

For “in-person” meetings, persons who are not on the agenda but wish to address the governing body must register to speak at least 15 minutes prior to the start of the meeting. For Zoom meetings, the Mayor will canvas attendees for those wishing to speak. Time limits will be imposed. Written comments and/or questions to be addressed at the meeting, must be submitted to jimauxer@yahoo.com 24 hours before the meeting. 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).

THE MEETING IS STREAMED ON THE TOWN’S FACEBOOK PAGE
“SHEPHERDSTOWN, WEST VIRGINIA”

TOWN COUNCIL MEETING AGENDA

Tuesday, October 11, 2022

6:30 p.m.

LOCATION: TOWN HALL
104 NORTH KING STREET
MASK WEARING IS OPTIONAL

1. Call to order
2. Approval of Town Council Meeting Minutes of September 13, 2022
3. **Public Comment Period**
 - a. Persons who have registered to address Town Council.
4. **Visitors**
 - a. Jay Hurley – Town Sign
 - b. John Doyle – Amendment 2 Property Tax Modernization

5. **Public Hearings**

- a. Second reading of garbage ordinance Section 11-612, of Chapter 6 of Title 11, entitled “Rate Schedule”
- b. First reading of an ordinance to enact chapter 16, title 9 of the code of Shepherdstown accepting the donation of real property

6. **Unfinished Business**

- a. Christmas In Shepherdstown – update

7. **Old Business**

8. **New Business**

- a. Snyder land donation

9. **Mayor’s Report**

- a. Reminders: October 22 – Freedom’s Run, October 31 – Trick or Treat

10. **Reports of Committees**

A. Finance Committee

1. Meeting minutes of September 23, 2022
2. Recommendations:
 - a. Increase Shepherdstown Public Library monthly donation

B. Parking Committee

1. No meeting in September 2022
2. Recommendations: NONE

C. Police Committee

1. No meeting September 2022
2. Recommendations: NONE

D. Public Works Committee

1. Meeting minutes of September 2022- not available
2. Recommendations: NONE

E. Parks and Recreation Committee

1. Meeting minutes of September 2022
2. Recommendations: NONE

F. Grants Committee

1. Meeting minutes of September 2022 – not available
2. Recommendations: NONE

11. Report of Commissions and Boards

A. Tree Commission

1. Meeting minutes of September 2022 - not available
2. Recommendations: NONE

B. Water and Sanitary Board

1. Meeting minutes of October 5 1, 2022 – not available
2. Recommendations: NONE

C. Historic Landmarks Commission

1. Meeting minutes of September 2022 – not available
2. Recommendations:

D. Planning Commission

1. Meeting minutes of September 2022 – not available
2. Recommendations: NONE

E. Board of Appeals

Shepherdstown Town Council Meeting Minutes
Tuesday, September 13, 2022
Town Hall
104 North King Street
6:30 p.m.
Mask Wearing is Optional
Also being streamed on the town's Facebook page "Shepherdstown,
West Virginia"
DRAFT

Present: Jim Auxer (Mayor), Lori Robertson (Recorder), Marty Amerikaner, Jenny Haynes, Chris Stroeck, and Leah Rampsy.

Absent: Cheryl Roberts

Staff: Town Clerk Amy Boyd, Director of Public Works Frank Welch, and Sergeant Jake Jeffries.

Visitors: Steve Pearson, Peter Smith, Scott Anderson, Boy Scout Troop members, and Becky Phipps

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.

Approval of the Town Council Meeting Draft Minutes of August 9, 2022.

C. Stroeck- move to approve Town Council Draft Minutes of August 9, 2022 with changes/corrections/additions – Page 6, Agenda Item 11, #2.2 –add "committee" to comprehensive plan "committee".

Second by M. Amerikaner. No objections noted.

Agenda Item 3 – Public Comment Period:

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

B. Phipps – read a letter stating her objections to the walking path proposed from Parks & Rec in Cullison Park. She feels like it's in her front yard. The ground is unstable – there are groundhog holes there. Something else could be done with the money, maybe donate it to Shepherdstown Shares, or the state as people are being denied insulin. The new library location is much better place to put a walking path. The trail is not needed and the funds could be put to better use on a global perspective. You can't always have everything the way you want it. Do we want all of these tourists?

J. Haynes – it's being proposed in Cullison for those in town and they don't have to drive. The installers will make sure the ground is level and safe.

M. Amerikaner explained the vision of the walking path for Scott Anderson and the Scouts. It is to develop green spaces in our parks to have better usage. The proposed walking path is around the perimeter of the park.

Agenda Item 4 - Visitors:

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

- a. Jay Hurley – Town Sign – Mayor – not talking about it tonight. Info is in the packet. The sign is completed.
- b. Peter Smith – Christmas Parade

P. Smith – Date is 12/3/22 – The start time is 10:00 a.m. to 11:00 a.m. Starting an hour earlier this year.

L. Robertson – move to approve the Christmas Parade with street closures 12/3/22 at 10:00 a.m. Second by J. Haynes. No objections noted.

Agenda Item 5 – Public Hearings:

- a. First Reading of garbage ordinance Section 11-612, of Chapter 6 of Title 11, Entitled “Rate Schedule”

- b. **L. Rampy – move to approve the First Reading of garbage ordinance Section 11-612, of Chapter 6 of Title 11, Entitled “Rate Schedule”. Second by J. Haynes. No objections noted.**

Agenda Item 6 – Unfinished Business:

- a. None

Agenda Item 7 – Old Business:

- a. None

Agenda Item 8 – New Business:

- a. Trick or Treating Date – Monday, October 31 –
A brief discussion ensued about the closing of German Street and the consensus was not to close it.
- b. Christmas in Shepherdstown – update –
J. Haynes – is moving forward. She has been in contact with the businesses to make their lights easier to access for turning them on and off. Tuba Xmas, Civil War Xmas, and the Church Tour will all be back.
- c. Roundtable Discussion –
C. Stroeck – is looking at a Listening Session at the Community Club with the focus on town businesses, possibly in October/early November. There could be a facilitator with business owners and residents. Can discuss what is working and what is not, as well as different ideas in general.

Agenda Item 9 – Mayor’s Report:

- The Market House – the survey ends today – it will be compiled and put on the FB pages and website.
- Bookmark the Park – the next one is 9/18/22 at Viola Devonshire park
- Check out the 4-minute promotion for the region
- Freedom’s Run is 10/22/22
- Would like to change the ordinance to allow the Town Council meetings to be held at 6:00 p.m. How does everyone feel about that? We can put it out there for feedback.

- Halloween is from 6-8 p.m., with German Street left open
- There has been no word on the Rt. 45 development
- Tobacco Warehouse – Ascend is now looking at Martinsburg and more broadly in the county.
- The town is looking at broader construct of storm water issues

Agenda Item 10 – Reports of Committees:

A. Finance Committee:

1. No meeting August 2022
2. Finance Reporting:
 3. Recommendations
 - a. None

** Mayor stated that the Library funding is on the agenda for later this month.

B. Parking Committee:

1. No August 2022 meeting
2. Recommendations: None

C. Police Committee:

1. No August 2022 meeting
2. Recommendations: None

D. Parks and Recreation Committee:

1. Meeting minutes of August 2022 - not available
2. Recommendations:
 - a. NONE

E. Public Works Committee:

1. Meeting minutes of August 2022 – not available
2. Recommendations:
 - a. None

Mayor – Being added to the agenda will be the Market House and Storm Water Management

F. Path Advisory Committee

1. No meeting in August 2022

2. Recommendations:
 - a. None

G. Grants Committee

1. No meeting in August 2022
2. Recommendations:
 - a. None

Agenda item 11 – Report of Commissions, Authority and Boards:

1. Historic Landmarks Commission:

1. Meeting minutes of August 2022 – not available
2. Recommendations:
 - a. Appointment of new member (Edith Thompson)
L. Robertson – move to approve the appointment of Edith Thompson to Historic Landmarks. Second by C. Stroeck.
No objections noted.

2. Planning Commission:

1. Meeting minutes of August 2022 – not available
2. Recommendations:

None

3. Tree Commission

1. Meeting minutes of August 2022 – not available
2. Recommendations:
 - a. None

4. Water and Sanitary Board:

- 1 –Meeting minutes of September 1, 2022 - not available
- 2 – Recommendations:
 - a. None

4. Path Advisory Committee

- 1- No meeting held in August 2022

2- Recommendations

a. None

5. Board of Appeals

1. None scheduled.

C. Stroeck – move to adjourn at 7:05 p.m. Second by L. Rappy. No objections noted.

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

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Section 11-612, of Chapter 6 of Title 11, entitled "Rate Schedule", is hereby amended to provide:

Section 11-612 Rate Schedule

The fee or rate to be imposed by the Town of Shepherdstown upon the users of such service shall be determined by the governing authority of said Town and shall be determined with due deference to the costs of such service to said Town. Users shall be classified as either one family residential, light commercial/office, light commercial/other or heavy commercial and different rates may be prescribed for each class, however, except for special services, rates shall be uniform within each class. Any person or business entity engaged in either the retail or wholesale selling of goods, wares, food, merchandise or services including banks, houses of commerce and insurance houses shall be classified as commercial users. Users having 60 gallons or more of refuse per pick up shall be classified as heavy commercial, users having less than 60 gallons per pick up shall be classified as light commercial. All other users shall be classified as one family residential or light commercial/office. Individual units in multi-family dwellings or apartments are classified as one family residential. Individual units in multi-family dwellings or apartments are classified as the equivalent of one family residential units. All units at one address served by a single water meter that receives a consolidated water bill shall also have bills for garbage service consolidated.

The rates set out in this section shall be for the standard three (3) times a week collection for one family residential or for light commercial users, of which one (1) collection a week will be for recycled material only, and for four (4) times a week for heavy commercial users, of which one (1) collection a week will be for recycled materials only. The rates shall be as follows:

- A. One family residential- \$20.10 per billing period
- B. Light Commercial/Office - \$20.10
- C. Light Commercial/ Other - \$40.21 per billing period
- D. Heavy Commercial - \$200.80 per billing period
- E. (Amended June 8, 1999) Special services to pick up items other than standard items: \$40.00 per pick up for items other than standard pick up truck load; \$80.00 per pick up for items other than standard items for a load larger than a standard pick up truck load, except that the \$40.00 and or \$80.00 charges will be waived during "Clean Up Week" as designated by the Town Council. In addition to the above costs, appliances

containing freon will have a \$50.00 charge per appliance and tires will have a \$2.00 charges per tire. The appliance and tire charges will not be waived.

First Reading: September 13, 2022

Second Reading:

Adopted:

From: Stephen R. Kershner <skershner@kaycasto.com>
Sent: Thursday, September 29, 2022 3:54 PM
To: Chazz Printz <cprintz@bowlesrice.com>; 'John Snyder' <jsnyder@hbp.com>
Subject: Snyder Donation

It was a pleasure speaking with you last week on behalf of my clients, John W. Snyder and Hope Maxwell-Snyder.

As we briefly discussed my clients are interested in donating to the Shepherdstown Corporation certain unimproved real estate identified as Shepherdstown Corporation District, Tax Map 1, Parcel 0068 0001 0000, and being the same real property as was conveyed to them, from Dorothy D. Kefauver, by Deed dated September 19, 1998 and recorded in the Office of the Clerk of the County Commission, Jefferson County, West Virginia in Deed Book 915, at page 240.

The property contains 1.726 acres, more or less, as shown upon a subdivision survey plat recorded in Plat Book 15, at page 34. The property would be conveyed by special warranty deed, and subject to and together with such easements, covenants and restrictions shown upon the plat and referenced in the prior deed.

My clients have not expressed a desire to add any additional restrictions or limitations upon the use of the property. They are not seeking any particular recognition conditions of the donation.

Clients would seek to realize the tax advantages of the donation. Accordingly a condition of the donation would be the Town's cooperation in executing such documents as might be required by tax regulations to acknowledge the donation, at the value of \$157,000.00 confirmed by a recent appraisal dated September 22, 2022.

Please contact me to confirm the Town's interest in accepting the donation, and advise what, other than a proposed deed will be required. Clients are willing to meet or appear as recommended, to effect the donation, before the end of the calendar year.

Corporation of Shepherdstown Coal Severance
Balance Sheet
As of June 30, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
101C Coal Severance Checking 6208	17,443.30
Total Bank Accounts	\$ 17,443.30
Other Current Assets	
202C Accrued Receivables Coal	2,020.53
Total Other Current Assets	\$ 2,020.53
Total Current Assets	\$ 19,463.83
TOTAL ASSETS	\$ 19,463.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
290.5 Restricted for Equipment	1,000.00
Total Other Current Liabilities	\$ 1,000.00
Total Current Liabilities	\$ 1,000.00
Total Liabilities	\$ 1,000.00
Equity	
390 Retained Earnings Coal	11,149.49
Net Assets (GL#298)	0.00
Net Income	7,314.34
Total Equity	\$ 18,463.83
TOTAL LIABILITIES AND EQUITY	\$ 19,463.83

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Monday, Sep 26, 2022 12:37:27 PM GMT-7 - Accrual Basis

Corporation of Shepherdstown Coal Severance
Profit and Loss
July 2021 - June 2022

	<u>Total</u>
Income	
310 Coal Severance Tax	6,969.04
Other Revenues	
368 Contrib. from other Entities	
Donations-Police Equipment Fund	100.00
Total 368 Contrib. from other Entities	\$ 100.00
Total Other Revenues	\$ 100.00
Total Income	\$ 7,069.04
Gross Profit	\$ 7,069.04
Expenses	
Total Expenses	
Net Operating Income	\$ 7,069.04
Other Income	
380C Restricted Fund Interest Coal	245.30
Total Other Income	\$ 245.30
Net Other Income	\$ 245.30
Net Income	\$ 7,314.34

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Monday, Sep 26, 2022 12:00:23 PM GMT-7 - Accrual Basis

Corporation of Shepherdstown
Balance Sheet
As of June 30, 2022

	<u>Total</u>
	<u>As of Jun 30, 2022</u>
ASSETS	
Current Assets	
Bank Accounts	
GENERAL FUNDS BANKING	2,509,659.19
RESERVED FUNDS BANKING 6209	3,851,136.03
RESTRICTED FUNDS BANKING	250,763.38
Special Fund	427,573.96
Total Bank Accounts	\$ 7,039,132.56
Accounts Receivable	
General Funds A/R	281,538.06
Total Accounts Receivable	\$ 281,538.06
Other Current Assets	
Other Current Assets	63,654.20
Undeposited Funds	1,513.95
Total Other Current Assets	\$ 65,168.15
Total Current Assets	\$ 7,385,838.77
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,443,487.51
Total Fixed Assets	\$ 5,443,487.51
TOTAL ASSETS	\$ 12,829,326.28
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
244.01 General Fund Payable - Payroll	0.00
General Funds A/P	356,821.04
Total Accounts Payable	\$ 356,821.04
Credit Cards	
213 Purchase Card Payable	69,616.78
Total Credit Cards	\$ 69,616.78
Other Current Liabilities	
140.01 DO-RHBT Payments Subsequer	-24,060.26
140.02 DO - Change in Proportionate	-16,430.00
200.02 EVCF Endowment Fund	0.00
2105 MD Withholding Payable	0.00
250.1 Net OPEB Liability	262,044.00
260 Accrued Compensated Absences	45,929.73
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	3,731.48
292.2 PPA-Beginning OPEB Liability	-276,168.79
292.3 PPA-2017 RHBT Payment	-34,989.00
292.4 PPA-Beginning Net OPEB Obligati	313,932.00
Due to/from Sewer	565,232.72
Due to/from Water	-10,771.50
Gen Fund Other Current Liab.	25,268.50
Payroll Liabilities (FBMC)	11,530.14
Total Other Current Liabilities	<u>\$ 915,637.02</u>
Total Current Liabilities	<u>\$ 1,342,074.84</u>
Total Liabilities	<u>\$ 1,342,074.84</u>
Equity	
Fund Balance	5,466,470.38
Net Assets (GL#298)	4,680,644.52
Net Income	1,340,136.54
Total Equity	<u>\$ 11,487,251.44</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 12,829,326.28</u>

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Monday, Sep 26, 2022 12:02:29 PM GMT-7 - Accrual Basis

Corporation of Shepherdstown
Budget vs. Actuals: FY_2021_2022 - FY22 P&L
 July 2021 - June 2022

	Actual	Budget	Total over Budget	% of Budget
Income				
Court Fee Revenues			0.00	
320 Fines, Fees and Court Costs	60.00		60.00	
320.01 Bond Deposits	78,841.62	50,500.00	28,341.62	156.12%
320.011 Bond Deposits-thru collection	-470.00		-470.00	
320.03 Fingerprints	195.00	100.00	95.00	195.00%
320.05 Technology Fee	860.00	3,000.00	-2,140.00	28.67%
320.10 DR/CR Chargebacks-temp acct	96.90		96.90	
Total 320 Fines, Fees and Court Costs	\$ 79,583.52	\$ 53,600.00	\$ 25,983.52	148.48%
389 Accident Reports	460.00	250.00	210.00	184.00%
Total Court Fee Revenues	\$ 80,043.52	\$ 53,850.00	\$ 26,193.52	148.64%
Gaming Income-Table Games	9,340.46		9,340.46	
376.00 Gaming Income-Table Games	18,349.81	12,200.00	6,149.81	150.41%
Table Game-RacetrackCharlestown	77,500.66	106,150.00	-28,649.34	73.01%
Table Games Greenbrier	217.94	350.00	-132.06	62.27%
Total 376.00 Gaming Income-Table Games	\$ 96,068.41	\$ 118,700.00	-\$ 22,631.59	80.93%
Total Gaming Income-Table Games	\$ 105,408.87	\$ 118,700.00	-\$ 13,291.13	88.80%
Grant Revenue			0.00	
365 Federal Gov. Grant Revenue	421,695.84	500.00	421,195.84	84339.17%
366 State Gov. Grant Revenue		5,000.00	-5,000.00	0.00%
Total Grant Revenue	\$ 421,695.84	\$ 5,500.00	\$ 416,195.84	7667.20%
Hotel Occupancy Tax Revenue			0.00	
308 Hotel Occupancy Tax	110,326.95	100,000.00	10,326.95	110.33%
Total Hotel Occupancy Tax Revenue	\$ 110,326.95	\$ 100,000.00	\$ 10,326.95	110.33%
License & Permit Revenue	3,813.50		3,813.50	
325 Business Licenses	12,436.27	25,000.00	-12,563.73	49.75%
Total License & Permit Revenue	\$ 16,249.77	\$ 25,000.00	-\$ 8,750.23	65.00%
Other Revenues			0.00	
368 Contrib. from other Entities			0.00	
Donations-Police Equipment Fund	0.00	2,000.00	-2,000.00	0.00%
Total 368 Contrib. from other Entities	\$ 0.00	\$ 2,000.00	-\$ 2,000.00	0.00%
380 Checking Interest	48,042.53		48,042.53	
380.01 General Fund Interest	47,965.13	60,000.00	-12,034.87	79.94%
380.02 Restricted Fund Interest	8,394.56	2,000.00	6,394.56	419.73%
380.03 Other Interest		2,000.00	-2,000.00	0.00%
Total 380 Checking Interest	\$ 104,402.22	\$ 64,000.00	\$ 40,402.22	163.13%
381 Reimbursements			0.00	
381.1 Gas Tax Reimbursements		2,500.00	-2,500.00	0.00%
Total 381 Reimbursements	\$ 0.00	\$ 2,500.00	-\$ 2,500.00	0.00%
382 Refunds & Rebates	43.00		43.00	
382.02 Purchase Card Refund/Rebate	7,219.69	12,300.00	-5,080.31	58.70%
Total 382 Refunds & Rebates	\$ 7,262.69	\$ 12,300.00	-\$ 5,037.31	59.05%
399 Miscellaneous Income	1,447.26		1,447.26	
399.04 NSF CK Svc Charge		150.00	-150.00	0.00%
399.05 Refunds & Reimbursements	9,377.92		9,377.92	
399.10 Fed. Marshall P/R Reimb-USMS		1,500.00	-1,500.00	0.00%
399.17 Insurance Reimb. - Library	81,994.53		81,994.53	
399.20 Other Misc. Revenues	1.21		1.21	
399.21 Banner Hanging Fee	200.00	500.00	-300.00	40.00%
399.46 COVID REIMBURSEMENT	422,756.35		422,756.35	
Total 399 Miscellaneous Income	\$ 515,777.27	\$ 2,150.00	\$ 513,627.27	23989.64%
Total Other Revenues	\$ 627,442.18	\$ 82,950.00	\$ 544,492.18	756.41%
Other Tax Revenues			0.00	
303 Gas & Oil Severance	2,824.67		2,824.67	

304 Utility Tax	11,502.76		11,502.76	
304.01 Town Utility Tax-Utility Co.	29,786.00	25,100.00	4,686.00	118.67%
304.02 Town Utility Tax-Water/Sewer	25,657.28	24,100.00	1,557.28	106.46%
Total 304 Utility Tax	\$ 66,946.04	\$ 49,200.00	\$ 17,746.04	136.07%
305 Business & Occupation Tax	100,713.64	52,000.00	48,713.64	193.68%
306 Wine/Liquor/Private Club Tax	135,800.92	102,000.00	33,800.92	133.14%
307 Animal Control Tax	224.10	300.00	-75.90	74.70%
314 Muni Sales & Use Tax	504,710.24	450,000.00	54,710.24	112.16%
328 Franchise Fee/Pole Tax	8,525.30	10,000.00	-1,474.70	85.25%
330 IRP Truck Fees	3,793.58	8,000.00	-4,206.42	47.42%
Total Other Tax Revenues	\$ 823,538.49	\$ 671,500.00	\$ 152,038.49	122.64%
Parking Fee Revenue	475.00		475.00	
321 Parking Tickets/includes boots	15,222.86	13,500.00	1,722.86	112.76%
342 Parking Meter Revenues	19,449.81		19,449.81	
342.1 Parking Meter Income	36,750.07	45,000.00	-8,249.93	81.67%
342.3 Parking Meter-Passport	33,725.84	25,000.00	8,725.84	134.90%
Total 342 Parking Meter Revenues	\$ 89,925.72	\$ 70,000.00	\$ 19,925.72	128.47%
343 Parking Permit Revenue	11,725.00	12,500.00	-775.00	93.80%
Total Parking Fee Revenue	\$ 117,348.58	\$ 96,000.00	\$ 21,348.58	122.24%
Planning Commission Revenue			0.00	
326 Building Permits	6,139.25	7,500.00	-1,360.75	81.86%
353 BOA Fee (Book Fee here-no A/P)		200.00	-200.00	0.00%
Total Planning Commission Revenue	\$ 6,139.25	\$ 7,700.00	\$ -1,560.75	79.73%
Property Tax Revenue	12,307.44		12,307.44	
Property Taxes-County Sheriff	29,406.26		29,406.26	
301.01 Property Taxes	167,580.01	321,000.00	-153,419.99	52.21%
Total Property Taxes-County Sheriff	\$ 196,986.27	\$ 321,000.00	\$ -124,013.73	61.37%
Property Taxes-State Utilities			0.00	
301.04 Tax on Utilities (State)	7,230.24	22,000.00	-14,769.76	32.86%
301.041 Utility PT-Tax Restoration Fund	535.92		535.92	
Total Property Taxes-State Utilities	\$ 7,766.16	\$ 22,000.00	\$ -14,233.84	35.30%
Total Property Tax Revenue	\$ 217,059.87	\$ 343,000.00	\$ -125,940.13	63.28%
Refuse Collections Revenue			0.00	
350 Refuse Collection			0.00	
350.1 Refuse Revenue-All	148,236.19	159,000.00	-10,763.81	93.23%
350.2 Recycling Revenue-All	27,962.24	31,000.00	-3,037.76	90.20%
Total 350 Refuse Collection	\$ 176,198.43	\$ 190,000.00	\$ -13,801.57	92.74%
350.50 Special Recycling Revenue			0.00	
350.05 Refuse Coll.- Special Pickup	40.00	1,500.00	-1,460.00	2.67%
Total 350.50 Special Recycling Revenue	\$ 40.00	\$ 1,500.00	\$ -1,460.00	2.67%
Total Refuse Collections Revenue	\$ 176,238.43	\$ 191,500.00	\$ -15,261.57	92.03%
Rents Revenue	46.00		46.00	
345.00 Rent-Water & Sewer Depts.	43,200.00	43,200.00	0.00	100.00%
345.01 Rent-Shepherdstown Library		1.00	-1.00	0.00%
345.02 Rent-Shep. Railroad Station		1.00	-1.00	0.00%
345.04 Rumsey Park Rent (Restr.-Parks)		300.00	-300.00	0.00%
Total Rents Revenue	\$ 43,246.00	\$ 43,502.00	\$ -256.00	99.41%
Uncategorized Income	515.57		515.57	
Video Lottery Proceeds Revenue	14,942.46		14,942.46	
397.01 Video Lottery-Net terminal	15,545.86		15,545.86	
397.001 Racetrack Video Lottery	272,510.66	153,000.00	119,510.66	178.11%
Total 397.01 Video Lottery-Net terminal	\$ 288,056.52	\$ 153,000.00	\$ 135,056.52	188.27%
397.02 New Limited VL Terminals	11,871.87	6,500.00	5,371.87	182.64%
397.04 Video Lottery-reimbursements	10,717.69		10,717.69	
397.05 VL Garbage Truck Repay		39,600.00	-39,600.00	0.00%
Total Video Lottery Proceeds Revenue	\$ 325,588.54	\$ 199,100.00	\$ 126,488.54	163.53%
Total Income	\$ 3,070,841.86	\$ 1,938,302.00	\$ 1,132,539.86	158.43%
Gross Profit	\$ 3,070,841.86	\$ 1,938,302.00	\$ 1,132,539.86	158.43%
Expenses				
916 Library - Building Repairs	87,597.58		87,597.58	

Christmas in Shepherdstown Exp.				0.00	
440.621 Christmas in Shep. Expenses	813.10			813.10	
Total Christmas in Shepherdstown Exp.	\$ 813.10	\$ 0.00	\$ 813.10		
City Hall Accounting/Audit				0.00	
440.21 City Hall Accounting Services	9,380.63	0.00	9,380.63		
Total City Hall Accounting/Audit	\$ 9,380.63	\$ 0.00	\$ 9,380.63		
City Hall Bldg/Equip Expenses				0.00	
440.16 Town Hall Bldg Repair/Maint	1,901.00	2,000.00	-99.00		95.05%
440.33 City Hall Rent			0.00		
Storage Unit at Sewer Plant	960.00	960.00	0.00		100.00%
Total 440.33 City Hall Rent	\$ 960.00	\$ 960.00	\$ 0.00		100.00%
440.57 City Hall Equip Repairs/Maint	1,449.80	2,000.00	-550.20		72.49%
440.59 City Hall Equipment Purchase	-435.20	15,000.00	-15,435.20		-2.90%
Total City Hall Bldg/Equip Expenses	\$ 3,875.60	\$ 19,960.00	-\$ 16,084.40		19.42%
City Hall Grant Expenses				0.00	
440.70 Grant Expenses		7,000.00	-7,000.00		0.00%
Total City Hall Grant Expenses	\$ 0.00	\$ 7,000.00	-\$ 7,000.00		0.00%
City Hall Insurance	-50.00		-50.00		
440.26 City Hall Insurance Bonds	200.00	200.00	0.00		100.00%
440.31 City Hall Commercial Insurance	30,878.01	22,000.00	8,878.01		140.35%
Total City Hall Insurance	\$ 31,028.01	\$ 22,200.00	\$ 8,828.01		139.77%
City Hall Legal Fees				0.00	
440.30 Legal Services	310.13		310.13		
440.301 Legal Fees-Gen. Representation	19,014.91	10,000.00	9,014.91		190.15%
440.302 Legal Fees-Spec. Representation		2,000.00	-2,000.00		0.00%
Total 440.30 Legal Services	\$ 19,325.04	\$ 12,000.00	\$ 7,325.04		161.04%
Total City Hall Legal Fees	\$ 19,325.04	\$ 12,000.00	\$ 7,325.04		161.04%
City Hall Other Expenses	111.50		111.50		
440.01 City Hall-Council Training		200.00	-200.00		0.00%
440.10 City Hall Advertising	2,971.13	100.00	2,871.13		2971.13%
440.12 City Hall Printing	220.00	100.00	120.00		220.00%
440.18 Postage	-100.98	500.00	-600.98		-20.20%
440.19 Postage Machine Rental	351.37	700.00	-348.63		50.20%
440.22 City Hall Dues/Memberships	9,746.38	1,000.00	8,746.38		974.64%
440.29 City Hall Contracted Services	8,781.49	0.00	8,781.49		
IT Services	3,122.22	8,000.00	-4,877.78		39.03%
Other Contracted Services		2,000.00	-2,000.00		0.00%
Contracted Services	1,126.18		1,126.18		
Total Other Contracted Services	\$ 1,126.18	\$ 2,000.00	-\$ 873.82		56.31%
Shredding Svc (1/2)	145.34	400.00	-254.66		36.34%
Town Hall Bldg Cleaning (1/2)	524.76	1,320.00	-795.24		39.75%
Window Cleaning (1/2)	552.50	2,300.00	-1,747.50		24.02%
Total 440.29 City Hall Contracted Services	\$ 14,252.49	\$ 14,020.00	\$ 232.49		101.66%
440.32 City Hall Bank Charges	-918.56	300.00	-1,218.56		-306.19%
440.35 Credit Card Fees	907.87	0.00	907.87		
Credit Card-all Funds		6,500.00	-6,500.00		0.00%
Total 440.35 Credit Card Fees	\$ 907.87	\$ 6,500.00	-\$ 5,592.13		13.97%
440.41 City Hall Supplies & Materials	7,081.80	5,000.00	2,081.80		141.64%
440.58 Audit Adjustment Expense Acct	1,494.83		1,494.83		
440.61 Adjustment Offset Account	-1,273.18		-1,273.18		
Total City Hall Other Expenses	\$ 34,844.65	\$ 28,420.00	\$ 6,424.65		122.61%
City Hall Pass-Thru Grant Exp.				0.00	
440.71 Pass-Through Grant Expenses	3,750.00		3,750.00		
Total City Hall Pass-Thru Grant Exp.	\$ 3,750.00	\$ 0.00	\$ 3,750.00		
City Hall Utilities				0.00	
440.15 City Hall Electric	3,095.70	3,000.00	95.70		103.19%
440.27 City Hall Communications	3,446.10	7,000.00	-3,553.90		49.23%
Communications-Town Hall	1,287.12		1,287.12		
Total 440.27 City Hall Communications	\$ 4,733.22	\$ 7,000.00	-\$ 2,266.78		67.62%
440.28 City Hall Water/Sewer/Trash	397.77	3,050.00	-2,652.23		13.04%

Water/Sewer-Town Hall	985.43		985.43	
Total 440.28 City Hall Water/Sewer/Trash	\$ 1,383.20	\$ 3,050.00	-\$ 1,666.80	45.35%
Total City Hall Utilities	\$ 9,212.12	\$ 13,050.00	-\$ 3,837.88	70.59%
City Hall Video Lottery Expense			0.00	
440.60 Video Lottery Funds Expenses	203,040.65		203,040.65	
Donation-Shep. Fire Department	5,855.02	10,000.00	-4,144.98	58.55%
Library Restoration and Repair		20,000.00	-20,000.00	0.00%
Unallocated-Video Lottery Exp		400.00	-400.00	0.00%
Total 440.60 Video Lottery Funds Expenses	\$ 208,895.67	\$ 30,400.00	\$ 178,495.67	687.16%
Total City Hall Video Lottery Expense	\$ 208,895.67	\$ 30,400.00	\$ 178,495.67	687.16%
City Hall-Employee Salary/Fring			0.00	
Employee Payroll & ER Taxes			0.00	
440.03 City Hall Wages	43,938.66		43,938.66	
440.030 City Hall Payroll-General	78,055.58	69,000.00	9,055.58	113.12%
Total 440.03 City Hall Wages	\$ 121,994.24	\$ 69,000.00	\$ 52,994.24	176.80%
440.04 City Hall ER FICA	9,385.29	6,500.00	2,885.29	144.39%
440.05 City Hall ER Hlth/Life	951.00	0.00	951.00	
City Hall PEIA ER Health/Life	22,719.75	0.00	22,719.75	
City Hall ARC OPEB/RHBT	632.20		632.20	
City Hall Current OPEB/RHBT	672.80	3,000.00	-2,327.20	22.43%
City Hall ER Health/Life	7,051.18	10,200.00	-3,148.82	69.13%
Total City Hall PEIA ER Health/Life	\$ 31,075.93	\$ 13,200.00	\$ 17,875.93	235.42%
Total 440.05 City Hall ER Hlth/Life	\$ 32,026.93	\$ 13,200.00	\$ 18,826.93	242.63%
440.06 City Hall ER Annuity Contrib.	9,859.84	7,000.00	2,859.84	140.85%
440.07 City Hall ER Workers Comp	746.88	1,500.00	-753.12	49.79%
440.08 City Hall Personnel Training	21.29	0.00	21.29	
440.09 City Hall Unemployment Tax Exp	58.12		58.12	
440.17 City Hall Direct Deposit fees	84.00	190.00	-106.00	44.21%
Total Employee Payroll & ER Taxes	\$ 174,176.59	\$ 97,390.00	\$ 76,786.59	178.84%
Total City Hall-Employee Salary/Fring	\$ 174,176.59	\$ 97,390.00	\$ 76,786.59	178.84%
General Fund Donations			0.00	
440.52 City Hall General Donations		300.00	-300.00	0.00%
440.54 Shep. Public Library Donations	10,800.00	10,800.00	0.00	100.00%
Total General Fund Donations	\$ 10,800.00	\$ 11,100.00	-\$ 300.00	97.30%
General Gov-Capital Projects-GF			0.00	
Gen Gov-Equip-GF-(\$975.459)			0.00	
Public Works Vehicles/Equip-GF		20,000.00	-20,000.00	0.00%
Total Gen Gov-Equip-GF-(\$975.459)	\$ 0.00	\$ 20,000.00	-\$ 20,000.00	0.00%
Total General Gov-Capital Projects-GF	\$ 0.00	\$ 20,000.00	-\$ 20,000.00	0.00%
Hlth/Sanit-Capital Project-GF			0.00	
Hlth/Sanit-Equip-GF (#978.459)			0.00	
Garbage Truck		140,000.00	-140,000.00	0.00%
Total Hlth/Sanit-Equip-GF (#978.459)	\$ 0.00	\$ 140,000.00	-\$ 140,000.00	0.00%
Total Hlth/Sanit-Capital Project-GF	\$ 0.00	\$ 140,000.00	-\$ 140,000.00	0.00%
Parks Community Grants/Donation			0.00	
900.21 Parks Donations	54.95		54.95	
Total Parks Community Grants/Donation	\$ 54.95	\$ 0.00	\$ 54.95	
Parks Equipment & Supplies			0.00	
900.41 Parks Materials & Supplies	703.06	5,000.00	-4,296.94	14.06%
900.58 Parks Equipment	5,691.69	20,000.00	-14,308.31	28.46%
Total Parks Equipment & Supplies	\$ 6,394.75	\$ 25,000.00	-\$ 18,605.25	25.58%
Parks Maintenance			0.00	
700.307 Landscaping Svc (1/2)	795.00	1,400.00	-605.00	56.79%
900.15 Parks Maintenance	4,895.38	5,000.00	-104.62	97.91%
900.31 Parks Commercial Insurance	1,929.88	800.00	1,129.88	241.24%
900.32 Parks Skatepark Expense	-1,568.63		-1,568.63	
Total Parks Maintenance	\$ 6,051.63	\$ 7,200.00	-\$ 1,148.37	84.05%
Parks Salaries & Fringe			0.00	
900.01 Parks PR/Taxes	835.16		835.16	
900.03 Parks Gross Payroll	14,005.37	10,000.00	4,005.37	140.05%

900.04 Parks ER FICA	221.87	1,000.00	-778.13	22.19%
900.05 Parks ER Health/Life	56.76		56.76	
Parks PEIA ER Health/Life			0.00	
Parks Current OPEB/RHBT	9.28	300.00	-290.72	3.09%
Parks Health/Life	1,413.08	1,000.00	413.08	141.31%
Total Parks PEIA ER Health/Life	\$ 1,422.36	\$ 1,300.00	\$ 122.36	109.41%
Total 900.05 Parks ER Health/Life	\$ 1,479.12	\$ 1,300.00	\$ 179.12	113.78%
900.06 Parks ER Annuity Contrib.	745.87	200.00	545.87	372.94%
900.07 Parks ER Workers Comp	46.68	200.00	-153.32	23.34%
Total Parks Salaries & Fringe	\$ 17,334.07	\$ 12,700.00	\$ 4,634.07	136.49%
Parks Utilities			0.00	
900.18 Parks Electric	53.50	150.00	-96.50	35.67%
Total Parks Utilities	\$ 53.50	\$ 150.00	-\$ 96.50	35.67%
Parks Vehicle Expenses			0.00	
900.43 Parks Gas/Fuel	1,012.54	5,000.00	-3,987.46	20.25%
Total Parks Vehicle Expenses	\$ 1,012.54	\$ 5,000.00	-\$ 3,987.46	20.25%
Planning Commission Expenses			0.00	
440.801 Planning Wages	34,098.89	64,000.00	-29,901.11	53.28%
440.804 Planning ER FICA	0.00	5,050.00	-5,050.00	0.00%
440.805 Zoning Office ER Hlth/Life	0.00		0.00	
Zoning Officer PEIA Health/Life			0.00	
Zoning Office Current OPEB/RHBT	0.00	2,000.00	-2,000.00	0.00%
Zoning Office Health/Life	0.00	10,000.00	-10,000.00	0.00%
Total Zoning Officer PEIA Health/Life	\$ 0.00	\$ 12,000.00	-\$ 12,000.00	0.00%
Total 440.805 Zoning Office ER Hlth/Life	\$ 0.00	\$ 12,000.00	-\$ 12,000.00	0.00%
440.806 Planning ER Annuity	0.00	4,000.00	-4,000.00	0.00%
440.807 Zoning Officer ER Workers Comp		2,000.00	-2,000.00	0.00%
440.808 Zoning Officer Training	471.87	250.00	221.87	188.75%
440.815 Plan Comm Direct Deposit Fees	19.25	50.00	-30.75	38.50%
440.816 Professional Services	1,537.90		1,537.90	
440.817 Legal Services	2,631.28	6,000.00	-3,368.72	43.85%
440.821 Supplies & Expense	6.35		6.35	
440.822 Advertising	41.93	250.00	-208.07	16.77%
440.823 Postage	1,283.58	100.00	1,183.58	1283.58%
440.824 Publications/Memberships		100.00	-100.00	0.00%
440.827 Communications Expenses		2,500.00	-2,500.00	0.00%
440.828 BOA Advertising		100.00	-100.00	0.00%
440.830 Planning Commission Projects	1,127.28		1,127.28	
440.831 Equipment Purchases	374.26		374.26	
Total Planning Commission Expenses	\$ 41,592.59	\$ 96,400.00	-\$ 54,807.41	43.15%
Police Contractual Svc			0.00	
700.301 Police Court Attorney	2,973.94	6,500.00	-3,526.06	45.75%
700.302 Police Court Judge	2,600.00	2,220.00	380.00	117.12%
700.303 Police Legal Fees	11,532.50	15,000.00	-3,467.50	76.88%
700.304 Magistrate Services	1,640.00	1,920.00	-280.00	85.42%
700.305 Miscellaneous Contractual	502.15	400.00	102.15	125.54%
700.308 Shredding Svc (1/2)		400.00	-400.00	0.00%
700.309 Window Cleaning (1/2)	1,375.00	2,300.00	-925.00	59.78%
700.311 Police Dept. IT Services	6,024.62	8,000.00	-1,975.38	75.31%
700.312 Police Dept. Bldg Cleaning(1/2)		1,320.00	-1,320.00	0.00%
700.317 Message 911 Service		350.00	-350.00	0.00%
Total Police Contractual Svc	\$ 26,648.21	\$ 38,410.00	-\$ 11,761.79	69.38%
Police Dept. Grant Expenses			0.00	
700.70 Police Dept. Grant Expenses			0.00	
DUI	203.70	1,000.00	-796.30	20.37%
Police Seat Belt Grant		400.00	-400.00	0.00%
Speed Grant		400.00	-400.00	0.00%
Total 700.70 Police Dept. Grant Expenses	\$ 203.70	\$ 1,800.00	-\$ 1,596.30	11.32%
Total Police Dept. Grant Expenses	\$ 203.70	\$ 1,800.00	-\$ 1,596.30	11.32%
Police Equip. Purchase & Repair			0.00	

700.16 Police Equipment/Furn. Purchase	8,419.86	15,000.00	-6,580.14	56.13%
700.17 Police Equipment Repair/Maint.	3,667.30	5,000.00	-1,332.70	73.35%
700.24 Police Computer Maintenance	5,756.74	7,000.00	-1,243.26	82.24%
700.45 Police UNIFORMS	3,206.32	3,000.00	206.32	106.88%
Total Police Equip. Purchase & Repair	\$ 21,050.22	\$ 30,000.00	-\$ 8,949.78	70.17%
Police Other Expenses			0.00	
700.19 Police Postage Expense	721.00	2,000.00	-1,279.00	36.05%
700.22 Police Dues		400.00	-400.00	0.00%
700.31 Police Commercial Insurance	48,246.90	90,000.00	-41,753.10	53.61%
700.32 Police Ins./Legal Settlements		5,000.00	-5,000.00	0.00%
700.38 Police DR/CR System Fees	265.73	3,000.00	-2,734.27	8.86%
700.41 Police Supplies and Materials	9,598.81	10,000.00	-401.19	95.99%
700.42 Police Advertising	2,712.18	500.00	2,212.18	542.44%
700.46 Police Misc. Expenses	592.29	200.00	392.29	296.15%
Total Police Other Expenses	\$ 62,136.91	\$ 111,100.00	-\$ 48,963.09	55.93%
Police Remittance Fees			0.00	
700.36 Police WV Treasurers Remittance	5,850.00	6,000.00	-150.00	97.50%
700.37 Police Teen Court Fees	2,420.00	1,000.00	1,420.00	242.00%
Total Police Remittance Fees	\$ 8,270.00	\$ 7,000.00	\$ 1,270.00	118.14%
Police Salaries & Fringe			0.00	
700.03 Police Gross Payroll		0.00	0.00	
700.031 Police Wages	358,168.88	294,812.00	63,356.88	121.49%
700.032 Police Overtime Pay	18,518.89	50,000.00	-31,481.11	37.04%
700.033 Police Part Time Officer Pay	3,724.22	20,000.00	-16,275.78	18.62%
700.034 Police PT Park Enforce. Pay	28,428.56	22,500.00	5,928.56	126.35%
700.035 Police Federal Marshall OT	0.00	1,500.00	-1,500.00	0.00%
700.038 Police Meter Maintenance	142.10	2,000.00	-1,857.90	7.11%
700.040 Police -Public Works Labor	114.00		114.00	
Total 700.03 Police Gross Payroll	\$ 409,096.65	\$ 390,812.00	\$ 18,284.65	104.68%
700.04 Police ER FICA	32,769.76	20,000.00	12,769.76	163.85%
700.05 Police ER Health/Life	39,237.26		39,237.26	
Police PEIA ER Health/Life			0.00	
Police Current OPEB/RHBT	2,436.00	14,840.00	-12,404.00	16.42%
Police Health/Life	14,374.20	53,000.00	-38,625.80	27.12%
Total Police PEIA ER Health/Life	\$ 16,810.20	\$ 67,840.00	-\$ 51,029.80	24.78%
Total 700.05 Police ER Health/Life	\$ 56,047.46	\$ 67,840.00	-\$ 11,792.54	82.62%
700.06 Police ER Annuity Contrib.	22,014.49	30,000.00	-7,985.51	73.38%
700.07 Police ER Workers Comp	1,167.00	10,000.00	-8,833.00	11.67%
700.08 Police Test/Training/Physicals	2,635.40	4,000.00	-1,364.60	65.89%
700.30 Police Direct Deposit Fees	143.50	500.00	-356.50	28.70%
Total Police Salaries & Fringe	\$ 523,874.26	\$ 523,152.00	\$ 722.26	100.14%
Police Utilities & Rent			0.00	
700.14 Police Communications	5,572.45	12,000.00	-6,427.55	46.44%
700.15 Police Building Maintenance	150.22	5,000.00	-4,849.78	3.00%
700.23 Police Electric	3,082.40	3,200.00	-117.60	96.33%
700.28 Police Water/Sewer/Trash	985.42	3,050.00	-2,064.58	32.31%
Total Police Utilities & Rent	\$ 9,790.49	\$ 23,250.00	-\$ 13,459.51	42.11%
Police Vehicle Expenses			0.00	
700.18 Police Vehicle Repair	15,456.02	14,000.00	1,456.02	110.40%
700.43 Police Gas/Fuel	3,829.55	3,000.00	829.55	127.65%
Total Police Vehicle Expenses	\$ 19,285.57	\$ 17,000.00	\$ 2,285.57	113.44%
Public Safety-Cap Projects-VL			0.00	
Publ Safety-Equip-VL(#976.459)		51,450.00	-51,450.00	0.00%
Total Public Safety-Cap Projects-VL	\$ 0.00	\$ 51,450.00	-\$ 51,450.00	0.00%
Public Works Expenses			0.00	
440.62 Public Works Equip./Impr. Exp		2,500.00	-2,500.00	0.00%
Total Public Works Expenses	\$ 0.00	\$ 2,500.00	-\$ 2,500.00	0.00%
Regional Council Dues			0.00	
435.00 Regional Development Authority	641.58	900.00	-258.42	71.29%
Total Regional Council Dues	\$ 641.58	\$ 900.00	-\$ 258.42	71.29%

Sanitation Dumping Fees			0.00	
800.30 Sanitation Contractual	24,563.62	4,000.00	20,563.62	614.09%
800.301 Landfill Fees	7,696.13	22,000.00	-14,303.87	34.98%
WM / LCS Services-Landfill		24,000.00	-24,000.00	0.00%
Total 800.301 Landfill Fees	\$ 7,696.13	\$ 46,000.00	-\$ 38,303.87	16.73%
800.306 Recycling Fee (JCSW & AVW)	8,297.30	11,000.00	-2,702.70	75.43%
Total 800.30 Sanitation Contractual	\$ 40,557.05	\$ 61,000.00	-\$ 20,442.95	66.49%
Total Sanitation Dumping Fees	\$ 40,557.05	\$ 61,000.00	-\$ 20,442.95	66.49%
Sanitation Equip Repair & Maint			0.00	
800.15 Sanitation Equip. Repair/Maint.	267.79	400.00	-132.21	66.95%
800.16 Sanitation Safety Equip/Expense	227.23	400.00	-172.77	56.81%
Total Sanitation Equip Repair & Maint	\$ 495.02	\$ 800.00	-\$ 304.98	61.88%
Sanitation Other Expenses			0.00	
800.18 Sanitation CDL License		400.00	-400.00	0.00%
800.21 Sanitation Uniforms	3,043.47	900.00	2,143.47	338.16%
800.31 Sanitation Commercial Insurance	1,929.88	9,000.00	-7,070.12	21.44%
800.41 Sanitation Supplies & Materials	7,930.22	3,500.00	4,430.22	226.58%
800.42 Sanitation Advertising		100.00	-100.00	0.00%
800.44 Sanitation Billing Postage	3,128.27	3,000.00	128.27	104.28%
800.47 Sanitation Billing Software		1,000.00	-1,000.00	0.00%
800.48 Sanitation IT Expenses		10,000.00	-10,000.00	0.00%
800.49 Garbage Truck Repay		39,600.00	-39,600.00	0.00%
800.50 Sanitation Message 911		350.00	-350.00	0.00%
800.59 Sanitation Equipment Purchase		2,500.00	-2,500.00	0.00%
Total Sanitation Other Expenses	\$ 16,031.84	\$ 70,350.00	-\$ 54,318.16	22.79%
Sanitation Salaries & Fringe			0.00	
800.03 Sanitation Gross Payroll	50,135.43	64,000.00	-13,864.57	78.34%
800.04 Sanitation ER FICA	4,268.77	5,050.00	-781.23	84.53%
800.05 Sanitation ER Health/Life	3,455.19		3,455.19	
Sanitation PEIA ER Hlth/Life			0.00	
Sanitation Current OPEB/RHBT	1,289.92	9,000.00	-7,710.08	14.33%
Sanitation ER Health/Life	9,527.84	32,000.00	-22,472.16	29.77%
Total Sanitation PEIA ER Hlth/Life	\$ 10,817.76	\$ 41,000.00	-\$ 30,182.24	26.38%
Total 800.05 Sanitation ER Health/Life	\$ 14,272.95	\$ 41,000.00	-\$ 26,727.05	34.81%
800.06 Sanitation ER Annuity Contrib.	4,902.61	4,000.00	902.61	122.57%
800.07 Sanitation ER Workers Comp	46.68	1,500.00	-1,453.32	3.11%
Total Sanitation Salaries & Fringe	\$ 73,626.44	\$ 115,550.00	-\$ 41,923.56	63.72%
Sanitation Vehicle Expenses			0.00	
800.17 Sanitation Vehicle Repair/Exp	796.66	5,000.00	-4,203.34	15.93%
800.43 Sanitation Gas/Fuel	12,484.86	10,000.00	2,484.86	124.85%
Total Sanitation Vehicle Expenses	\$ 13,281.52	\$ 15,000.00	-\$ 1,718.48	88.54%
Streets Cap Projects-VL			0.00	
Street-Other Impr-VL (#977.458)			0.00	
Infrastructure			0.00	
Sidewalk/Street/Curbing Proj.		50,000.00	-50,000.00	0.00%
Total Infrastructure	\$ 0.00	\$ 50,000.00	-\$ 50,000.00	0.00%
Total Street-Other Impr-VL (#977.458)	\$ 0.00	\$ 50,000.00	-\$ 50,000.00	0.00%
Total Streets Cap Projects-VL	\$ 0.00	\$ 50,000.00	-\$ 50,000.00	0.00%
Streets Maintenance & Equipment			0.00	
750.15-Streets R&M	105.11	2,000.00	-1,894.89	5.26%
750.16 Streets Equipment Repair	64.99	1,000.00	-935.01	6.50%
750.17 Streets Safety Equip/Expense	1,791.24	800.00	991.24	223.91%
750.20 Street Markings	1,435.72	2,000.00	-564.28	71.79%
750.21 Streets Signs & Signals	110.54	1,000.00	-889.46	11.05%
Total Streets Maintenance & Equipment	\$ 3,507.60	\$ 6,800.00	-\$ 3,292.40	51.58%
Streets Other Expenses			0.00	
750.30 Streets Uniforms	2,184.82	2,000.00	184.82	109.24%
750.31 Streets Commercial Insurance	5,789.63	15,000.00	-9,210.37	38.60%
750.41 Streets Supplies & Materials	14,927.34	5,000.00	9,927.34	298.55%
750.45 Streets Advertising		1,500.00	-1,500.00	0.00%

Total Streets Other Expenses	\$	22,901.79	\$	23,500.00	-\$	598.21	97.45%
Streets Salaries & Fringe						0.00	
750.03 Streets Wages		68,691.22		63,000.00		5,691.22	109.03%
750.04 Streets ER FICA		5,588.23		8,000.00		-2,411.77	69.85%
750.05 Streets ER Health/Life		4,659.08				4,659.08	
Streets PEIA ER Health/Life						0.00	
Streets ARC OPEB/RHBT		89.32				89.32	
Streets Current OPEB/RHBT		403.68		2,300.00		-1,896.32	17.55%
Streets Health/Life		2,651.66		8,500.00		-5,848.34	31.20%
Total Streets PEIA ER Health/Life	\$	3,144.66	\$	10,800.00	-\$	7,655.34	29.12%
Total 750.05 Streets ER Health/Life	\$	7,803.74	\$	10,800.00	-\$	2,996.26	72.26%
750.06 Streets ER Annuity Contrib.		2,489.26		3,500.00		-1,010.74	71.12%
750.07 Streets ER Workers Comp		140.04		1,600.00		-1,459.96	8.75%
750.08 Streets Personnel Training				250.00		-250.00	0.00%
Total Streets Salaries & Fringe	\$	84,712.49	\$	87,150.00	-\$	2,437.51	97.20%
Streets Tree Maintenance						0.00	
750.14 Streets Tree Maintenance		35,320.96		28,000.00		7,320.96	126.15%
Total Streets Tree Maintenance	\$	35,320.96	\$	28,000.00	\$	7,320.96	126.15%
Streets Utilities						0.00	
750.12 Streets Communications		962.22		750.00		212.22	128.30%
750.18 Streets Electric		14,414.49				14,414.49	
Electric-Street Lights		1,428.80		24,000.00		-22,571.10	5.95%
Total 750.18 Streets Electric	\$	15,843.39	\$	24,000.00	-\$	8,156.61	66.01%
Total Streets Utilities	\$	16,805.61	\$	24,750.00	-\$	7,944.39	67.90%
Streets Vehicle Expenses						0.00	
750.42 Streets Vehicle Repair		5,015.68		2,500.00		2,515.68	200.63%
750.43 Streets Gas/Fuel		6,705.47		4,000.00		2,705.47	167.64%
Total Streets Vehicle Expenses	\$	11,721.15	\$	6,500.00	\$	5,221.15	180.33%
Tobacco Warehouse Expense						0.00	
903.01 Tobacco Warehouse Repairs/Maint				500.00		-500.00	0.00%
903.05 Tobacco Warehouse Electric		119.10		200.00		-80.90	59.55%
903.31 Tobacco Warehouse Flood ins		14,769.00		6,000.00		8,769.00	246.15%
Total Tobacco Warehouse Expense	\$	14,888.10	\$	6,700.00	\$	8,188.10	222.21%
Town Elections						0.00	
438.00 Elections						0.00	
438.01 Election Salaries		500.00		500.00		0.00	100.00%
438.02 Election Supplies & Expense		3,628.34		3,900.00		-271.66	93.03%
Total 438.00 Elections	\$	4,128.34	\$	4,400.00	-\$	271.66	93.83%
Total Town Elections	\$	4,128.34	\$	4,400.00	-\$	271.66	93.83%
Town Government Salaries/Fringe						0.00	
General Government						0.00	
409 Mayors Office						0.00	
409.01 Mayors Salary		0.00		2,000.00		-2,000.00	0.00%
409.04 Mayor ER FICA		0.00		151.00		-151.00	0.00%
409.07 Mayor Workers Comp		0.00		100.00		-100.00	0.00%
Total 409 Mayors Office	\$	0.00	\$	2,251.00	-\$	2,251.00	0.00%
410 City Council						0.00	
410.01 Council Salary		4,750.00		6,000.00		-1,250.00	79.17%
410.04 Council ER FICA		320.45		450.00		-129.55	71.21%
410.07 Council Workers Comp		0.00		250.00		-250.00	0.00%
410.17 Council Direct Deposit Fees		0.00		50.00		-50.00	0.00%
Total 410 City Council	\$	5,070.45	\$	6,750.00	-\$	1,679.55	75.12%
411 Records Office						0.00	
411.01 Recorder Salary		0.00		1,500.00		-1,500.00	0.00%
411.04 Recorder ER FICA		0.00		115.00		-115.00	0.00%
411.07 Recorder Workers Comp		0.00		64.00		-64.00	0.00%
411.17 Recorder Direct Deposit Fees		0.00		7.00		-7.00	0.00%
Total 411 Records Office	\$	0.00	\$	1,686.00	-\$	1,686.00	0.00%
Total General Government	\$	5,070.45	\$	10,687.00	-\$	5,616.55	47.45%
Total Town Government Salaries/Fringe	\$	5,070.45	\$	10,687.00	-\$	5,616.55	47.45%

Visitors Center Expenses				0.00	
901.01 Visitors Center Tax % Paid Out	47,028.03	70,000.00	-22,971.97	67.18%	
Total Visitors Center Expenses	\$ 47,028.03	\$ 70,000.00	-\$ 22,971.97	67.18%	
Total Expenses	\$ 1,728,170.35	\$ 1,935,719.00	-\$ 207,548.65	89.28%	
Net Operating Income	\$ 1,342,671.51	\$ 2,583.00	\$ 1,340,088.51	51981.09%	
Other Expenses					
Reconciliation Discrepancies	2,534.97		2,534.97		
Total Other Expenses	\$ 2,534.97	\$ 0.00	\$ 2,534.97		
Net Other Income	-\$ 2,534.97	\$ 0.00	-\$ 2,534.97		
Net Income	\$ 1,340,136.54	\$ 2,583.00	\$ 1,337,553.54	51882.95%	

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Tuesday, Sep 27, 2022 09:57:50 AM GMT-7 - Accrual Basis

Corporation of Shepherdstown Housing Authority
Balance Sheet
As of June 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
100.00 Housing Authority Checking 9559	1,544.08
Total Bank Accounts	\$ 1,544.08
Total Current Assets	\$ 1,544.08
TOTAL ASSETS	\$ 1,544.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
200.02 EVCF Endowment Fund	-37,496.10
Total Other Current Liabilities	-\$ 37,496.10
Total Current Liabilities	-\$ 37,496.10
Total Liabilities	-\$ 37,496.10
Equity	
Fund Balance Housing	39,013.87
Net Assets (GL#298)	0.00
Net Income	26.31
Total Equity	\$ 39,040.18
TOTAL LIABILITIES AND EQUITY	\$ 1,544.08

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Friday, Sep 16, 2022 10:49:47 AM GMT-7 - Accrual Basis

Corporation of Shepherdstown Housing Authority
Profit and Loss
July 2021 - June 2022

	Total
Income	
Total Income	
Gross Profit	\$ 0.00
Expenses	
Total Expenses	
Net Operating Income	\$ 0.00
Other Income	
410H Interest Income Housing	26.31
Total Other Income	\$ 26.31
Net Other Income	\$ 26.31
Net Income	\$ 26.31

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Friday, Sep 16, 2022 10:50:01 AM GMT-7 - Accrual Basis

MINUTES

Shepherdstown Parks & Recreation Committee
September 27, 2022
Rumsey Park
6:00 pm

1. Call to Order:

Meeting Called to Order at 6:04 PM.

Members Present: Cheryl Roberts (Chair), Lori Robertson, Marty Amerikaner, Jenny Hayes, & Effie Kallas.

Members Absent: Nick Tully.

Staff: Frank Welch.

2. Approval of Agenda:

MOTION to approve the agenda made by Marty. Seconded by Lori. Motion carried without objections.

3. Approval of Minutes - August 23, 2022.

MOTION to approve the minutes from August 23, 2022 made by Lori. Seconded by Marty. Motion carried without objections. Effie abstained due to absence at the August meeting.

4. Welcome Visitors: Steve Pearson & Linda Spatig.

5. Unfinished Business:

- a. Bane-Harris Park - C. Roberts

i. Tree Replacement Discussion - Cheryl reports that the tree which split and fell near the entrance to the park has been totally removed. Tree Commission should take up the issue of whether another should be planted to replace it.

ii. Mulch in Playground Area - Cheryl reports that more mulch needs to be installed. Frank reports that all parks in town need new mulch. Once the mulch is delivered, it will be installed.

b. Cullison Park - M. Amerikaner

Commented [1]:

i. Playground Equipment Replacement "Toy" - Frank reports that the seller is looking for the spring toy in his warehouse.

ii. Walking Path Update - Marty reports that he has spoken with neighbors of the park and that their initial opposition to the walking path is ameliorating.

1. Flexi-Path Update - Bid Openings Report. Marty reports that 3 bids were submitted pursuant to the Town's RFB and that he, Frank, and Effie opened and reviewed each bid for completeness. Marty contacted all of the bidders requesting updates to their submitted information including Certificates of Insurance, Business Licensing, etc. Capitol Flexi-Pave from Hamilton, VA is the lowest bidder and seems to have the most experience with the Flexi-Path product.

MOTION, by Lori to accept the bid from Capitol Flexi-Pave and recommend the bid be forwarded to the Town's Budget and Finance Committee and/or Town Council. Seconded by Marty and passed unanimously.

c. Riverfront Park - J. Haynes

Jenny reports that the park looks good and all is well.

d. Rumsey Park - N. Tully

i. Bartlett Tree - Status - Frank reports that Bartlett Tree removed all the scrub and vegetation from the slope nearest the river leading up to Rumsey Monument. Viking Tree cut down trees and branches past the wall on the cliff. The view shed is now much better in both places.

e. Viola Devonshire - L. Robertson

i. Mulch in Playground Area - Lori reports that the residents of Village Place have done a great job with planting, trimming, etc. When the mulch arrives, it will be installed.

f. Bookmark The Park - E. Kallas & C. Roberts

i. September 18, 2022 @ 2:00 pm "Bookstore Reading" - Viola Devonshire Park. Effie reports that Kendra Goldsborough from the Four Seasons Bookstore was the featured speaker. This event was well attended with 20 people showing up to enjoy Kendra's insight. Effie expressed gratitude to the residents of Shepherd Village for their beautification of the park; Lori, Jenny, and Cheryl for their contributions to the refreshment table; and Kendra for an informative and fun program.

g. Public Restroom

i. Possibility of a New Grant Opportunity. Marty reports that the Mayor has informed about upcoming grant opportunities. The deadline for these grants is in December.

h. Library Park

i. Possibility of seating behind the Market House. Marty, & Lori reported that there has been discussion and movement in the past by Public Works about closing the public street behind the Market House building and using it as a public space with tables and chairs. Concerns about safety and budget are foremost. Committee would like to remain in the loop with Town Council, Public Works, etc., and for the conversation to continue.

6. New Business:

i. Attendee Linda Spatig ask if a pickleball court can be installed/incorporated on at least one of the existing basketball courts at either Bane-Harris Park and/or Viola Devonshire Park. The idea is to procure removable nets and paint boundary lines. The Committee will put the idea on a future agenda.

ii. The date of the November monthly meeting will be moved to November 29, 2022.

7. Next Meeting: October 25, 2022 - 6:00 pm - Location: Town Hall.

8. Adjournment

MOTION to adjourn meeting made by Marty and seconded by Lori. Passed unanimously.

Adjournment: 6:55 pm.

Respectfully Submitted by Secretary Effie Kallas.

Approved by Cheryl Roberts, Chairperson

Shepherdstown Tree Commission Draft Minutes

Thursday, September 15, 2022

6:00 p.m. [SEP] Town Hall [SEP]

1. **Members Present:** Lori Robertson – Chair, Frank Welch, James Dillon, and Jenny Haynes.

Absent: None

2. **Call to Order:** L. Robertson called the meeting to order at 6:02 p.m.

3. **Approval of August 11, 2022 draft minutes.**

- a. J. Haynes – move to approve August 11, 2022 Tree Commission minutes. Second by F. Welsh. No objections noted.

4. **Visitors:** Deb Pearson

5. **Public Comment:** None

6. **Unfinished Business-**

- a. Verbiage for Comprehensive Plan –input from Commission. Pending.

- b. Tree wells – Public Works – Flexipave update for Devonshire. UPDATE L. Robertson –reached out to Noble who stated that the Devonshire would be bumped up on their list of scheduled jobs. Still no definitive date.

- c. Monarch Way Station – the way stations need to be weeded and cleaned up. Will plant the asters after this week's heat wave. James to try to provide more plants for the beds.

- d. 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.

e. Sage Place – James suggested planting perennial evergreen plugs in 1-2 years – Eastern Star Sedge. Time to plant these – UPDATE

James found a better variety of Sedge called Social. There are 9 trees to plant around he suggests 2 flats of plugs split between 3 tree beds for a cost of about \$125 a tree. We will move forward to get 3 trees done. He will also reach out to Sage Place residents to see if they are interested in doing the actual planting with our guidance.

f. SU hill –planting in the fall of 2022 – Black Chokeberry. Start with the first set of trees. James will go ahead and order 5. UPDATE

Frank noted that one of the current trees has died. The Chokeberry are bushes that are to go in-between the trees. He has ordered them.

g. Thirty Seasons – UPDATE

Lori stated that Thirty Seasons is doing a good job. They require a little guidance and are very receptive to that.

h. Tree Inventory – we need to know what the ROW is in the alleys – ask Frank and Chazz. UPDATE

The ROWS are all different – none are the same.

i. Rumsey circle – move Red Rage Black Gum – time to do now.
UPDATE
The tree will be relocated in October.

j. Red Maple in front of Town Hall – put a plaque “In Honor of Pete Spaulding” Lori to reach out on FB to chat with those who had worked with Pete. We need to go ahead and order it.

k. There is a Gingko that needs to be replaced with a different gender as it stinks. James to order a Red Rage Black Gum. UPDATE

James has determined that there is a better tree to put here – Tupelo Tower. He will order it now. We may have to remove a few extra bricks to

accommodate the larger size.

- l. Corner of New and King by the Baach's home – order large Elm -
UPDATE

James has ordered a 30-gallon Accolade Elm. He will let Lori know how much and how tall.

- m. Judy Kernek – town tree in alley behind her home covering her old boxwood – needs to be trimmed off of it. Bartlett to do. UPDATE

DONE

- n. Ralph Doty – 101 N. Princess St – Bartlett to trim – UPDATE

Frank to double check on this one.

- o. Impeded view pulling out by Jim Getz home onto Duke from Alley – flowers and tree. UPDATE

Lori emailed them to say that the tall flowers are a hazard to vehicles trying to pull out onto Duke St.

- p. Parks& Rec – request to remove dead limbs at Bane Harris Park - DONE

- q. 101 N. Princess St. Ralph Doty – limbs on roof – UPDATE
Frank to double check on this.

- r. Trimming in alleys for overgrowth-UPDATE
Public Works has been doing a great job of this and has trimmed a lot.
Bartlett will do the rest.

- s. Lost Dog Tree – trim – trees on roof and in wires. Bartlett to put it on their schedule. UPDATE

Bartlett came unannounced this week to trim the tree and to cut the branches off of the roof of the Lost Dog building. In doing so they had to close the sidewalk. Lost Dog was upset that they had no notice. Lori spoke with Lost Dog and Bartlett. From now on if Bartlett has to close the sidewalk in front of a business, they will let us know, so we can let the business know the day before.

- t. Dead trees on Washington St., and the corner of Washington and

Church streets – replacement trees –

There is no room for a replacement tree at the corner or Washington/Church. The area in front of Matt Staubs new purchase needs a replacement tree, however with the construction it's best to put off the planting for this year. The grounds aren't being maintained so anything planted in the area will be overgrown. Lori to speak with Matt.

u. Rumsey park wall – Viking – UPDATE

Lori noted that Hank Walter paid for Viking to clear the vegetation on the other side of the wall. They did a great job. Bartlett came and removed the vegetation on the other side of the wall from the upper portion in front of the monument.

v. Derek from Bartlett – invite to October meeting

7. New Business:

a. Frank mentioned the Viking would like to do more work in town. We will keep that in mind.

b. Judy Kernek – emailed that the Japanese Silk Lilacs in New St in front of the Hammer's home need serious pruning.

Lori – Bartlett just pruned all of New Street 1 ½ months ago and the Lilacs have new trim cuts on them. The declining foliage is normal this time of year.

c. Frank presented a letter from Bob Hanna, the WV Forester, regarding Arbor Day trees for 2023. He asked for 3 choices. James suggested an Allegheny Serviceberry, a Pink or Red Dogwood, or a Winterking Hawthorne. Frank will let Bob know before October 3rd.

d. Deb Tucker - - 300 W. High Street – requests that the stump be removed and new tree planted. There is a power line that is not in the way. She would like a tree with some pretty fall color, maybe a Kousa Dogwood. The area gets a lot of sun. Lori mentioned that normally stumps aren't removed due to the cost. Dogwoods don't do well in hot sun. James suggested a Tupelo Tower tree – gets 40 feet. He can get a 15-25 gallon pot. Deb was happy with the

choice. James to order now.

****** Lori noted how appreciative she is to the members of the Commission. Frank does so much work behind the scenes. James is always available and at the ready with his knowledge. Jenny always brings her energy and input. It's a pleasure to work with everyone. We will meet in October and take a break from November until resuming in March 2023.

8. Maintenance/Misc. - Fall 2022 - UPDATE

9. Adjournment:

**J. Haynes – if there are no objections, the meeting is adjourned at 7:10 p.m.
Second by J. Dillon. None noted.**