



PUBLIC NOTICE

Message from Mayor Jim Auxer

Effective Monday, March 23, 2020 at 1:00 p.m.

As a result of the COVID-19, and in consideration of the wellbeing of our staff and customers, the Corporation of Shepherdstown will temporarily suspend public access, until further notice, to the following municipal offices: Town Hall, Police Department, Water Department and Wastewater Department. We are confident that we will be able to assist customers via telephone, email and fax.

Below is a list of contacts:

Mayor – Jim Auxer – 304-876-2605

Town Clerk – Amy L. Boyd – 304-876-2398

Billing Clerk – Crystal Painter – 304-876-2574

Zoning Administrator – Andy Beall – 304-876-6858

Accounting Clerk – Debbi Nickerson – 304-876-2589

Receptionist – Ericka Shade - 304-876-2312

Police Chief – Mike King – 304-876-6686

Police Court Clerk – Teri Rouse – 304-876-6036

Water Plant Chief Operator – 304-876-2394

Sewer Plant Operator – 304-876-3350

Public Works Director – Frank Welch – 304-876-3322



Alternate methods of payment for water bills, project permits, business licenses, parking tickets, moving violations, etc., are as follows:

1. Online at www.shepherdstown.us (water bills only)
2. To pay water bills, project permits and business licenses, call 304-876-2312. To pay parking tickets and moving violations, call phone 304-876-6036.
3. Pay by mail to P.O. Box 248, Shepherdstown, WV, 25443
4. Pay by depositing in the drop box at Town Hall, 104 North King Street (please note, the drop box is checked several times a day)

If necessary, call Town Hall at 304-876-2312 to schedule an appointment.

If you have an emergency, please call 911.