

**AN ORDINANCE TO AMEND  
SECTION 12C-601 OF CHAPTER 6, TITLE 12C OF THE CODE OF  
SHEPHERDSTOWN PERTAINING TO SPEED LIMITATIONS GENERALLY**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 6, Title 12C of the Code of Shepherdstown is hereby amended by revising Section 12C-601 to allow for increased penalties for speeding.

**12C-601. Speed limitations generally; penalties.**

(a) No person may drive a vehicle on a street or highway at a speed greater than is reasonable and prudent under the existing conditions and the actual and potential hazards. In every event speed shall be so controlled as may be necessary to avoid colliding with any person, vehicle or other conveyance on or entering the streets or highways in compliance with legal requirements and the duty of all persons to use due care.

(b) Where no special hazard exists that requires lower speed for compliance with subsection (a) of this section, the speed of any vehicle not in excess of the limits specified in this section or established as hereinafter authorized is lawful, but any speed in excess of the limits specified in this subsection or established as hereinafter authorized is unlawful. The following speed limits apply:

(1) Fifteen miles per hour in a school zone during school recess or while children are going to or leaving school during opening or closing hours. A school zone is all school property including school grounds and any street or highway abutting such school grounds and extending one hundred twenty-five feet along such street or highway from the school grounds. The speed restriction does not apply to vehicles traveling on a controlled-access highway which is separated from the school or school grounds by a fence or barrier approved by the division of highways;

(2) Twenty-five miles per hour in any business or residence district;

(3) Fifty-five miles per hour on open country highways, except as otherwise provided by this title. The speeds set forth in this section may be altered as authorized in §§ 12C-602 and 12C-603 of this chapter.

(c) The driver of every vehicle shall, consistent with the requirements of subsection (a) of this section, drive at an appropriate reduced speed when approaching and crossing an intersection or railway grade crossing, when approaching and going around a curve, when approaching a hill crest, when traveling upon any narrow or winding roadway and when special hazard exists with respect to pedestrians or other traffic or by reason of weather or highway conditions.

(d) The speed limit on controlled-access highways and interstate highways, where no special hazard exists that requires a lower speed, shall be not less than fifty-five miles per hour and the speed limits specified in subsection (b) of this section do not apply.

(e) Unless otherwise provided in this section, any person who violates the provisions of this section is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one hundred dollars; upon a second conviction within one year thereafter, shall be fined not more than two hundred dollars; and, upon a third or subsequent conviction within two years thereafter, shall be fined not more than five hundred dollars: Provided, That if such third or subsequent conviction is based upon a violation of the provisions of this section where the offender exceeded the speed limit by fifteen miles per hour or more, then upon conviction, shall be fined not more than five hundred dollars or confined in the county or regional jail for not more than thirty (30) days, or both.

(f) Any person who violates the provisions of subdivision (1), subsection (b) of this section is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than one hundred dollars nor more than five hundred dollars: Provided, That if such conviction is based upon a violation of the provisions of subdivision (1), subsection (b) of this section where the offender exceeded the speed limit by fifteen miles per hour or more in the presence of one or more children, then upon conviction, shall be fined not less than one hundred dollars nor more than five hundred dollars or confined in the regional or county jail for not more than thirty (30) days, or both. Provided, however, That if the signage required by subdivision (1) is not present in the school zone at the time of the violation, then any person who violates said provision is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$25.

(g) If an owner or driver is arrested under the provisions of this section for the offense of driving above the posted speed limit on a controlled-access highway or interstate highway, and if the evidence shall show that the motor vehicle was being operated at ten miles per hour or less above said speed limit, then, upon conviction thereof, such person shall be fined not more than five dollars, plus court costs. If an owner or driver is convicted under the provisions of this section for the offense of driving above the speed limit on a controlled-access highway or interstate highway of this state, and if the evidence shall show that the motor vehicle was being operated at ten miles per hour or less above said speed limit, then notwithstanding the provisions of § 17B-3-4 of the West Virginia Code, a certified abstract of the judgment on such conviction shall not be transmitted to the division of motor vehicles: Provided, That the provisions of this subsection do not apply to conviction of owners or drivers who have been issued a commercial driver's license as defined in § 17E-1-1 et seq. of the West Virginia Code if the offense was committed while operating a commercial vehicle.

(h) If an owner or driver is convicted in another state for the offense of driving above the maximum speed limit on a controlled-access highway or interstate highway, and if the maximum speed limit in such other state is less than the maximum speed limit for a comparable controlled-access highway or interstate highway in this state, and if the evidence shall show that the motor vehicle was being operated at ten miles per hour or less above what would be the maximum speed limit for a comparable controlled-access highway or interstate highway in this state, then notwithstanding the provisions of § 17B-3-4 of the West Virginia Code, a certified abstract of the judgment on such conviction shall not be transmitted to the division of motor vehicles, or, if transmitted, shall not be recorded by the division, unless within a reasonable time after conviction, the person convicted has failed to pay all fines and costs imposed by the other state: Provided, That the provisions of this subsection do not apply to conviction of owners or drivers who have been issued a commercial driver's license as defined in § 17E-1-1 et seq. of the West Virginia Code, if

the offense was committed while operating a commercial vehicle. (i) Any person operating a commercial motor vehicle engaged in the transportation of coal on the coal resource transportation road system who violates subsection (a), (b) or (c) of this section shall, upon conviction, be subject to fines in triple the amount otherwise provided in subsection (e) of this section.

(Ref. W.Va. Code § 17C-6-1)

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Recorder

**From:** Roger Munro munroprop@comcast.net  
**Subject:** Fwd: HLMC  
**Date:** July 29, 2021 at 7:42 PM  
**To:** Roger Munro munroprop@comcast.net



Begin forwarded message:

**From:** Roger Munro <[roger@energycheckupsmd.com](mailto:roger@energycheckupsmd.com)>  
**Subject:** HLMC  
**Date:** July 29, 2021 at 6:24:56 PM EDT  
**To:** Roger Munro <[munroprop@comcast.net](mailto:munroprop@comcast.net)>

#### PLEASE DESCRIBE YOUR BACKGROUND AND EDUCATION

I have a Master Degree in Industrial Education . I taught IE for 10 years in Alaska, Oregon, and locally. When I lived in Portland Oregon I bought 2 1920s homes which I remodeled extensively. I moved to The Shepherdstown area in 1979, and bought a farmette in Keedysville. The house was a log house with a brick exterior. There was another smaller 2 story abandon log house on the property which I attempted to restore. There where a number small restoration jobs I did on the house I lived in. I moved into Shepherdstown in 1983 and bought the house next to the former Lutheran parsonage. I remodeled the kitchen, 2 bathrooms, and the basement. I sold the house and went to Italy for a year. When I returned I bought a house on Prospect St. that required very little remodeling. In 1987 I bought the 1872 Club, the carriage house, and a 1795 house. They were side by side. on Princess St. Ed Morrow and Larry Dreschler and myself, stabilized the buildings. Larry and I changed the club into a store. We cleaned and stabilized the carriage house and then was sold to Keith Knost. I kept the 1795 post and beam house. I added on to the house, retaining the post and beam walls with brick, and restored 2 fireplaces in the basement.

#### DESCRIBE AND SPECIAL TRAINING

I had enough money to buy 3 buildings that no one else wanted on Princess st. My training then began by having my neighbor Larry Dreschler taught me how to restore a building that became usable as a commercial space, but retain the character and feel of its age. We got the towns first award for historical restoration.

#### REASON TO SERVE ON COMMISSION

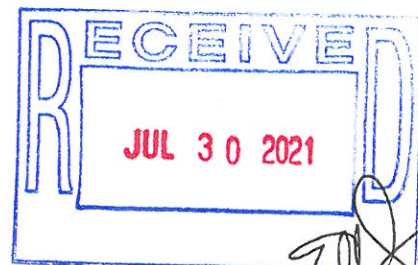
I was on the Planning commission when there were few guidelines related to historical details. This left the home owner and the Planning Commission trying to determine what was meant by the regulations. It was shortly after I left that outside historical help became part of the Planning commission.

It has been a number of years since I have given of my time to the town I have lived in for 40 years.

When Jim Auxer asked me to be on this commission, I said I would, because Jim asked me.

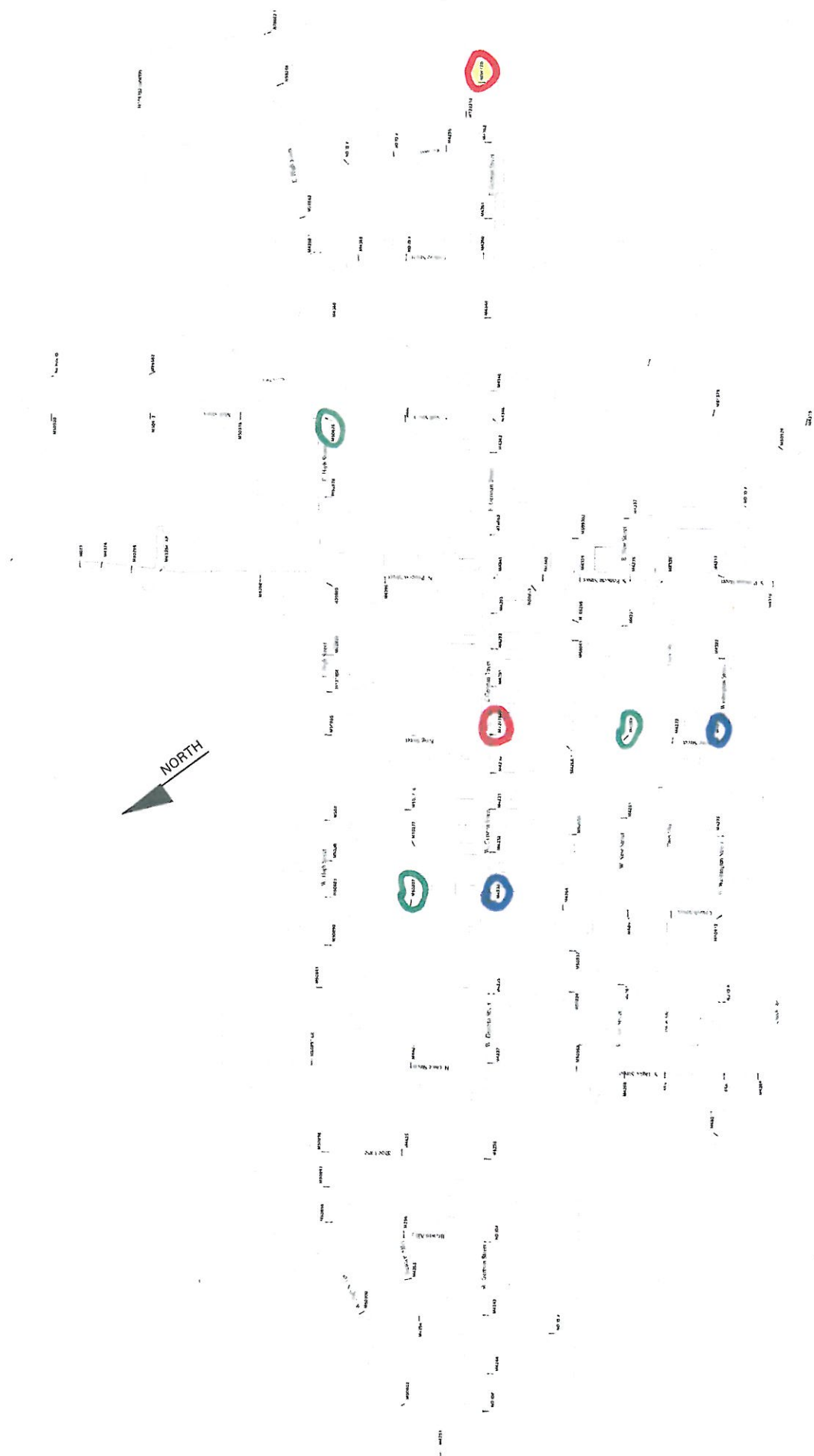
#### 2 REFERENCES

Jim Auxer  
Al Levitan



For: HLC





State / Arterial Road  
 Commercial Area  
 Utility Pole w/ Streetlight  
 Ornamental Streetlight / private circuit

- 50 watt / 3K
- 90 watt / 3K
- 130 watt / 3K
- 130 watt / 4K = (1) @ Sage

To: Shepherdstown Town Council

From: Rachael Meads   
Shepherd University Student Activities & Leadership



**Request for Closure of Church Street and Permission to Hold Homecoming Parade on German and Princess Streets on Saturday, Oct. 23, 2021**

Attached you will find an application for permission to close Church Street from to Washington Street on Saturday, Oct. 23, 2021 from 7 am to 11 am to allow for line up for the annual Shepherd University Homecoming Parade.

*Has this event been held in Shepherdstown in the past?*

Yes. Every year prior to the COVID-19 pandemic.

*What is Homecoming and how does it benefit Shepherdstown?*

Homecoming draws thousands of families, alumni, and community members to Shepherdstown to celebrate our community and reconnect with our community. All hotels are traditionally sold out and restaurants packed that weekend. It is a highlight of Shepherd's annual alumni and student event calendar.

*What is the purpose of the request?*

Community parade featuring Shepherd University alumni, students, and community groups.

*Event Duration:*

The parade line-up begins at 8 am. Parade itself begins at 10 am and is over by 11 am.

*Sound:*

A small PA sound system will be provided and set up on McMurrin Lawn to provide enough amplification for the parade announcer to be heard.

*Rain Plan:*

This is a rain or shine event.

*Questions?*

If you have any questions, please feel free to contact me at [rmeads@shepherd.edu](mailto:rmeads@shepherd.edu) or at 304-620-4520.

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:	304-876-5113
Evening Phone:	<del>304-876-5113</del> 304-620-4520
Cell Phone:	304-620-4520

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 <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: 10/23/21	From: 10 am/pm To: 11 am/pm			
4a.) Set Up Time 7 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>		
9.) Will entertainment be involved? <input 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>	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 checked="" type="checkbox"/> Other: Explain PARADE - marching band, announcer	
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	Small PA System on McMurrain Lawn
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	STATE GOVERNMENT
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 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: 304-620-4520 Name: Holly Morgan Phone: 304-876-5030	
17.) Check any Town assistance needed:	<input type="checkbox"/> Electric <input checked="" 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?	See attached	

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.

Corporation of Shepherdstown



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:	Panhandle Free NARCANY Day
Contact Name:	Stephanie Stout / Michael King
Mailing Address:	
City, State, Zip:	
E-mail Address:	mking@shepherdstown.us
Daytime Phone:	
Evening Phone:	
Cell Phone:	304-702-2306

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i>	Panhandle Free NARCANY Day Town Hall			
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
4.) Date and Time of Event: <u>9/1/21</u> 4a.) Set Up Time _____ 4b.) Tear Down Time _____	From: <u>10</u> <u>am</u> /pm      To: <u>6</u> <u>am</u> /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 type="checkbox"/> Yes <input checked="" 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>	ON Street			
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 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 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 checked="" type="checkbox"/> less than 50	<input 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: Chief King		Phone:	
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			
19.) How will this event benefit Shepherdstown?	Free Training On Use of NARCAN			

**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: \_\_\_\_\_

Date: 8-4-21

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
Date Paid: _____	<input type="checkbox"/> Check
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Approved by: _____	Comments: _____
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 \_\_\_\_\_



## **PUBLIC WORKS COMMITTEE MINUTES**

**Monday, July 26, 2021**

**10:45 a.m.**

**Town Hall**

**104 North King Street**

1. Call to Order – 10:45am – Jim A., Jim F. Chris S.; Staff – Frank W., Andy B. (arrived late)
2. Reading and approval of minutes -- Jim F. motion to approve June, 2021 Minutes, Chris S. seconded, approved.
3. Visitors – Steve Pearson
4. Unfinished Business:
  - a. International Property and Maintenance Code:
    1. 332 W. German Street – No update; Application for demo is tabled pending SE report; engineering inspection scheduled for 7/28.
    2. 105 Ray Street – No update; violation notice issued till Oct. 15, 2021.
    3. 349 W. German Street – Work on-going.
  - b. Trash in alleys – On-going; Letters to be sent to occupants along Queens Alley. Letters to also be sent to units with grass issues.
  - c. Recycling Grant – Will apply in April, 2022.
  - d. Rt. 45 project – Applied for alternate transportation grant – no update.
  - e. Sidewalks – Shared cost program approved up to \$40K.
  - f. Recycling “postcard” report – CPS shared draft, minor changes suggested, CPS to moved forward, postcard to be mailed in mid-August.
  - g. Ken Clohan projects: projects and updates – No update, letter to be circulated and sent to Lee Thorn.
    - \*Washington Street - partially paved and improved, handicap corners to be installed;
    - \*German Street - pave Princess to Mill Street;
    - \*Princess Street dip - bridge crew to assess;
    - \*Duke Street - water problem – ponding;
    - \*Re-do crosswalk decals - partially completed - few more to complete;
    - \*New entry – check German St. at crossing of “Town Run”;
    - \*New entry – Jay Hurley’s request – Rt. 230 – enclosure.
  - h. Garbage and recycling rates – Special Meeting to be held in Jan. 2022.

- i. LED lights - LED Committee is compiling information. Email notice has been sent to residents regarding test LED lights.

5. New Business:

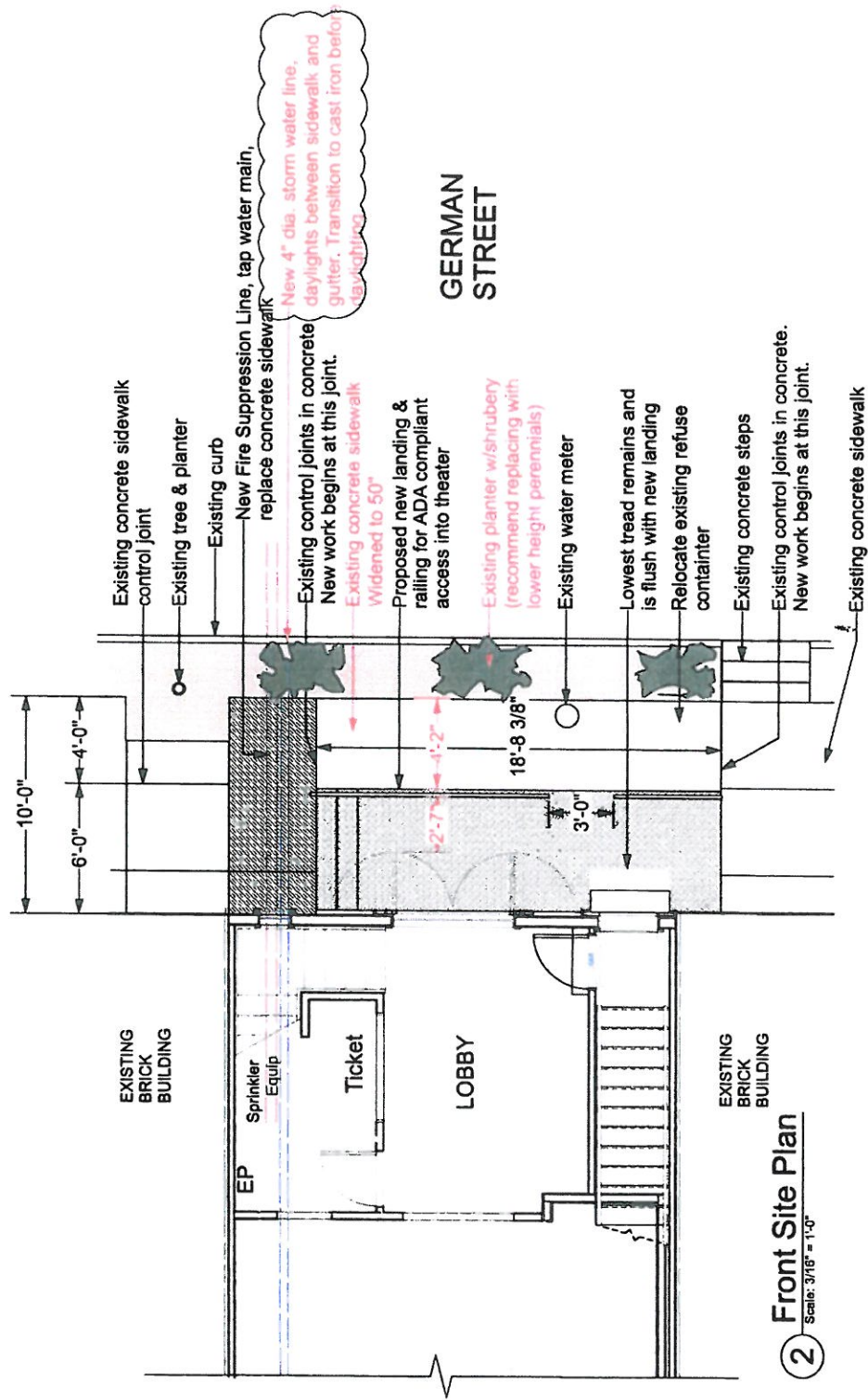
Opera House – Steve Pearson reported that remodeling and construction is on-going.

Mr. Pearson requested that the Committee approve the revised site plan, as attached, showing the handicap access ramp location, with a remaining unobstructed sidewalk of 4'2". The unobstructed sidewalk is wider than the minimum width required. Jim F. motioned to approve the sidewalk modification plan, Chris S. seconded, approved.

Mr. Pearson further requested approval to discharge some amount of stormwater onto German Street, as previously has been done. Frank W. suggested using a 6" pipe instead of 4" pipes due to maintenance issues. At this time, the final specs (number and radius of discharging pipes) has not been determined. Jim F. motioned to approve the discharge, Chris S. moved to amend the motion to conditionally approve the discharge and discharging system, so long as Frank W. approves final specs. Approved.

6. Mayor's Report: None.

7. Adjournment: Jim F. motion to adjourn, Chris S. seconded, approved.



## **Draining Storm Water into German Street - Existing Conditions**

### **Pipe into planting strip above curb (2 examples)**



Both of these examples are immediately uphill from the Opera House. Leader at front of building connects to 4" pipe under sidewalk, daylights above curb.

### **Leader into open slot grate at sidewalk**



This is the typical configuration -- some with multiple leaders into a single slot. The opening at the curb is a concrete block with 2 slots (frequently clogged). Example at 112 West German (Bistro) shows leader displaced (water flows along building foundation).



## Original Conditions at 131 West German (1910 construction)



Stormwater from rear of building routed through terracotta pipe under building to cast iron pipe under sidewalk (opening at curb, lower right).

# **FINANCIAL STATEMENTS for Council ALL FUNDS**

**July 1, 2021 - July 31, 2021**

## **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, 2021

	<u>Jul 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
GENERAL FUNDS BANKING	1,050,143.22
PAYROLL CASH FUND (JSB)	826.29
RESERVED FUNDS BANKING	3,744,729.60
RESTRICTED FUNDS BANKING	141,688.10
Total Checking/Savings	4,937,387.21
Accounts Receivable	
General Funds A/R	32,304.79
Total Accounts Receivable	32,304.79
Other Current Assets	
Other Current Assets	58,098.36
Total Other Current Assets	58,098.36
Total Current Assets	5,027,790.36
<b>Fixed Assets</b>	
General Fixed Assets (Gov-Wide)	5,437,696.51
Total Fixed Assets	5,437,696.51
<b>TOTAL ASSETS</b>	<b><u>10465486.87</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
General Funds A/P	38,128.70
244.01 · General Fund Payable - Payroll	(26,300.38)
Total Accounts Payable	11,828.32
Credit Cards	
Credit Cards Payable	62,016.60
Total Credit Cards	62,016.60
Other Current Liabilities	
Gen Fund Other Current Liab.	57,375.14
140.01 · DO-RHBT Payments Subsequ...	(24,060.26)
140.02 · DO - Change in Proportionate	(16,430.00)
250.1 · Net OPEB Liability	262,044.00
260 · Accrued Compensated Absences	32,013.11
280.1 · DI-Different Expected/Actual I	3,813.00
280.2 · DI-Difference Proj/Actual Earn	4,911.00
280.3 · DI-Changes/Differences Prop. S	15,979.00
280.4 · DI - Changes in Assuptions	25,685.00
290.5 · Restricted for Equipment	2,731.48
292.2 · PPA-Beginning OPEB Liability	(276,168.79)
292.3 · PPA-2017 RHBT Payment	(23,705.00)

08/05/21

**General Fund**  
**Balance Sheet-Summarized**  
As of July 31, 2021

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	<u>Jul 31, 21</u>
292.4 - PPA-Beginning Net OPEB Obli...	<u>313,932.00</u>
Total Other Current Liabilities	<u>378,119.68</u>
Total Current Liabilities	<u>451,964.60</u>
Total Liabilities	<u>451,964.60</u>
Equity	
Fund Balance	5,466,470.38
Net Assets (GL#298) (Quickbooks Accou...	4,564,431.81
Net Income	<u>(17,379.92)</u>
Total Equity	<u>10013522.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>10465486.87</u></b>



General Fund  
Budget vs. Actual-Summarized  
July 2021

	Jul 21	Budget	\$ Over Bu...	% of Bud...
<b>Income</b>				
Court Fee Revenues	7,520.00	4,487.00	3,033.00	167.6%
Gaming Income-Table Games	0.00	9,892.00	(9,892.00)	0.0%
Grant Revenue	0.00	459.00	(459.00)	0.0%
Hotel Occupancy Tax Revenue	0.00	8,333.00	(8,333.00)	0.0%
License & Permit Revenue	9,739.75	2,708.00	7,031.75	359.7%
Other Revenues	1,302.48	5,888.00	(4,585.52)	22.1%
Other Tax Revenues	20,133.62	9,958.00	10,175.62	202.2%
Parking Fee Revenue	10,954.56	8,000.00	2,954.56	136.9%
Planning Commission Revenue (Planning & Zoning)	0.00	17.00	(17.00)	0.0%
Property Tax Revenue	0.00	28,583.00	(28,583.00)	0.0%
Refuse Collections Revenue	15,770.23	15,958.00	(187.77)	98.8%
Rents Revenue	0.00	3,626.00	(3,626.00)	0.0%
Video Lottery Proceeds Revenue	0.00	16,592.00	(16,592.00)	0.0%
<b>Total Income</b>	<b>65,420.64</b>	<b>114,501.00</b>	<b>(49,080.36)</b>	<b>57.1%</b>
<b>Gross Profit</b>	<b>65,420.64</b>	<b>114,501.00</b>	<b>(49,080.36)</b>	<b>57.1%</b>
<b>Expense</b>				
City Hall-Employee Salary/Fring	6,906.57	8,116.00	(1,209.43)	85.1%
City Hall Accounting/Audit	0.00	0.00	0.00	0.0%
City Hall Bldg/Equip Expenses	80.00	1,664.00	(1,584.00)	4.8%
City Hall Contingency Expenses (Up to 10% of budget a...	0.00	0.00	0.00	0.0%
City Hall Grant Expenses	0.00	583.00	(583.00)	0.0%
City Hall Insurance	0.00	1,850.00	(1,850.00)	0.0%
City Hall Legal Fees	0.00	1,000.00	(1,000.00)	0.0%
City Hall Other Expenses	(87.72)	2,369.00	(2,456.72)	(3.7)%
City Hall Utilities	262.85	1,087.00	(824.15)	24.2%
City Hall Video Lottery Expense	5,855.02	11,700.00	(5,844.98)	50.0%
General Fund Donations	0.00	925.00	(925.00)	0.0%
General Gov-Capital Projects-GF	0.00	20,000.00	(20,000.00)	0.0%
Hlth/Sanit-Capital Project-GF	0.00	0.00	0.00	0.0%
Parks Equipment & Supplies	0.00	2,084.00	(2,084.00)	0.0%
Parks Maintenance	0.00	484.00	(484.00)	0.0%
Parks Salaries & Fringe	575.63	1,058.00	(482.37)	54.4%

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General Fund  
Budget vs. Actual-Summarized  
July 2021

	Jul 21	Budget	\$ Over Bu...	% of Bud...
Parks Utilities	0.00	13.00	(13.00)	0.0%
Parks Vehicle Expenses	0.00	417.00	(417.00)	0.0%
Planning Commission Expenses (Planning & Zoning)	7,088.79	8,032.00	(943.21)	88.3%
Police Contractual Svc	200.00	3,259.00	(3,059.00)	6.1%
Police Dept. Grant Expenses	0.00	149.00	(149.00)	0.0%
Police Equip. Purchase & Repair	215.94	2,500.00	(2,284.06)	8.6%
Police Other Expenses	0.00	9,259.00	(9,259.00)	0.0%
Police Remittance Fees	0.00	583.00	(583.00)	0.0%
Police Salaries & Fringe	36,263.80	43,598.00	(7,334.20)	83.2%
Police Utilities & Rent	262.85	1,938.00	(1,675.15)	13.6%
Police Vehicle Expenses	0.00	1,417.00	(1,417.00)	0.0%
Public Safety-Cap Projects-VL	0.00	51,450.00	(51,450.00)	0.0%
Public Works Expenses (shared by Town/Water/Sewer)	0.00	208.00	(208.00)	0.0%
Regional Council Dues	641.58	900.00	(258.42)	71.3%
Sanitation Dumping Fees	0.00	5,083.00	(5,083.00)	0.0%
Sanitation Equip Repair & Maint	0.00	66.00	(66.00)	0.0%
Sanitation Other Expenses	233.33	5,861.00	(5,627.67)	4.0%
Sanitation Salaries & Fringe	7,105.54	9,629.00	(2,523.46)	73.8%
Sanitation Vehicle Expenses	0.00	1,250.00	(1,250.00)	0.0%
Streets Cap Projects-VL	0.00	0.00	0.00	0.0%
Streets Maintenance & Equipment	0.00	567.00	(567.00)	0.0%
Streets Other Expenses	0.00	1,959.00	(1,959.00)	0.0%
Streets Salaries & Fringe	6,984.54	7,263.00	(278.46)	96.2%
Streets Tree Maintenance	0.00	2,333.00	(2,333.00)	0.0%
Streets Utilities	0.00	2,063.00	(2,063.00)	0.0%
Streets Vehicle Expenses	0.00	541.00	(541.00)	0.0%
Tobacco Warehouse Expense (Include with Town Hall)	12.08	559.00	(546.92)	2.2%
Town Elections	0.00	0.00	0.00	0.0%
Town Government Salaries/Fringe	0.00	0.00	0.00	0.0%
Visitors Center Expenses	10,199.76	5,833.00	4,366.76	174.9%
Total Expense	82,800.56	219,650.00	(136,849.44)	37.7%
Net Income	<u>(17,379.92)</u>	<u>(105,149.00)</u>	<u>87,769.08</u>	<u>16.5%</u>

C4

## Summarized Budget vs Actual Operating Income and Expenses

	Jul 21	Jul 20	\$ Change
<b>Income</b>			
Court Fee Revenues	7,520.00	6,030.00	1,490.00
Gaming Income-Table Games	0.00	4,508.00	(4,508.00)
Hotel Occupancy Tax Revenue	0.00	9,765.25	(9,765.25)
License & Permit Revenue	9,739.75	5,246.00	4,493.75
Other Revenues	1,302.48	83,243.26	(81,940.78)
Other Tax Revenues	20,133.62	4,728.30	15,405.32
Parking Fee Revenue	10,954.56	5,348.07	5,606.49
Property Tax Revenue	0.00	9,666.38	(9,666.38)
Refuse Collections Revenue	15,770.23	15,841.18	(70.95)
Rents Revenue	0.00	3,600.00	(3,600.00)
Video Lottery Proceeds Revenue	0.00	3,792.58	(3,792.58)
<b>Total Income</b>	<b>65,420.64</b>	<b>151,769.02</b>	<b>(86,348.38)</b>
<b>Gross Profit</b>	<b>65,420.64</b>	<b>151,769.02</b>	<b>(86,348.38)</b>
<b>Expense</b>			
City Hall-Employee Salary/Fring	6,906.57	8,034.34	(1,127.77)
City Hall Bldg/Equip Expenses	80.00	286.00	(206.00)
City Hall Insurance	0.00	355.49	(355.49)
City Hall Legal Fees	0.00	2,490.00	(2,490.00)
City Hall Other Expenses	(87.72)	2,868.48	(2,956.20)
City Hall Utilities	262.85	1,072.16	(809.31)
Regional Council Dues	641.58	641.58	0.00
City Hall Video Lottery Expense	5,855.02	10,932.78	(5,077.76)
General Fund Donations	0.00	900.00	(900.00)
Parks Maintenance	0.00	27.67	(27.67)
Parks Salaries & Fringe	575.63	303.35	272.28
Parks Utilities	0.00	5.30	(5.30)
Parks Vehicle Expenses	0.00	24.60	(24.60)
Planning Commission Expenses (Planning & Zon...	7,088.79	7,503.15	(414.36)
Police Contractual Svc	200.00	2,122.55	(1,922.55)
Police Dept. Grant Expenses	0.00	0.00	0.00
Police Equip. Purchase & Repair	215.94	1,860.74	(1,644.80)
Police Other Expenses	0.00	7,074.42	(7,074.42)
Police Remittance Fees	0.00	795.00	(795.00)
Police Salaries & Fringe	36,263.80	36,864.02	(600.22)
Police Utilities & Rent	262.85	1,463.26	(1,200.41)
Police Vehicle Expenses	0.00	122.99	(122.99)
Sanitation Dumping Fees	0.00	3,773.08	(3,773.08)
Sanitation Equip Repair & Maint	0.00	0.00	0.00
Sanitation Other Expenses	233.33	5,194.69	(4,961.36)
Sanitation Salaries & Fringe	7,105.54	8,361.29	(1,255.75)

C5



**Summarized Budget vs Actual Operating Income and Expenses**

	Jul 21	Jul 20	\$ Change
Sanitation Vehicle Expenses	0.00	625.06	(625.06)
Streets Maintenance & Equipment	0.00	1,865.00	(1,865.00)
Streets Other Expenses	0.00	1,703.45	(1,703.45)
Streets Salaries & Fringe	6,984.54	6,491.20	493.34
Streets Utilities	0.00	1,521.90	(1,521.90)
Streets Vehicle Expenses	0.00	223.86	(223.86)
Tobacco Warehouse Expense (Include with Tow...	12.08	484.99	(472.91)
Town Elections	0.00	1,977.33	(1,977.33)
Town Government Salaries/Fringe	0.00	20.47	(20.47)
Visitors Center Expenses	10,199.76	367.03	9,832.73
Total Expense	82,800.56	118,357.23	(35,556.67)
Net Income	(17,379.92)	33,411.79	(50,791.71)

**General Fund**  
**VL Reserved Funds**  
**As of July 31, 2021**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>RESERVED FUNDS BANKING</b>							3,725,027.46
<b>101.020 · Video Lottery NT (JSB)</b>							3,143,900.64
<b>VL NT-Operating Cash</b>							2,179,650.15
Deposit	07/02/2021			Deposit	109.01 · Acc...	7,763.87	2,187,414.02
Deposit	07/12/2021			Deposit	109.01 · Acc...	3,839.36	2,191,253.38
General Journal	07/26/2021			For Sidewalks	VL NT-Side...	(40,000.00)	2,151,253.38
Total VL NT-Operating Cash						(28,396.77)	2,151,253.38
<b>VL-NT-Cap.-Tobacco Whs Impr.</b>							86,132.12
Total VL-NT-Cap.-Tobacco Whs Impr.							86,132.12
<b>VL NT-Cap. Public Works Equip</b>							6,568.00
Total VL NT-Cap. Public Works Equip							6,568.00
<b>VL NT-Capital-Police Equip.</b>							35,582.47
Total VL NT-Capital-Police Equip.							35,582.47
<b>VL NT-Sidewalks (For Sidewalks)</b>							0.00
General Journal	07/26/2021			For Sidewalks	VL NT-Oper...	40,000.00	40,000.00
Total VL NT-Sidewalks (For Sidewalks)						40,000.00	40,000.00
<b>VL NT Cap-Infrastructure-ALL (Budgeted Table Games Revenue)</b>							835,967.90
Total 101.020 · Video Lottery NT (JSB)						11,603.23	3,155,503.87
<b>101.021 · Video Lottery LVL- Operating</b>							27,861.40
<b>VL LVL-Operating Cash</b>							27,861.40
Deposit	07/20/2021			Deposit	109.01 · Acc...	625.75	28,487.15
Total VL LVL-Operating Cash						625.75	28,487.15
Total 101.021 · Video Lottery LVL- Operating						625.75	28,487.15
<b>101.022 · Video Lottery-Table Games (Restricted-Infrastr./Cap Impr.)</b>							438,265.42
<b>VL-Table Games-All (Restricted Funds)</b>							438,265.42
Deposit	07/16/2021			Deposit	109.01 · Acc...	22.70	438,288.12
Deposit	07/16/2021			Deposit	109.01 · Acc...	7,450.46	445,738.58
Total VL-Table Games-All (Restricted Funds)						7,473.16	445,738.58
Total 101.022 · Video Lottery-Table Games (Restricted-Infrastr./Cap Impr.)						7,473.16	445,738.58
<b>101.07 · Contingency Fund</b>							115,000.00
<b>Contingency Fund (Can be 10% of total budget)</b>							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						19,702.14	3,744,729.60
<b>TOTAL</b>						<b>19,702.14</b>	<b>3,744,729.60</b>

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## Corporation of Shepherdstown-Coal Severance Fund

## Balance Sheet

As of July 31, 2021

08/05/21

	<u>Jul 31, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101 - Coal Severance Checking	<u>11,149.49</u>
Total Checking/Savings	<u>11,149.49</u>
Total Current Assets	<u>11,149.49</u>
<b>TOTAL ASSETS</b>	<u><b>11,149.49</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
390 - Retained Earnings	<u>11,149.49</u>
Total Equity	<u>11,149.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>11,149.49</b></u>

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## Budget vs. Actual

July 2021

	<u>Jul 21</u>	<u>Budget</u>	<u>\$ Over Budg...</u>	<u>% of Budget</u>
Income				
310 · Coal Severance Tax	0.00	0.00	0.00	0.0%
380 · Restricted Fund Interest	0.00	0.00	0.00	0.0%
Total Income	0.00	0.00	0.00	0.0%
Expense				
700 · Police Dept. Equipment Expen...	0.00	0.00	0.00	0.0%
Total Expense	0.00	0.00	0.00	0.0%
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>

CQ

Revenue Item	Vendor	Revenue to Date	Budgeted Amount
Purchase Card Reimbursement	State of WV	-	12,300.00
TOTAL			12,300.00

**FOR THE GENERAL FUND & COAL SEVERANCE FUND (on modified accrual basis):**

GENERAL FUND-Budgeted Revenue	Budget Amount	Revenue to Date	Balance Available
<b>General Operating Revenue</b>			
Planning Commission revenue	200.00	-	200.00
Refuse Revenue-Special Pickup	1,500.00	-	1,500.00
Banner Hanging Fees	500.00	100.00	400.00
			-
<b>Tax Revenue</b>			-
Wine/Liquor/Private Club Tax	102,000.00	-	102,000.00
Municipal Sale and Use Tax	450,000.00	-	450,000.00
			-
			-
<b>In-House Grants</b>			-
Tobacco Warehouse Grant		-	-
Electronic Recycling		-	-
Recycling Grant	5,000.00	-	5,000.00
Safety Grant		-	-
DUI		-	-
WV DEP Grant		-	-
			-
<b>Pass-Thru Grants-New</b>			-
Grant for Gutters		-	-
GIS		-	-
Friends of Shep. Riverfront #13LEDA0429		-	-
Shep. Day Care #13LEDA0052		-	-
Shep. Day Care #13LEDA0441		-	-

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Corporation of Shepherdstown **PAGE 2**  
General Operating and Coal Severance  
Footnotes to Financial Statements **July-21**

GENERAL FUND-Budgeted Operat	Budget Amount	Expenses to Date	Balance Available
Regional Development Authority	900.00	641.58	258.42
Mayor Office	2,251.00	-	2,251.00
Council Expense	6,750.00	-	6,750.00
Recorder Office	1,686.00	-	1,686.00
Election Supplies	3,900.00	-	3,900.00
Postage Machine	700.00	-	700.00
Dues/Memberships	1,000.00	-	1,000.00
City Hall Commerical Insurance	22,000.00	-	22,000.00
City Hall Christmas in Shepherdstown			-
City Hall Christmas in Shepherdstown-from Gen. Funds			-
Video Lottery Unallocated	400.00		400.00
Video Lottery Donation to Fire Depart	10,000.00	5,855.02	4,144.98
Covid - 19			-
Video Lottery Tobacco Warehouse Assessment			-
Video Lottery-Library Restoration and	20,000.00		20,000.00
Video Lottery-WV State Rail Authority			-
Video Lottery-Water Plant Camera System			-
Video Lottery-Economic Impact Study			-
Video Lottery-Bridge Lights			-
Video Lottery - Skid Loader			
Total Unallocated Video Lottery			24,544.98
<b>FUTURE VIDEO LOTTERY EXPENSES</b>			-
total amount of Video Lottery in JSB		2,151,253.38	
Video Lottery Unallocated:			
Contingency Fund		115,000.00	
Limited Vidio Lotery		445,738.58	
treatment of 70 Green Ash Trees			
<b>Video Lottery Table Games</b>			
total amount in VL NT Cap Infrastructure		168,282.59	
total amount in VL-Table Games		835,967.90	
Total		3,716,242.45	

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Corporation of Shepherdstown	PAGE 3
General Operating and Coal Severance	
Footnotes to Financial Statements	July-21

GENERAL FUND-Budgeted Operat	Budget Amount	Expenses to Date	Balance Available
			-
Tobacco Warehouse Flood Insurance	6,000.00	-	6,000.00
Police Commerical Insurance	90,000.00	-	90,000.00
Streets Commerical Insurance	15,000.00	-	15,000.00
Sanitaiton Commerical Insurance	9,000.00	-	9,000.00
Parks Commerical Insurance	800.00	-	800.00
			-
			-
			-
			-
Budgeted Capital Expenditures-Ge	Budget Amount	Expenses to Date	Balance Available
Public Works Equipment-GF			
Gen Gov Bldgs/Impr - VL		-	-
Budgeted Capital Expenditures-Vic	Budget Amount	Expenses to Date	Balance Available
Public Safety - VL (Police)	51,450.00	-	51,450.00
			-
			-
			-
			-
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
Coal Severance Tax		-	-

COAL SEVERANCE-Budgeted Exp	Budget Amount	Expenses to Date	Balance Available
Police Equipment		-	-

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Housing Authority Fund  
**Balance Sheet**  
As of July 31, 2021

	<u>Jul 31, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
100.00 · Housing Authority Check...	<u>1,517.77</u>
Total Checking/Savings	<u>1,517.77</u>
Total Current Assets	<u>1,517.77</u>
<b>TOTAL ASSETS</b>	<u><b>1,517.77</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
200.02 · EVCF Endowment Fund	<u>-37,496.10</u>
Total Accounts Payable	<u>-37,496.10</u>
Total Current Liabilities	<u>-37,496.10</u>
Total Liabilities	<u>-37,496.10</u>
Equity	
Fund Balance	<u>39,013.87</u>
Total Equity	<u>39,013.87</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,517.77</b></u>

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Housing Authority Fund  
Income & Loss  
July 2021

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	Jul 21
Net Income	<u>0.00</u>

C14



Corporation of Shepherdstown  
Housing Authority

As of	July-21
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Footnotes to Financial Statements

*Over \$1500 exists to assist low-income residents  
per the Housing Authority Ordinance.*

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Shepherdstown Waterworks  
Crystal Monthly Report  
As of July 31, 2021

Type	Date	Num	Memo	Amount	Balance
235 · Customer Dep/Int Pay.-Cash Acct					55,310.52
Customer Deposit Funds Payable					39,272.62
Deposit	07/13/2021		Jacob Neidig	46.00	39,318.62
Deposit	07/22/2021		Catista Fitzherbert	46.00	39,364.62
Deposit	07/28/2021		Jameelah Reyes	46.00	39,410.62
Total Customer Deposit Funds Payable				138.00	39,410.62
Customer Dep. Interest Payable					16,037.90
Total Customer Dep. Interest Payable					16,037.90
Total 235 · Customer Dep/Int Pay.-Cash Acct				138.00	55,448.52
236 · Cust Dep/Int Pay-DR/CR Acct					29,154.11
Customer Deposit Payable					29,154.11
Deposit	07/01/2021		Christina Rodrigue	46.00	29,200.11
Deposit	07/01/2021		Jimmie Neighbors	46.00	29,246.11
Deposit	07/08/2021		Gaynitha Washington	46.00	29,292.11
Deposit	07/09/2021		Bridget Ellsworth	46.00	29,338.11
Deposit	07/09/2021		Brianna Wasser	46.00	29,384.11
Deposit	07/13/2021		Mikhaela Ferguson	46.00	29,430.11
Deposit	07/13/2021		Joyce Meiaerman	46.00	29,476.11
Deposit	07/15/2021		Taraessha Henderson	46.00	29,522.11
Deposit	07/19/2021		Jessica Gill	46.00	29,568.11
Deposit	07/26/2021		Debbie Boardman	46.00	29,614.11
Deposit	07/27/2021		Kaleigh Weirisma	46.00	29,660.11
Deposit	07/27/2021		Maura Ross	46.00	29,706.11
Deposit	07/28/2021		Payton Davis	46.00	29,752.11
Total Customer Deposit Payable				598.00	29,752.11
Total 236 · Cust Dep/Int Pay-DR/CR Acct				598.00	29,752.11
TOTAL				736.00	85,200.63

C/ce

**Shepherdstown Waterworks**  
**Budget vs Actual-Summarized**  
 July 2021

	Jul 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
419 · Water Interest Income	0.00	0.00	0.00	0.0%
461 · Water Metered Revenue (including penalties & adj.)	138,591.84	0.00	138,591.84	100.0%
474 · Other Water Revenues	25.00	0.00	25.00	100.0%
<b>Total Income</b>	<b>138,616.84</b>	<b>0.00</b>	<b>138,616.84</b>	<b>100.0%</b>
<b>Expense</b>				
521 · Employee Screening (Pre-Employment Screening)	0.00	0.00	0.00	0.0%
601 · Water Salaries & Wages	35,768.76	0.00	35,768.76	100.0%
604 · Employee Pensions & Benefits	8,499.49	0.00	8,499.49	100.0%
401.1 · Water Billing Expenses	277.20	0.00	277.20	100.0%
401.2 · Water Administration	1,800.00	0.00	1,800.00	100.0%
401.3 · Water Utility Billing (Sewer Usage)	0.00	0.00	0.00	0.0%
401.4 · Water Plant Expenses	0.00	0.00	0.00	0.0%
403 · Water Depreciation Expense	0.00	0.00	0.00	0.0%
408 · Taxes-Other than Income	2,867.51	0.00	2,867.51	100.0%
427 · Interest Expense	0.00	0.00	0.00	0.0%
615 · Purchased Power	3,422.77	0.00	3,422.77	100.0%
618 · Chemicals	0.00	0.00	0.00	0.0%
631 · Contractual Svc-Engineering	950.13	0.00	950.13	100.0%
632 · Contractual Svc-Accounting	0.00	0.00	0.00	0.0%
633 · Contractual Svc-Legal	0.00	0.00	0.00	0.0%
635 · Contractual Svc-Testing	75.00	0.00	75.00	100.0%
636 · Contractual Svc-Other	0.00	0.00	0.00	0.0%
650 · Transportation Expenses	0.00	0.00	0.00	0.0%
659 · Insurance-Other	0.00	0.00	0.00	0.0%
660 · Advertising Expense	0.00	0.00	0.00	0.0%
675 · Administrative Lending Fees	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>53,660.86</b>	<b>0.00</b>	<b>53,660.86</b>	<b>100.0%</b>
<b>Net Ordinary Income</b>	<b>84,955.98</b>	<b>0.00</b>	<b>84,955.98</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
419.5 · Capacity Accounts Interest	0.00	0.00	0.00	0.0%
474 · Other Water Revenue	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>84,955.98</b>	<b>0.00</b>	<b>84,955.98</b>	<b>100.0%</b>

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**Shepherdstown Sewer**  
**Balance Sheet-Summarized**  
As of July 31, 2021

	<u>Jul 31, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	279,367.88
RESERVED FUNDS BANKING	658,005.92
RESTRICTED FUNDS BANKING	<u>2,284,859.80</u>
Total Checking/Savings	3,222,233.60
Accounts Receivable	
General Funds A/R	<u>120,090.68</u>
Total Accounts Receivable	120,090.68
Other Current Assets	
253.20 · Deferred Inflows	(31,160.33)
Other Current Assets	<u>(8,110.17)</u>
Total Other Current Assets	<u>(39,270.50)</u>
Total Current Assets	3,303,053.78
Fixed Assets	
Fixed Assets	16011663.10
105 · Construction in Progress	71,487.20
Fixed Asset Adjustment (Accumulated Depreciation)	<u>(6,079,322.73)</u>
Total Fixed Assets	<u>10003827.57</u>
<b>TOTAL ASSETS</b>	<b><u>13306881.35</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
231 · Accounts Payable	<u>24,167.00</u>
Total Accounts Payable	24,167.00
Other Current Liabilities	
186.20 · Deferred Outflows	(9,758.63)
Current Liabilities	176,296.04
235 · Cust. Dep/Int. Pay-Cash Acct	37,236.97
236 · Cust Dep/Int Payable-DR/CR	24,195.46
221 · Bonds Payable-Current	<u>207,139.52</u>
Total Other Current Liabilities	<u>435,109.36</u>
Total Current Liabilities	459,276.36
Long Term Liabilities	
221 · Bonds Payable-Long Term	<u>4,557,069.97</u>
Total Long Term Liabilities	<u>4,557,069.97</u>

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08/05/21

Shepherdstown Sewer  
**Balance Sheet-Summarized**  
As of July 31, 2021

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	<u>Jul 31, 21</u>
Total Liabilities	5,016,346.33
Equity	
214 · Retained Earnings	5,739,613.95
271 · Contrib. in Aid of Construction (Capacity Fees thru 6/3...	2,495,029.86
Net Income	<u>55,891.21</u>
Total Equity	<u>8,290,535.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>13306881.35</u></u>

C19



Shepherdstown Sewer  
Budget vs Actual -Summarized  
July 2021

	Jul 21	Budget	\$ Over Bu...	% of Budg...
<b>Ordinary Income/Expense</b>				
Income				
419 · Sewer Interest Income	0.00	0.00	0.00	0.0%
522 · Metered Sewer Revenue (including penalties &...	101,286.06	0.00	101,286.06	100.0%
536 · Other Wastewater Revenues	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>101,286.06</b>	<b>0.00</b>	<b>101,286.06</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>101,286.06</b>	<b>0.00</b>	<b>101,286.06</b>	<b>100.0%</b>
Expense				
408 · Taxes Other than Income	2,285.93	0.00	2,285.93	100.0%
701 · Salaries & Wages	24,767.87	0.00	24,767.87	100.0%
704 · Employee Pensions & Benefits	6,105.00	0.00	6,105.00	100.0%
401.1 · Sewer Billing Expenses	0.00	0.00	0.00	0.0%
401.2 · Sewer Administration	2,429.65	0.00	2,429.65	100.0%
401.3 · Sewer Utility Billing (Water Usage)	0.00	0.00	0.00	0.0%
401.4 · Sewer Plant Maintenance	3,085.25	0.00	3,085.25	100.0%
403 · Depreciation Expense (Book entry only)	0.00	0.00	0.00	0.0%
715 · Purchased Power	8,579.02	0.00	8,579.02	100.0%
718 · Chemicals	0.00	0.00	0.00	0.0%
731 · Contractual Svc-Engineering	950.13	0.00	950.13	100.0%
732 · Contractual Svc-Accounting	0.00	0.00	0.00	0.0%
733 · Contractual Svc-legal	0.00	0.00	0.00	0.0%
735 · Contractual Svc-testing	0.00	0.00	0.00	0.0%
736 · Contracted Services-Other	0.00	0.00	0.00	0.0%
750 · Transportation Expenses	0.00	0.00	0.00	0.0%
760 · Advertising	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>48,202.85</b>	<b>0.00</b>	<b>48,202.85</b>	<b>100.0%</b>
<b>Net Ordinary Income</b>	<b>53,083.21</b>	<b>0.00</b>	<b>53,083.21</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
Other Income				
419.5 · Capacity Accounts Interest	0.00	0.00	0.00	0.0%
426 · Misc. Non-Utility Revenue	0.00	0.00	0.00	0.0%
536. · Other Wastewater Revenue	2,808.00	0.00	2,808.00	100.0%
<b>Total Other Income</b>	<b>2,808.00</b>	<b>0.00</b>	<b>2,808.00</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>2,808.00</b>	<b>0.00</b>	<b>2,808.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>55,891.21</b>	<b>0.00</b>	<b>55,891.21</b>	<b>100.0%</b>

C20



## Balance Sheet

As of July 31, 2021

	Jul 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Payroll Acct (Payroll & Tax Checking Acct)	51,436.78
Total Checking/Savings	51,436.78
Accounts Receivable	
Due from General Operating	(125,288.73)
Total Accounts Receivable	(125,288.73)
Other Current Assets	
1401 · Cash due-PEIA/RHBT/Sick Pool (Should be A/R-QB will not allow)	
Cash Transfer PEIA Health/Life (Should be A/R-QB will not allow)	872,241.76
Cash Transfer-PEIA RHBT-current (Should be A/R-QB will not allow)	232,743.68
1401 · Cash due-PEIA/RHBT/Sick Pool (Should be A/R-QB will not allow) - ...	(173,815.68)
Total 1401 · Cash due-PEIA/RHBT/Sick Pool (Should be A/R-QB will not allow)	931,169.76
1450 · Workers Comp Deposit	36,374.45
1500 · Adjustment Account (Use as offset for P/R corr.)	(2,246.52)
Total Other Current Assets	965,297.69
Total Current Assets	891,445.74
<b>TOTAL ASSETS</b>	<b>891,445.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2110 · Direct Deposit Liabilities (Direct Deposit Liabilities)	(367.66)
2100 · Payroll Liabilities-FED & WV	69,927.33
2101 · Payroll Liabilities-Maryland	856.66
2102 · Payroll Liability-Pennsylvania	(3.65)
2103 · Payroll Liab-PEIA HEALTH/RHBT	(3,096.16)
2104 · Employee Health Withholding (Holding account for Employee Healt...	2,212.48
2105 · EE Annuity W/H	
EE Annuity W/H-VALIC	(111.26)
Total 2105 · EE Annuity W/H	(111.26)
2106 · FBMC Benefits Management	(4,139.15)
2107 · AFLAC	398.04
Total Other Current Liabilities	65,676.63
Total Current Liabilities	65,676.63
Total Liabilities	65,676.63
Equity	
1110 · Fund Equity (Retained Earnings)	868,084.62
Net Income	(42,315.51)
Total Equity	825,769.11
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>891,445.74</b>

C 22

**CORP OF SHEPHERDSTOWN-PAYROLL ACCT**  
**Profit & Loss (Internal Service Fund)**  
 July 2021

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
General for Payroll	86,670.26
Total Income	86,670.26
Gross Profit	86,670.26
Expense	
6584 · Reimbursement	0.00
409 · Mayors Office	500.00
410 · City Council	1,500.00
411 · Records Office	375.00
440 · City Hall	10,263.32
6560 · Other Gross Payroll	8,850.75
700 · Police Department	19,671.31
750 · Streets and Highways	5,645.55
800 · Sanitation Department	3,568.29
900 · Parks	505.28
S-100 · Sewer	24,739.87
W-100 · Water	35,747.76
6500 · Employer Taxes/Expen...	17,618.64
Total Expense	128,985.77
Net Ordinary Income	(42,315.51)
Net Income	<u>(42,315.51)</u>

C23

SHEPHERDSTOWN GRANTS COMMITTEE

MINUTES - July 19, 2021, 5:30pm - Town Hall

\*CALL TO ORDER: CPS, DWG, MTF, MJ

\*APPROVAL OF MINUTES: CPS motion to approve, Second by MJ, Approved.

\*VISITORS: None.

\*OLD BUSINESS:

- A. CARES Act / Community Block Grant funding grant applications:  
No update.
- B. Additional committee members:  
Matt Jividen has been approved as a new member. MTF – Other  
Town Council members interested?
- C. Community input regarding needs - email, survey, social media, town  
committees and departments, community organizations, listening  
sessions:

Listening session was held with the Library, specific needs are as follows: IT / AV equipment, solar panels. Committee will continue to monitor opportunities for Library.

Listening session was held with CATF regarding amphitheater in Town. Based upon the Committee's criteria, it was determined not to move forward at this time. As the related grants are recurring, this project may be reconsidered at a later date.

Listening sessions to be scheduled: SAIL – Aug. 5, 2021 10am;  
Museum, Path (Lori)

After all listening sessions are held, CPS to draft and circulate for approval an executive summary with identified needs for stakeholders and specific process recommendations to be shared with Town Council and the public.

**\*NEW BUSINESS:**

**D. Next grant applications:**

1. Tree inventory – DWG will be lead on this project, CPS to call Davey regarding 2004 inventory and work with Frank W. and Tree Commission to obtain needed information;
2. Police Dept. – AED – MJ will be lead on this project, CPS to contact Police Committee, MJ to draft Firehouse Subs grant, MTF to draft Firefighter's Charitable grant.

**\*NEXT MEETING:** Aug. 3, 2021, 5:30pm in person at Town Hall and by Zoom.

**\*ADJOURN:** CPS motion, Second by MTF, Approved.

# Shepherdstown Tree Commission Draft Minutes

July 17, 2021

6:00 p.m. <sup>[SEP]</sup> Town Hall<sup>[SEP]</sup>

## Masks and Distancing Required

1. **Members Present:** Lori Robertson – Chair, Frank Welch, James Dillon, and Jenny Haynes, and Marty Amerikaner
2. **Absent:** Carrie Blessing
3. **Call to Order:** L. Robertson called the meeting to order at 6:01 p.m.
4. **Approval of June 17, 2021 minutes.**  
**J. Haynes – move to approve June 17, 2021 Tree Commission minutes. Second by M. Amerikaner. No objections noted.**
5. **Public Comment:**
6. **Visitors:** Mayor Auxer, Noble Atkins – Flexipave – he is an urban forester and tree preservation expert.
4. **Unfinished Business-**
  - a. Verbiage for Comprehensive Plan –input fr.om Commission. Pending.
  - b. Tree wells – Public Works – Flexipave update - N. Atkins attended the meeting and brought samples, made from rubber and stone/rubber, for us to see and feel. The selection was extensive with many options. The materials form their own edging and require no maintenance. They average \$15-25

per square foot. The paving materials are porous using recycled tires and granite – they won't break down unless damaged. We all walked to the tree wells in front of the bike shop and the Devonshire. Noble measured both locations and will get back to us with a quote.

d. Monarch Way station – Ribbon Cutting July 2021 – date set for July 18<sup>th</sup> 10 a.m.

e. HOLD DUE TO COVID - Suggestion to have Bartlett give us a quote to clear the bowl in Rumsey Park with a brush-cutter. Then plant a large White oak (red foliage in the fall) or a Chinkopin Oak and keep the bowl clear. Put a large circle around the tree for water to pool to keep it moist.

f. Sage Place – James suggested planting perennial evergreen plugs in 2-3 years – Eastern Star Sedge. Trimming quotes from Viking and Bartlett for the fall.

g. Tree City–We received a Wildfire Black Gum will replace a poor Redbud on E. German St., Lori to tag.

h. SU hill – possibilities for planting – Viburnum Winterthur or Black chockberry. CommuniTree planted three trees on the hill but James thinks that these other plants can still go in-between them.

i. Very Large dead pine tree in Rumsey Park to the left of the new Redbud trees. A quote was received from Viking for \$1600. Frank is got a quote from Bartlett for \$1,000.00

**J. Haynes moved to approve the dead pine tree removal from Bartlett.  
M. Amerikaner seconded the motion. No objections noted.**

j. Redbuds on E. German across from Alice C. The tree city tree will replace one of these or an Okame Cherry (to order in August). The other one should be saved.

k. Historic Shepherdstown – back parking lot of the Entler Hotel – dead tree – need quote – Frank has scheduled this work.

l. Austin Slater – 100 W. New St – corner of New/King – Cherry tree encroaching on house roof. Please trim back. Frank has scheduled this work.



- m. Danielle Corsetto – corner of Church/New – Church side – dead Dogwood – will not replace. Public Works to remove dead tree.
- n. Paul Davis – tree in front of his home-mostly dead – 111 N. Mill St. Frank has scheduled this work.
- o. Rachel Heller – 107 N. Mills St. – large Maple dying – concerned about a limb falling on home. Frank is double-checking on this.
- p. Jim Schmitt – dead tree in front of house – Bartlett removed it June 15<sup>th</sup>, 2021. DONE
- q. Sarah Moerschel and Wendy Moseley – 300 W. High St – tree half dead that the power company repeatedly cuts the top off of. Frank has scheduled this.
- r. Trim limbs off of roof – the first home on the right on N. Mill Street across from the Mill. Frank has not scheduled this yet.
- s. Lori inquired about trimming the trees along S. Princess – the Ann Magnolias and Crepe Myrtle. James explained how to do it and she will do it ASAP. DONE

#### **5. New Business:**

- a. Dead tree in front of Grapes/Grains and Maria's needs to be removed ASAP.
- b. Low hanging branches on High St between Duke and Church need to be trimmed – some impeding the sidewalk.
- c. Rumsey wall has been trimmed but there are still trees impeding the view. A crane is necessary.
- d. No new formal requests

#### **6. Maintenance/Misc. - Fall Spring 2021 -**

#### **7. Adjournment:**

**L. Robertson – if there are no objections, the meeting is adjourned at 7:15 p.m. None noted.**

