – Pride was huge success with approx. 1,000 attendees, and the July 4th parade was packed.

* There is an event in the works called National Night Out sponsored by the Lion's Club August 6. It will include a dunk tank, games, and will encourage residents and the Shepherdstown Police

Department/Shepherd Police Department/Shepherdstown Fire Department-EMT's to intermingle. There is a full-time coordinator and will that person fill out the event request form.

Mayor – we can have a special meeting to deal with this.

- There is also an Airstream event called Silver in the Streets. An event request form will be filled out and sent in.

* June 28, 2020 – 50 WWII Bentley and Rolls Royce's would like to come to town on a Sunday and Monday.

Agenda Item 5 – Public Hearings:

- a. Second Reading of an ordinance to enact Chapter 7, Title 11 of the Code of Shepherdstown as the Sustainable Shepherdstown Act.
C. Stroech – the task force will look into showing the public what can and cannot be recycled as the mayor mentioned there is some confusion.

D. Springer – if there are no objections, move to approve the Second Reading of an ordinance to enact Chapter 7, Title 11 of the Code of Shepherdstown as the Sustainable Shepherdstown Act. None noted.

Agenda Item 6 – Unfinished Business:

None

Agenda Item 7 – New Business:

- a. Entsorga Agreement –
The Entsorga facility will turn garbage into fuel for Argos (the cement plant). Entsorga will take trash, with some exceptions as mattresses, glass, PVC, chlorine, and more, compress and bale it for Argos. Argos currently uses coal to fire its plant. Using the baled trash will reduce its coal consumption by 30%.

F. Welch – Entsorga will cost us \$53.00/ton. We currently pay \$50.00/ton. Although the cost per ton is \$3/ton more, the corporation will recoup that on our gas driving to the dump, labor costs, and wear and tear on our trucks. Driving to Entsorga is half the distance compared to driving to the landfill.

Mayor – our landfills are filling up and it is a matter of time before they are filled to capacity. This is a good alternative and the right thing to do. Principles cost money.

Mayor – the contract has been vetted.

D. Springer – good to reduce coal, save us money, reduce the landfill. Promote with a press release on website, media, and social media.

L. Robertson – if there are no objections, move to authorize Mayor Auxer to sign the Entsorga Agreement. None noted.

b. Event Requests:

1. Good Shepherd Caregivers – 9th Annual Rubber Duck Race – Saturday, August 10.

D. Rosen – move to approve the 9th Annual Rubber Duck Race-Saturday, August 10. No objections noted..

2. Freedom’s Run – Saturday, October 5.

K. Thompson – expecting 2,000 runners. The street closures are the same.

L. Robertson – if there are no objections, move to approve Freedom’s Run – Saturday, October 5. None noted.

Agenda Item 8 – Mayor’s Report:

Mayor – has suggested that Sage Place/Shepherd Village have an Open House. No date has been set.

Movie night behind the Library is July 20th – “Hidden Figures”

D. Rosen – can we put on the Water/Sewer Agenda, moving water meters that are inside to the exterior of the home.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No meeting June 2019
2. Finance Reporting
 2. Recommendations
 - a. None

B. Parking Committee

1. No meeting in June 2019.
2. Recommendations: None

C. Police Committee

1. No meeting June 2019
2. Police Department Monthly Report – June 2019
3. Recommendations: None

D. Parks and Recreation Committee:

1. Meeting minutes of June 2019
2. Recommendations:
 - A. None

E. Public Works Committee:

1. Meeting Minutes of June 2019
2. Recommendations:
 - None

F. Path Advisory Committee

Did not meet in June

Agenda item 10 – Report of Commissions, Authority and Boards:

A. Water and Sanitary Board:

- 1 –Meeting minutes of June 2019
- 2 – Recommendations: None

B. Historic Landmarks Commission:

1. Meeting minutes of June 2019 – not available
2. Recommendations:

C. Planning Commission:

1. Meeting minutes of June 2019 – not available
2. Recommendations:
 - a. None

D. Tree Commission

1. Meeting minutes of June 2019.
2. Recommendations: None

D. Tucker - if there are no objections, the meeting is adjourned at 7:09 p.m. No objections made.

Draft Minutes respectfully submitted by L. Robertson, Recorder for the Corporation of Shepherdstown.



To: Shepherdstown Town Council

**From: Rachael Meads
Student Engagement/Shepherd University**

Request for Closure of Church Street from Washington to German and Permission to Hold Homecoming Parade on German and Princess Streets on Saturday, Sept. 28, 2019

Has this event been held in Shepherdstown in the past?

Yes (annual event)

What is Homecoming and how does it benefit Shepherdstown?

Homecoming is the annual celebration of Shepherd University alumni that draws hundreds of folks from out of town to return to Shepherdstown. These visitors dine, shop, and stay in Shepherdstown.

What is the purpose of the request?

Permission for a community parade featuring Shepherd alumni, student groups, and community organizations.

Logistics/Set-Up and Tear-Down:

Line up begins on Church Street at 8 am (line up on Church Street is between Washington and German Streets)

Parking:

The University West campus lots and A-Lot across from White Hall will be available.

Event Duration:

Parade line-up begins at 8 am. Parade starts at 10 am and is over by 11 am.

Sound:

Welsh Audio will provide small sound system on McMurrin Lawn for Master of Ceremonies announcements.

Rain Plan:

Rain or shine event.

Questions?

If you have any questions, please feel free to contact me at rmeads@shepherd.edu or at 304-268-8581.

Many thanks!

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

Corporation of Shepherdstown



Event/Park Request Form

Applications and fees are due at least ninety (90) days prior to the event unless otherwise noted.

Any form of advertising of this event, prior to approval by Town Council, is done at applicant's own risk.

Please read and complete entire application. An incomplete application may result in denial or delay of request. The Corporation of Shepherdstown reserves the right to approve or deny any event request.

Organization:	SHEPHERD UNIVERSITY
Contact Name:	RACHAEL MEADS
Mailing Address:	PO BOX 5000
City, State, Zip:	SHEPHERDSTOWN, WV 25443
E-mail Address:	rmeads@shepherd.edu
Daytime Phone:	304-268-8581
Evening Phone:	same
Cell Phone:	same

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i>	Homecoming Parade			
2.) Has this event been held in Shepherdstown in the past?	<input checked="" type="checkbox"/> Yes Annual <input type="checkbox"/> No			
	<i>If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the current requested event</i>			
3.) Is this a "one-time" event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual Fall event			
4.) Date and Time of Event:	From: 09/28/19 10 am/pm		To: 11 am/pm	
4a.) Set Up Time	8 am			
4b.) Tear Down Time	11 am			
5.) Park Requested, if applicable:	<input type="checkbox"/> Bane-Harris \$100	<input type="checkbox"/> Cullison \$100	<input type="checkbox"/> Rumsey \$500	<input type="checkbox"/> Viola-Devonshire \$100
6.) Are street closures requested?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide, on the attached map, streets that need to be closed. If having a parade, provide parade route. Alleys must be kept open. (No Exceptions)</i>			

SEE ATTACHED

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

7.) Is event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.) What are the parking arrangements? <i>Please explain.</i>	PARKING on Campus OPEN	
9.) Will entertainment be involved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, give details w/# groups, type of music, time of performance(s) etc. See Noise Ordinance</i>	<i>Any entertainment must be approved by the Town Council.</i>	
	<input type="checkbox"/> Live Band	<input type="checkbox"/> DJ
	<input type="checkbox"/> Radio/CD Player	<input type="checkbox"/> Other: Explain
	Small PA system on McMurrin Lawn	
10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	State of WV University	
12.) Will vendors be at the event? <i>If yes, give details including complete list of vendors and contact information.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13.) Will event participants be charged a fee? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15.) Number of people expected to attend:	<input type="checkbox"/> less than 50	<input type="checkbox"/> 51-100
	<input type="checkbox"/> 101-150	<input checked="" type="checkbox"/> more than 150
16.) Name & contact info. for two (2) people with authority that will be present at event:	Name: Rachael MEADS	Phone: 304-268-8581
	Name: Alyssa Roush	Phone: 304-893-8128
17.) Check any Town assistance needed:	<input type="checkbox"/> Electric	<input checked="" type="checkbox"/> Police
	<input type="checkbox"/> Recycling	<input type="checkbox"/> Other
18.) Will alcoholic beverages be served? <i>If yes, the Shepherdstown Open Container Ordinance must be suspended by action of the Town Council for this day's event.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<i>If yes, you must contact the WV Alcohol Beverage Control Commission to obtain a "one day" license.</i>	
19.) How will this event benefit Shepherdstown?	Many alumni travel to Shepherdstown to event & stay in hotels, dine in town, and eat in our restaurants.	

MC sound Lawn

Requirements:

- All event requests must be applied for at least 90 days prior to the event date.
- For park events, notification of the event must be provided, in writing, to all neighbors within two blocks of the event location (a copy of this notification must be provided to the Town)
- If this is a parade, walk or run, give details including map of route to be taken.
- General liability insurance coverage of no less than one million dollars (\$1,000,000) reflecting the Corporation of Shepherdstown as additionally insured.
- If assistance from the Police or Public Works Department is needed for the event, you will be responsible for contacting the respective departments.
- Payment of costs incurred during the event must be paid within one week following the event (i.e. Assistance from the Police Department or Public Works Department).
- All required information must be submitted at least two weeks prior to the Town Council meeting.

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

It is hereby agreed and understood that _____ is reserved, as specified, for the use of the above named organization and/or individual. The Facility reserved is subject to inspection by any authorized representative of the Corporation of Shepherdstown in order to assure proper use of Town property. This permit must be in the possession of the organization and/or individual to whom it is issued and shown upon request to any authorized Town Official.

The organization and/or individual assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of Town property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The organization and/or individual shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the facility, and shall indemnify and hold harmless the Corporation of Shepherdstown and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The organization and/or individual further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

I have read and agree to these responsibilities.

Signature of Organization and/or Individual: _____

Date: 6/10/19

Rachael Meads for Shepherd University Homecoming

Any individual under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____

Date: _____

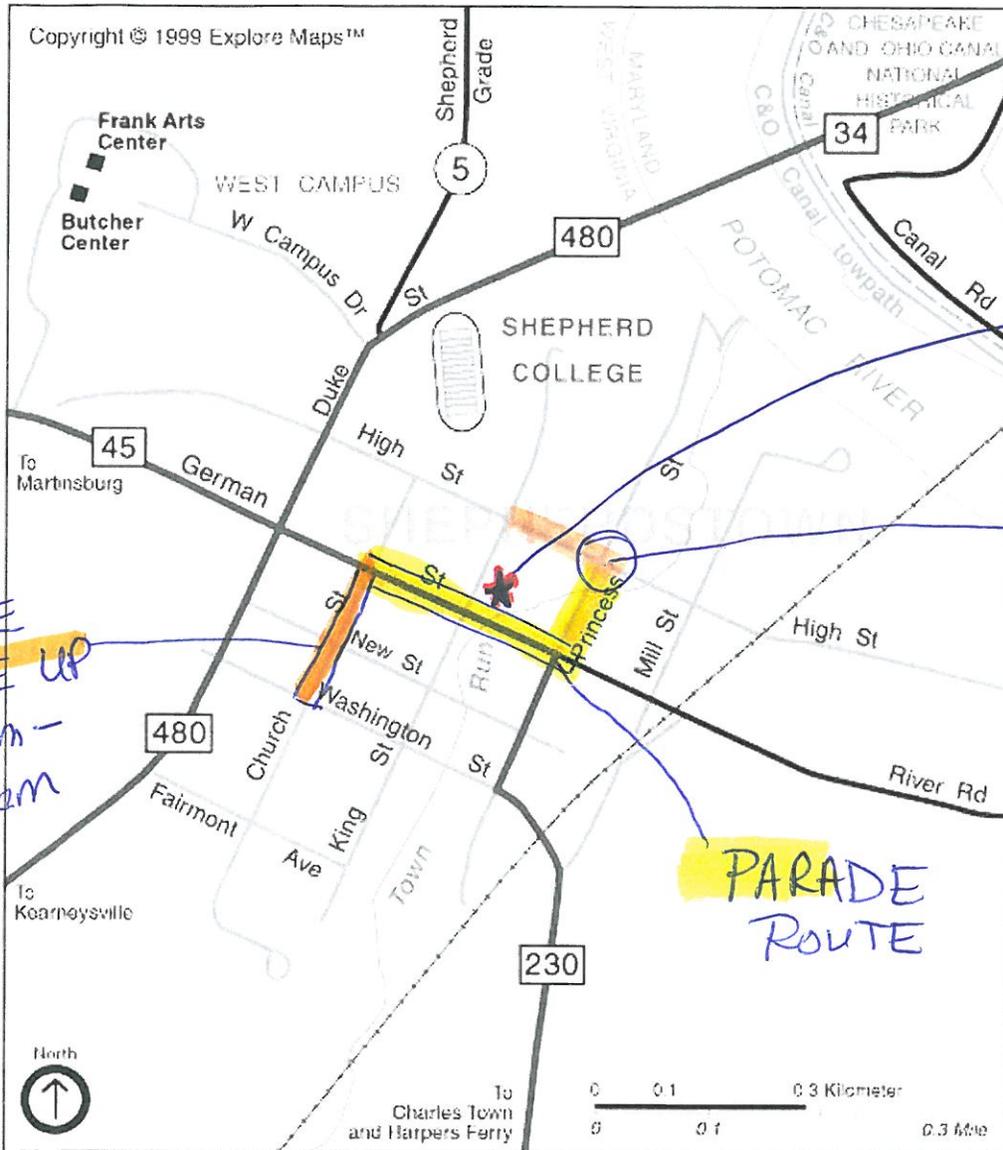
Printed Name: _____

Phone: _____

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THE PARK FACILITIES. Once approved, this permit will be issued.

FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash	<input type="checkbox"/> Denied
Date Paid: _____ <input type="checkbox"/> Check	Comments: _____ _____ _____
<input type="checkbox"/> Approved	
Approved by: _____ Title: _____ Date: _____	

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★ = SOUND SYSTEM for M.C. McMurrin LAWN

Floats Return to campus lots or depart.

PARADE LINE UP 8am - 10am

PARADE ROUTE

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Corporation of Shepherdstown



Event/Park Request Form

Applications and fees are due at least ninety (90) days prior to the event unless otherwise noted.

Any form of advertising of this event, prior to approval by Town Council, is done at applicant's own risk.

Please read and complete entire application. An incomplete application may result in denial or delay of request. The Corporation of Shepherdstown reserves the right to approve or deny any event request.

Organization:	Shepherdstown Centennial Lions Club
Contact Name:	Michael Sholl
Mailing Address:	PO Box 35
City, State, Zip:	Shepherdstown, WV 25443
E-mail Address:	msholl@jsb.bank
Daytime Phone:	304-876-9017
Evening Phone:	304-267-1447
Cell Phone:	240-422-0758

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i>	2nd Annual Shepherdstown Lions Club Rearing Care Show			
2.) Has this event been held in Shepherdstown in the past?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the current requested event</i>			
3.) Is this a "one-time" event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4.) Date and Time of Event:	From: 9:00 am/pm To: 3:00 am/pm			
4a.) Set Up Time	9:00 am			
4b.) Tear Down Time	3:00 pm			
5.) Park Requested, if applicable:	<input type="checkbox"/> Bane-Harris \$100	<input type="checkbox"/> Cullison \$100	<input type="checkbox"/> Rumsey \$500	<input type="checkbox"/> Viola-Devonshire \$100
6.) Are street closures requested?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Close North King Street (in front of Town Hall) <i>If yes, please provide, on the attached map, streets that need to be closed. If having a parade, provide parade route. Alleys must be kept open. (No Exceptions)</i>			

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

7.) Is event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.) What are the parking arrangements? <i>Please explain.</i>	<i>The participants will park on High St and Shepherd parking lot. Spectators can park around town.</i>	
9.) Will entertainment be involved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, give details w/# groups, type of music, time of performance(s) etc. See Noise Ordinance</i>	<i>Any entertainment must be approved by the Town Council.</i>	
	<input checked="" type="checkbox"/> Live Band	<input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD Player <input type="checkbox"/> Other: Explain
	<i>ShakeDown Band from 12-13</i>	
10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12.) Will vendors be at the event? <i>If yes, give details including complete list of vendors and contact information.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Scoop - Dairy - ice cream, hot dog vendor, BBQ food vendor</i>	
13.) Will event participants be charged a fee? <i>If yes, what is the cost?</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Like last year, we will have vendors set up along the parking lot. No complete list yet.</i>	
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<i>\$15 / car</i>	
15.) Number of people expected to attend:	<input type="checkbox"/> less than 50	<input checked="" type="checkbox"/> 51-100 <input type="checkbox"/> 101-150 <input type="checkbox"/> more than 150
16.) Name & contact info. for two (2) people with authority that will be present at event:	Name: <i>Michael Shall</i>	Phone: <i>240-422-0758</i>
	Name: <i>Tim Smith</i>	Phone: <i>918-698-6371</i>
17.) Check any Town assistance needed:	<input type="checkbox"/> Electric	<input type="checkbox"/> Police <input type="checkbox"/> Public Works
	<input checked="" type="checkbox"/> Recycling	<input checked="" type="checkbox"/> Other - <i>trash cans</i>
18.) Will alcoholic beverages be served? <i>If yes, the Shepherdstown Open Container Ordinance must be suspended by action of the Town Council for this day's event.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<i>If yes, you must contact the WV Alcohol Beverage Control Commission to obtain a "one day" license.</i>	
19.) How will this event benefit Shepherdstown?	<i>The event will bring visitors to town, who will shop and eat locally.</i>	

Requirements:

- All event requests must be applied for at least 90 days prior to the event date.
- For park events, notification of the event must be provided, in writing, to all neighbors within two blocks of the event location (a copy of this notification must be provided to the Town)
- If this is a parade, walk or run, give details including map of route to be taken.
- General liability insurance coverage of no less than one million dollars (\$1,000,000) reflecting the Corporation of Shepherdstown as additionally insured.
- If assistance from the Police or Public Works Department is needed for the event, you will be responsible for contacting the respective departments.
- Payment of costs incurred during the event must be paid within one week following the event (i.e. Assistance from the Police Department or Public Works Department).
- All required information must be submitted at least two weeks prior to the Town Council meeting.

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

Corporation of Shepherdstown

It is hereby agreed and understood that _____ is reserved, as specified, for the use of the above named organization and/or individual. The Facility reserved is subject to inspection by any authorized representative of the Corporation of Shepherdstown in order to assure proper use of Town property. This permit must be in the possession of the organization and/or individual to whom it is issued and shown upon request to any authorized Town Official.

The organization and/or individual assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of Town property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The organization and/or individual shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the facility, and shall indemnify and hold harmless the Corporation of Shepherdstown and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The organization and/or individual further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

I have read and agree to these responsibilities.

Signature of Organization and/or Individual: _____

[Handwritten Signature] for Shepherdstown Centennial Lions Club

Date: 8/5/19 *

Any individual under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____

Date: _____

Printed Name: _____

Phone: _____

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THE PARK FACILITIES. Once approved, this permit will be issued.

FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash	<input type="checkbox"/> Denied
Date Paid: _____ <input type="checkbox"/> Check	Comments: _____ _____ _____
<input type="checkbox"/> Approved	
Approved by: _____	
Title: _____ Date: _____	

* originally submitted on 4/1/19.

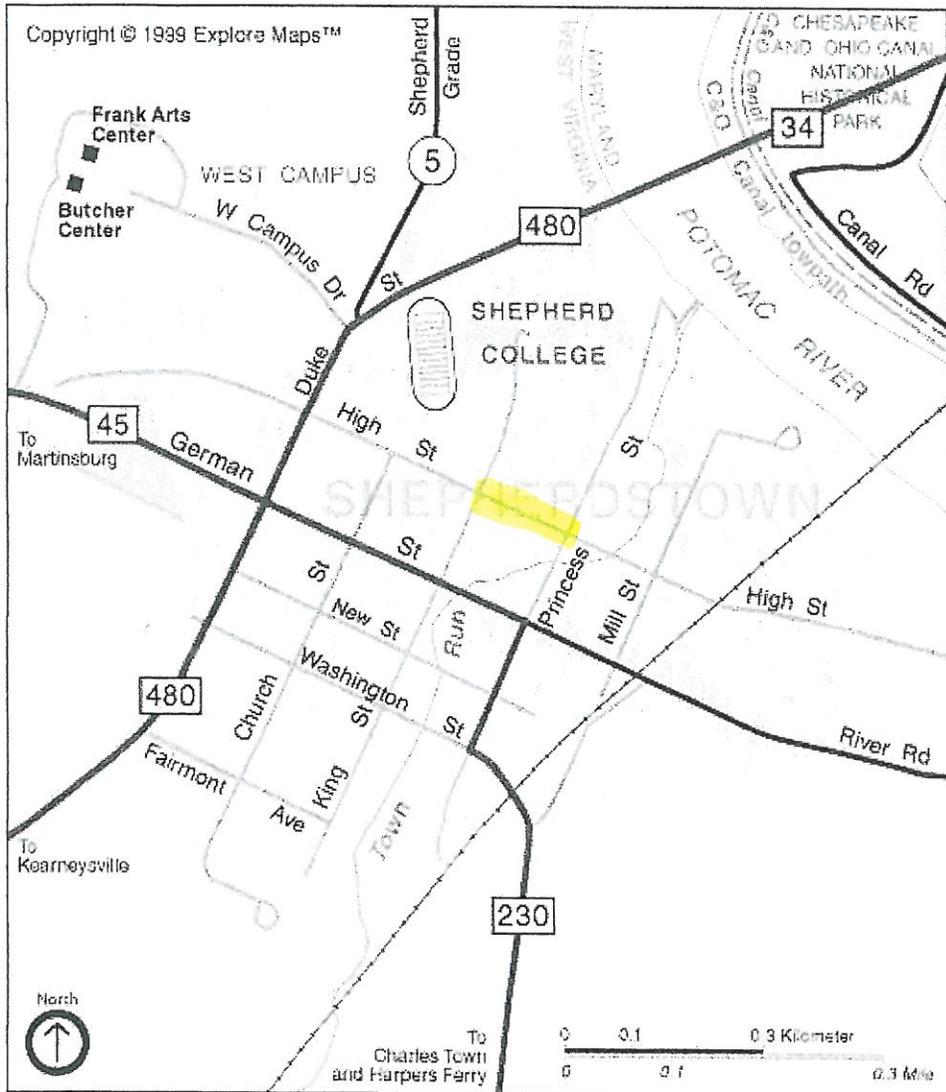
NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

Checklist

(To be completed by the Corporation of Shepherdstown)

- Complies with 90 day notice
- Insurance certificate provided
- Police or Public Works Department fees paid (if applicable)
- Park fee paid (if applicable)
- Open Container Ordinance Suspended (if applicable)
- Amplified Sound Use (if applicable)
- Vendor's list (if applicable)
- Date approved by Town Council _____

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186
	E-MAIL ADDRESS: lionsclubs@dspins.com	
INSURED Shepherdstown Centennial Lions Club Shepherdstown West Virginia	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	NAIC # 22667
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			HDOG71094972	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH25159226	09/01/2018	09/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: 2nd Annual Shepherdstown Lions Club Roaring Car Show 9/1/2019
PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

CERTIFICATE HOLDER Corporation of Shepherdstown PO Box 248 Shepherdstown West Virginia 25443	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

Corporation of Shepherdstown



Event/Park Request Form

Applications and fees are due at least ninety (90) days prior to the event unless otherwise noted.

Any form of advertising of this event, prior to approval by Town Council, is done at applicant's own risk.

Please read and complete entire application. An incomplete application may result in denial or delay of request. The Corporation of Shepherdstown reserves the right to approve or deny any event request.

Organization:	Shepherdstown Centennial Lions Club
Contact Name:	Michael Sholl
Mailing Address:	PO Box 35
City, State, Zip:	Shepherdstown, WV 25443
E-mail Address:	msholl@jsb.bank
Daytime Phone:	304-876-9017
Evening Phone:	304-267-1447
Cell Phone:	240-422-0758

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i>	Shepherdstown Night Out			
2.) Has this event been held in Shepherdstown in the past?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	<i>If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the current requested event</i>			
3.) Is this a "one-time" event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (hope to make annual)			
4.) Date and Time of Event:	From: 4:00 am/pm To: 8:30 am/pm			
4a.) Set Up Time	4:00 p.m.			
4b.) Tear Down Time	7:30 p.m.			
5.) Park Requested, if applicable:	<input type="checkbox"/> Bane-Harris \$100	<input type="checkbox"/> Cullison \$100	<input type="checkbox"/> Rumsey \$500	<input type="checkbox"/> Viola-Devonshire \$100
6.) Are street closures requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input checked="" type="checkbox"/> Close North King Street (in front of Town Hall) <i>If yes, please provide, on the attached map, streets that need to be closed. If having a parade, provide parade route. Alleys must be kept open. (No Exceptions)</i>			

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

7.) Is event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.) What are the parking arrangements? <i>Please explain.</i>	<i>Park around town</i>	
9.) Will entertainment be involved? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, give details w/# groups, type of music, time of performance(s) etc. See Noise Ordinance</i>	<i>Any entertainment must be approved by the Town Council.</i>	
	<input type="checkbox"/> Live Band	<input type="checkbox"/> DJ
	<input type="checkbox"/> Radio/CD Player	<input type="checkbox"/> Other: Explain
10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>May have tents, and tables</i>
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
12.) Will vendors be at the event? <i>If yes, give details including complete list of vendors and contact information.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
13.) Will event participants be charged a fee? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Cost
15.) Number of people expected to attend:	<input type="checkbox"/> less than 50	<input type="checkbox"/> 51-100
	<input checked="" type="checkbox"/> 101-150	<input type="checkbox"/> more than 150
16.) Name & contact info. for two (2) people with authority that will be present at event:	Name: <i>Michael Shull</i>	Phone: <i>240-422-0758</i>
	Name: <i>Pam Donato</i>	Phone: <i>612-387-0270</i>
17.) Check any Town assistance needed:	<input type="checkbox"/> Electric	<input type="checkbox"/> Police
	<input checked="" type="checkbox"/> Recycling	<input type="checkbox"/> Public Works
	<input checked="" type="checkbox"/> Other - <i>trash cans</i>	
18.) Will alcoholic beverages be served? <i>If yes, the Shepherdstown Open Container Ordinance must be suspended by action of the Town Council for this day's event.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If yes, you must contact the WV Alcohol Beverage Control Commission to obtain a "one day" license.</i>
19.) How will this event benefit Shepherdstown?	<i>Bring the community closer together by knowing 1st responders and other local organizations in the community.</i>	

Requirements:

- All event requests must be applied for at least 90 days prior to the event date.
- For park events, notification of the event must be provided, in writing, to all neighbors within two blocks of the event location (a copy of this notification must be provided to the Town)
- If this is a parade, walk or run, give details including map of route to be taken.
- General liability insurance coverage of no less than one million dollars (\$1,000,000) reflecting the Corporation of Shepherdstown as additionally insured.
- If assistance from the Police or Public Works Department is needed for the event, you will be responsible for contacting the respective departments.
- Payment of costs incurred during the event must be paid within one week following the event (i.e. Assistance from the Police Department or Public Works Department).
- All required information must be submitted at least two weeks prior to the Town Council meeting.

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

Corporation of Shepherdstown

It is hereby agreed and understood that _____ is reserved, as specified, for the use of the above named organization and/or individual. The Facility reserved is subject to inspection by any authorized representative of the Corporation of Shepherdstown in order to assure proper use of Town property. This permit must be in the possession of the organization and/or individual to whom it is issued and shown upon request to any authorized Town Official.

The organization and/or individual assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of Town property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The organization and/or individual shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the facility, and shall indemnify and hold harmless the Corporation of Shepherdstown and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The organization and/or individual further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

I have read and agree to these responsibilities.

Signature of Organization and/or Individual: _____

Date: 8/15/19

[Handwritten Signature] for Shepherdstown
Centennial Lions Club

Any individual under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____

Date: _____

Printed Name: _____

Phone: _____

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THE PARK FACILITIES. Once approved, this permit will be issued.

FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash	<input type="checkbox"/> Denied
Date Paid: _____ <input type="checkbox"/> Check	Comments: _____ _____ _____
<input type="checkbox"/> Approved	
Approved by: _____	
Title: _____ Date: _____	

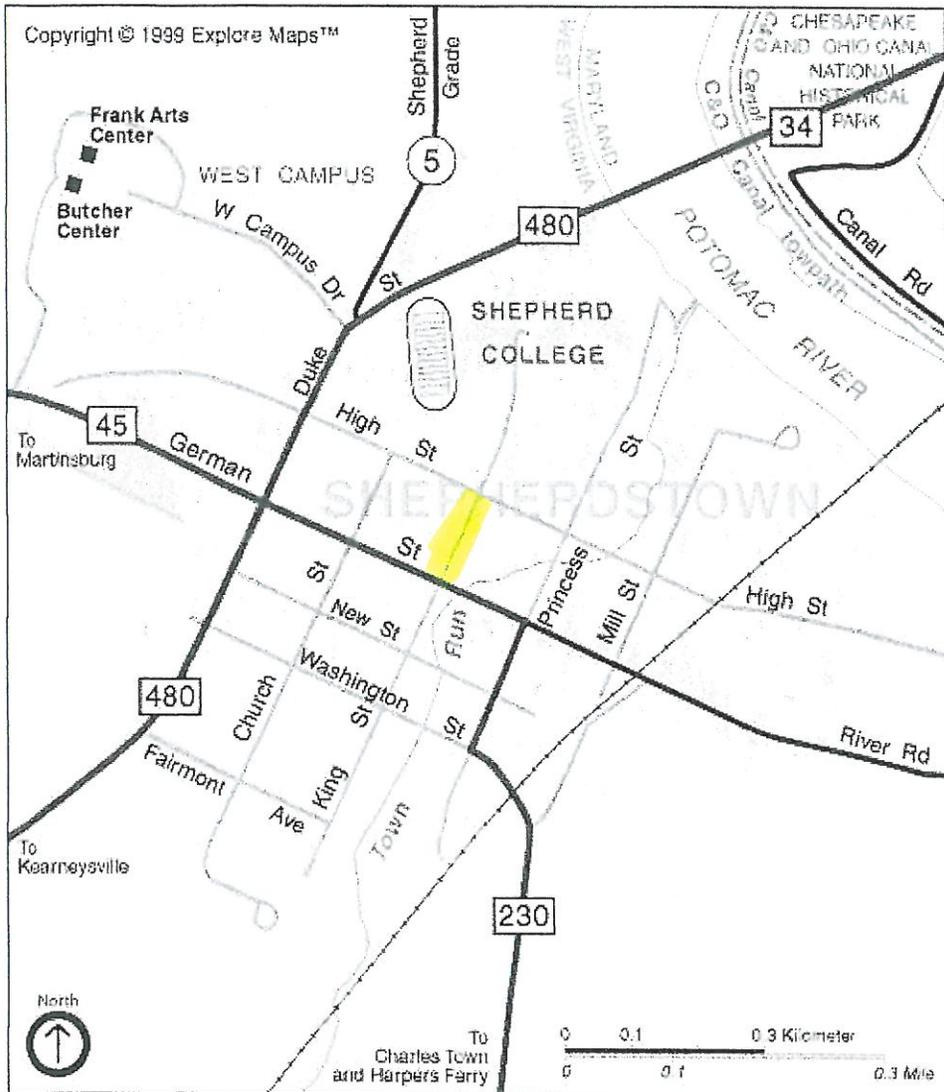
NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.

Checklist

(To be completed by the Corporation of Shepherdstown)

- Complies with 90 day notice
- Insurance certificate provided
- Police or Public Works Department fees paid (if applicable)
- Park fee paid (if applicable)
- Open Container Ordinance Suspended (if applicable)
- Amplified Sound Use (if applicable)
- Vendor's list (if applicable)
- Date approved by Town Council _____

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/05/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams
	PHONE (A/C, No, Ext): 1-800-316-6705 FAX (A/C, No): 847-934-6186 E-MAIL ADDRESS: lionsclubs@dspins.com
INSURED Shepherdstown Centennial Lions Club Shepherdstown West Virginia	INSURER(S) AFFORDING COVERAGE
	INSURER A: ACE American Insurance Company NAIC # 22667
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			HDOG71094972	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			ISAH25159226	09/01/2018	09/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: Shepherdstown Night Out 9/1/2019
 PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

CERTIFICATE HOLDER **CANCELLATION**

Corporation of Shepherdstown PO Box 248 Shepherdstown West Virginia 25443	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Corporation of Shepherdstown



Event/Park Request Form

Applications and fees are due at least ninety (90) days prior to the event unless otherwise noted.

Any form of advertising of this event, prior to approval by Town Council, is done at applicant's own risk.

Please read and complete entire application. An incomplete application may result in denial or delay of request. The Corporation of Shepherdstown reserves the right to approve or deny any event request.

Organization:	Potomac Valley Audubon Society
Contact Name:	Katelyn Walters
Mailing Address:	PO Box 578
City, State, Zip:	Shepherdstown, WV 25443
E-mail Address:	Katelyn@potomacaudubon.org
Daytime Phone:	
Evening Phone:	
Cell Phone:	304-283-7319

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i>		PVAS Native Plant Sale	
2.) Has this event been held in Shepherdstown in the past?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		<i>If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the current requested event</i>	
3.) Is this a "one-time" event?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4.) Date and Time of Event: 10/12/2019		From: 8 am/pm To: 4 am/pm	
4a.) Set Up Time 7am			
4b.) Tear Down Time 4-5pm			
5.) Park Requested, if applicable:	<input type="checkbox"/> Bane-Harris \$100	<input type="checkbox"/> Cullison \$100	<input type="checkbox"/> Rumsey \$500
	<input type="checkbox"/> Viola-Devonshire \$100		
6.) Are street closures requested?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide, on the attached map, streets that need to be closed. If having a parade, provide parade route. Alleys must be kept open. (No Exceptions)</i>		
7.) Is event open to the public?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No

8.) What are the parking arrangements? <i>Please explain.</i>	Vendors will park on King St. Guests at Shepherd campus			
9.) Will entertainment be involved? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, give details w/# groups, type of music, time of performance(s) etc. See Noise Ordinance</i>	Any entertainment must be approved by the Town Council.			
	<input type="checkbox"/> Live Band	<input type="checkbox"/> DJ	<input type="checkbox"/> Radio/CD Player	<input type="checkbox"/> Other: Explain
10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No tents & tables			
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
12.) Will vendors be at the event? <i>If yes, give details including complete list of vendors and contact information.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No vendors we have had in the past are included, final list will be provided			
13.) Will event participants be charged a fee? <i>If yes, what is the cost?</i>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No \$40			
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Cost			
15.) Number of people expected to attend:	<input type="checkbox"/> less than 50	<input checked="" type="checkbox"/> 51-100	<input type="checkbox"/> 101-150	<input type="checkbox"/> more than 150
16.) Name & contact info. for two (2) people with authority that will be present at event:	Name: Katelyn Walters		Phone: 304-283-7319	
	Name: Kristin Alexander		Phone: 304-676-3397	
17.) Check any Town assistance needed:	<input type="checkbox"/> Electric	<input type="checkbox"/> Police	<input type="checkbox"/> Public Works	
	<input type="checkbox"/> Recycling	<input type="checkbox"/> Other		
18.) Will alcoholic beverages be served? <i>If yes, the Shepherdstown Open Container Ordinance must be suspended by action of the Town Council for this day's event.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, you must contact the WV Alcohol Beverage Control Commission to obtain a "one day" license.</i>			
19.) How will this event benefit Shepherdstown?	will add to fall festivities in town when there will be many visitors and provide quality trees & shrubs to the community			

Requirements:

- All event requests must be applied for at least 90 days prior to the event date.
- For park events, notification of the event must be provided, in writing, to all neighbors within two blocks of the event location (a copy of this notification must be provided to the Town)
- If this is a parade, walk or run, give details including map of route to be taken.
- General liability insurance coverage of no less than one million dollars (\$1,000,000) reflecting the Corporation of Shepherdstown as additionally insured.
- If assistance from the Police or Public Works Department is needed for the event, you will be responsible for contacting the respective departments.
- Payment of costs incurred during the event must be paid within one week following the event (i.e. Assistance from the Police Department or Public Works Department).
- Representation at meeting where this application will be reviewed and a decision made.
- All required information must be submitted at least two weeks prior to the Town Council meeting.

Corporation of Shepherdstown

It is hereby agreed and understood that _____ is reserved, as specified, for the use of the above named organization and/or individual. The Facility reserved is subject to inspection by any authorized representative of the Corporation of Shepherdstown in order to assure proper use of Town

property. This permit must be in the possession of the organization and/or individual to whom it is issued and shown upon request to any authorized Town Official.

The organization and/or individual assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of Town property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The organization and/or individual shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the facility, and shall indemnify and hold harmless the Corporation of Shepherdstown and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The organization and/or individual further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

I have read and agree to these responsibilities.

Signature of Organization and/or Individual: Katey Valt
Date: 7/29/19

Any individual under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____ Date: _____

Printed Name: _____ Phone: _____

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THE PARK FACILITIES. Once approved, this permit will be issued.

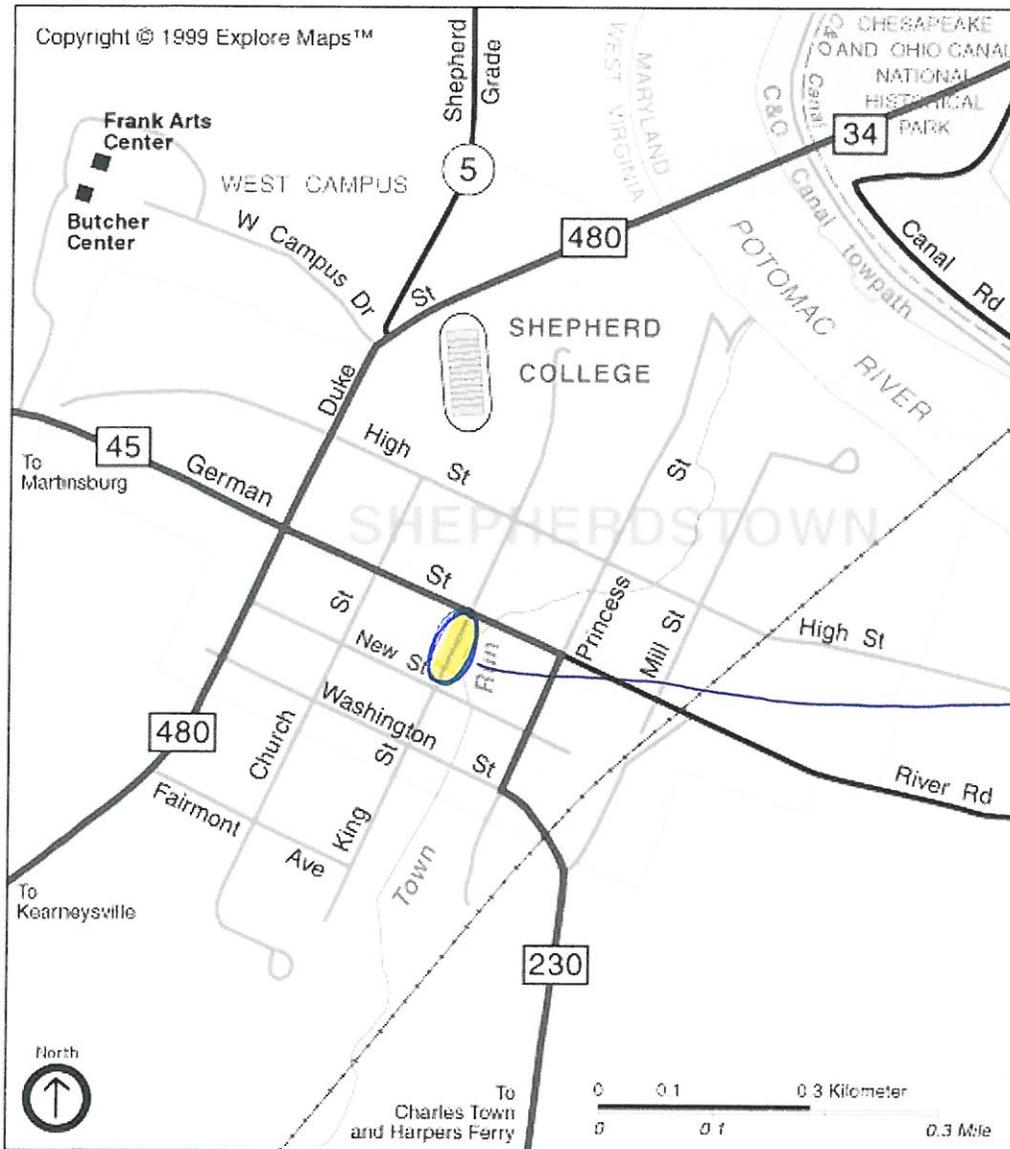
FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash	<input type="checkbox"/> Denied
Date Paid: _____ <input type="checkbox"/> Check	Comments: _____ _____ _____
<input type="checkbox"/> Approved	
Approved by: _____	
Title: _____ Date: _____	

Checklist

(To be completed by the Corporation of Shepherdstown)

- Complies with 90 day notice
- Insurance certificate provided
- Police or Public Works Department fees paid (if applicable)
- Park fee paid (if applicable)
- Open Container Ordinance Suspended (if applicable)
- Amplified Sound Use (if applicable)
- Vendor's list (if applicable)
- Date approved by Town Council _____

NOTICE: The applicant must be present at the Town Council Meeting when this application will be reviewed. The application will be tabled if the applicant is not present. No exceptions.



Street we are requesting to use, It will need to be closed to traffic

Native Plant Sale Vendors List 2015

	Name of Vendor	Site vendor (V) or wholesale supplier (W)?	Product	Contact Info	PVAS member Responsible for organizing and making contact
Native Plant Vendors	Hill House Farm and Nursery	V	Native plants	Janet (540) 937-1798 4cgardeners@copper.net http://hillhousenativeplants.com/	Debbie
	Sunshine Farm and Gardens	V	Native plants	Barry Glick (304) 497-2208	Virginia
	Monarch Alliance	W	Butterfly weed and swamp milkweed	(240) 291-6465	Kristen
	Clear Ridge	W or V?	Native trees and shrubs	(410) 775-7700	Virginia
	KPhillips Enterprises	V	Native plants	(301) 271-7728	Debbie
	Deer Defeat	V	Eco-friendly, all natural deer, rabbit and groundhog repellent	(518)755-1086	Debbie
	Piedmont Nursery	V	Native trees and shrubs	(540) 364-0398	Susan
	Nature By Design	V	Native trees, shrubs, perennials and vines	(703) 683-4769	Susan
	Appalachian Nursery	W or V?	Native plants	(717) 597-0066	Virginia
	Sustainable Solutions	V/W	Native plants	James Remuzzi (855) 479-7828	Kristen
	James Dylan				
	Karen Fieldsmith	V	Native plants	Karen Fieldsmith	Virginia

This is a list of
past vendors that will
be potential vendors
for this sale.

FINANCIAL STATEMENTS for Council ALL FUNDS

July 1, 2019 - July 31, 2019 (not all bank statements are done)

Inclusions:

GENERAL FUND & COAL SEVERANCE FUND

1. General Fund Summarized Balance Sheet
2. General Fund Summarized Budget vs Actual
3. General Fund Summarized Budget vs Actual Operating Income and Expenses
4. VL Reserved Funds
5. Coal Severance Balance Sheet
6. Coal Severance Budget vs Actual
7. General Fund & Coal Severance Fund Footnote page

HOUSING AUTHORITY FUND

1. Summarized Balance Sheet
2. Summarized Income/Loss
3. Footnote Page

WATER FUND

1. Summarized Balance Sheet
2. Summarized Budget vs Actual

SEWER FUND

1. Summarized Balance Sheet
2. Summarized Budget vs Actual

PAYROLL ACCOUNT (Internal Service Fund)

1. Balance Sheet
2. Income/Expense Statement

General Fund
Balance Sheet-Summarized
As of July 31, 2019

	Jul 31, 19
ASSETS	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	643,682.45
PAYROLL CASH FUND (JSB)	49,628.04
RESERVED FUNDS BANKING	3098761.41
RESTRICTED FUNDS BANKING	87,297.65
Total Checking/Savings	3879369.55
Accounts Receivable	
General Funds A/R	18,768.24
Total Accounts Receivable	18,768.24
Other Current Assets	
Other Current Assets	(40,403.20)
Total Other Current Assets	(40,403.20)
Total Current Assets	3857734.59
Fixed Assets	
General Fixed Assets (Gov-Wide)	5406139.71
Total Fixed Assets	5406139.71
TOTAL ASSETS	9263874.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	149,839.65
Total Accounts Payable	149,839.65
Other Current Liabilities	
Gen Fund Other Current Liab.	385,226.77
Total Other Current Liabilities	385,226.77
Total Current Liabilities	535,066.42
Total Liabilities	535,066.42
Equity	
Fund Balance	5405573.05
Net Assets (GL#298) (Quickbooks Acco...	3510961.30
Net Income	(187,726.47)
Total Equity	8728807.88
TOTAL LIABILITIES & EQUITY	9263874.30

FSI

General Fund
Budget vs. Actual-Summarized
 July 2019

	Jul 19	Budget	\$ Over Bu...	% of Bud...
Income				
Property Tax Revenue	0.65	18,161.00	(18,160.35)	0.0%
Other Tax Revenues	1,850.93	11,526.00	(9,675.07)	16.1%
License & Permit Revenue	5,608.50	2,416.00	3,192.50	232.1%
Planning Commission Revenue (Planning & Zoning)	0.00	8.00	(8.00)	0.0%
Hotel Occupancy Tax Revenue	0.00	8,350.00	(8,350.00)	0.0%
Parking Fee Revenue	13,428.76	19,582.00	(6,153.24)	68.6%
Court Fee Revenues	4,060.00	8,683.00	(4,623.00)	46.8%
Rents Revenue	3,600.00	3,602.00	(2.00)	99.9%
Refuse Collections Revenue	364.18	18,143.00	(17,778.82)	2.0%
Other Revenues	531.20	5,409.00	(4,877.80)	9.8%
Video Lottery Proceeds Revenue	0.00	18,791.00	(18,791.00)	0.0%
Gaming Income-Table Games	0.00	8,775.00	(8,775.00)	0.0%
Grant Revenue	827.77	0.00	827.77	100.0%
Total Income	30,271.99	123,446.00	(93,174.01)	24.5%
Gross Profit	30,271.99	123,446.00	(93,174.01)	24.5%
Expense				
Regional Council Dues	641.58	0.00	641.58	100.0%
Town Government Salaries/Fringe	2,595.70	0.00	2,595.70	100.0%
City Hall-Employee Salary/Fring	5,462.74	8,102.00	(2,639.26)	67.4%
City Hall Accounting/Audit	0.00	1,666.00	(1,666.00)	0.0%
City Hall Legal Fees	0.00	1,999.00	(1,999.00)	0.0%
City Hall Utilities	305.64	1,291.00	(985.36)	23.7%
City Hall Insurance	19,160.86	20,083.00	(922.14)	95.4%
City Hall Bldg/Equip Expenses	80.00	1,996.00	(1,916.00)	4.0%
General Fund Donations	0.00	941.00	(941.00)	0.0%
City Hall Other Expenses	1,325.97	2,739.00	(1,413.03)	48.4%
Public Works Expenses (shared by Town/Water/Sewer)	0.00	0.00	0.00	0.0%
Christmas in Shepherdstown Exp. (\$2000 alloc. from Gen ...	0.00	0.00	0.00	0.0%
Planning Commission Expenses (Planning & Zoning)	5,259.71	7,999.00	(2,739.29)	65.8%
City Hall Video Lottery Expense	0.00	8,000.00	(8,000.00)	0.0%
Tobacco Warehouse Expense (Include with Town Hall)	12.99	182.00	(169.01)	7.1%
City Hall Contingency Expenses (Up to 10% of budget allo...	0.00	7,496.00	(7,496.00)	0.0%
Police Salaries & Fringe	32,814.04	44,243.00	(11,428.96)	74.2%
Police Contractual Svc	100.00	3,122.00	(3,022.00)	3.2%
Police Vehicle Expenses	665.59	1,416.00	(750.41)	47.0%
Police Utilities & Rent	75,594.78	1,999.00	73,595.78	3,781.6%

FS 2

General Fund
Budget vs. Actual-Summarized
 July 2019

	Jul 19	Budget	\$ Over Bu...	% of Bud...
Police Equip. Purchase & Repair	440.63	9,249.00	(8,808.37)	4.8%
Police Remittance Fees	360.00	600.00	(240.00)	60.0%
Police Other Expenses	38,242.41	47,964.00	(9,721.59)	79.7%
Police Dept. Grant Expenses	0.00	116.00	(116.00)	0.0%
Streets Salaries & Fringe	5,445.43	6,147.00	(701.57)	88.6%
Streets Vehicle Expenses	122.04	583.00	(460.96)	20.9%
Streets Utilities	1,434.93	1,645.00	(210.07)	87.2%
Streets Maintenance & Equipment	257.93	1,936.00	(1,678.07)	13.3%
Streets Other Expenses	8,122.06	8,582.00	(459.94)	94.6%
Streets Tree Maintenance	0.00	2,500.00	(2,500.00)	0.0%
Sanitation Salaries & Fringe	4,580.35	7,499.00	(2,918.65)	61.1%
Sanitation Equip Repair & Maint	0.00	41.00	(41.00)	0.0%
Sanitation Dumping Fees	3,395.10	4,082.00	(686.90)	83.2%
Sanitation Vehicle Expenses	1,074.77	1,750.00	(675.23)	61.4%
Sanitation Other Expenses	7,222.66	14,001.00	(6,778.34)	51.6%
Sanitation Dept. Grant Expenses	1,261.13			
Parks Salaries & Fringe	272.02	559.00	(286.98)	48.7%
Parks Vehicle Expenses	0.00	41.00	(41.00)	0.0%
Parks Maintenance	311.84	1,200.00	(888.16)	26.0%
Parks Equipment & Supplies	0.00	978.00	(978.00)	0.0%
Parks Utilities	5.40	8.00	(2.60)	67.5%
Visitors Center Expenses	863.50	5,845.00	(4,981.50)	14.8%
General Gov-Capital Projects-GF	0.00	1,778.00	(1,778.00)	0.0%
Public Safety-Cap Projects-VL	0.00	49,000.00	(49,000.00)	0.0%
Streets Cap Projects-VL	566.66	0.00	566.66	100.0%
Total Expense	217,998.46	279,378.00	(61,379.54)	78.0%
Net Income	(187726.47)	(155932.00)	(31,794.47)	120.4%

FS3

General Fund Budget vs. Actual Operating Income and Expenses Summarized by Department

	Jul 19	Jul 18	\$ Change	% Change
Income				
Property Tax Revenue	0.65	8,574.20	(8,573.55)	(100.0)%
Other Tax Revenues	1,850.93	5,921.68	(4,070.75)	(68.7)%
License & Permit Revenue	5,608.50	9,764.00	(4,155.50)	(42.6)%
Hotel Occupancy Tax Revenue	0.00	11,962.81	(11,962.81)	(100.0)%
Parking Fee Revenue	13,428.76	14,345.65	(916.89)	(6.4)%
Court Fee Revenues	4,060.00	8,105.00	(4,045.00)	(49.9)%
Rents Revenue	3,600.00	3,600.00	0.00	0.0%
Refuse Collections Revenue	364.18	14,437.49	(14,073.31)	(97.5)%
Other Revenues	531.20	6,459.53	(5,928.33)	(91.8)%
Total Income	29,444.22	83,170.36	(53,726.14)	(64.6)%
Gross Profit	29,444.22	83,170.36	(53,726.14)	(64.6)%
Expense				
Regional Council Dues	641.58	641.58	0.00	0.0%
Town Government Salaries/Fringe	2,593.95	232.51	2,361.44	1,015.6%
Town Elections	0.00	17.51	(17.51)	(100.0)%
City Hall-Employee Salary/Fring	5,462.74	(11,562.56)	17,025.30	147.3%
City Hall Utilities	305.64	532.52	(226.88)	(42.6)%
City Hall Insurance	19,160.86	0.00	19,160.86	100.0%
City Hall Bldg/Equip Expenses	80.00	209.00	(129.00)	(61.7)%
General Fund Donations	0.00	900.00	(900.00)	(100.0)%
City Hall Other Expenses	1,325.97	1,791.14	(465.17)	(26.0)%
Planning Commission Expenses (Planning & Zoni...	5,259.71	2,181.77	3,077.94	141.1%
Tobacco Warehouse Expense (Include with Town ...	12.99	11.86	1.13	9.5%
Police Salaries & Fringe	32,814.04	(18,269.69)	51,083.73	279.6%
Police Contractual Svc	100.00	517.50	(417.50)	(80.7)%
Police Vehicle Expenses	665.59	1,425.11	(759.52)	(53.3)%
Police Utilities & Rent	75,594.78	1,105.86	74,488.92	6,735.8%
Police Equip. Purchase & Repair	440.63	1,333.77	(893.14)	(67.0)%
Police Remittance Fees	360.00	610.00	(250.00)	(41.0)%
Police Other Expenses	38,242.41	7,185.50	31,056.91	432.2%
Police Dept. Grant Expenses	0.00	0.00	0.00	0.0%
Streets Salaries & Fringe	5,445.43	5,338.25	107.18	2.0%
Streets Vehicle Expenses	122.04	446.83	(324.79)	(72.7)%
Streets Utilities	1,434.93	1,619.98	(185.05)	(11.4)%
Streets Maintenance & Equipment	257.93	52.44	205.49	391.9%
Streets Other Expenses	8,122.06	1,895.20	6,226.86	328.6%
Sanitation Salaries & Fringe	4,580.35	6,124.26	(1,543.91)	(25.2)%
Sanitation Equip Repair & Maint	0.00	0.00	0.00	0.0%
Sanitation Dumping Fees	3,395.10	3,319.17	75.93	2.3%
Sanitation Vehicle Expenses	1,074.77	867.37	207.40	23.9%

FS4

General Fund
Budget vs. Actual Operating Income and Expenses
Summarized by Department

	<u>Jul 19</u>	<u>Jul 18</u>	<u>\$ Change</u>	<u>% Change</u>
Sanitation Other Expenses	7,222.66	2,761.33	4,461.33	161.6%
Sanitation Dept. Grant Expenses	1,261.13	0.00	1,261.13	100.0%
Parks Salaries & Fringe	272.02	501.56	(229.54)	(45.8)%
Parks Maintenance	311.84	0.00	311.84	100.0%
Parks Equipment & Supplies	0.00	(35,085.44)	35,085.44	100.0%
Parks Utilities	5.40	5.30	0.10	1.9%
Visitors Center Expenses	863.50	5,910.00	(5,046.50)	(85.4)%
Total Expense	<u>217,430.05</u>	<u>(17,380.37)</u>	<u>234,810.42</u>	<u>1,351.0%</u>
Net Income	<u>(187985.83)</u>	<u>100,550.73</u>	<u>(288536.56)</u>	<u>(287.0)%</u>

FSS

General Fund Account Quick Report As of July 31, 2019

Type	Date	Num	Name	Memo	Split	Amount	Balance
RESERVED FUNDS BANKING							3,081,906.60
101.020 · Video Lottery NT (JSB)							2,670,430.51
VL NT-Operating Cash							1,706,180.02
Deposit	07/05/2019			Deposit	109.01 · Acc...	7,277.31	1,713,457.33
Deposit	07/06/2019			Deposit	109.01 · Acc...	1,519.41	1,714,976.74
Total VL NT-Operating Cash						8,796.72	1,714,976.74
VL-NT-Cap.-Tobacco Whs Impr.							86,132.12
Total VL-NT-Cap.-Tobacco Whs Impr.							86,132.12
VL NT-Cap. Public Works Equip							6,568.00
Total VL NT-Cap. Public Works Equip							6,568.00
VL NT-Capital-Police Equip.							35,582.47
Total VL NT-Capital-Police Equip.							35,582.47
VL NT Cap-Infrastructure-ALL (Budgeted Table Games Revenue)							835,967.90
Total 101.020 · Video Lottery NT (JSB)						8,796.72	2,679,227.23
101.021 · Video Lottery LVL- Operating							16,752.96
VL LVL-Operating Cash							16,752.96
Deposit	07/26/2019			Deposit	109.01 · Acc...	426.75	17,179.71
Total VL LVL-Operating Cash						426.75	17,179.71
Total 101.021 · Video Lottery LVL- Operating						426.75	17,179.71
101.022 · Video Lottery-Table Games (Restricted-Infrastr./Cap Impr.)							279,723.13
VL-Table Games-All (Restricted Funds)							279,723.13
Deposit	07/15/2019			Deposit	109.01 · Acc...	7,631.34	287,354.47
Total VL-Table Games-All (Restricted Funds)						7,631.34	287,354.47
Total 101.022 · Video Lottery-Table Games (Restricted-Infrastr./Cap Impr.)						7,631.34	287,354.47
101.07 · Contingency Fund							115,000.00
Contingency Fund (Can be 10% of total budget)							115,000.00
Total Contingency Fund (Can be 10% of total budget)							115,000.00
Total 101.07 · Contingency Fund							115,000.00
Total RESERVED FUNDS BANKING						16,854.81	3,098,761.41
TOTAL						16,854.81	3,098,761.41

F S @

Corporation of Shepherdstown-Coal Severance Fund
Balance Sheet
As of July 31, 2019

08/01/19

	<u>Jul 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Coal Severance Checking	<u>8,002.18</u>
Total Checking/Savings	<u>8,002.18</u>
Total Current Assets	<u>8,002.18</u>
TOTAL ASSETS	<u><u>8,002.18</u></u>
LIABILITIES & EQUITY	
Equity	
390 · Retained Earnings	<u>8,002.18</u>
Total Equity	<u>8,002.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,002.18</u></u>

FS 7

Corporation of Shepherdstown-Coal Severance Fund
Budget vs. Actual-2017-2018
July 2019

	<u>Jul 19</u>	<u>Budget</u>	<u>\$ Over Budg...</u>	<u>% of Budget</u>
Income				
310 · Coal Severance Tax	0.00	417.00	-417.00	0.0%
380 · Restricted Fund Interest	0.00	8.00	-8.00	0.0%
Total Income	<u>0.00</u>	<u>425.00</u>	<u>-425.00</u>	<u>0.0%</u>
Expense				
700 · Police Dept. Equipment Expen...	0.00	575.00	-575.00	0.0%
Total Expense	<u>0.00</u>	<u>575.00</u>	<u>-575.00</u>	<u>0.0%</u>
Net Income	<u>0.00</u>	<u>-150.00</u>	<u>150.00</u>	<u>0.0%</u>

FS8

GENERAL FOOTNOTES:

JSB guaranteed interest at 40% of prime and free checking as of 9/1/12-8/31/13.

JSB guaranteed interest at 35% of prime and free checking as of 9/1/13-8/31/14.

JSB guaranteed interest at 35% of prime and free checking as of 9/1/14-8/31/15.

JSB guaranteed interest at 35% of prime and free checking as of 9/1/15-8/31/16.

NOTE: Police Revenue is budgeted at mostly at 1/12th per month.

NOTE: OPEB ARC Accrued Liability & Expense is booked, but is unbudgeted and unfunded.

This was approved by the State and our auditor.

Revenue items not accrued for fiscal period to date:

Revenue Item	Vendor	Revenue to Date	Budgeted Amount
Purchase Card Reimbursement	State of WV		2,250.00
TOTAL			2,250.00

FOR THE GENERAL FUND & COAL SEVERANCE FUND (on modified accrual basis):
 60 days is the period of availability: do not accrue beyond 60 days (GASB 38).
 ALL REVENUES ARE NOW ACCRUED

The following are one-time per year revenues, which have been budgeted all into a single month
 This is because they are either one-time per year, or date of expenditure is not certain.

GENERAL FUND-Budgeted Revenue	Budget Amount	Revenue to Date	Balance Available
General Operating Revenue			
Planning Commission revenue	100.00		100.00
Refuse Revenue-Special Pickup	1,500.00		1,500.00
Banner Hanging Fees	500.00	100.00	400.00
			-
Tax Revenue			
Wine/Liquor/Private Club Tax	25,000.00		25,000.00
Municipal Sale and Use Tax	62,500.00		62,500.00
			-
In-House Grants			
Tobacco Warehouse Grant			-
Design Guidelines Grant Project			-
Recycling Grant			-
Safety Grant		827.77	(827.77)
DUI			-
			-
Pass-Thru Grants-New			
Entler-Weltzheimer House Grant			-
Hist. Shep. Comm. #13LEDA0433			-
Friends of Shep. Riverfront #13LEDA0429			-
Shep. Day Care #13LEDA0052			-
Shep. Day Care #13LEDA0441			-

FS 9

GENERAL FUND-Budgeted Operat	Budget Amount	Expenses to Date	Balance Available
Regional Development Authority	900.00	641.58	258.42
Mayor Office	549.50	536.40	13.10
Council Expense	1,662.00	1,651.21	10.79
Recorder Office	389.00	408.09	(19.09)
Election Supplies	2,000.00		2,000.00
Postage Machine	150.00		150.00
Dues/Memberships	625.00	632.12	(7.12)
City Hall Commerical Insurance	20,000.00		20,000.00
City Hall Christmas in Shepherdstown			-
City Hall Christmas in Shepherdstown-from Gen. Funds			-
Video Lottery Unallocated			-
Video Lottery Donation to Fire Depart	8,000.00		8,000.00
Alternative Spring Break			-
Video Lottery Donations			-
Video Lottery-Library Capital Fund			-
Video Lottery-Library Roof Repair			-
Video Lottery-Water Plant Camera System			-
Video Lottery-Economic Impact Study			-
Video Lottery-Bridge Lights			-
Video Lottery - Skid Loader			-
Total Unallocated Video Lottery	8,000.00		8,000.00
FUTURE VIDEO LOTTERY EXPENSES			-
total amount of Video Lottery in JSB	1,714,976.74		
Video Lottery Unallocated:			
Washer/Extractor for Fire Department			
Shepherdstown Commuity Club's treatment of 70 Green Ash Trees			
Video Lottery Table Games			-
total amount in VL NT Cap Infrastructure	981,430.20		
total amount in VL-Table Games	287,354.47		
Total	1,268,784.67		-
			-

FS10

GENERAL FUND-Budgeted Operat	Budget Amount	Expenses to Date	Balance Available
			-
Tobacco Warehouse Flood Insurance	4,000.00		4,000.00
Police Commerical Insurance	45,000.00	37,837.98	7,162.02
Streets Commerical Insurance	7,500.00	6,354.25	
Sanitaiton Commerical Insurance	9,000.00	7,058.37	1,941.63
Parks Commerical Insurance	700.00	281.87	418.13
			-
			-
			-
			-
			-
Budgeted Capital Expenditures-Ge	Budget Amount	Expenses to Date	Balance Available
Public Works Equipment-GF			
Gen Gov Bldgs/Impr - VL	21,346.00		21,346.00
Budgeted Capital Expenditures-Vic	Budget Amount	Expenses to Date	Balance Available
Public Safety - VL (Police)	49,000.00		49,000.00
			-
			-
			-
			-
Budgeted Capital Expenditures-Ge	Budget Amount	Expenses to Date	Balance Available
CAPITAL GRANT EXPENDITURES			
Tobacco Warehouse Improvement-not yet			-
			-

COAL SEVERANCE-Budgeted Rev	Budget Amount	Revenue to Date	Balance Available
Police Equipment	5,000.00		5,000.00

FS10

Housing Authority Fund
Balance Sheet
As of July 31, 2019

	<u>Jul 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
100.00 · Housing Authority Check...	<u>2,124.73</u>
Total Checking/Savings	<u>2,124.73</u>
Total Current Assets	<u>2,124.73</u>
TOTAL ASSETS	<u><u>2,124.73</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	<u>2,124.73</u>
Total Equity	<u>2,124.73</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,124.73</u></u>

FS 11

Housing Authority Fund
Income & Loss
July 2019

	<u>Jul 19</u>
Net Income	<u><u>0.00</u></u>

FS12

Corporation of Shepherdstown
Housing Authority

As of 7/1/2019

Footnotes to Financial Statements

*Over \$2,000 exists to assist low-income residents
per the Housing Authority Ordinance.*

FS 13

Shepherdstown Waterworks
Balance Sheet-Summarized
As of July 31, 2019

	<u>Jul 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	1,061,890.48
RESERVED FUNDS BANKING	1,059,013.26
RESTRICTED FUNDS BANKING	<u>3,210,044.53</u>
Total Checking/Savings	5,330,948.27
Accounts Receivable	
141 · A/R, Water Customer Billing	27,124.21
143 · Allow. for Doubtful Accounts	<u>(1,300.00)</u>
Total Accounts Receivable	25,824.21
Other Current Assets	
253.20 · Deferred Inflows	<u>(18,641.00)</u>
Total Other Current Assets	<u>(18,641.00)</u>
Total Current Assets	5,338,131.48
Fixed Assets	
105 · Fixed Asset-Constr. In Progress	3,258,958.73
Fixed Assets (All Funds)	10014566.22
Fixed Asset Adjustments (Accum. Depr. & Amort.)	<u>(3,917,083.26)</u>
Total Fixed Assets	<u>9,356,441.69</u>
TOTAL ASSETS	<u><u>14694573.17</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
235 · Customer Dep/Int Pay.-Cash Acct	55,893.31
236 · Cust Dep/Int Pay-DR/CR Acct	20,644.11
238 · Accrued Interest Payable	44,565.83
241 · Misc. Current/Accrued Liab.	272,986.16
221 · Bond Payable-Current	<u>193,543.15</u>
Total Other Current Liabilities	<u>587,632.56</u>
Total Current Liabilities	587,632.56
Long Term Liabilities	
186.20 · Deferred Outflows	(16,958.37)
221 · Bond Payable-Long term	<u>6,625,105.85</u>
Total Long Term Liabilities	<u>6,608,147.48</u>
Total Liabilities	7,195,780.04
Equity	
215 · Retained Earnings	6,511,618.48

FS14

Shepherdstown Waterworks
Balance Sheet-Summarized
As of July 31, 2019

	<u>Jul 31, 19</u>
271 · Contrib. in aid of Construction (Capacity Fees thru 6/3... Net Income	1,069,125.91 <u>(81,951.26)</u>
Total Equity	<u>7,498,793.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>14694573.17</u></u>

FSIS

Shepherdstown Waterworks
Budget vs Actual-Summarized
 July 2019

	Jul 19	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
419 · Water Interest Income	0.00	4,166.00	(4,166.00)	0.0%
461 · Water Metered Revenue (including penalties ...	2,018.93	143,333.00	(141,314.07)	1.4%
474 · Other Water Revenues	300.00	249.00	51.00	120.5%
Total Income	2,318.93	147,748.00	(145,429.07)	1.6%
Expense				
601 · Water Salaries & Wages	31,356.25	33,166.00	(1,809.75)	94.5%
604 · Employee Pensions & Benefits	1,846.20	9,249.00	(7,402.80)	20.0%
401.1 · Water Billing Expenses	93.25	1,583.00	(1,489.75)	5.9%
401.2 · Water Administration	8,078.10	4,755.00	3,323.10	169.9%
401.3 · Water Utility Billing (Sewer Usage)	0.00	9,333.00	(9,333.00)	0.0%
401.4 · Water Plant Expenses	5,986.67	16,830.00	(10,843.33)	35.6%
403 · Water Depreciation Expense	0.00	15,833.00	(15,833.00)	0.0%
408 · Taxes-Other than Income	3,346.99	3,582.00	(235.01)	93.4%
427 · Interest Expense	0.00	9,166.00	(9,166.00)	0.0%
615 · Purchased Power	3,657.88	4,166.00	(508.12)	87.8%
618 · Chemicals	0.00	5,833.00	(5,833.00)	0.0%
631 · Contractual Svc-Engineering	0.00	20,832.00	(20,832.00)	0.0%
632 · Contractual Svc-Accounting	0.00	958.00	(958.00)	0.0%
633 · Contractual Svc-Legal	195.00	833.00	(638.00)	23.4%
635 · Contractual Svc-Testing	606.76	4,999.00	(4,392.24)	12.1%
636 · Contractual Svc-Other	0.00	2,916.00	(2,916.00)	0.0%
650 · Transportation Expenses	457.67	2,141.00	(1,683.33)	21.4%
657 · Insurance-General Liability	26,145.42	2,916.00	23,229.42	896.6%
659 · Insurance-Other	0.00	1,749.00	(1,749.00)	0.0%
660 · Advertising Expense	0.00	58.00	(58.00)	0.0%
675 · Administrative Lending Fees	0.00	999.00	(999.00)	0.0%
Total Expense	81,770.19	151,897.00	(70,126.81)	53.8%
Net Ordinary Income	(79,451.26)	(4,149.00)	(75,302.26)	1,914.9%
Other Income/Expense				
Other Income				
419.5 · Capacity Accounts Interest	0.00	1,666.00	(1,666.00)	0.0%
474 · Other Water Revenue	0.00	2,500.00	(2,500.00)	0.0%
Total Other Income	0.00	4,166.00	(4,166.00)	0.0%
Other Expense				
700 · Water Grant	2,500.00			
Total Other Expense	2,500.00			
Net Other Income	(2,500.00)	4,166.00	(6,666.00)	(60.0)%
Net Income	(81,951.26)	17.00	(81,968.26)	(482,066.2)%

FS 16

Shepherdstown Sewer
Balance Sheet-Summarized
As of July 31, 2019

	<u>Jul 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	732,402.69
RESERVED FUNDS BANKING	685,326.45
RESTRICTED FUNDS BANKING	<u>1,622,630.87</u>
Total Checking/Savings	3,040,360.01
Accounts Receivable	
General Funds A/R	<u>13,170.40</u>
Total Accounts Receivable	13,170.40
Other Current Assets	
253.20 · Deferred Inflows	<u>(13,194.00)</u>
Total Other Current Assets	<u>(13,194.00)</u>
Total Current Assets	3,040,336.41
Fixed Assets	
Fixed Assets	15801075.57
105 · Construction in Progress	52,436.63
Fixed Asset Adjustment (Accumulated Depreciation)	<u>(5,300,850.35)</u>
Total Fixed Assets	<u>10552661.85</u>
TOTAL ASSETS	<u><u>13592998.26</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
186.20 · Deferred Outflows	(11,000.55)
Current Liabilities	186,532.36
235 · Cust. Dep/Int. Pay-Cash Acct	38,004.61
236 · Cust Dep/Int Payable-DR/CR	16,712.26
221 · Bonds Payable-Current	<u>207,139.52</u>
Total Other Current Liabilities	<u>437,388.20</u>
Total Current Liabilities	437,388.20
Long Term Liabilities	
221 · Bonds Payable-Long Term	<u>4,764,208.97</u>
Total Long Term Liabilities	<u>4,764,208.97</u>
Total Liabilities	5,201,597.17
Equity	
214 · Retained Earnings	5,983,365.56
271 · Contrib. in Aid of Construction (Capacity Fees thru 6/3...	2,495,029.86
Net Income	<u>(86,994.33)</u>

FS17

Shepherdstown Sewer
Balance Sheet-Summarized
As of July 31, 2019

	<u>Jul 31, 19</u>
Total Equity	<u>8,391,401.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>13592998.26</u></u>

FS18

**Shepherdstown Sewer
Budget vs Actual -Summarized**

08/01/19

July 2019

Accrual Basis

	Jul 19	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
419 · Sewer Interest Income	0.00	3,187.00	(3,187.00)	0.0%
522 · Metered Sewer Revenue (including penalties & ...	1,189.14	108,333.00	(107,143.86)	1.1%
536 · Other Wastewater Revenues	175.00	412.00	(237.00)	42.5%
Total Income	<u>1,364.14</u>	<u>111,932.00</u>	<u>(110,567.86)</u>	<u>1.2%</u>
Gross Profit	1,364.14	111,932.00	(110,567.86)	1.2%
Expense				
408 · Taxes Other than Income	2,289.84	2,582.00	(292.16)	88.7%
701 · Salaries & Wages	21,291.98	23,409.00	(2,117.02)	91.0%
704 · Employee Pensions & Benefits	1,406.52	5,999.00	(4,592.48)	23.4%
401.1 · Sewer Billing Expenses	93.25	1,832.00	(1,738.75)	5.1%
401.2 · Sewer Administration	7,021.80	4,232.00	2,789.80	165.9%
401.3 · Sewer Utility Billing (Water Usage)	0.00	3,007.00	(3,007.00)	0.0%
401.4 · Sewer Plant Maintenance	2,927.00	35,856.00	(32,929.00)	8.2%
403 · Depreciation Expense (Book entry only)	0.00	15,833.00	(15,833.00)	0.0%
715 · Purchased Power	9,332.89	11,725.00	(2,392.11)	79.6%
718 · Chemicals	7,148.04	5,833.00	1,315.04	122.5%
731 · Contractual Svc-Engineering	0.00	416.00	(416.00)	0.0%
732 · Contractual Svc-Accounting	0.00	391.00	(391.00)	0.0%
733 · Contractual Svc-legal	195.00	167.00	28.00	116.8%
735 · Contractual Svc-testing	2,204.23	833.00	1,371.23	264.6%
736 · Contracted Services-Other	0.00	1,042.00	(1,042.00)	0.0%
750 · Transportation Expenses	457.67	667.00	(209.33)	68.6%
757 · Insurance-General Liability	33,990.25	2,917.00	31,073.25	1,165.2%
759 · Insurance-Other	0.00	16.00	(16.00)	0.0%
Total Expense	<u>88,358.47</u>	<u>116,757.00</u>	<u>(28,398.53)</u>	<u>75.7%</u>
Net Ordinary Income	(86,994.33)	(4,825.00)	(82,169.33)	1,803.0%
Other Income/Expense				
Other Income				
419.5 · Capacity Accounts Interest	0.00	666.00	(666.00)	0.0%
536 · Other Wastewater Revenue	0.00	4,166.00	(4,166.00)	0.0%
Total Other Income	<u>0.00</u>	<u>4,832.00</u>	<u>(4,832.00)</u>	<u>0.0%</u>
Net Other Income	0.00	4,832.00	(4,832.00)	0.0%
Net Income	<u>(86,994.33)</u>	<u>7.00</u>	<u>(87,001.33)</u>	<u>(1242776.1)%</u>

FS19

Balance Sheet

As of July 31, 2019

	Jul 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Payroll Acct (Payroll & Tax Checking Acct)	(12,200.29)
Total Checking/Savings	(12,200.29)
Other Current Assets	
1401 · Cash due-PEIA/RHBT/Sick Pool (Should be A/R-QB will no...	
Cash Transfer PEIA Health/Life (Should be A/R-QB will not allow)	374,215.36
Cash Transfer-PEIA RHBT-current (Should be A/R-QB will not a...	140,823.68
Total 1401 · Cash due-PEIA/RHBT/Sick Pool (Should be A/R-QB ...	515,039.04
1450 · Workers Comp Deposit	32,270.00
Total Other Current Assets	547,309.04
Total Current Assets	535,108.75
TOTAL ASSETS	535,108.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	37,013.00
Total Accounts Payable	37,013.00
Other Current Liabilities	
2100 · Payroll Liabilities-FED & WV	62,139.59
2101 · Payroll Liabilities-Maryland	801.51
2102 · Payroll Liability-Pennsylvania	8.46
2103 · Payroll Liab-PEIA HEALTH/RHBT	(144,112.88)
2104 · Employee Health Withholding (Holding account for Empl...	3,682.33
2105 · EE Annuity W/H	
EE Annuity W/H-VALIC	(20.00)
Total 2105 · EE Annuity W/H	(20.00)
2106 · FBMC Benefits Management	(110.64)
2107 · AFLAC	475.32
Total Other Current Liabilities	(77,136.31)
Total Current Liabilities	(40,123.31)
Total Liabilities	(40,123.31)
Equity	
1110 · Fund Equity (Retained Earnings)	612,115.03
Net Income	(36,882.97)
Total Equity	575,232.06
TOTAL LIABILITIES & EQUITY	535,108.75

FS 20

CORP OF SHEPHERDSTOWN-PAYROLL ACCT
Profit & Loss (Internal Service Fund)
 July 2019

	TOTAL
Income	
General for Payroll	118267.35
Total Income	118267.35
Gross Profit	118267.35
Expense	
6584 · Reimbursement	149.79
409 · Mayors Office	500.00
410 · City Council	1,500.00
411 · Records Office	375.00
440 · City Hall	9,209.64
6560 · Other Gross Payroll	84.96
700 · Police Department	28,656.48
750 · Streets and Highways	4,742.77
800 · Sanitation Department	3,842.94
900 · Parks	244.72
S-100 · Sewer	21,263.98
W-100 · Water	31,349.25
6500 · Employer Taxes/Expen...	16,217.79
Total Expense	118137.32
Net Income	130.03

FS 21

DRAFT MINUTES

SHEPHERDSTOWN, WEST VIRGINIA - SANITARY BOARD SPECIAL MEETING TO DISCUSS REVISIONS TO THE SERWER USE ORDINANCE

July 25, 2019

Attendees: Sanitary Board – J. Auxer, H. Heyser, R. Keller
Water Board – J. Auxer, J. Bresland, M. Godfrey
Town Staff – F. Welch

Visitors: none

1. **CALL TO ORDER:** The Special Meeting of the Sanitary Boards was called to order by J. Auxer at 2:40 pm at Town Hall in Shepherdstown, West Virginia.

2. **STAFF PRESENTATION:** Staff distributed a up-to-date copy of the current ordinance (without the bracketed language in the packet copy). The up-to-date Ordinance answered some of the Board's questions.

Staff explained the DEP's concerns about grease in pipes and pump stations as set out in their draft Consent Order #8977 dated May 28, 2019.

3. **BOARD QUESTIONS AND CONCERNS REGARDING THE CURRENT ORDINANCE (as follows):**

- Numerations in Section 1,
- The need to clarify that "Council" refers to the Shepherdstown Town Council,
- References to customer classes (Shepherdstown does not have customer classes.) – paragraphs #2-b1 and 5-b,
- Clarification of paragraph #3a regarding State law requiring buildings within 300 ft. of a sewer main to hook up if their sewage will flow by gravity to the line,
- Grades of pipe mentioned in paragraph #5-e (Do they conform with the Sewer Department's current standards?),
- Deposit policies mentioned in paragraph #7-a (Do they conform with the Department's current policies?),
- The lack of mention of requirements for remediating grease discharged into the system, and
- The need to number pages.

4. **WV Health Dept. Inspections:** Staff reported that WV HD has forwarded an initial list of sewer users with grease traps (compiled during regular restaurant inspections). The HD will forward additions to the list as inspections proceed. Staff stated their opinion that the Sewer Department will likely have to undertake any compliance enforcement measures required by the revised ordinance because the HD is understaffed at the present time.

5. **ACTION ITEMS:**

- Staff will forward a modified electronic copy of the current ordinance with pages numbered for Board members to review.
- The Mayor's Office will contact the Municipal League and WV DEP for suggested language to add to the Ordinance.

6. **NEXT MEETING DATE:** August 7, 2019, 1:00 pm at Town Hall.

7. **ADJOURNMENT:** J. Auxer adjourned the meeting at 3:30 pm.

Respectfully submitted: H. Heyser

Historic Landmark's Commission July 8, 2019 – Regular Meeting



Draft Minutes

Members Present: Dan Anderson; Bruce Massey – Chairman; Jim Broomall

Members Not Present: Hannah Stine; T. Nicole Saunders-Meske

Staff: Andy Beall

Visitors: Chris Helmick; Tom Sanders; Linda Sanders; Caroline Sanders

Call to Order: 6:00 p.m.

Approval of Minutes: 6/17/19 Approved

Conflicts of Interest: None

Application Review:

New Applications:		
	N/A	
Notes:		
Motion:		

Workshop:

Christopher & Ebonee Helmick, 314 W. German Street – This is the third workshop. Mr. Helmick presents new plans taking into consideration the HLC's recommendations from the previous workshops. The garage has been detached and move approximately 12' further to the rear of the property. The in-law suite has been aligned behind the addition thus eliminating the "L" shape. He states that they will try and salvage the current addition but would still like to remodel with a gable roof vs. the shed roof. The commission feels the new plans are appropriate and encourage the homeowner to submit a formal application. B. Masey states he feels the full 2-story addition with gable roof will look better than the current shed roof style. The homeowner intends on securing a second structural report which will be available prior to application review.

Caroline Sanders, Vacant Lot on W. High Street – Ms. Sanders presents plans for a small cottage style home to be built on the vacant lot owned by her in-laws. She requests the use of vinyl siding, asphalt shingle roofing, vinyl-clad windows and fiberglass insulated doors. The commission states they are mostly fine with what she has proposed except the vinyl siding.

Historic Landmark's Commission July 8, 2019 – Regular Meeting



Draft Minutes

Continuing Business: N/A

New Business: N/A

Administrative Matters: N/A

Adjournment: Motion to adjourn at 7:00 p.m.; No objections and passed unanimously.



Draft Minutes

Motion:	
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Continuing Business:

New Business: Commission asks staff to update the “New to Shepherdstown” brochure and distribute to the community.

Administrative Matters: L. Robertson motioned to recommend to Town Council, the revised project classification and fee schedule; no objections and passed unanimously

Adjournment: Motion to adjourn at 6:18 p.m.; No objections and passed unanimously.

CURRENT

9-902 Building Permit

XIV. Project permit fee schedule

In order to defray the expense of administering this title, a fee is adopted in the following categories:

Category I: Minor projects such as painting (change in color only), awnings, porch railings, window boxes, satellite dishes, solar panels, propane tanks, signs, or other minor changes and permit extensions. \$35.00.

Category II: Accessory buildings, sidewalks, decks, fences, driveways, garages, storage buildings, carports. \$50.00.

Category III: Single family dwelling major changes excluding additions but including window and roof replacement, non-profit tax exempt organizations. \$150.00 (Plus \$1.50 per \$1,000.00 value over \$50,000.00).

Category IV: Additions, commercial-industrial, multi-family residences. \$400.00 (Plus \$1.50 per \$1,000.00 value over \$50,000.00).

Category V: Demolition.

\$50.00 Accessory Buildings.

\$150.00. Non Contributing Structures.

\$500.00 Contributing Structures.

The Planning Commission shall categorize any request not specifically listed in the above categories.

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit, double the cost of said permit would be charged

Project Classification and Fee Schedule

Please check all boxes that may apply (*Application Fees Due Upon Submittal*):

	<p><u>Category I:</u></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (<i>not permanently attached to the ground</i>) and other minor changes and permit extensions.</p> <p style="text-align: right;">\$50.00</p>
	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports and decks.</p> <p style="text-align: right;">\$100.00</p>
	<p><u>Category III:</u></p> <p>New construction of and/or additions to residential, commercial and industrial structures. Includes garages and other accessory buildings <i>permanently attached to the ground</i>.</p> <p style="text-align: right;">\$500.00</p> <p style="text-align: right;"><i>(Plus 2% of value over \$50,000.00)</i></p>
	<p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ol style="list-style-type: none"> 1. Reason for the demolition/relocation (including historic documentation). 2. Describe the structure's condition in detail. 3. Describe the proposed reuse of the site, including full drawings of new structure & landscaping. 4. Evidence of relevant funding or financial concerns. 5. Timeframe for project <p>\$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥ 50 years old)</p>
<p>The Planning & Zoning Administrator shall categorize any request not specifically listed in the above categories.</p>	

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit and/or certificate, double the cost of said permit and/or certificate will be charged.

Project Review

Projects		Review Commission	
Category	Examples	Historic Landmarks	Planning
Category I	Murals	X	
	Awnings	X	
	Porch Railing	X	
	Window Boxes	X	
	Satellite Dishes	X	
	Solar Panels	X	
	Gutters & Down Spouts	X	
	Patios, Sidewalks, Hardscaping	X	
	Signs		X
	Fences		X
	Storage Sheds*	X	X
Category II	Window Replacement	X	
	Roof Replacement	X	
	Siding Replacement	X	
	Porch Enclosure	X	
	Driveways / Carports / Decks	X	X
Category III	New Construction / Garages	X	X
	Other Accessory Buildings**	X	X
Category IV	Demolition	X	
	Structure Relocation	X	X

The Planning & Zoning Administrator shall categorize any request not specifically listed in the above categories.

Projects to be reviewed by the Historic Landmarks Commission require submittal of a completed

Application for Certificate of Appropriateness

Projects to be reviewed by the Planning Commission require submittal of a completed

Application for Project Permit

Projects to be reviewed by both commissions require submittal of both application types (single "Category" Fee need only be paid).

*Buildings which are NOT permanently attached to the ground

**Buildings and additions permanently attached to the ground