

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, February 14, 2023

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 January 3 and 10, 2023
3. **Public Comment Period**
 - a. Persons who have registered to address Town Council.
4. **Visitors**
 - a. Phil Baker-Shenk – Comprehensive Plan Update
 - b. Natalie Friend -Shepherdstown Farmers Market
 - c. Jennifer Wabnitz – Back Alley Tour and Tea
 - d. David Muchow- “The 7 Secret Keys to Startup Success”
 - e. John Loeffler – Shepherdstown Vanity License Plates

5. Public Hearings

- a. First Reading Of An Ordinance Authorizing Amendments To And Readoption Of The Tariff For All Users Of The Sewer System Of The Corporation Of Shepherdstown

6. Unfinished Business

- a. Market House -review and approval of criteria for occupants and draft application (vote needed)
- b. Town Administrator update

7. Old Business

8. New Business

9. Reports of Committees

A. Finance Committee

1. Meeting minutes of January 27, 2023
2. Recommendations: NONE
3. Review and approval of Corporation Financials

B. Parking Committee

1. No meeting in January 2023
2. Recommendations: NONE

C. Police Committee

1. No meeting January 2023
2. Recommendations: NONE

D. Public Works Committee

1. Meeting minutes of January 30, 2023 – not available
2. Recommendations: NONE

E. Parks and Recreation Committee

1. No meeting in January 2023
2. Recommendations: NONE

F. Grants Committee

1. Meeting minutes of January 2023 – not available
2. Recommendations: NONE

G. Age Friendly Committee

1. Meeting minutes of January 2023
2. Recommendations: NONE

10. Report of Commissions and Boards

A. Tree Commission

1. No meeting in January 2023
2. Recommendations: NONE

B. Water and Sanitary Board

1. Meeting minutes of January 26, 2023 – not available
2. Recommendations: NONE

C. Historic Landmarks Commission

1. Meeting minutes of January 2023 – not available
2. Recommendations: NONE

D. Planning Commission

1. Meeting minutes of January 2023 – not available
2. Recommendations: NONE

E. Board of Appeals

11. Mayor's Report

Special Town Council Meeting Minutes

Tuesday, January 3, 2023

5:00 p.m.^[L]_[SEP]

Town Hall

104 North King Street

Also being streamed on the town's Facebook page "Shepherdstown,
West Virginia"
DRAFT

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

Absent:

Staff: Amy Boyd – Town Clerk, Frank Welch – Public Works Director, Andy Beall – Zoning Officer

Visitors: – Steve Pearson, Mark Kohut, Nancy Stewart, Elise Baach, and Marianne Alexander.

Agenda:

1. Call meeting to order^[L]_[SEP]

Call the meeting to order by Mayor Auxer at 5:01 p.m.

2. Market House Update –

Mayor – a pipe burst in the Markey House (MH) –the floors have been mopped and the doors opened to air out the building. The water was running out the front door. The water and electric were shut off immediately. The floors are now dry but the walls are still damp. The insurance company has been notified and an adjuster is coming.

- An inspection for a certified roofer has inspected the roof – it needs to be scraped, sealed, and repainted. We do not need a new roof. Looking at \$7,300K. We will move forward with Mr. Weller.

- Once the adjustor comes, an electrician will be needed at the renovation stage.
- L. Rampy consolidated all of the information – thank you. Do we want to do the 1st floor, rent it out, and then concentrate on the second floor.
M. Amerikaner – with the work being done on the 2nd floor, will it be too loud for the renters on the 1st floor?
L. Robertson – likes the idea of doing the 1st floor and getting it rented to generate some income to put back in the building.
J. Haynes – thinks the Visitor's Center should be in there.
L. Rampy – we need to look at the criteria and come to a consensus.
C. Stroeck – also base our consensus on suggestions from residents and others.

Went through each criteria item:

- Shelves not a sticking point
 - Proven record of accountability (not in this to make a big profit – just to help with maintenance.)
 - Recommendation – library use
- * We need to consider the capacity load for the 2nd floor, accessibility, and info from the Fire Marshall.
 - * Possibly create a separate entrance in the back to allow people not going through the 1st floor tenant space.
 - * A contact person/project manager – C. Stroeck offered to help M. Amerikaner, F. Welch, and A. Beall.
 - * The bathroom needs to be evaluated by contractors – A. Beall has started this.

Mayor - we will get the criteria and recommendations separated out. L. Rampy will help with the tenant application and help C. Stroeck.

Time frame – get the consolidation and application done now – try to have by 2/14 council meeting. Applicants will come to

council. Criteria was informed by the survey. The building needs to be safe and secure. The Mayor will call the roofer to get started. We will have separate meetings for potential tenants with council.

**L. Robertson- move to adjourn at 5:59 p.m. Second by C. Roberts.
No objections noted.**

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

Shepherdstown Town Council Meeting Minutes
Tuesday, January 10, 2023
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, Leah Rampy, and Cheryl Roberts.

Absent: Chris Stroeck

Staff: Town Clerk Amy Boyd, Director of Public Works Frank Welch, Chief Mike King, Officer Bryce Dickens, and Officer Dave Kelvington.

Visitors: Harvey Heyser, Steve Pearson, David Decker, and Bob Keller.

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 December 13, 2022.

L. Rampy- move to approve Town Council Draft Minutes of December 13, 2022. Second by M. Amerikaner. No objections noted.

Agenda Item 3 – Public Comment Period:

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

Agenda Item 4 - Visitors:

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

- a. Steve Pearson – Experience Shepherdstown Budget
We have started talking about doing events again. He explained the budget. COVID kept events away longer than expected. The Jefferson Co. CVB opened on King Street and rent was paid out for that space. In early 2020 the calendar year was changed to a fiscal year, same as the corporation. Hotel/Motel tax is going to the CVB. What relationship does the town want to have with Experience Shepherdstown?
L. Rampy inquired about members of the board and Steve referred her to the events recap portion. Looks like there is \$14K going into events.
S. Pearson – Grants are always looked into and we get grants from the CVB. We are a 501c6. Dogfest restrooms were pricey. At one point the CVB was going to do the website, but that didn't happen. The Shepherdstown Visitor's Center wanted their own website.
L. Robertson – is there a membership for businesses?
S. Pearson – that kind of fell apart when it was done years ago.
L. Rampy – thanks for persisting.
Mayor - ask the board if L. Robertson can attend meetings as the Council rep.
- b. David Kelvington – new Police Officer – introduction
Chief King introduced Officer Kelvington. He has 38 years of experience and is a familiar face around town from the Shepherd Police Department. We are thrilled to have him.
- c. David Decker – Decker and Associates – sewer rate increase
D. Decker – is our water/sewer accountant. Rule 42 is required when requesting a rate increase. He referred to two main pages - 20 & 29 when presenting. Cash Flow Analysis – the Sewer Board requires that we put money in a fund; it's like a forced savings account to fund what we need, in our case a \$207,363 deficit. Revenue was down and expenses were up. The sewer membrane at the plant helped to create that deficit. Membrane costs have increased and he has spread those costs out. The state wants us to have a reserve that equals 1/8 of our operating costs, and it is an annual requirement. The reserve can be used for maintenance and non-recurring expenses. In order to generate the \$230K revenue, we will need a 19% rate increase. The forced savings will generate 9-10% of the 19% rate increase.

It's been 12 years since we have had a rate increase and we weren't aware of the unexpected maintenance costs. The membranes were supposed to last 7 years and they did that. There are 4 banks of membranes with 8 membranes in each bank. We didn't want to have to increase a bill if we didn't have to.

M. Amerikaner – how do we compare to other municipalities?

L. Robertson – they don't have our sophisticated system.

Mayor – ours is state of the art. Our population doesn't grow as quickly.

B. Keller – member of the Sewer Board – new construction might tap into our water but not necessarily our sewer system.

H. Heyser – Sewer Bd. Member – rate increases are always painful for customers but doing it during COVID would have been worse.

Agenda Item 5 – Public Hearings:

- a. Second Reading To An Ordinance Re-Enacting Section 9-207 Of Chapter 2 Of Title 9 Of The Code Of Shepherdstown, West Virginia, To Prohibit Driveways That Cross Public Sidewalks.

Mayor – those that are existing and currently approved are grandfathered in.

C. Roberts – move to approve the Second Reading To An Ordinance Re-Enacting Section 9-207 Of Chapter 2 Of Title 9 Of The Code Of Shepherdstown, West Virginia, To Prohibit Driveways That Cross Public Sidewalks.

Second by J. Haynes. No objections noted.

- b. Second Reading To An Ordinance Re-Enacting Section 11-405 Of Chapter 4 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To prohibit Driveways That Cross Public Sidewalks.

J. Haynes – move to approve the Second Reading To An Ordinance Re-Enacting Section 11-405 Of Chapter 4 Of Title 11 Of The Code Of Shepherdstown, West Virginia, To prohibit Driveways That Cross Public Sidewalks. Second by L. Rampy. No objections noted.

- c. Second Reading To An ordinance Section 9-902 Project Permits.

L. Robertson – move to approve the Second Reading To An ordinance Section 9-902 Project Permits. Second by L. Rampy. No objections noted.

Agenda Item 6 – Unfinished Business:

- a. Market House – update
F. Welch – a pipe burst on the 2nd floor with water running out the front door. We got the water turned off and placed dehumidifiers on the 1st floor to decrease the chance of mold forming. Water soaked the sheetrock in the walls. This Thursday, an adjustor from the insurance company is coming to assess to see what we need to do. We may have to gut it – we don't know yet. We will then get our own contractors. The roof is being repaired starting tomorrow.
- b. Short-term rental – update
Mayor – He met with the municipal league who will be meeting with the legislature, and will get back to us.

Agenda Item 7 – Old Business:

- a. a. Training for Elected and Appointed Town Officials –
January 19, 2023 at 5:30 p.m. Shepherd University Byrd Center.

Agenda Item 8 – New Business:

- a. Town Administrator Job Description –
Mayor – this is asking for approval of the job description. Leah and Amy will help create the ad.
L. Robertson – we are so appreciative of our current staff. Our (the Personnel Committee) goal has always been to marry the administrator's position with the current staff. We miss out on a number of opportunities because we don't have a dedicated person to do some of these things. Our current staff is very busy, as is the mayor, and all are being stretched thin.
M. Amerikaner – move to approve the job description and to move forward in listing the position. Second by L. Rampy. No objections noted.

- b. Finance Committee – explanation of financials on January 27 at 10:45 a.m.

Agenda Item 9 – Mayor’s Report:

- The town is looking trashy as it does this time of year. Please pick up trash and after your dog.

Agenda Item 10 – Reports of Committees:

A. Finance Committee:

1. No meeting in December 2022
2. Recommendations: None
3. Review and approval of Corporation Financials
 - * No action taken

B. Parking Committee:

1. No December 2022 meeting
2. Recommendations: None

C. Police Committee:

1. No December 2022 meeting
2. Recommendations: None

D. Parks and Recreation Committee:

1. No Meeting in December 2022
2. Recommendations:
 - a. None

E. Public Works Committee:

1. No Meeting in December 2022
2. Recommendations: None

F. Path Advisory Committee

1. No meeting in November 2022
2. Recommendations:

- a. None

G. Grants Committee

- 1. No meeting December 2022
- 2. Recommendations:
 - a. None

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

1. Historic Landmarks Commission:

- 1. No Meeting in December 2022
- 2. Recommendations:
 - a. None

2. Planning Commission:

- 1. No Meeting in December 2022
- 2. Recommendations: None

3. Tree Commission

- 1. No Meeting in December 2022
- 2. Recommendations: None

4. Water and Sanitary Board:

- 1 –Meeting minutes of December 1, 2022 - not available
- 2 – Recommendations:
 - a. Sewer Rate Increase

5. Board of Appeals

- 1. None scheduled.

J. Haynes – move to adjourn at 8:02 p.m. Second by L. Rampy. No objections noted.

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

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

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

Organization:	Shepherdstown Farmers Market
Contact Name:	Natalie Friend
Mailing Address:	6274 Middleway Pike
City, State, Zip:	Kearneysville, WV 25430
E-mail Address:	natalie.grantham.friend@gmail.com
Daytime Phone:	
Evening Phone:	
Cell Phone:	304-279-2471

<p>1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i></p> <p>2.) Has this event been held in Shepherdstown in the past?</p>	<p>Shepherdstown Farmers Market</p> <p>Farmers Market on S King Street</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><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></p>
<p>3.) Is this a "one-time" event?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NO</p>
<p>4.) Date and Time of Event: <u>03</u> / <u>19</u> / <u>2023</u></p> <p>4a.) Set Up Time <u>1 hour</u></p> <p>4b.) Tear Down Time <u>1 hour</u></p>	<p>From: _____ To: _____</p> <p><u>9am</u> am/pm <u>1pm</u> am/pm</p> <p>March 19, 2023-December 17, 2023 on Sundays from 9am-1pm</p>

5.) Park Requested, if applicable: No	<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> S King Street from German Street to New Street			
7.) Is event open to the public?	<input type="checkbox"/> Yes YES		<input type="checkbox"/> No	
8.) What are the parking arrangements?	Street Parking and or Public Parking			
<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 type="checkbox"/> Other: Explain Acoustic Music will be played			
10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No Yes, Vendors Use tents to cover their stalls			
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Yes			
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 type="checkbox"/> No YES			
13.) Will event participants be charged a fee? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Yes. \$230 yearly			
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i> No admission charged	<input type="checkbox"/> Yes <input type="checkbox"/> No 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: Natalie Friend		Phone: 3042792471	
	Name: Megan Webber		Phone: 3017307835	
17.) Check any Town assistance needed:	<input type="checkbox"/> Electric	<input type="checkbox"/> Police Cars Towed	<input type="checkbox"/> Public Works	
	<input type="checkbox"/> Recycling	<input type="checkbox"/> Other		
18.) Will alcoholic beverages be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No NO			
<i>If yes, the Shepherdstown Open Container Ordinance must be suspended by action of the Town Council for this day's event.</i>	<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?	Brings people to town to shop
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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

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: Natalie Grantham Friend
Date: 1/24/2023

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

<p>Rental Fee: \$ _____ <input type="checkbox"/> Cash</p> <p>Date Paid: _____ <input type="checkbox"/> Check</p> <p><input type="checkbox"/> Approved</p> <p>Approved by: _____</p> <p>Title: _____ Date: _____</p>	<p><input type="checkbox"/> Denied</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Corporation of Shepherdstown



Event/Park Request Form

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

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

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

Organization:	Shepherdstown Community Club
Contact Name:	Jennifer Wabnitz
Mailing Address:	PO Box 463
City, State, Zip:	Shepherdstown WV 25443
E-mail Address:	duckripler1@frontier.com
Daytime Phone:	
Evening Phone:	
Cell Phone:	304-995-6689

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i> 2.) Has this event been held in Shepherdstown in the past?	2 day walking tour of back alleys and gardens
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<i>If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the current requested event</i>
3.) Is this a "one-time" event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4.) Date and Time of Event: May 20/23/ → / May 21 /23	From: _____ To: _____
4a.) Set Up Time 8 am	_____ am/pm _____ am/pm
4b.) Tear Down Time 6 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?	JSB / Shep University			
<i>Please explain.</i>				
9.) Will entertainment be involved? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, give details w/# groups, type of music, time of performance(s) etc. See Noise Ordinance</i>	<i>Any entertainment must be approved by the Town Council.</i>			
	<input type="checkbox"/> Live Band	<input type="checkbox"/> DJ	<input type="checkbox"/> Radio/CD Player	<input type="checkbox"/> Other: Explain
10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
\$30 / person				
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Cost \$30 / person				
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: Jen Wabnitz		Phone: 304-995-6689	
	Name: Karen Macker Kinnett		Phone: 304-261-4811	
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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<i>If yes, the Shepherdstown Open Container Ordinance must be suspended by action of the Town Council for this day's event.</i>		<i>If yes, you must contact the WV Alcohol Beverage Control Commission to obtain a "one day" license.</i>		

The Funds we raise helps to
maintain Morgan's Grove Park
and the War Memorial Bldg.

19.) How will this event benefit
Shepherdstown?

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

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: 1-25-2023

J M Wabnitz

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: Jennifer Wabnitz

Phone: 304-995-6689

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

FOR OFFICE USE ONLY

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

Checklist

(To be completed by the Corporation of Shepherdstown)

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

Shepherdstown Community Club held the Back Alley Tour and Tea on May 21 and May 22 in 2022. Covid restrictions prevented it in 2021 and 2020. Prior to that it has been held annually for almost 30 years.

There had been some concern about pedestrians crossing roads. (like Duke St.) We have carefully planned the route to avoid as many dangers as we can.



Shepherdstown W. VA – A Great Place To Live Or Visit!

A Super friendly small town with great stores, culture, restaurants, and a beautiful river park!

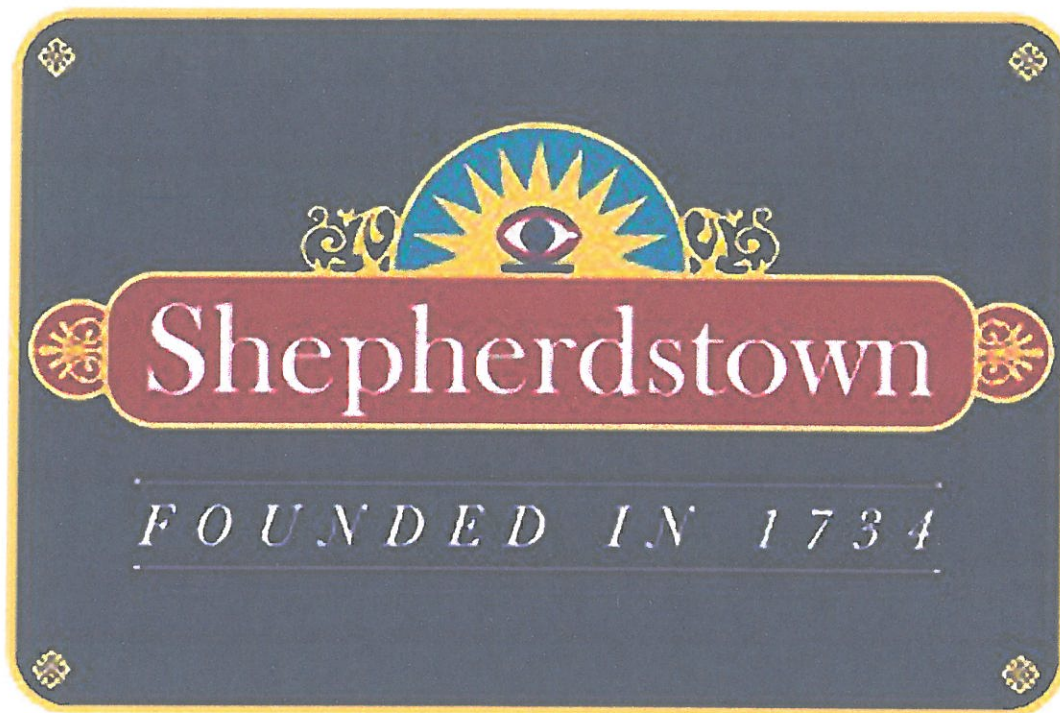
Now featured in an Amazon Best Seller!

What to do in Shepherdstown? There's lots to see and do -- but for something different, see Kendra Goldsboro at Four Seasons Books on Market Street and pick up *The 7 Secret Keys to Startup Success*. Turn to page 106 and follow the story. Walk down Princess Street past the 1790 Pump House (maybe the early version of a laundromat) at 107 Princess. Across the street, see the Town Run disappear under the sidewalk as it heads to the Potomac River. Then find the nearest restaurant. Spoiler alert -- it's the Blue Moon Café -- where you can see the Run magically reappear inside!

Ask Trisha to take you to the Café's garden. It's beautiful and rustic. Think Tuscany. Cows could graze there and they'd fit right in. Go down the stone steps to the sunken garden. There you'll see the best table in the house, snuggled next to the brook. It's where (in the book) the mysterious fashion heiress, Scarlett, met the vulnerable Professor Scooter Magee over a romantic dinner. Try to guess what she's really up to (what Scarlett's up to, not Trisha)!

if you're lucky, you'll run into Jim Auxer, the long-time mayor -- the friendliest guy around, having lunch with entrepreneurs Drs. Ben Martz and Jim Dovel, Business Administration faculty, at Shepherd University. After lunch, shop some more, then head downhill on Princess Street past Shepherd's Mill to the hidden Riverfront Park on the Potomac, take a river trail, find a quiet spot, and simply enjoy!

Fun and beautiful! Shepherdstown is one great town!



SHEPHERDSTOWN VANITY LICENSE PLATES

January 31, 2023

The Rotary Club of Shepherdstown

Community Service Committee

The Rotary Club of Shepherdstown

Community Service Committee:



There are currently two versions of the Shepherdstown Identity License Plate found on local vehicles today, both with the message 'Founded in 1762':

- The oldest has a Yellow background with blue lettering. Recently the plate has been offered with the date 1734.
- 250 Years Celebration of the Town's "founding" first offered in 2012.

In 2012, the Rotary Club of Shepherdstown undertook a public initiative to erect an appropriate Welcome Sign on N. Duke St. greeting travelers from Maryland crossing the James Rumsey Bridge into Shepherdstown, WV. The Bavarian Inn approved the placement of the sign on its property. With financial backing from local businesses and citizens the Welcome Sign was officially completed and commemorated in September 2013.

With the guidance of Dr. James Price, the 'founding' date on the Welcome Sign was confirmed as 1734. The Town was first incorporated in 1762 as Mecklenburg and in 1798 the name was changed to Shepherds Town in honor of Thomas Shepherd, the Town's Founder.

Rotary had the assistance of a graphic designer in creating the image on the sign. See attached notes.

Jay Hurley took the lead in placing a second Welcome Sign at Hurley's General Store for those entering Town via Rte. 230 Shepherdstown Pike. With the two Welcome Signs now in place Rotary believes it is an appropriate time to consider projecting a unified image for our Town with a new vanity license plate displaying the image as it appears on the welcome signs.

Rotary proposes to offer the new plates for sale to the public.

Design Narrative from Bob Shelley*:

The Shepherdstown Welcome sign was designed in a manner that honored community input while emphasizing the strongest design elements of existing signage in the town. As a designer I saw those as:

- ?? Colonial elements of color, typography, and content
- ?? Desired use of blue and gold
- ?? The need to present well in the stone and landscaped surroundings

To that end I offer this final rendering with the following notes:

- ❖ Blue and gold are primary colors but presented in a manner that is distinct from both Shepherd University and the Bavarian Inn. We begin to strengthen the brand of the Town through color without confusing the various institutional entities within the town. We honored the community's strong desire to have the color red be prominent in the sign.
- ❖ The Odd Fellows Eye from the library was chosen as the defining graphic element because it offers a distinct representation from the town by using one of its oldest and most prominent colonial images. For more information about this symbol, please visit the library's website at this link and see the section at the bottom of the page titled "Why the Eye?"
- ❖ The filigree details were common in woodcuts of the era and frequently used in retail signage.
- ❖ The typeface is Baskerville and is of a classic style that offers strength and clarity while maintaining the colonial feel of the sign. Its thick strokes complement the sunburst element of the Eye.

*At Shelley Design, we create distinctive brand identities . . . leveraging our experience, creativity and knowledge, we offer a strategic approach to building your *identity*.

Shepherdstown
Recognizes
Welcome Sign Supporters

**Tom Miller
Smallwood
& Small**
Insured success
with the "E" for
Erie Insurance

**Gina Miller
Millers Electric**
provided the "S"
with a contribution
of Solar Lighting

Dr. Brian Palank, DDS
Brought the "O"
with Oral Hygiene in mind

Tom Reilly
Accurate Systems
Erie Lewis
Ours Lawyer Lewis
Dabney Chapman
Craig & Roy Winkie
Jim Price
"N" for Neighbors who
helped complete
the funding



Shepherdstown

**Corporation of
Shepherdstown**
Contributed the "SH"
for Shepherdstown
to start the project
on the right footing

Bob & Tia McMillian
of Jefferson Distributing
the "P" for Pilseners
and the AB Brand

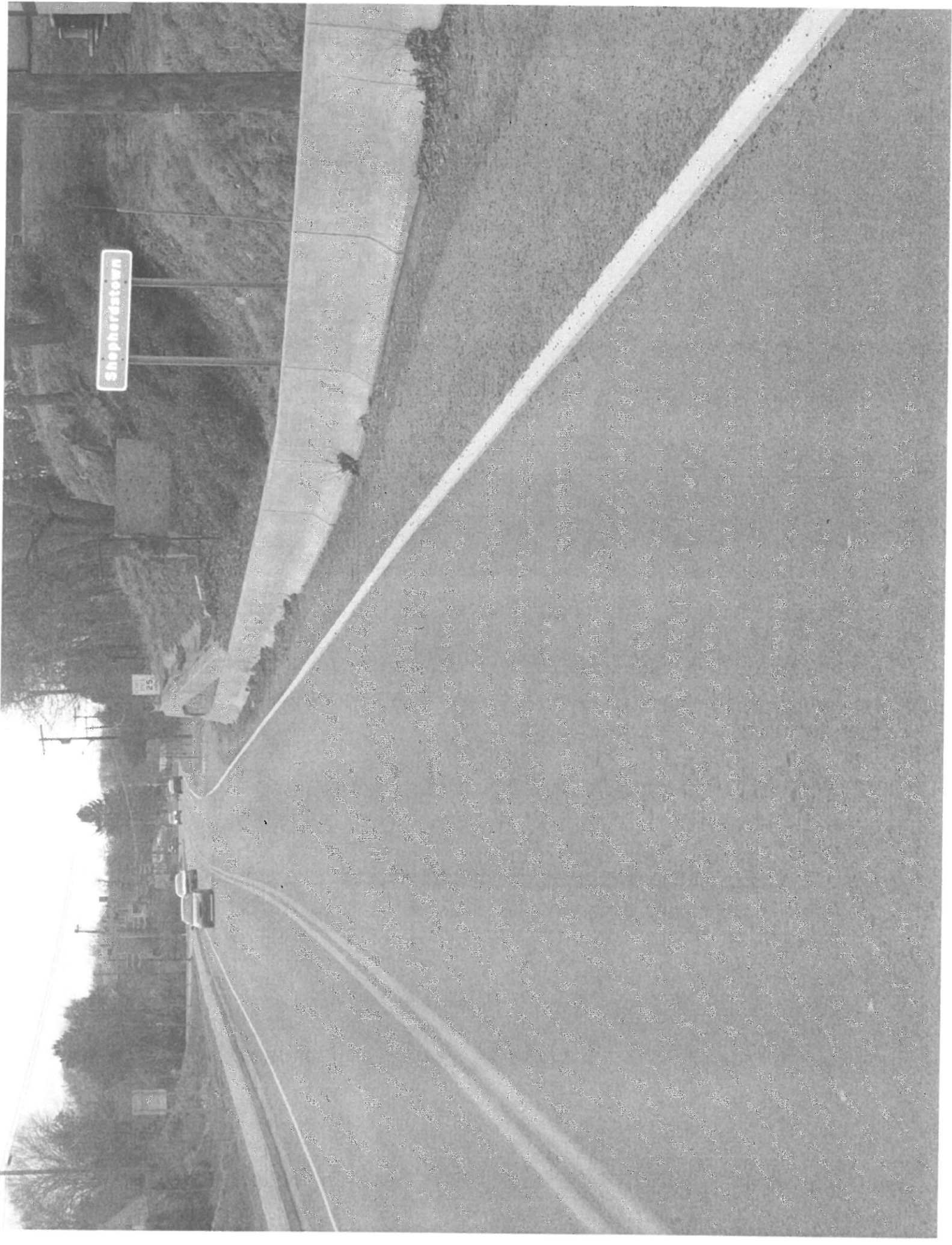
Shepherd University
Classes 2009, 2010,
2011 & 2012
Rams of Shepherd U.
brought the HERD to
Shepherdstown

**The Station at
Shepherdstown**
Delivered the
"T" for Trains

**Rob Hoxton
Hoxton Financial**
Invested in "W" for
Wealth Management

Rotary Club of Shepherdstown Project Facilitator

Designed by Shelley Design www.shelleyjc.com



**AN ORDINANCE AUTHORIZING AMENDMENTS TO AND READOPTION OF THE TARIFF FOR
ALL USERS OF THE SEWER SYSTEM OF THE CORPORATION OF SHEPHERDSTOWN**

APPLICABILITY

Applicable to entire territory served.

AVAILABILITY OF SERVICE

Available for sanitary sewer service.

- (I) RATES (based on metered amount of water supplied or water supplied.)
- | | | |
|----------|-------------------------------|---------------------------|
| First | 2,600 gallons used per month | \$15.76 per 1,000 gallons |
| Next | 7,400 gallons used per month | \$14.80 per 1,000 gallons |
| All over | 10,000 gallons used per month | \$12.91 per 1,000 gallons |

- (I) MINIMUM BILL
- | | |
|------------------------|-----------------------|
| 5/8 inch meter or less | \$ 40.98 per month |
| ¾ inch meter | \$ 61.48 per month |
| 1 inch meter | \$ 102.46 per month |
| 1 – ¼ inch meter | \$ 149.59 per month |
| 1 – ½ inch meter | \$ 204.95 per month |
| 2 inch meter | \$ 327.90 per month |
| 3 inch meter | \$ 614.83 per month |
| 4 inch meter | \$1,024.70 per month |
| 6 inch meter | \$ 2,022.98 per month |

DELAYED PAYMENT PENALTY

The above tariff is net. Any account not paid in full within twenty (20) days of the date of bill, ten percent (10%) will be added to the amount due. This delayed payment penalty is not interest and is only to be collected once for each bill where it is appropriate.

- (I) CONNECTION CHARGE

The fee for new residential sewer connections will be a \$600.00 hook-up fee and a \$2,808.00 Capacity Capital Cost Fee for a total of \$3,408.00 per new residential sewer connection; and the fee for new commercial sewer connections will be a \$600.00 hook-up fee and a Capital Capacity Cost Fee to be determined by multiplying the residential usage equivalent prescribed by this ordinance by the sum of \$2,808.00.

The residential usage equivalent for capacity improvement cost fee shall be as indicated in the attached table.

(I) Indicates increase

SECURITY DEPOSIT

A refundable security deposit of 1/12 the annual estimated annual charge for residential service or 1/6 for all other services shall be required prior to service being connected or reconnected (if warranted). Said deposit will be refunded (with interest as stated in Rules) after 12 consecutive months of on time payments.

(I) RETURNED CHECK CHARGE

Whenever a check is returned for insufficient funds, a service charge of actual cost to the utility (not to exceed \$30.00) shall be charged.

(I) RECONNECTION CHARGE

\$50.00

LEAK ADJUSTMENT INCREMENT

An incremental charge of \$1.00 per M gallons shall be charged for all sewer billed in excess of the customer's historical average usage.

First Reading:
Second Reading:
Adoption:

MAYOR

RECORDER

(I) Indicates increase

CAPACITY CAPITAL COST FEE

<u>Unit</u>	<u>Residential Equivalent Gallons/Day</u>	<u>Usage Equivalent</u>	<u>Cost/Usage Equivalent 1 EDU = \$2,808</u>
Industry			
General Industry	15/person/shift	0.1/person/shift	\$ 281
Warehouse	15/employee	0.1/employee	\$ 281
Institution			
Hospital	250/bed	1.67/bed	\$4,689
Nursing Homes	150/bed	1/bed	\$2,808
Others	75/person	0.5/person	\$1,404
Churches with kitchens	8/member	0.05/member	\$ 140
Churches without kitchens	2/member	0.013/member	\$ 37
Residence			
Single family detached	150/unit	1.0/unit	\$2,808
Single family attached	150/unit	1.0/unit	\$2,808
Apartments	150/unit	1.0/unit	\$2,808
Mobile Home	150/unit	1.0/unit	\$2,808
Condominium	150/unit	1.0/unit	\$2,808
Bed and Breakfast	150/unit	1.0/unit	\$2,808
School			
Day, no cafeteria	15/pupil	0.1/pupil	\$ 281
Day with cafeteria	18/pupil	0.12/pupil	\$ 337
Day with cafeteria/showers	20/pupil	0.133/pupil	\$ 373
Boarding	75/pupil	0.5/pupil	\$1,404
Dormitory	75/student space	0.5/pupil	\$1,404
Commercial			
Service Station	500/set of pumps	3.33/set of pumps	\$9,351
Shopping Center	16/100 sf of sales	0.12/100 sf of sales	\$ 337
Swimming Pool	10/swimmer design	0.067/swimmer design	\$ 188
Theatre	3/seat	0.02/seat	\$ 56
Fast Food Restaurant	35/seat	0.23/seat	\$ 646
Bowling Alley	200/alley	1.33/alley	\$3,735
Food Service	32/seat	0.213/seat	\$ 598
Laundry Self Service	250/washer	1.67/washer	\$4,689
Bar & Cocktail Lounge	2/seat	0.013/seat	\$ 37
Tavern-no meals	2/seat	0.013/seat	\$ 37
Retail Stores	400/restroom	2.67/restroom	\$7,497
Hotel/Motel	120/room	0.8/room	\$2,246

Example Calculation:

A service station with 6 sets of pumps would pay \$9,351 per set of pumps or \$56,106 total. A set of pumps is one grouping on one side of a gas service island intended to serve 1 vehicle.

CRITERIA FOR OCCUPANTS OF THE MARKET HOUSE

The mission and activities of the organization(s) and the intended use(s) of the building must be consistent with the historic nature and central location of the building and contribute to the values and priorities of Shepherdstown.

Retail services will be discouraged as well as any services that would directly compete with present businesses.

The lessee(s) should have a track record of fiscal responsibility and general management of property.

The lessee must be flexible and accommodating to the community's needs, including but not necessarily limited to:

- allocating a portion of the space (approximately 86 sq. ft.) for the Shepherdstown Library book pick up and drop off and potentially 2-3 computer terminals for public use;
- allowing public access to an ADA restroom;
- potential allocation of space for local civic and non-profit organizations to promote events for the good of the community; and
- allowing second floor access for other uses to be identified.

We are seeking a lessee for the first floor; however, we are willing to discuss rental of both floors should that support your needs and meet the criteria outlined herein.

***** DRAFT APPLICATION – not formatted

Organization Name:

Address:

Phone:

Email:

Social Media links:

Individual Contact Name:

Address:

Phone:

Email:

Preferred Occupancy Date:

What is the mission of your organization?

Please explain your intended use of the Market House including all activities and anticipated business hours.

How do you see your purpose and use to be compatible with the historic nature of this building as well as its central location? How do you envision your presence will serve the Shepherdstown community?

What reassurances can you offer regarding your fiscal and management responsibility?

What opportunities or challenges do you envision in sharing the space with other organizations?

Do you have or anticipate any issues with the noted criteria?

What is your rent expectation?

What else would you like us to know about your interest in leasing the historic Market House?

DRAFT
FINANCE COMMITTEE
MINUTES

Friday, January 27, 2023

10:45 a.m.

Town Hall

1. Call to order at 10:53 a.m.
2. Members present: Mayor Auxer, Chris Stroeck
3. Staff and others present: Andy Beall, Amy Boyd, Beverly Bennett, Mike King, Dana Fogle (CPA)
4. Council present: Marty Amerikaner, Jenny Haynes, Leah Rampy
5. Reading/approval of minutes – Moved by C. Stroeck, second by C. Roberts, minutes approved. Unanimous.
6. Unfinished Business
 - a. Inventory List – no action
7. New Business
 - a. Review of the General Fund Financial Statements- the Town Council was invited to a “training session” to review the General Fund Financial Statements. D. Fogle reviewed each line item and discussion/explanation was provided where necessary. Revenues were first explained by the appropriate department heads followed by the expenses for each department being reviewed. Variants were explained. D. Fogle compiled a list of items that needed further review and/or correction.

It was suggested and agreed that a similar review should be done quarterly to discuss variants and the general well-being of the financials.
8. Mayor’s Report – no action

Meeting adjourned at 12:38 p.m.

Respectfully submitted,
Amy L. Boyd, Town Clerk

Corporation of Shepherdstown Coal Severance Balance Sheet

As of December 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
101C Coal Severance Checking 6208	21,883.09
Total Bank Accounts	\$ 21,883.09
Other Current Assets	
202C Accrued Receivables Coal	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 21,883.09
TOTAL ASSETS	\$ 21,883.09
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
290.50 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	18,463.83
Retained Earnings	
Net Income	2,419.26
Total Equity	\$ 20,883.09
TOTAL LIABILITIES AND EQUITY	\$ 21,883.09

Note

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

Corporation of Shepherdstown Coal Severance Profit and Loss

July - December, 2022

	Dec-22	YTD
Income		
310 Coal Severance Tax	0.00	2,120.84
Uncategorized Income	0.00	50.00
Total Income	\$ 0.00	\$ 2,170.84
Gross Profit	\$ 0.00	\$ 2,170.84
Expenses		
Total Expenses	0.00	0.00
Net Operating Income	\$ 0.00	\$ 2,170.84
Other Income		
380C Restricted Fund Interest Coal	48.57	248.42
Total Other Income	\$ 48.57	\$ 248.42
Net Other Income	\$ 48.57	\$ 248.42
Net Income	\$ 48.57	\$ 2,419.26

Note

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

Corporation of Shepherdstown

Balance Sheet As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF JUN 30, 2022 (PP)
ASSETS		
Current Assets		
Bank Accounts		
100.00 Housing Authority Checking 9559 (deleted)	0.00	1,544.08
101C Coal Severance Checking 6208 (deleted)	0.00	17,443.30
110 Lighting 2728	4,643.28	4,586.61
GENERAL FUNDS BANKING		
101.011 General Operating Funds 6209	3,357,291.37	4,905,248.00
Reserved Portion 6209	-3,851,136.03	-3,851,136.03
Restricted Portion 6209	-53,699.93	-53,699.93
Total 101.011 General Operating Funds 6209	-547,544.59	1,000,412.04
101.040 DR/CR Revenue Checking 8818	376,191.49	371,599.94
101.09 PoliceDR/CR Acct-all 6798	198,167.69	166,536.56
101.50 Payroll Checking 0471	22,475.17	13,812.95
102 Global (was WSG) 6039	1,424,143.20	958,303.70
106 Petty Cash		
106.01 Petty Cash Till-Town Hall	100.00	100.00
106.02 Petty Cash Till-Police Dept.	100.00	100.00
106.03 Change Fund-Billing Clerk	200.00	200.00
Total 106 Petty Cash	400.00	400.00
Total GENERAL FUNDS BANKING	1,473,832.96	2,511,065.19
RESERVED FUNDS BANKING 6209		
101.02 Video Lottery NT (JSB)		
VL NT Cap-Infrastructure-ALL	835,967.90	835,967.90
VL NT-Cap. Public Works Equip	6,568.00	6,568.00
VL NT-Capital-Police Equip.	35,582.47	35,582.47
VL NT-Operating Cash	2,213,606.98	2,213,606.98
VL NT-Sidewalks	40,000.00	40,000.00
VL-NT-Cap.-Tobacco Whs Impr.	86,132.12	86,132.12
Total 101.02 Video Lottery NT (JSB)	3,217,857.47	3,217,857.47
101.07 Contingency Fund	115,000.00	115,000.00
Video Lottery LVL- Operating	29,747.61	29,747.61
Video Lottery-Table Games		
VL-Table Games-All	488,530.95	488,530.95

Corporation of Shepherdstown

Balance Sheet As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF JUN 30, 2022 (PP)
Total Video Lottery-Table Games	488,530.95	488,530.95
Total RESERVED FUNDS BANKING 6209	3,851,136.03	3,851,136.03
RESTRICTED FUNDS BANKING		
101.031 Grants Funds-Other Grants	14,900.00	14,900.00
101.037 JC Bike Path Project Funds	2,731.48	2,731.48
101.039 Oil and Gas Tax	36,068.45	36,068.45
103 Customer Deposit Accounts 3194	120,955.15	107,303.50
105 Police Dept. Equip. Fund (JSB) 4986	11,287.16	11,149.39
Total RESTRICTED FUNDS BANKING	185,942.24	172,152.82
Parks & Recreation Hotel/Motel 5985	74,938.60	74,023.95
Special Fund		
ARPA 8097	432,857.13	427,573.96
Total Special Fund	432,857.13	427,573.96
Undeposited Funds	1,220.23	1,513.95
Total Bank Accounts	\$6,024,570.47	\$7,061,039.89
Accounts Receivable		
General Funds A/R		
108 Other Accrued Receivables		
108.01 NSF Check Receivables	-229.33	
Total 108 Other Accrued Receivables	-229.33	
109 Accrued Taxes Receivable		
109.01 Accr. Rec.-All Other Revenues	218,284.62	241,382.11
109.02 Accru Rec.-W/S Utility Tax-All	3,734.24	2,261.24
109.03 Deferred Property Taxes Rec.	17,281.79	17,281.79
Total 109 Accrued Taxes Receivable	239,300.65	260,925.14
111 Garbage Billing	0.00	
111.01 Garbage Billing-All	19,711.00	16,956.85
111.02 Recycling Billing-All	4,076.54	3,635.54
111.03 Allowance for Doubtful Accounts	-2,000.00	-2,000.00
Total 111 Garbage Billing	21,787.54	18,592.39
Total General Funds A/R	260,858.86	279,517.53
Total Accounts Receivable	\$260,858.86	\$279,517.53

Corporation of Shepherdstown

Balance Sheet As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF JUN 30, 2022 (PP)
Other Current Assets		
112.011 Tobacco Warehouse	5,261.00	5,261.00
202C Accrued Receivables Coal (deleted)	0.00	2,020.53
Due from Coal Severance	117.69	
Other Current Assets		
112.01 Prepaid Expenses	56,715.32	50,667.78
112.02 Supplies & Materials Inventory	5,194.47	5,194.47
112.07 Workers Comp Deposit	4,551.48	4,551.48
Total Other Current Assets	66,461.27	60,413.73
Total Other Current Assets	\$71,839.96	\$67,695.26
Total Current Assets	\$6,357,269.29	\$7,408,252.68
Fixed Assets		
General Fixed Assets (Gov-Wide)		
Accumulated Depr.		
131.10 Accum. Depr.-Buildings	-1,041,016.79	-1,041,016.79
132.10 Accum. Depr.-Other Improvements	-24,296.75	-24,296.75
133.10 Accum. Depr.-Equipment	-808,280.38	-808,280.38
136.10 Accum Depr-Infrastructure	-1,412,953.51	-1,412,953.51
Total Accumulated Depr.	-3,286,547.43	-3,286,547.43
Construction in Progress		
136.03 CIP-Infrastructure	5,503.02	5,503.02
Total Construction in Progress	5,503.02	5,503.02
Fixed Assets		
130 Fixed Assets-Land	894,254.11	894,254.11
131 Fixed Assets-Buildings	3,214,973.79	3,214,973.79
132 Fixed Assets-Other Impr.	44,605.00	44,605.00
133 Fixed Assets-Equipment	1,308,037.93	1,308,037.93
136 Fixed Assets-Infrastructure	3,262,661.09	3,262,661.09
Total Fixed Assets	8,724,531.92	8,724,531.92
Total General Fixed Assets (Gov-Wide)	5,443,487.51	5,443,487.51
Total Fixed Assets	\$5,443,487.51	\$5,443,487.51
TOTAL ASSETS	\$11,800,756.80	\$12,851,740.19
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
General Funds A/P		
201 Accounts Payable, Vendor	3,018.56	13,150.29
Total General Funds A/P	3,018.56	13,150.29

Corporation of Shepherdstown

Balance Sheet As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF JUN 30, 2022 (PP)
Total Accounts Payable	\$3,018.56	\$13,150.29
Credit Cards		
213 Purchase Card Payable	60,277.48	69,616.78
Credit Cards Payable	97.96	
Total Credit Cards	\$60,375.44	\$69,616.78
Other Current Liabilities		
140.01 DO-RHBT Payments Subsequer	-24,060.26	-24,060.26
140.02 DO - Change in Proportionate	-16,430.00	-16,430.00
200.02 EVCF Endowment Fund	0.00	-37,496.10
2104 PEIA Payable	968.00	
250.10 Net OPEB Liability	262,044.00	262,044.00
260 Accrued Compensated Absences	45,929.73	45,929.73
280.10 DI-Different Expected/Actual I	3,813.00	3,813.00
280.20 DI-Difference Proj/Actual Earn	4,911.00	4,911.00
280.30 DI-Changes/Differences Prop. S	15,979.00	15,979.00
280.40 DI - Changes in Assuptions	25,685.00	25,685.00
290.50 Restricted for Equipment	3,731.48	4,731.48
292.20 PPA-Beginning OPEB Liability	-276,168.79	-276,168.79
292.30 PPA-2017 RHBT Payment	-53,988.76	-34,989.00
292.40 PPA-Beginning Net OPEB Obligati	313,932.00	313,932.00
Child Support	475.38	475.38
Due to/from Sewer	-252,894.29	568,592.31
Due to/from Water	-149,384.11	331,550.98
Garnishments	0.00	165.50
Gen Fund Other Current Liab.		
220 Accrued Wages & Taxes Payable	2,671.45	2,671.45
235 Customer Dep Funds/Int Payable	0.00	
Customer Deposit Funds Payable	20,501.55	20,171.50
Customer Deposit Interest Payable	3,325.55	3,325.55
Total 235 Customer Dep Funds/Int Payable	23,827.10	23,497.05
240 Other Current Liabilities		
Appeal Bonds-Police court	-100.00	-100.00
Board of Appeals Fee Bond	200.00	200.00
Total 240 Other Current Liabilities	100.00	100.00
Total Gen Fund Other Current Liab.	26,598.55	26,268.50
Payroll Liabilities	5,134.62	615.64
VALIC Retirement Payable	21,887.08	6,638.31
Total Other Current Liabilities	\$-41,837.37	\$1,222,187.68
Total Current Liabilities	\$21,556.63	\$1,304,954.75
Total Liabilities	\$21,556.63	\$1,304,954.75

Corporation of Shepherdstown

Balance Sheet As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF JUN 30, 2022 (PP)
Equity		
290 Investment in Gen. Fixed Assets	5,466,470.38	5,466,470.38
390 Retained Earnings Coal (deleted)	0.00	18,463.83
Fund Balance	4,680,537.16	4,680,537.16
Fund Balance Housing (deleted)	0.00	39,040.18
Retained Earnings	1,342,273.89	1,342,273.89
Net Income	289,918.74	
Total Equity	\$11,779,200.17	\$11,546,785.44
TOTAL LIABILITIES AND EQUITY	\$11,800,756.80	\$12,851,740.19

Note

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

Corporation of Shepherdstown

Profit and Loss

December 2022

	TOTAL
Income	
308 Hotel Occupancy Tax	15,886.55
Court Fee Revenues	
320 Fines, Fees and Court Costs	
320.01 Bond Deposits	1,440.00
Total 320 Fines, Fees and Court Costs	1,440.00
Total Court Fee Revenues	1,440.00
Gaming Income-Table Games	
376.00 Gaming Income-Table Games	8,249.08
Total Gaming Income-Table Games	8,249.08
License & Permit Revenue	
325 Business Licenses	138.00
Total License & Permit Revenue	138.00
Other Revenues	
380 Checking Interest	-2,641.49
380.01 General Fund Interest	9,936.97
380.02 Restricted Fund Interest	6,177.00
Total 380 Checking Interest	13,472.48
Total Other Revenues	13,472.48
Other Tax Revenues	
304 Utility Tax	
304.01 Town Utility Tax-Utility Co.	2,579.88
304.02 Town Utility Tax-Water/Sewer	4,390.10
Total 304 Utility Tax	6,969.98
305 Business & Occupation Tax	20,737.00
306 Wine/Liquor/Private Club Tax	48,339.00
307 Animal Control Tax	2.70
314 Muni Sales & Use Tax	132,392.00
328 Franchise Fee/Pole Tax	0.00
Total Other Tax Revenues	208,440.68
Parking Fee Revenue	8,438.68
321 Parking Tickets/includes boots	4,102.94
343 Parking Permit Revenue	125.00
Total Parking Fee Revenue	12,666.62

Corporation of Shepherdstown

Profit and Loss

December 2022

	TOTAL
Planning Commission Revenue	
326 Building Permits	150.00
Total Planning Commission Revenue	150.00
Property Tax Revenue	12,119.57
Refuse Collections Revenue	
350 Refuse Collection	
350.10 Refuse Revenue-All	16,146.56
350.20 Recycling Revenue-All	2,935.90
Total 350 Refuse Collection	19,082.46
Special Recycling Revenue	
350.05 Refuse Coll.- Special Pickup	25.00
Total Special Recycling Revenue	25.00
Total Refuse Collections Revenue	19,107.46
Rents Revenue	
345.00 Rent-Water & Sewer Depts.	3,600.00
Total Rents Revenue	3,600.00
Uncategorized Income	472.69
Video Lottery Proceeds Revenue	
397.00 Racetrack Video Lottery	29,272.36
397.02 New Limited VL Terminals	485.45
Total Video Lottery Proceeds Revenue	29,757.81
Total Income	\$325,500.94
GROSS PROFIT	\$325,500.94
Expenses	
440.30 City Hall Legal Fees	3,378.25
700.302 Police Court Judge	200.00
700.305 Misc. Contractual	26.76
Arts, Humanities, Library	
906.01 A/H/L Tax % Paid Out	19.67
Total Arts, Humanities, Library	19.67
City Hall Accounting/Audit	
440.21 City Hall Accounting Services	15,577.34
Total City Hall Accounting/Audit	15,577.34
City Hall Bldg/Equip Expenses	
440.27 City Hall Communications	205.86
Total City Hall Bldg/Equip Expenses	205.86

Corporation of Shepherdstown

Profit and Loss

December 2022

	TOTAL
City Hall Insurance	
440.31 City Hall Commercial Insurance	1,348.80
Total City Hall Insurance	1,348.80
City Hall Other Expenses	3.00
440.22 City Hall Dues/Memberships	87.89
440.29 City Hall Contracted Services	1,572.33
Total City Hall Other Expenses	1,663.22
City Hall Utilities	
440.15 City Hall Electric	282.90
440.28 City Hall Water/Sewer/Trash	475.08
Total City Hall Utilities	757.98
City Hall Video Lottery Expense	
440.60 Video Lottery Funds Expenses	400.00
Total City Hall Video Lottery Expense	400.00
City Hall-Employee Salary/Fring	
440.03 City Hall Wages	6,735.64
440.04 City Hall ER FICA	457.66
440.051 City Hall ER Hlth/Life	1,154.72
440.06 City Hall ER Annuity Contrib.	417.14
440.07 City Hall ER Workers Comp	169.41
Total City Hall-Employee Salary/Fring	8,934.57
General Fund Donations	
440.52 City Hall General Donations	50.00
440.54 Shep. Public Library Donations	1,800.00
Total General Fund Donations	1,850.00
Parks Equipment & Supplies	
900.41 Parks Materials & Supplies	5.30
Total Parks Equipment & Supplies	5.30
Parks Maintenance	
900.15 Parks Maintanance	604.68
900.31 Parks Commercial Insurance	158.68
Total Parks Maintenance	763.36
Parks Salaries & Fringe	
900.03 Parks Gross Payroll	60.00
900.04 Parks ER FICA	4.59
900.05 Parks ER Health/Life	209.95
900.06 Parks ER Annuity Contrib.	0.00
900.07 Parks ER Workers Comp	30.80
Total Parks Salaries & Fringe	305.34

Corporation of Shepherdstown

Profit and Loss

December 2022

	TOTAL
Parks Utilities	
900.18 Parks Electric	259.66
Total Parks Utilities	259.66
Parks Vehicle Expenses	
900.43 Parks Gas/Fuel	70.85
Total Parks Vehicle Expenses	70.85
Planning Commission Expenses	
440.802 Zoning Office FT Wages/Salary	6,273.45
440.804 Zoning Officer ER FICA	525.20
440.806 Zoning Office ER Annuity	596.64
440.807 Zoning Office ER Workers Comp	92.41
440.81 Zoning Office ER Hlth/Life	629.85
440.817 Legal Services	1,000.00
440.822 Advertising	33.82
Total Planning Commission Expenses	9,151.37
Police Equip. Purchase & Repair	
700.16 Police Equipment/Furn. Purchase	479.00
700.17 Police Equipment Repair/Maint.	205.44
700.24 Police Computer Maintenance	205.44
Total Police Equip. Purchase & Repair	889.88
700.45 Police UNIFORMS	411.45
Police Other Expenses	
700.19 Police Postage Expense	27.25
700.303 Police Legal Fees	1,300.00
700.309 Window Cleaning	135.00
700.31 Police Commercial Insurance	4,125.75
700.311 Police IT Services	874.46
700.38 Police DR/CR System Fees	191.68
700.41 Police Supplies and Materials	1,547.03
700.43 Police Gas/Fuel	1,133.64
Police Court Attorney	2,041.00
Total Police Other Expenses	11,375.81
Police Remittance Fees	
700.36 Police WV Treasurers Remittance	450.00
700.37 Police Teen Court Fees	230.00
Total Police Remittance Fees	680.00

Corporation of Shepherdstown

Profit and Loss

December 2022

	TOTAL
Police Salaries & Fringe	
700.031 Police Gross Payroll	37,832.80
700.038 Police Meter Maintenance	
700.05 Police ER Health/Life	5,458.68
700.06 Police ER Annuity Contrib.	1,841.12
700.08 Police Test/Training/Physicals	795.00
Total 700.038 Police Meter Maintenance	8,094.80
Total 700.031 Police Gross Payroll	45,927.60
700.04 Police ER FICA	2,866.22
700.07 Police ER Workers Comp	800.84
Total Police Salaries & Fringe	49,594.66
Police Utilities & Rent	
700.14 Police Communications	146.06
700.23 Police Electric	282.91
Total Police Utilities & Rent	428.97
Police Vehicle Expenses	
700.18 Police Vehicle Repair	2,806.12
Total Police Vehicle Expenses	2,806.12
Sanitation Dumping Fees	
800.30 Sanitation Contractual	1,065.99
800.301 Landfill Fees	1,167.97
800.31 Recycling Fee (JCSW & AVW)	767.89
Total 800.30 Sanitation Contractual	3,001.85
Total Sanitation Dumping Fees	3,001.85
Sanitation Other Expenses	
800.21 Sanitation Uniforms	340.40
800.41 Sanitation Supplies & Materials	731.39
800.43 Sanitation Gas/Fuel	674.73
800.44 Sanitation Billing Postage	1,047.24
Total Sanitation Other Expenses	2,793.76
Sanitation Salaries & Fringe	
800.03 Sanitation Gross Payroll	4,326.08
800.04 Sanitation ER FICA	330.46
800.05 Sanitation ER Health/Life	503.88
800.06 Sanitation ER Annuity Contrib.	111.30
800.07 Sanitation ER Workers Comp	73.92
Total Sanitation Salaries & Fringe	5,345.64
Sanitation Vehicle Expenses	
800.17 Sanitation Vehicle Repair/Exp	4,282.35
Total Sanitation Vehicle Expenses	4,282.35

Corporation of Shepherdstown

Profit and Loss

December 2022

	TOTAL
Streets Other Expenses	
750.30 Streets Uniforms	325.80
750.31 Streets Commercial Insurance	1,250.37
750.41 Streets Supplies & Materials	124.14
Total Streets Other Expenses	1,700.31
Streets Salaries & Fringe	
750.03 Street Wages	5,776.44
750.04 Streets ER FICA	440.70
750.05 Streets ER Health/Life	1,385.66
750.06 Streets ER Annuity Contrib.	238.00
750.07 Streets ER Workers Comp	203.29
Total Streets Salaries & Fringe	8,044.09
Streets Tree Maintenance	
750.14 Streets Tree Maintenance	2,838.26
Total Streets Tree Maintenance	2,838.26
Streets Utilities	
750.12 Streets Communications	26.82
Total Streets Utilities	26.82
Streets Vehicle Expenses	
750.42 Streets Vehicle Repair	372.48
750.43 Streets Gas/Fuel	525.97
Total Streets Vehicle Expenses	898.45
Tobacco Warehouse Expense	
903.05 Tobacco Warehouse Electric	14.65
Total Tobacco Warehouse Expense	14.65
Town Government Salaries/Fringe	1,087.46
Total Expenses	\$141,138.86
NET OPERATING INCOME	\$184,362.08
Other Expenses	
Reconciliation Discrepancies	0.03
Total Other Expenses	\$0.03
NET OTHER INCOME	\$-0.03
NET INCOME	\$184,362.05

Note

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

Corporation of Shepherdstown
Housing Balance Sheet
As of December 31, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
100.00 Housing Authority Checking 9559	1,563.16
Total Bank Accounts	\$ 1,563.16
Total Current Assets	\$ 1,563.16
TOTAL ASSETS	\$ 1,563.16
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	39,040.18
Retained Earnings	
Net Income	19.08
Total Equity	\$ 39,059.26
TOTAL LIABILITIES AND EQUITY	\$ 1,563.16

Note

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Corporation of Shepherdstown
Housing Profit and Loss
 July - December, 2022

	Dec-22	YTD
Income		
Total Income	0.00	0.00
Gross Profit	\$ 0.00	\$ 0.00
Expenses		
Total Expenses		0.00
Net Operating Income	\$ 0.00	\$ 0.00
Other Income		
410H Interest Income Housing	3.47	19.08
Total Other Income	\$ 3.47	\$ 19.08
Net Other Income	\$ 3.47	\$ 19.08
Net Income	\$ 3.47	\$ 19.08

Note

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Age-Friendly Shepherdstown Committee
January 26, 2023
M I N U T E S

Attending: Marty Amerikaner, Steve Ayraud, Marcy Bartlett, Stacey Kendig, Susan Kern, Steve Pearson, Linda Spatig

Linda called the meeting to order on Zoom at 12:02pm, noting that minutes of the December meeting had been approved by email earlier and submitted to town clerk, Amy Boyd.

1. Steve Ayraud reported from the Bike Path working group. He shared the latest version of the bike route on our screens. The route connects all of Shepherdstown's local parks. It also connects with the entrance to the C&O Canal, and includes additional nearby destinations such as the Shepherd University Wellness Center, Maddox Square, the WSU Medical Center, the new library, and Morgan's Grove Park. Stacey Kendig reported that the route is acceptable to Shepherd University, with the caveat that the part of it in front of Turner Hall may need to be changed once decisions have been made about new construction in the East Loop area of campus. After discussion, the committee approved this version of the bike route.

We discussed the unpaved part of the route where High Street ends at University Drive on Shepherd University's West Campus. We agreed that a priority should be to finish that stretch of the path. Marty agreed to contact Andy Beall and/or Frank Welch to get an estimate of the cost of doing that.

Steve said there is a need for more bike racks in the parks as well as other areas of town. It was suggested that some individuals and organizations might be willing to donate bike racks.

Steve reported that anticipated signage for the bike path would include on-street signage as well as posted signs. This will be coordinated with the Wayfinding Project.

Marty Amerikaner agreed to assist with getting the bike path proposal on an upcoming Parks and Rec Committee meeting. If Parks and Rec approves the project and route, we plan to bring it to Town Council for approval. At that point, we plan to publicize the town council discussion of the project so that community members will have a chance to join the meeting to ask questions, share concerns, and make suggestions.

2. Marcy Bartlett reported for the Fall Prevention Working Group. She now has eight members of the group. Their first efforts will be identifying areas of concern on sidewalks and streets. They will begin that work later this spring. Marty agreed to get Marcy a copy of a recent survey town staff did of the worst areas of sidewalk in town

limits. She may also want to communicate with the Comprehensive Plan subcommittee working on this same issue.

3. Linda Spatig reported for the Wayfinding Project. The group met earlier this month and brainstormed ideas about Shepherdstown that could be used in developing a slogan and symbol for “branding” the town in future signage. Linda reported that the designers, after developing a slogan and symbol that captures the essence of Shepherdstown, will propose a system of signage – including both large structures such as a kiosk and smaller road signs—that the Jefferson County Convention and Visitors Bureau will help us fund/implement.
4. Linda Spatig communicated with Holly Frye at Shepherd University about the possibility of partnering with the town on the EPTA shuttle in a way that would extend its current campus route to include downtown and other nearby local destinations such as the new library, Maddox Square, etc. Holly offered to set up a meeting with Linda, Holly, and the head of the EPTA to discuss this further.
5. Next meeting was set for Thursday, March 2, at noon, via zoom.