

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, April 11, 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 March 14, 21 and 29, 2023
3. **Public Comment Period**
 - a. Persons who have registered to address Town Council.
4. **Public Hearings**
 - a. Second Reading Of An Ordinance Re-Enacting And Further Clarifying Section 9-207 Of Chapter 2 Of Title 9 Of The Code Of Shepherdstown, West Virginia, To Prohibit Driveways That Cross Public Sidewalks
5. **Visitors**
 - a. Dr. Scott Barton and Sonya Sholley - Shepherd University East Loop and Gateway Projects
 - b. Brad Clare – Requesting permission to publish a geocaching earthcache at James Rumsey Park
 - c. Peter Smith- Rotary Club of Shepherdstown – July 4 Parade

- d. Jim Gatz – reappointment to the Jefferson County Development Authority as Shepherdstown’s representative
- e. Melissa Jackson – American Foundation for Suicide Prevention – AFSP Out of the Darkness – September 9, 2023

6. Unfinished Business

- a. Market House update
- b. Town Administrator update

7. Old Business

- a. Update of website

8. New Business

- a. Shepherd University Law Enforcement Mutual Assistance Agreement
- b. Special Town Council Meeting- April 18 re: Laying of the Levy

9. Reports of Committees

A. Finance Committee

- 1. No meeting in March 2023
- 2. Recommendations: NONE
- 3. Review and approval of Corporation Financials

B. Parking Committee

- 1. No meeting in March 2023
- 2. Recommendations: NONE

C. Police Committee

- 1. No meeting in March 2023
- 2. Recommendations: NONE
- 3. New police patches

D. Public Works Committee

- 1. Meeting minutes of March 3, 2023 – not available
- 2. Recommendations: NONE

E. Parks and Recreation Committee

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

F. Grants Committee

1. Next meeting April 11, 2023
2. Recommendations: NONE

G. Age Friendly Committee

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

H. Personnel Committee

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

10. Report of Commissions and Boards

A. Tree Commission

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

B. Water and Sanitary Board

1. Meeting minutes of March 23, 2023
2. Recommendations: NONE

C. Historic Landmarks Commission

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

D. Planning Commission

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

E. Board of Appeals

11. Mayor's Report

DRAFT MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS

March 23, 2023

ATTENDEES: Water Board – J. Auxer (Mayor), J. Ford, M. Godfrey, S. Kemnitzer (Chair), S. Knuppel, C. Stroeck
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – B. Bennett, C. Coe, K. Shipley, F. Welch
Visitors: G. Welter

1. **CALL TO ORDER.**

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:00 p.m.

2. **MINUTES FROM PRIOR MEETING.**

The proposed minutes of the February 23, 2023, regular meeting were reviewed and approved as submitted.

3. **VISITORS.**

No visitor comments.

4. **FINANCES.**

4.a **FINANCIAL STATEMENTS - ENCLOSURE.**

S. Kemnitzer submitted questions before the meeting and these were addressed at this time:

Q1 - Explanation of sometimes large discrepancies in the Budget vs Actual report.

F. Welch explained that some items are budgeted on a monthly basis and other items have their entire annual budget value budgeted in only 1 or 2 months. It was suggested that, whenever possible, the items in the 23/24 budget be budgeted in a monthly fashion. B. Bennett agreed.

Q2 - Based on January financial reports: a) variations from budget; b) trends in revenues and expenses; c) should the budget be revised; d) how does this information inform the 23/24 budget?

F. Welch addressed a variation in expenditures for insurance and stated that he would have to research the cause. J. Auxer stated that he thought items a, b and d could be addressed during the upcoming budget process meetings.

Re item c, it was suggested that the process of making formal budget adjustments be understood so that periodic adjustments can be made during the 23/24 fiscal year. B. Bennett agreed.

Q3 - What is the plan for preparing the 23/24 budget?

J. Auxer presented several dates when D. Decker and D. Sweeney would be available to attend budgeting meetings. After some discussion it was decided to hold the Water budget meeting on April 25 at 1PM and the Sewer budget meeting on May 3 at 1PM.

Q4 - Please give us a progress report on the expenditures for the water plant improvement project and the water distribution project.

Progress report for water plant improvement project was prepared but not included in the meeting packet. Copies were made and distributed at the meeting. Progress report for the water distribution project was not yet available.

ACTION ITEM: J. EKSTROM TO PREPARE PROGRESS REPORT FOR WATER DISTRIBUTION PROJECT FOR NEXT MONTH'S MEETING.

4.b PSC REPORTS - 6-30-2022 - AVAILABLE AT MEETING.

No additional information presented.

4.c FINANCIAL STATEMENTS - DECKER & CO.

No additional information presented.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

C. Coe reported all readings have been good and that quarterly samples will be done soon.

5.b. SEWER REPORTS.

K. Shipley reported that everything is in good order.

K. Shipley reported that he has received an email that said our new press is scheduled for delivery to the port of Baltimore on 3/27 and hopefully will be delivered to us by the 2nd week of April.

K. Shipley reported on the status of the Toll House Woods development: wet well is set, 16 manholes finished and 2644' of 8" sewer line has been installed. S. Kemnitzer stated that we need to communicate to the County our concerns about preservation of the Town Run water supply. M. Godfrey suggested that we send a copy of the State approval of Town Run as our secondary water source.

ACTION ITEM: J. AUXER TO SEND A COPY OF THE STATE APPROVAL OF TOWN RUN AS OUR SECONDARY WATER SOURCE TO THE COUNTY DEPARTMENT RESPONSIBLE FOR OVERSIGHT OF THE TOLL HOUSE WOODS DEVELOPMENT.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

F. Welch stated that we are still waiting on drives and that the raw water pumps are still several weeks out. He also reported that there is a problem with a sludge pump and that a vendor representative is scheduled to come and address the problem.

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

No report.

7. NEW BUSINESS.

7.a WATER TANK CLEANING AND ANODE REPLACEMENT.

F. Welch presented a proposal from Liquid Engineering to perform the 5-year cleaning of the tanks for \$9840. Anode replacement would also be done at \$475/hour.

ACTION ITEM: S. KNUPPEL MOVED, M. GODFREY SECONDED, THAT THE LIQUID ENGINEERING PROPOSAL BE ACCEPTED. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.

7.b FINANCIAL TRAINING.

J. Auxer stated that this would be done during the budget process meetings.

7.c EPA DRINKING WATER MANAGEMENT BRANCH - PARTNERING WITH SMALL WATER UTILITIES TO STUDY LEAD SERVICE LINE ISSUES.

S. Kemnitzer asked if we want to participate in this study.

C. Coe stated that we need to get our inventory done first. S. Kemnitzer suggested that the research project might help with the inventory. S. Knuppel and M. Godfrey both expressed concerns that the double effort and/or confusion might result.

G. Welter stated that one thing the research project should be used for is to do lab testing on any pipe that is removed during this process.

ACTION ITEM: S. KEMNITZER TO CONTINUE COMMUNICATION WITH THE EPA ABOUT POSSIBLE PARTICIPATION IN THEIR LEAD SERVICE LINE RESEARCH PROJECT.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET.

M. Godfrey asked if moving hydrants affects homeowner insurance. C. Coe stated that we are not moving any hydrants. One is being removed but there is another hydrant quite close.

8.b ACTION ITEMS: MAYOR AUXER TO WORK WITH D. FOGEL TO IMPROVE FINANCIAL STATEMENTS.

J. Auxer stated that this effort is ongoing. M. Godfrey volunteered to try to create an example of a profit and loss trend report.

ACTION ITEM: M., GODFREY TO CREATE AN EXAMPLE OF A PROFIT AND LOSS TREND REPORT.

8.c ACTION ITEMS: J. EKSTROM TO PROVIDE 1-PAGE DESCRIPTION OF GIS WORK.

Report was included in the packet. M. Godfrey asked if the Ghosh costs are already priced into the project. C. Coe verified that they are.

8.d PFAS - TESTING.

Nothing new to report.

9. MAYOR'S REPORT.

Nothing to report.

10. NEXT MEETING DATE.

J. Auxer asked if we should cancel the April meeting since we are having 2 budget meetings (Water and Sewer meeting separately). There was general agreement. M. Godfrey requested that the financial information that would normally be contained in the meeting packet be emailed even though there would be no meeting.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a: J. Ekstrom to prepare progress report for water distribution project for next meeting.

5.b: J. Auxer to send a copy of the State approval of Town Run as our secondary water source to the County Department responsible for oversight of the Toll House Woods development.

7.c: S. Kemnitzer to continue communication with the EPA about possible participation in their lead service line research project.

8.b: M. Godfrey to create an example of a profit and loss trend report.

12. DRAFT AGENDA FOR NEXT MEETING.

13. ADJOURNMENT. J. Auxer adjourned the meeting at 2:10 p.m.

Respectfully Submitted: J. Ford

From: [Melissa McCabe](#)
To: [Amy Boyd](#)
Subject: Re: Event Request Form-AFSP
Date: Tuesday, March 28, 2023 4:59:54 PM

4:58



Done NOTICE: Represe...n will be reviewed.
1 of 3



NOTICE: Representation is required at meeting where this application will be reviewed.

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:	American Foundation for Suicide Prevention
Contact Name:	Melissa Jackson
Mailing Address:	15 Stadium Circle NW
City, State, Zip:	Inwood, WV 25928
E-mail Address:	melissamccabell127@gmail.com
Daytime Phone:	240-729-5698
Evening Phone:	240-729-5698
Cell Phone:	240-729-5698

1.) Name and Complete Description of Event including location if other than one of our Parks: <i>attach on separate sheet if necessary</i>	AFSP- Out of the Darkness Community Walk
2.) Has this event been held in Shepherdstown in the past?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the</i>	

3.) Is this a "one-time" event?		current requested event <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4.) Date and Time of Event: 9 / 8 / 23		From: 1 am/pm To: 4 am/pm	
4a.) Set Up Time 10am			
4b.) Tear Down Time 5pm			
5.) Park Requested, if applicable:	<input type="checkbox"/> Bane-Harris \$100	<input type="checkbox"/> Cullison \$100	<input checked="" type="checkbox"/> Rumsey \$500
	<input type="checkbox"/> Viola-Devonshire \$100		
6.) Are street closures requested?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 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)		
7.) Is event open to the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		



4:59



Done

NOTICE: Represe...n will be reviewed.

2 of 3



NOTICE: Representation is required at meeting where this application will be reviewed.

8.) What are the parking arrangements? Please explain.	Would like to use town + Sched parking if possible			
9.) Will entertainment be involved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details w/# groups, type of music, time of performance(s) etc. See Noise Ordinance	Any entertainment must be approved by the Town Council			
	<input type="checkbox"/> Live Band	<input checked="" type="checkbox"/> DJ	<input type="checkbox"/> Radio/CD Player	<input type="checkbox"/> Other: Explain

10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Tents, Tables + Signage</i>
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12.) Will vendors be at the event? <i>If yes, give details including complete list of vendors and contact information.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Food Truck - vendor unknown at this time.</i>
13.) Will event participants be charged a fee? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.) Number of people expected to attend:	<input type="checkbox"/> less than 50 <input checked="" type="checkbox"/> 51-100 <input type="checkbox"/> 101-150 <input type="checkbox"/> more than 150
16.) Name & contact info. for two (2) people with authority that will be present at event:	Name: <i>Melissa Jackson</i> Phone: <i>240-729-8698</i> Name: <i>Care Fought</i> Phone: <i>253-370-7200</i>
17.) Check any Town assistance needed:	<input checked="" type="checkbox"/> Electric <input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Recycling <input type="checkbox"/> Other
18.) Will alcoholic beverages be served? <i>If yes, the Shepherdstown Open Container Ordinance must be suspended by action of the Town Council for this day's event.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, you must contact the WV Alcohol Beverage Control Commission to obtain a "one day" license.</i>
19.) How will this event benefit Shepherdstown?	<i>Second Prevention and awareness.</i>

Requirements:

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

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



4:59



Done

NOTICE: Representation will be reviewed.

3 of 3



NOTICE: Representation is required at meeting where this application will be reviewed.

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: *Charles J. Baker*

Date: 3/26/23

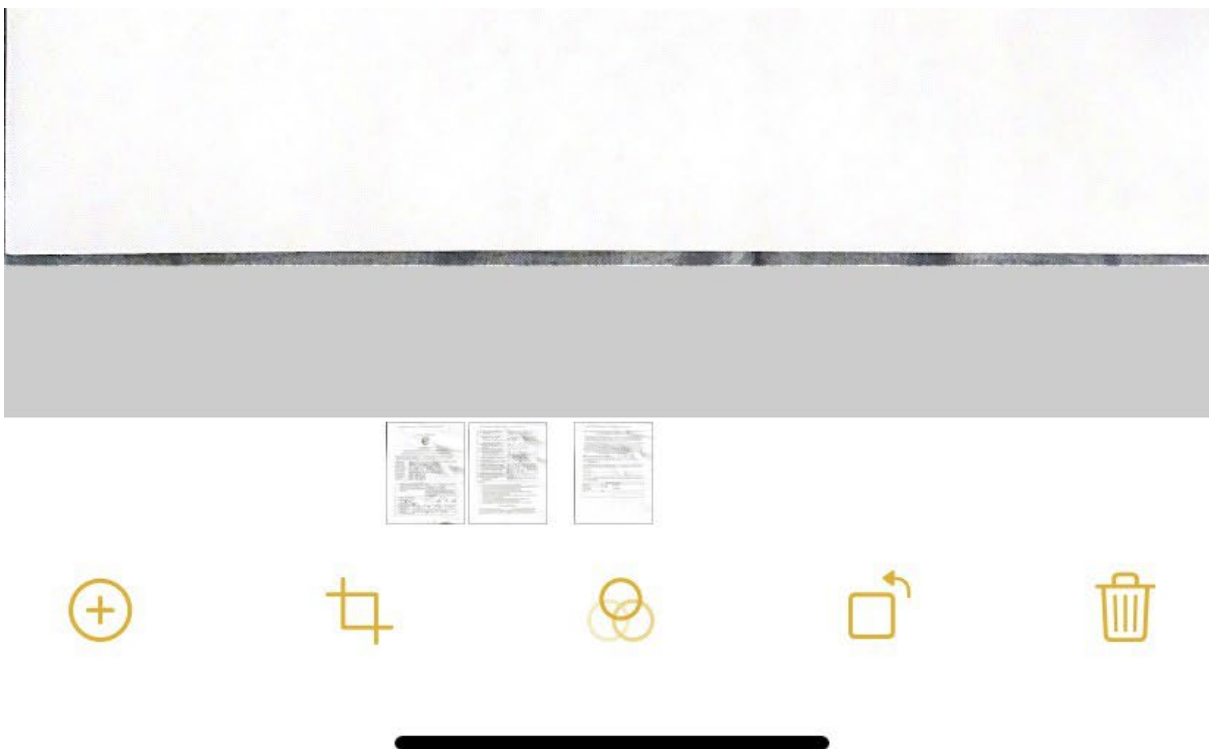
Any individual under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____ Date: _____

Printed Name: _____ Phone: _____

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

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



On Tue, Mar 28, 2023 at 2:59 PM Amy Boyd <clerk@shepherdstown.us> wrote:

There's no attachment.

Thanks,

Amy L. Boyd, Town Clerk
Corporation of Shepherdstown

[104 North King Street](#)

P.O. Box 248

Shepherdstown, WV 25443

Office: 304-876-2398

Website: www.shepherdstown.us

From: Melissa McCabe <melissamccabe1127@gmail.com>

Sent: Sunday, March 26, 2023 6:05 PM
To: Amy Boyd <clerk@shepherdstown.us>
Subject: Event Request Form-AFSP

Please find the attached event request form. We are a nonprofit organization American Foundation for Suicide Prevention. We host a community walk called Out Of The Darkness Fight for suicide prevention. Once we have a date confirmed we are going to work with the college and local businesses to get the community involved. Thank you,

Melissa Jackson

240-729-5698

Corporation of Shepherdstown Coal Severance Balance Sheet

As of February 28, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
101C Coal Severance Checking 6208	22,645.44
Total Bank Accounts	\$ 22,645.44
Other Current Assets	
202C Accrued Receivables Coal	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 22,645.44
TOTAL ASSETS	\$ 22,645.44
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	3,181.61
Total Equity	\$ 21,645.44
TOTAL LIABILITIES AND EQUITY	\$ 22,645.44

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 - February, 2023

	Feb-23	YTD
Income		
310 Coal Severance Tax	0.00	3,785.15
Uncategorized Income	0.00	50.00
Total Income	\$ 0.00	\$ 3,835.15
Gross Profit	\$ 0.00	\$ 3,835.15
Expenses		
Total Expenses	1,000.00	1,000.00
Net Operating Income	-\$ 1,000.00	\$ 2,835.15
Other Income		
380C Restricted Fund Interest Coal	48.31	346.46
Total Other Income	\$ 48.31	\$ 346.46
Net Other Income	\$ 48.31	\$ 346.46
Net Income	-\$ 951.69	\$ 3,181.61

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 February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
110 Lighting 2728	4,663.88
700.301 Police Court Attorney	462.25
800.42 Sanitation Advertising	50.00
GENERAL FUNDS BANKING	
101.011 General Operating Funds 6209	3,467,888.13
Reserved Portion 6209	-3,851,136.03
Restricted Portion 6209	-53,699.93
Total 101.011 General Operating Funds 6209	-436,947.83
101.040 DR/CR Revenue Checking 8818	377,860.23
101.09 PoliceDR/CR Acct-all 6798	217,790.46
101.50 Payroll Checking 0471	85,495.80
102 Global (was WSG) 6039	1,620,460.67
Total GENERAL FUNDS BANKING	1,864,659.33
RESERVED FUNDS BANKING 6209	
101.02 Video Lottery NT (JSB)	
VL NT Cap-Infrastructure-ALL	835,967.90
VL NT-Cap. Public Works Equip	6,568.00
VL NT-Capital-Police Equip.	35,582.47
VL NT-Operating Cash	2,213,606.98
VL NT-Sidewalks	40,565.20
Total 101.02 Video Lottery NT (JSB)	3,132,290.55
101.07 Contingency Fund	115,000.00
Video Lottery LVL- Operating	29,747.61
Total RESERVED FUNDS BANKING 6209	3,277,038.16
101.031 Grants Funds-Other Grants	14,900.00
101.037 JC Bike Path Project Funds	2,731.48
101.039 Oil and Gas Tax	36,068.45
103 Customer Deposit Accounts 3194	121,491.83
106.01 Petty Cash Till-Town Hall	100.00
106.02 Petty Cash Till-Police Dept.	100.00
106.03 Change Fund-Billing Clerk	200.00
VL-NT-Cap.-Tobacco Whs Impr.	86,132.12

Corporation of Shepherdstown

Balance Sheet As of February 28, 2023

	TOTAL
VL-Table Games-All	488,530.95
RESTRICTED FUNDS BANKING	
105 Police Dept. Equip. Fund (JSB) 4986	11,337.22
Parks & Recreation Hotel/Motel 5985	66,336.42
Total RESTRICTED FUNDS BANKING	77,673.64
Special Fund	
ARPA 8097	434,777.23
Total Special Fund	434,777.23
Undeposited Funds	1,220.23
Total Bank Accounts	\$6,410,799.55
Accounts Receivable	
General Funds A/R	
108 Other Accrued Receivables	
108.01 NSF Check Receivables	-308.33
Total 108 Other Accrued Receivables	-308.33
109 Accrued Taxes Receivable	
109.01 Accr. Rec.-All Other Revenues	87,913.62
109.02 Accru Rec.-W/S Utility Tax-All	2,564.24
109.03 Deferred Property Taxes Rec.	13,510.72
Total 109 Accrued Taxes Receivable	103,988.58
111 Garbage Billing	0.00
111.01 Garbage Billing-All	18,174.00
111.02 Recycling Billing-All	3,740.54
111.03 Allowance for Doubtful Accounts	-2,000.00
Total 111 Garbage Billing	19,914.54
Total General Funds A/R	123,594.79
Total Accounts Receivable	\$123,594.79
Other Current Assets	
112.011 Tobacco Warehouse	5,261.00
Due from Coal Severance	117.69
Other Current Assets	
112.01 Prepaid Expenses	81,400.50
112.02 Supplies & Materials Inventory	5,194.47
112.07 Workers Comp Deposit	4,551.48
Total Other Current Assets	91,146.45
Total Other Current Assets	\$96,525.14
Total Current Assets	\$6,630,919.48

Corporation of Shepherdstown

Balance Sheet As of February 28, 2023

	TOTAL
Fixed Assets	
General Fixed Assets (Gov-Wide)	
Accumulated Depr.	
131.10 Accum. Depr.-Buildings	-1,041,016.79
132.10 Accum. Depr.-Other Improvements	-24,296.75
133.10 Accum. Depr.-Equipment	-808,280.38
136.10 Accum Depr-Infrastructure	-1,412,953.51
Total Accumulated Depr.	-3,286,547.43
Construction in Progress	
136.03 CIP-Infrastructure	5,503.02
Total Construction in Progress	5,503.02
Fixed Assets	
130 Fixed Assets-Land	894,254.11
131 Fixed Assets-Buildings	3,214,973.79
132 Fixed Assets-Other Impr.	44,605.00
133 Fixed Assets-Equipment	1,308,037.93
136 Fixed Assets-Infrastructure	3,262,661.09
Total Fixed Assets	8,724,531.92
Total General Fixed Assets (Gov-Wide)	5,443,487.51
Total Fixed Assets	\$5,443,487.51
TOTAL ASSETS	\$12,074,406.99
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	
201 Accounts Payable, Vendor	2,469.00
Total General Funds A/P	2,469.00
Total Accounts Payable	\$2,469.00
Credit Cards	
213 Purchase Card Payable	62,875.48
Credit Cards Payable	97.96

Corporation of Shepherdstown

Balance Sheet As of February 28, 2023

	TOTAL
Total Credit Cards	\$62,973.44
Other Current Liabilities	
140.01 DO-RHBT Payments Subsequer	-24,060.26
140.02 DO - Change in Proportionate	-16,430.00
2104 PEIA Payable	1,452.00
250.10 Net OPEB Liability	262,044.00
260 Accrued Compensated Absences	45,929.73
280.10 DI-Different Expected/Actual I	3,813.00
280.20 DI-Difference Proj/Actual Earn	4,911.00
280.30 DI-Changes/Differences Prop. S	15,979.00
280.40 DI - Changes in Assuptions	25,685.00
290.50 Restricted for Equipment	3,731.48
292.20 PPA-Beginning OPEB Liability	-276,168.79
292.30 PPA-2017 RHBT Payment	-58,946.76
292.40 PPA-Beginning Net OPEB Obligati	313,932.00
Child Support	475.38
Due to/from Sewer	-250,950.85
Due to/from Water	129,629.09
Garnishments	0.02
Gen Fund Other Current Liab.	
220 Accrued Wages & Taxes Payable	2,671.45
235 Customer Dep Funds/Int Payable	0.00
Customer Deposit Funds Payable	20,591.55
Customer Deposit Interest Payable	3,325.55
Total 235 Customer Dep Funds/Int Payable	23,917.10
240 Other Current Liabilities	
Appeal Bonds-Police court	-100.00
Board of Appeals Fee Bond	300.00
Total 240 Other Current Liabilities	200.00
Total Gen Fund Other Current Liab.	26,788.55
Payroll Liabilities	7,406.72
VALIC Retirement Payable	14,506.78
Total Other Current Liabilities	\$229,727.09
Total Current Liabilities	\$295,169.53
Total Liabilities	\$295,169.53
Equity	
290 Investment in Gen. Fixed Assets	5,466,470.38
Fund Balance	4,680,537.16
Retained Earnings	1,342,273.89

Corporation of Shepherdstown

Balance Sheet

As of February 28, 2023

	TOTAL
Net Income	289,956.03
Total Equity	\$11,779,237.46
TOTAL LIABILITIES AND EQUITY	\$12,074,406.99

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

Budget vs. Actuals: New Budget draft - FY23 P&L

July 2022 - February 2023

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
Income			
308 Hotel Occupancy Tax	79,937.47	70,000.00	9,937.47
Court Fee Revenues	-1,230.00		-1,230.00
320 Fines,Fees and Court Costs	155.00		155.00
320.01 Bond Deposits	36,776.06	35,352.00	1,424.06
320.03 Fingerprints	70.00	70.00	0.00
320.05 Technology Fee		2,100.00	-2,100.00
320.10 DR/CR Chargebacks-temp acct	-312.56		-312.56
Total 320 Fines,Fees and Court Costs	36,688.50	37,522.00	-833.50
389 Accident Reports	210.00	174.96	35.04
Total Court Fee Revenues	35,668.50	37,696.96	-2,028.46
Gaming Income-Table Games			
376.00 Gaming Income-Table Games	111,174.97	83,090.00	28,084.97
Total Gaming Income-Table Games	111,174.97	83,090.00	28,084.97
License & Permit Revenue		5,250.00	-5,250.00
325 Business Licenses	11,774.00	17,496.00	-5,722.00
Total License & Permit Revenue	11,774.00	22,746.00	-10,972.00
Other Revenues			
380 Checking Interest	0.00		0.00
380.01 General Fund Interest	103,515.35	70,000.00	33,515.35
380.02 Restricted Fund Interest	6,177.00	1,236.32	4,940.68
380.03 Other Interest		2,881.76	-2,881.76
Total 380 Checking Interest	109,692.35	74,118.08	35,574.27
381 Reimbursements	1,242.11	1,750.00	-507.89
382 Refunds & Rebates	11,159.37	8,608.00	2,551.37
399 Miscellaneous Income	46.00		46.00
399.05 Refunds & Reimbursements	-2,456.31	104.96	-2,561.27
399.17 Insurance Reimb. - Library	-2,499.95		-2,499.95
399.20 Other Misc. Revenues	25.00		25.00
399.21 Banner Hanging Fee		146.64	-146.64
399.46 COVID REIMBURSEMENT	5,757.36		5,757.36
Total 399 Miscellaneous Income	872.10	251.60	620.50
Total Other Revenues	122,965.93	84,727.68	38,238.25
Other Tax Revenues			
303 Gas & Oil Severance	8,903.40	8,903.40	0.00
304 Utility Tax			
304.01 Town Utility Tax-Utility Co.	23,848.41	7,320.00	16,528.41
304.02 Town Utility Tax-Water/Sewer	17,483.24	34,320.00	-16,836.76
Total 304 Utility Tax	41,331.65	41,640.00	-308.35
305 Business & Occupation Tax	63,329.10	43,710.00	19,619.10
306 Wine/Liquor/Private Club Tax	93,704.02	75,328.00	18,376.02

Corporation of Shepherdstown

Budget vs. Actuals: New Budget draft - FY23 P&L

July 2022 - February 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
307 Animal Control Tax	232.50	210.00	22.50
314 Muni Sales & Use Tax	268,213.38	355,000.00	-86,786.62
328 Franchise Fee/Pole Tax	6,030.36	7,000.00	-969.64
330 IRP Truck Fees	6,041.18	5,600.00	441.18
Total Other Tax Revenues	487,785.59	537,391.40	-49,605.81
Parking Fee Revenue	22,178.05		22,178.05
321 Parking Tickets/includes boots	27,480.68	9,448.00	18,032.68
342 Parking Meter Revenues			
342.10 Parking Meter Income	42,532.03	31,496.00	11,036.03
342.30 Parking Meter-Passport	27,962.73	17,500.00	10,462.73
Total 342 Parking Meter Revenues	70,494.76	48,996.00	21,498.76
343 Parking Permit Revenue	5,190.00	8,752.00	-3,562.00
Total Parking Fee Revenue	125,343.49	67,196.00	58,147.49
Planning Commission Revenue			
326 Building Permits	2,900.00	5,000.00	-2,100.00
353 BOA Fee (Book Fee here-no A/P)		140.00	-140.00
Total Planning Commission Revenue	2,900.00	5,140.00	-2,240.00
Property Tax Revenue	199,740.99	95,224.00	104,516.99
Refuse Collections Revenue			
350 Refuse Collection			
350.10 Refuse Revenue-All	115,126.54	111,300.00	3,826.54
350.20 Recycling Revenue-All	21,763.33	21,700.00	63.33
Total 350 Refuse Collection	136,889.87	133,000.00	3,889.87
Special Recycling Revenue			
350.05 Refuse Coll.- Special Pickup	295.00	1,050.00	-755.00
Total Special Recycling Revenue	295.00	1,050.00	-755.00
Total Refuse Collections Revenue	137,184.87	134,050.00	3,134.87
Rents Revenue			
345.00 Rent-Water & Sewer Depts.	28,800.00	30,240.00	-1,440.00
345.01 Rent-Shepherdstown Library		1.00	-1.00
345.03 Rent-% of asset cost reimb-W/S		1.00	-1.00
345.04 Rumsey Park Rent (Restr.-Parks)		210.00	-210.00
Total Rents Revenue	28,800.00	30,452.00	-1,652.00
Uncategorized Income	0.00		0.00
Video Lottery Proceeds Revenue	19.63		19.63
397.00 Racetrack Video Lottery	148,391.86	136,016.00	12,375.86
397.02 New Limited VL Terminals	4,412.88	4,550.00	-137.12
397.05 VL Garbage Truck Repay		27,720.00	-27,720.00
Total Video Lottery Proceeds Revenue	152,824.37	168,286.00	-15,461.63
Total Income	\$1,496,100.18	\$1,336,000.04	\$160,100.14
GROSS PROFIT	\$1,496,100.18	\$1,336,000.04	\$160,100.14

Corporation of Shepherdstown

Budget vs. Actuals: New Budget draft - FY23 P&L

July 2022 - February 2023

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
Expenses			
440.30 City Hall Legal Fees	9,958.53	8,400.00	1,558.53
455.01 Sidewalk Assistance Housing	367.00		367.00
700.302 Police Court Judge	1,200.00	1,480.00	-280.00
700.305 Misc. Contractual	2,931.81		2,931.81
916 Library - Building Repairs	10,359.05	14,000.00	-3,640.95
Arts, Humanities, Library			
906.01 A/H/L Tax % Paid Out	186.71		186.71
Total Arts, Humanities, Library	186.71		186.71
City Hall Accounting/Audit			
440.21 City Hall Accounting Services	30,487.01	5,328.00	25,159.01
Total City Hall Accounting/Audit	30,487.01	5,328.00	25,159.01
City Hall Bldg/Equip Expenses			
440.16 Town Hall Bldg Repair/Maint	187.59	1,400.00	-1,212.41
440.27 City Hall Communications	3,325.08	4,900.00	-1,574.92
440.33 City Hall Rent		640.00	-640.00
440.57 City Hall Equip Repairs/Maint	4,222.58	1,400.00	2,822.58
440.59 City Hall Equipment Purchase		10,500.00	-10,500.00
Total City Hall Bldg/Equip Expenses	7,735.25	18,840.00	-11,104.75
City Hall Insurance			
440.26 City Hall Insurance Bonds	283.34	140.00	143.34
440.31 City Hall Commercial Insurance	10,790.40	15,400.00	-4,609.60
Total City Hall Insurance	11,073.74	15,540.00	-4,466.26
City Hall Other Expenses	3.00		3.00
440.01 City Hall-Council Training		140.00	-140.00
440.10 City Hall Advertising	1,032.80	70.00	962.80
440.12 City Hall Printing		70.00	-70.00
440.18 Postage	1,210.51	350.00	860.51
440.19 Postage Machine Rental		490.00	-490.00
440.22 City Hall Dues/Memberships	6,115.99	700.00	5,415.99
440.29 City Hall Contracted Services	13,972.72	14,184.00	-211.28
440.32 City Hall Bank Charges		210.00	-210.00
440.35 Credit Card Fees	61.23	4,550.00	-4,488.77
440.411 City Hall Supplies & Materials	353.19	3,500.00	-3,146.81
440.50 City Hall Svc/Finance Charges	212.50		212.50
Total City Hall Other Expenses	22,961.94	24,264.00	-1,302.06
City Hall Utilities			
440.15 City Hall Electric	2,166.12	2,100.00	66.12
440.27 City Hall Communications (deleted)	14.37		14.37
440.28 City Hall Water/Sewer/Trash	3,266.79	2,136.00	1,130.79
Total City Hall Utilities	5,447.28	4,236.00	1,211.28
City Hall Video Lottery Expense			

Corporation of Shepherdstown

Budget vs. Actuals: New Budget draft - FY23 P&L

July 2022 - February 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
440.60 Video Lottery Funds Expenses	400.00		400.00
Donation-Shep Fire Department	6,000.00		6,000.00
Total 440.60 Video Lottery Funds Expenses	6,400.00		6,400.00
Total City Hall Video Lottery Expense	6,400.00		6,400.00
City Hall-Employee Salary/Fring			
440.03 City Hall Wages	58,107.26	46,920.00	11,187.26
440.04 City Hall ER FICA	4,322.67	4,550.00	-227.33
440.051 City Hall ER Hlth/Life	7,716.62	9,240.00	-1,523.38
440.06 City Hall ER Annuity Contrib.	3,897.51	4,900.00	-1,002.49
440.07 City Hall ER Workers Comp	1,355.28	1,050.00	305.28
440.09 City Hall Unemployment Tax Exp	1,365.17		1,365.17
Employee Payroll & ER Taxes		128.00	-128.00
Total City Hall-Employee Salary/Fring	76,764.51	66,788.00	9,976.51
General Fund Donations			
440.52 City Hall General Donations	50.00	210.00	-160.00
440.54 Shep. Public Library Donations	15,300.00	14,400.00	900.00
Total General Fund Donations	15,350.00	14,610.00	740.00
Magistrate Services	840.00	1,280.00	-440.00
Parks Equipment & Supplies			
900.41 Parks Materials & Supplies	2,919.85	3,328.00	-408.15
900.58 Parks Equipment	53,716.83	13,328.00	40,388.83
Total Parks Equipment & Supplies	56,636.68	16,656.00	39,980.68
Parks Maintenance			
900.15 Parks Maintanance	1,136.68	3,328.00	-2,191.32
900.15 Parks Maintanance (deleted)	874.00		874.00
900.31 Parks Commercial Insurance	1,269.44	560.00	709.44
Total Parks Maintenance	3,280.12	3,888.00	-607.88
Parks Salaries & Fringe			
900.03 Parks Gross Payroll	1,572.57	6,800.00	-5,227.43
900.04 Parks ER FICA	119.61	700.00	-580.39
900.05 Parks ER Health/Life	1,446.80	700.00	746.80
900.05 Parks ER Health/Life (deleted)	220.23		220.23
900.06 Parks ER Annuity Contrib.	58.48	140.00	-81.52
900.07 Parks ER Workers Comp	246.40	140.00	106.40
Total Parks Salaries & Fringe	3,664.09	8,480.00	-4,815.91
900.09 Parks Unemployment Tax Exp		210.00	-210.00
Parks Utilities		49,000.00	-49,000.00
900.18 Parks Electric	2,050.95	486.64	1,564.31
Total Parks Utilities	2,050.95	49,486.64	-47,435.69
Parks Vehicle Expenses			
900.43 Parks Gas/Fuel	467.13	3,416.00	-2,948.87

Corporation of Shepherdstown

Budget vs. Actuals: New Budget draft - FY23 P&L

July 2022 - February 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total Parks Vehicle Expenses	467.13	3,416.00	-2,948.87
Planning Commission Expenses			
440.802 Zoning Office FT Wages/Salary	48,125.61	43,520.00	4,605.61
440.804 Zoning Officer ER FICA	3,685.82	3,536.00	149.82
440.806 Zoning Office ER Annuity	4,437.52	2,800.00	1,637.52
440.807 Zoning Office ER Workers Comp	739.28	1,400.00	-660.72
440.808 Zoning Officer Training		172.00	-172.00
440.81 Zoning Office ER Hlth/Life	5,001.07	7,000.00	-1,998.93
440.815 Planning Commission Direct Deposit Fees		33.20	-33.20
440.817 Legal Services	4,900.78	4,000.00	900.78
440.822 Advertising	219.23	176.00	43.23
440.823 Postage		70.00	-70.00
440.824 Publications/Memberships		70.00	-70.00
440.83 Communications Expenses	1,863.61	1,750.00	113.61
Total Planning Commission Expenses	68,972.92	64,527.20	4,445.72
440.82 Professional Services	100.00		100.00
440.83 Communications Expenses		1,750.00	-1,750.00
Police Dept. Grant Expenses			
700.70 Police Dept. Grant Expenses			
DUI Grant Expense		980.00	-980.00
Total 700.70 Police Dept. Grant Expenses		980.00	-980.00
Total Police Dept. Grant Expenses		980.00	-980.00
Police Equip. Purchase & Repair	3,000.00		3,000.00
700.16 Police Equipment/Furn. Purchase	12,807.38	10,500.00	2,307.38
700.17 Police Equipment Repair/Maint.	3,637.01	3,500.00	137.01
700.24 Police Computer Maintenance	821.76	4,900.00	-4,078.24
Total Police Equip. Purchase & Repair	20,266.15	18,900.00	1,366.15
700.45 Police UNIFORMS	3,488.67	2,100.00	1,388.67
Police Other Expenses			
700.19 Police Postage Expense	475.85	1,400.00	-924.15
700.20 Police Publications	34.96		34.96
700.38 Police DR/CR System Fees (deleted)	108.20		108.20
Total 700.20 Police Publications	143.16		143.16
700.22 Police Dues		280.00	-280.00
700.303 Police Legal Fees	3,725.78	10,500.00	-6,774.22
700.309 Window Cleaning	1,236.50	1,536.00	-299.50
700.31 Police Commercial Insurance	33,006.00	63,000.00	-29,994.00
700.311 Police IT Services	3,526.74	5,336.00	-1,809.26
700.38 Police DR/CR System Fees	1,494.63	2,100.00	-605.37
700.41 Police Supplies and Materials	11,807.52	2,100.00	9,707.52
700.42 Police Advertising	1,472.24	350.00	1,122.24
700.43 Police Gas/Fuel	11,005.30	4,000.00	7,005.30

Corporation of Shepherdstown

Budget vs. Actuals: New Budget draft - FY23 P&L

July 2022 - February 2023

		TOTAL	
		ACTUAL	BUDGET OVER BUDGET
700.46 Police Misc. Expenses	8,627.26	1,020.00	7,607.26
Police Contractual Svc			
700.308 Shredding Service		264.00	-264.00
700.310 Landscaping		464.00	-464.00
700.312 Police Dept. Building Cleaning		880.00	-880.00
700.317 Message 911 Service		232.00	-232.00
Total Police Contractual Svc		1,840.00	-1,840.00
Police Court Attorney	2,611.25	4,328.00	-1,716.75
Total Police Other Expenses	79,132.23	97,790.00	-18,657.77
700.22 Police Dues		280.00	-280.00
Police Remittance Fees	2,180.00		2,180.00
700.36 Police WV Treasurers Remittance	1,630.00	4,200.00	-2,570.00
700.37 Police Teen Court Fees	715.00	700.00	15.00
Total Police Remittance Fees	4,525.00	4,900.00	-375.00
Police Salaries & Fringe			
700.031 Police Gross Payroll	306,198.70	316,976.00	-10,777.30
700.04 Police ER FICA	23,185.20	13,328.00	9,857.20
700.05 Police ER Health/Life	43,342.55	45,224.00	-1,881.45
700.06 Police ER Annuity Contrib.	16,049.89	20,000.00	-3,950.11
700.07 Police ER Workers Comp	6,406.72	6,666.64	-259.92
700.08 Police Test/Training/Physicals	2,725.40		2,725.40
700.08 Police Test/Training/Physicals (deleted)	425.00		425.00
700.10 Police Contractual Detail		4,333.28	-4,333.28
700.30 Police Direct Deposit Fees		333.28	-333.28
Total Police Salaries & Fringe	398,333.46	406,861.20	-8,527.74
Police Utilities & Rent			
700.14 Police Communications	2,664.88	8,400.00	-5,735.12
700.15 Police Building Maintenance		3,500.00	-3,500.00
700.23 Police Electric	1,900.80	2,240.00	-339.20
700.23 Police Electric (deleted)	264.76		264.76
700.28 Police Water/Sewer/Trash		2,135.28	-2,135.28
Total Police Utilities & Rent	4,830.44	16,275.28	-11,444.84
Police Vehicle Expenses		33,328.00	-33,328.00
700.18 Police Vehicle Repair	4,319.00	9,328.00	-5,009.00
Total Police Vehicle Expenses	4,319.00	42,656.00	-38,337.00
Public Works Expenses			
440.62 Public Works Equip./Impr. Exp		1,750.00	-1,750.00
Total Public Works Expenses		1,750.00	-1,750.00
Regional Council Dues		600.00	-600.00
Sanitation Dumping Fees			
800.30 Sanitation Contractual	25,773.93	16,800.00	8,973.93

Corporation of Shepherdstown

Budget vs. Actuals: New Budget draft - FY23 P&L

July 2022 - February 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
800.301 Landfill Fees	11,562.51	16,664.00	-5,101.49
800.31 Recycling Fee (JCSW & AVW)	9,404.17	7,700.00	1,704.17
Total 800.30 Sanitation Contractual	46,740.61	41,164.00	5,576.61
Total Sanitation Dumping Fees	46,740.61	41,164.00	5,576.61
Sanitation Equip Repair & Maint			
800.15 Sanitation Equip. Repair/Maint.		666.64	-666.64
800.16 Sanitation Safety Equip/Expense	128.39	500.00	-371.61
Total Sanitation Equip Repair & Maint	128.39	1,166.64	-1,038.25
Sanitation Other Expenses		2,800.00	-2,800.00
800.18 Sanitation CDL License	112.00	266.64	-154.64
800.20 Sanitation Commercial Insurance		6,300.00	-6,300.00
800.21 Sanitation Uniforms	2,018.83	896.64	1,122.19
800.41 Sanitation Supplies & Materials	37,612.09	2,566.64	35,045.45
800.43 Sanitation Gas/Fuel	6,257.98	10,000.00	-3,742.02
800.44 Sanitation Billing Postage	2,253.71	2,666.64	-412.93
800.44 Sanitation Billing Postage (deleted)	916.80		916.80
800.48 Sanitation IT Expenses		6,666.64	-6,666.64
800.49 Garbage Truck Repay (\$to repay VL for Garbage)		26,400.00	-26,400.00
800.50 Sanitation Message 911		244.96	-244.96
978.459 Health/Sanitation Equipment-GF		98,000.00	-98,000.00
Total Sanitation Other Expenses	49,171.41	156,808.16	-107,636.75
Sanitation Salaries & Fringe			
800.03 Sanitation Gross Payroll	33,511.56	43,520.00	-10,008.44
800.04 Sanitation ER FICA	3,117.35	3,434.00	-316.65
800.05 Sanitation ER Health/Life	3,472.30	27,880.00	-24,407.70
800.05 Sanitation ER Health/Life (deleted)	528.55		528.55
800.06 Sanitation ER Annuity Contrib.	787.06	2,720.00	-1,932.94
800.07 Sanitation ER Workers Comp	591.36	1,020.00	-428.64
Total Sanitation Salaries & Fringe	42,008.18	78,574.00	-36,565.82
800.08 Sanitation Personnel Training		150.00	-150.00
Sanitation Vehicle Expenses			
800.17 Sanitation Vehicle Repair/Exp	6,386.67	3,500.00	2,886.67
Total Sanitation Vehicle Expenses	6,386.67	3,500.00	2,886.67
Streets Maintenance & Equipment			
750.15 Streets R&M	1,331.61	1,333.28	-1.67
750.16 Streets Equipment Repair	11,129.96	733.28	10,396.68
750.17 Streets Safety Equip/Expense	6,195.06	566.64	5,628.42
750.20 Street Markings	1,614.28	1,333.28	281.00
750.21 Streets Signs & Signals		733.28	-733.28
Total Streets Maintenance & Equipment	20,270.91	4,699.76	15,571.15
Streets Other Expenses	2,075.00		2,075.00

Corporation of Shepherdstown

Budget vs. Actuals: New Budget draft - FY23 P&L

July 2022 - February 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
750.30 Streets Uniforms	2,044.48	690.00	1,354.48
750.31 Streets Commercial Insurance	8,581.47	10,500.00	-1,918.53
750.41 Streets Supplies & Materials	8,590.70	3,666.64	4,924.06
750.45 Streets Advertising	25.00	333.28	-308.28
Total Streets Other Expenses	21,316.65	15,189.92	6,126.73
Streets Salaries & Fringe			
750.03 Street Wages	51,216.00	44,404.00	6,812.00
750.04 Streets ER FICA	3,907.37	5,440.00	-1,532.63
750.05 Streets ER Health/Life	11,002.33	5,780.00	5,222.33
750.06 Streets ER Annuity Contrib.	2,324.17	2,380.00	-55.83
750.07 Streets ER Workers Comp	1,626.32	1,088.00	538.32
Total Streets Salaries & Fringe	70,076.19	59,092.00	10,984.19
Streets Tree Maintenance			
750.14 Streets Tree Maintenance	19,132.66	19,600.00	-467.34
Total Streets Tree Maintenance	19,132.66	19,600.00	-467.34
Streets Utilities			
750.12 Streets Communications	323.21	524.96	-201.75
750.18 Streets Electric	10,632.99	16,800.00	-6,167.01
Total Streets Utilities	10,956.20	17,324.96	-6,368.76
Streets Vehicle Expenses			
750.42 Streets Vehicle Repair	3,636.87	2,666.64	970.23
750.43 Streets Gas/Fuel	6,183.39	3,333.28	2,850.11
Total Streets Vehicle Expenses	9,820.26	5,999.92	3,820.34
Tobacco Warehouse Expense	54.45		54.45
903.01 Tobacco Warehouse Repairs/Maintenance		350.00	-350.00
903.05 Tobacco Warehouse Electric	60.03	140.00	-79.97
903.31 Tobacco Warehouse Flood Insurance		4,200.00	-4,200.00
Total Tobacco Warehouse Expense	114.48	4,690.00	-4,575.52
Town Elections			
438.00 Elections			
438.01 Election Salaries		333.28	-333.28
438.02 Election Supplies & Expense	0.00	2,600.00	-2,600.00
Total 438.00 Elections	0.00	2,933.28	-2,933.28
Total Town Elections	0.00	2,933.28	-2,933.28
Town Government Salaries/Fringe		7,124.64	-7,124.64
General Government			
City Council			
410.01 Council/Mayor/Recorder Salary	7,125.00	5,333.28	1,791.72
410.04 Council/Mayor/Recorder ER FICA	480.67	1,000.00	-519.33
Total City Council	7,605.67	6,333.28	1,272.39
Total General Government	7,605.67	6,333.28	1,272.39

Corporation of Shepherdstown

Budget vs. Actuals: New Budget draft - FY23 P&L

July 2022 - February 2023

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
Total Town Government Salaries/Fringe	7,605.67	13,457.92	-5,852.25
Visitors Center Expenses			
901.01 Visitors Center Tax % Paid Out	49,605.60	49,000.00	605.60
Total Visitors Center Expenses	49,605.60	49,000.00	605.60
Total Expenses	\$1,205,463.55	\$1,389,622.88	\$ -184,159.33
NET OPERATING INCOME	\$290,636.63	\$ -53,622.84	\$344,259.47
Other Income			
380C Restricted Fund Interest Coal (deleted-1)	0.00		0.00
410H Interest Income Housing (deleted-1)	0.00		0.00
Total Other Income	\$0.00	\$0.00	\$0.00
Other Expenses			
Reconciliation Discrepancies	680.60		680.60
Total Other Expenses	\$680.60	\$0.00	\$680.60
NET OTHER INCOME	\$ -680.60	\$0.00	\$ -680.60
NET INCOME	\$289,956.03	\$ -53,622.84	\$343,578.87

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

February 2023

	TOTAL
Income	
308 Hotel Occupancy Tax	5,377.35
Court Fee Revenues	-640.00
320 Fines,Fees and Court Costs	
320.01 Bond Deposits	7,960.00
320.03 Fingerprints	20.00
Total 320 Fines,Fees and Court Costs	7,980.00
389 Accident Reports	20.00
Total Court Fee Revenues	7,360.00
Gaming Income-Table Games	
376.00 Gaming Income-Table Games	9,209.90
Total Gaming Income-Table Games	9,209.90
License & Permit Revenue	
325 Business Licenses	102.00
Total License & Permit Revenue	102.00
Other Revenues	
380 Checking Interest	
380.01 General Fund Interest	13,703.91
Total 380 Checking Interest	13,703.91
382 Refunds & Rebates	2,491.00
399 Miscellaneous Income	
399.17 Insurance Reimb. - Library	-2,499.95
Total 399 Miscellaneous Income	-2,499.95
Total Other Revenues	13,694.96
Other Tax Revenues	
304 Utility Tax	
304.01 Town Utility Tax-Utility Co.	7,986.63
304.02 Town Utility Tax-Water/Sewer	1,934.03
Total 304 Utility Tax	9,920.66
305 Business & Occupation Tax	0.00
306 Wine/Liquor/Private Club Tax	0.00
307 Animal Control Tax	8.40
314 Muni Sales & Use Tax	98.13
328 Franchise Fee/Pole Tax	2,954.58
330 IRP Truck Fees	559.39
Total Other Tax Revenues	13,541.16

Corporation of Shepherdstown

Profit and Loss

February 2023

	TOTAL
Parking Fee Revenue	
321 Parking Tickets/includes boots	3,640.00
342 Parking Meter Revenues	
342.10 Parking Meter Income	5,051.30
342.30 Parking Meter-Passport	7,317.05
Total 342 Parking Meter Revenues	12,368.35
343 Parking Permit Revenue	130.00
Total Parking Fee Revenue	16,138.35
Planning Commission Revenue	
326 Building Permits	150.00
Total Planning Commission Revenue	150.00
Property Tax Revenue	50,090.00
Refuse Collections Revenue	
350 Refuse Collection	
350.10 Refuse Revenue-All	14,575.77
350.20 Recycling Revenue-All	3,014.49
Total 350 Refuse Collection	17,590.26
Special Recycling Revenue	
350.05 Refuse Coll.- Special Pickup	80.00
Total Special Recycling Revenue	80.00
Total Refuse Collections Revenue	17,670.26
Rents Revenue	
345.00 Rent-Water & Sewer Depts.	3,600.00
Total Rents Revenue	3,600.00
Video Lottery Proceeds Revenue	19.63
397.00 Racetrack Video Lottery	29,737.26
397.02 New Limited VL Terminals	568.91
Total Video Lottery Proceeds Revenue	30,325.80
Total Income	\$167,259.78
GROSS PROFIT	\$167,259.78
Expenses	
440.30 City Hall Legal Fees	1,122.43
700.305 Misc. Contractual	723.37
916 Library - Building Repairs	10,359.05
Arts, Humanities, Library	
906.01 A/H/L Tax % Paid Out	124.88
Total Arts, Humanities, Library	124.88

Corporation of Shepherdstown

Profit and Loss

February 2023

	TOTAL
City Hall Accounting/Audit	
440.21 City Hall Accounting Services	690.06
Total City Hall Accounting/Audit	690.06
City Hall Bldg/Equip Expenses	
440.27 City Hall Communications	536.21
Total City Hall Bldg/Equip Expenses	536.21
City Hall Insurance	
440.31 City Hall Commercial Insurance	1,348.80
Total City Hall Insurance	1,348.80
City Hall Other Expenses	
440.22 City Hall Dues/Memberships	87.89
440.29 City Hall Contracted Services	1,854.53
440.411 City Hall Supplies & Materials	230.99
Total City Hall Other Expenses	2,173.41
City Hall Utilities	
440.15 City Hall Electric	309.83
440.28 City Hall Water/Sewer/Trash	401.43
Total City Hall Utilities	711.26
City Hall-Employee Salary/Fring	
440.03 City Hall Wages	6,292.72
440.04 City Hall ER FICA	473.81
440.051 City Hall ER Hlth/Life	1,130.40
440.06 City Hall ER Annuity Contrib.	497.35
440.07 City Hall ER Workers Comp	169.41
Total City Hall-Employee Salary/Fring	8,563.69
General Fund Donations	
440.54 Shep. Public Library Donations	1,800.00
Total General Fund Donations	1,800.00
Parks Equipment & Supplies	
900.41 Parks Materials & Supplies	5.30
900.58 Parks Equipment	51,500.98
Total Parks Equipment & Supplies	51,506.28
Parks Maintenance	
900.31 Parks Commercial Insurance	158.68
Total Parks Maintenance	158.68

Corporation of Shepherdstown

Profit and Loss

February 2023

	TOTAL
Parks Salaries & Fringe	
900.03 Parks Gross Payroll	383.06
900.04 Parks ER FICA	29.30
900.05 Parks ER Health/Life	205.53
900.06 Parks ER Annuity Contrib.	0.00
900.07 Parks ER Workers Comp	30.80
Total Parks Salaries & Fringe	648.69
Parks Vehicle Expenses	
900.43 Parks Gas/Fuel	61.31
Total Parks Vehicle Expenses	61.31
Planning Commission Expenses	
440.802 Zoning Office FT Wages/Salary	5,994.37
440.804 Zoning Officer ER FICA	452.65
440.806 Zoning Office ER Annuity	596.64
440.807 Zoning Office ER Workers Comp	92.41
440.81 Zoning Office ER Hlth/Life	616.58
440.817 Legal Services	2,257.43
440.822 Advertising	74.92
Total Planning Commission Expenses	10,085.00
700.45 Police UNIFORMS	946.49
Police Other Expenses	
700.303 Police Legal Fees	622.43
700.31 Police Commercial Insurance	4,125.75
700.311 Police IT Services	335.13
700.38 Police DR/CR System Fees	235.35
700.41 Police Supplies and Materials	331.67
700.43 Police Gas/Fuel	1,389.67
700.46 Police Misc. Expenses	1,676.12
Total Police Other Expenses	8,716.12
Police Remittance Fees	
700.37 Police Teen Court Fees	155.00
Total Police Remittance Fees	155.00
Police Salaries & Fringe	
700.031 Police Gross Payroll	37,810.65
700.04 Police ER FICA	2,864.49
700.05 Police ER Health/Life	5,343.72
700.06 Police ER Annuity Contrib.	1,841.12
700.07 Police ER Workers Comp	800.84
700.08 Police Test/Training/Physicals	1,166.00
Total Police Salaries & Fringe	49,826.82

Corporation of Shepherdstown

Profit and Loss

February 2023

	TOTAL
Police Utilities & Rent	
700.14 Police Communications	280.44
700.23 Police Electric	309.83
Total Police Utilities & Rent	590.27
Police Vehicle Expenses	
700.18 Police Vehicle Repair	758.94
Total Police Vehicle Expenses	758.94
Sanitation Dumping Fees	
800.30 Sanitation Contractual	1,055.60
800.301 Landfill Fees	2,132.23
800.31 Recycling Fee (JCSW & AVW)	1,251.99
Total 800.30 Sanitation Contractual	4,439.82
Total Sanitation Dumping Fees	4,439.82
Sanitation Other Expenses	
800.21 Sanitation Uniforms	233.84
800.41 Sanitation Supplies & Materials	412.68
800.43 Sanitation Gas/Fuel	664.62
800.44 Sanitation Billing Postage	350.50
Total Sanitation Other Expenses	1,661.64
Sanitation Salaries & Fringe	
800.03 Sanitation Gross Payroll	4,436.64
800.04 Sanitation ER FICA	339.30
800.05 Sanitation ER Health/Life	493.27
800.06 Sanitation ER Annuity Contrib.	170.64
800.07 Sanitation ER Workers Comp	73.92
Total Sanitation Salaries & Fringe	5,513.77
Sanitation Vehicle Expenses	
800.17 Sanitation Vehicle Repair/Exp	156.12
Total Sanitation Vehicle Expenses	156.12
Streets Maintenance & Equipment	
750.15 Streets R&M	146.20
750.17 Streets Safety Equip/Expense	463.00
Total Streets Maintenance & Equipment	609.20
Streets Other Expenses	
750.30 Streets Uniforms	260.64
750.31 Streets Commercial Insurance	1,047.30
750.41 Streets Supplies & Materials	928.62
Total Streets Other Expenses	2,236.56

Corporation of Shepherdstown

Profit and Loss

February 2023

	TOTAL
Streets Salaries & Fringe	
750.03 Street Wages	4,716.02
750.04 Streets ER FICA	360.65
750.05 Streets ER Health/Life	1,356.48
750.06 Streets ER Annuity Contrib.	128.92
750.07 Streets ER Workers Comp	203.29
Total Streets Salaries & Fringe	6,765.36
Streets Vehicle Expenses	
750.42 Streets Vehicle Repair	139.70
750.43 Streets Gas/Fuel	450.77
Total Streets Vehicle Expenses	590.47
Tobacco Warehouse Expense	
903.05 Tobacco Warehouse Electric	14.86
Total Tobacco Warehouse Expense	14.86
Total Expenses	\$173,594.56
NET OPERATING INCOME	\$ -6,334.78
Other Expenses	
Reconciliation Discrepancies	582.53
Total Other Expenses	\$582.53
NET OTHER INCOME	\$ -582.53
NET INCOME	\$ -6,917.31

Note

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

Amy Boyd

From: Brad Clare <bradclare@hotmail.com>
Sent: Tuesday, January 3, 2023 8:14 PM
To: Amy Boyd
Subject: Permission to publish a geocaching earthcache at James Rumsey Park

Hello, I live in Charles Town and am a local geocacher. I was in Shepherdstown this weekend and visited James Rumsey Park. I was fascinated with the history and wanted to learn more about the monument. After doing some online research I thought it would be a great location to publish a geocaching earthcache and am seeking permission for one at the James Rumsey Monument. I will not be placing anything physical at the location, as this is strictly a digital marker on a map to bring geocachers to observe the Woodstock Granite that makes up the monument.

EarthCaches are earth science lessons through geocaching that are verified by the Geological Society of America. Here is a link to that website:
http://www.geosociety.org/GSA/Education_Careers/Field_Experiences/EarthCache/GSA/fieldexp/EarthCache/guidelines/home.aspx

The lesson is strictly observational and requires no climbing or touching to perform the lesson. Typically these earth cache lessons bring about 25-30 people a year to the location. It could be more here because there is a larger amount of geocachers who come to the area because Berkeley County is a very popular geocaching destination.

The Geological Society of America wants us to be good public stewards and make sure that the park knows this geology lesson is here. May I have permission to list a geocache on the internet to bring folks to the James Rumsey Monument to answer geological questions about the Woodstock Granite? I can send the write up for the earthcache prior to permission being granted or even come by in person to discuss. My number is 954-258-1998 if someone would like to discuss. Thank you in advance and I hope that I can make this park even more of a destination.

Thank you for your time,

Brad Clare

EarthCache™

[Get Started ▾](#)[Achievements](#)[Community](#)[Store](#)[About](#)[Planetary Geology](#)

See this page in:

-- Select Language --



To have an EarthCache published on geocaching.com, you will need to adhere to the following guidelines. Your submission will be processed by one of the EarthCache Team reviewers (geoaware) to ensure that the site is appropriate and meets the educational standards and logging requirements. The review process can take up to a week and even longer if your submission requires adjustments. For more information on EarthCaches, please read the following:

[Help Center](#)[EarthCache FAQs](#)

Help Center has articles on EarthCaches (hosted by [Geocaching.com](https://www.geocaching.com))

Guidelines

- 1. EarthCaches must provide an earth science lesson.**
- 2. EarthCaches must be educational.** They should provide accurate but non-technical explanations of what visitors will experience at the site. The cache page, including the description and logging tasks, must assume only a basic knowledge of geology.
- 3. EarthCaches must highlight a unique feature.** EarthCaches that duplicate existing EarthCaches or related sites may be rejected. EarthCaches must be developed to provide a unique experience to the location's visitors, and to teach a unique lesson about the feature at

the site. Multiple EarthCaches on the same feature should be avoided. Content, rather than proximity, will be the guiding principle for EarthCache reviewers.

4. Landowner or land manager permission is required for most EarthCache locations, and the name, title, and contact details of the person who approved it must be included in a Reviewer Note. Most land managers, once they are told that concept and that no physical container will be left behind, are happy to have an EarthCache in their park, forest, etc. We would suggest however, that you develop EarthCaches in partnership with the land managers to ensure that sensitive areas are avoided. Depending on local laws and customs, permission may not be required, but this should also be included in a Reviewer Note.

5. An EarthCache can be single site or multiple sites. You must have visited the site(s) recently (within two months) to make current, first-hand observations. You must provide accurate coordinates for each site where visitors are to perform the logging tasks and ensure these areas are accessible to the public. You are responsible for taking appropriate actions if conditions change regarding access, permission, or other concerns.

6. Logging an EarthCache requires visitors to undertake site-specific tasks that provide a learning opportunity related to the topic. Visitors will use the information from the cache page along with their on-site observations to perform some type of analysis. Their task-solution logs will serve as proof that cachers have visited the site. Questions that only serve to prove that someone visited the site but do not relate to the site's geology are not permitted. Photo requirements are permitted, but can only be included as an addition to well-developed logging tasks. Visitors must be able to send their answers to logging tasks via the cache owner's profile. The answers to these logging tasks must be included in a Reviewer Note when you are submitting your site for approval.

7. The EarthCache text and logging tasks must be submitted in the local language. Additional languages are encouraged, but the local language must be listed first. You may be requested to provide text in a language understandable to your reviewer to assist with the reviewing process.

8. Respect trademarks and copyright information and only use text, images, or logos if you have permission. EarthCaches with information that is copied from other sources, plagiarized, or used without proper attribution will not be published. Limited amounts of text may be quoted, but must be properly attributed. Visit the Help Center for more information.

9. EarthCache sites adhere to the principles and ethics of geocaching and Leave No Trace. In addition, use waypoints to ensure cachers take appropriate pathways and use established trails only. Damage to the site is unacceptable. Please be mindful of fragile ecosystems.

EarthCache sites will highlight the principle of collecting memories — not samples. Furthermore, no physical cache, or other items, can be left at the site.

10. EarthCaches are submitted through [geocaching.com](https://www.geocaching.com) and must meet these guidelines and adhere to the [Geocache Listing Requirements/Guidelines](#) and the [geocaching.com terms of use agreement](#). The Geological Society of America and the EarthCache team retain the right to edit, modify, reject, or archive any EarthCache that does not adhere to these guidelines, or for any other purpose that the team deems appropriate.



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**AN ORDINANCE RE-ENACTING AND FURTHER CLARIFYING
SECTION 9-207 OF CHAPTER 2 OF TITLE 9 OF THE
CODE OF SHEPHERDSTOWN, WEST VIRGINIA,
TO PROHIBIT DRIVEWAYS THAT CROSS PUBLIC SIDEWALKS**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 2 of Title 9 of the Town Code is hereby amended and further clarified by amending and re-enacting Section 9-207, entitled "Off-street parking requirements", to prohibit driveways that cross public sidewalks; accordingly, there is amended and re-enacted Section 9-207 of Chapter 2 of Title 9 to read as follows:

Section 9-207 Off-street parking requirements.

Parking space or spaces surfaced with asphalt, concrete or other stabilized material such as crusher-run and three (3) inches of stone shall be provided on any lot on which any of the following uses currently exist or are hereafter established. Each space shall have access to an alley. Access across a public sidewalk is prohibited. For purposes of computing, each space will be not less than nine (9) feet wide nor twenty (20) feet long.

I. Minimum requirements for specific uses:

- (a) For boardinghouses, one (1) space on the lot for each lodging unit in the dwelling.
- (b) For churches erected on new sites, one parking space on the lot for each ten (10) seats in the main auditorium, but existing churches and additions to or enlargements of churches existing at the time of passage of this title shall be exempt from this requirement.
- (c) For places of public assembly, including auditoriums and theatres, one space for each seven (7) seats provided.
- (d) For all schools, except high schools, two (2) spaces for each classroom; for high schools ten (10) spaces for each classroom.
- (e) For institutions, clubs, lodges and other public and semi-public buildings, five (5) spaces for each one thousand (1,000) square feet of floor area.
- (f) For commercial and residential uses located on the same lot in the Residential Commercial District, one space for each dwelling unit and one space for each two hundred (200) square feet of commercial floor area, with a minimum of two (2) spaces required.
- (g) For commercial uses, except as specified in Section 9-207 I (f), one (1) space for each three hundred (300) square feet of floor area and one (1) space for each two (2) employees.

II. General rules and exceptions:

- (a) In the RC and C Districts, parking space may be provided on a separate lot if within three hundred (300) feet of the building served, and two (2) or more owners may join together in the provision of this parking space.
- (b) No parking space may be located in a front or side yard. This does not prohibit parking in an existing driveway.
- (c) Parking spaces may be provided in side and rear yards in the Commercial District but are limited to rear yards in Residential Districts.
- (d) Parking space for any use specifically permitted in an R District may be provided on a lot adjoining that use.

First Reading: March 14, 2023

Second Reading:

Adopted:

Mayor

Recorder

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:	ROTARY CLUB OF SHEPHERDSTOWN
Contact Name:	PETER SMITH
Mailing Address:	PO BOX 603
City, State, Zip:	SHEPHERDSTOWN, WV 25443
E-mail Address:	PVSMITH@PROLIFER.NET
Daytime Phone:	304-876-1139
Evening Phone:	304-876-1139
Cell Phone:	304-579-9114

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?	JULY 4 PARADE	
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If yes, on a separate sheet, please provide event dates (last three years) and describe any scheduling conflicts with other events that occurred in prior years or potential conflicts for the current requested event</i>	
3.) Is this a "one-time" event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4.) Date and Time of Event: 07/04/23	From:	To:
4a.) Set Up Time 9:30 AM	11 am/pm	12 am/pm
4b.) Tear Down Time 12 noon		

5.) Park Requested, if applicable:	<input type="checkbox"/> Bane-Harris \$100	<input type="checkbox"/> Cullison \$100	<input type="checkbox"/> Rumsey \$500	<input type="checkbox"/> Viola-Devonshire \$100
6.) Are street closures requested?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide, on the attached map, streets that need to be closed. If having a parade, provide parade route. Alleys must be kept open. (No Exceptions)</i>			
7.) Is event open to the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
8.) What are the parking arrangements?	PARADE WILL FORM UP ON			
<i>Please explain.</i>	CHURCH ST., BETWEEN			
	HIGH & MINDEB			
9.) Will entertainment be involved? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, give details w/# groups, type of music, time of performance(s) etc. See Noise Ordinance</i>	Any entertainment must be approved by the Town Council.			
	<input type="checkbox"/> Live Band	<input type="checkbox"/> DJ	<input type="checkbox"/> Radio/CD Player	<input type="checkbox"/> Other: Explain
10.) Will other equipment be used? (i.e. generator, tents, inflatables, etc.) If yes, give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SOUND SYSTEM FOR PARADE ANNOUNCEMENT			
11.) Are you a non-profit organization? <i>If yes, provide certification of non-profit status.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
12.) Will vendors be at the event? <i>If yes, give details including complete list of vendors and contact information.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
13.) Will event participants be charged a fee? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
14.) Will admission be charged for the event? <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Cost _____			
15.) Number of people expected to attend:	<input type="checkbox"/> less than 50	<input type="checkbox"/> 51-100	<input 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: KAREN SMITH		Phone: 304-579-9114	
	Name: HOLLY PRYCE		Phone: 304-671-4086	
17.) Check any Town assistance needed:	<input type="checkbox"/> Electric	<input checked="" type="checkbox"/> Police	<input type="checkbox"/> Public Works	
	<input type="checkbox"/> Recycling	<input type="checkbox"/> Other		
18.) Will alcoholic beverages be served?	<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>			

19.) How will this event benefit
Shepherdstown?

PROVIDE WHOLESALE FAMILY
ENTERTAINMENT; BOYS
TOWN

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 GONUM ST. 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: [Signature]

Date: 3/15/23

FOR THE
MURRAY CLUB
OF SHEPHERDSTOWN

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

Parent/Guardian: _____

Date: _____

Printed Name: _____

Phone: _____

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

FOR OFFICE USE ONLY

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

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 _____

Addendum to Rotary Club of Shepherdstown 2023 July 4 Parade event request

2. EVENT HISTORY. This July 4 parade has been organized and sponsored by the Rotary Club of Shepherdstown annually since 2007, except in 2020 and 2021 when it was cancelled because of Covid. As far as we know, there have never been any scheduling conflicts with other events in the past, and none are foreseen this year.

The parade has always been followed by a Rotary-sponsored community picnic. In 2007 and 2008, this picnic was held at Morgan's Grove Park. From 2009 through 2012, the picnic was held at the town's Rumsey Memorial Park.

In 2013, we shifted the picnic location back to Morgan's Grove Park and it has remained there ever since. Public reaction to the Morgan's Grove Park location has been very positive because of the parking and superior facilities it offers. Thus, the picnic now does not involve any town facilities.

The Rotary Club pays all costs associated with the parade and picnic, which total about \$5,000 annually.

6. STREET CLOSURES. As in previous years, this year's parade route will be limited to the section of German Street between Church and Princess streets. The parade will form up on Church Street, between Minden and High streets, and disperse on Princess Street, in the block north of German Street.

Therefore, we are requesting the following closures:

1.) The two + blocks of Church Street between German Street and the town line just south of Washington Street from 9:30 am until 12 noon. (We also ask that the meters in the block between German and Church streets be hooded the night before, with "no parking" signs posted in that area.)

2.) The block of Church Street between German Street and High Street from 9:30 am until 12 noon.

2.) German Street, between Duke and Princess streets, from 10:30 a.m. until the end of the parade at 12 noon or so.

3.) The block of Princess Street between German and High streets from 11:00 a.m. until 12 noon.

INSURANCE CERTIFICATE. The Rotary Club of Shepherdstown receives general liability insurance coverage through a blanket Rotary liability insurance policy that covers all active Rotary clubs in the United States. This policy is renewed every year effective July 1. Because of this schedule, it is not possible to provide an up-to-date Certificate of Liability Insurance for any event occurring on July 4 in any year until the annual renewal process is completed. This takes place during June, typically during the last two weeks of the month. At that time, the Rotary Club of Shepherdstown will provide the Corporation of Shepherdstown with an updated Certificate naming the Corporation as Additional Insured. In the meantime, a copy of our current Certificate accompanies this request form.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/15/23

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Ali Sulita		
	PHONE (A/C, No, Ext): 1-833-3ROTARY	FAX (A/C, No): 630-285-4062	
	E-MAIL ADDRESS: rotary@ajg.com		
INSURED All Active US Rotary Clubs & Districts ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Westchester Surplus Lines Insurance Company		10172
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** 899307648 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		G73578917 001	7/1/2022	7/1/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			G73578917 001	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

Corporation of Shepherdstown
PO Box 248
Shepherdstown, WV 25443
Re: Rotary Club of Shepherdstown
2023 4th of July Parade

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Cynthia L. DeMonte

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Internal Revenue Service
District Director

Department of the Treasury

P.O. Box 2508
Cincinnati, OH 45201

Date: OCT 15 1993

Person to Contact:

Lois Parrott

Telephone Number:

513-684-3957

Refer Reply to:

EP/EO

Employer Identification Number:

55-0672814

Group Exemption Number:

0573

Rotary International
Shepherdstown Rotary Club
P. O. Box 603
Shepherdstown, WV. 25443-0603

OCT 19 1993

Dear Sir or Madam:

COX ALLEMONS NICHOLS, P.A.S.

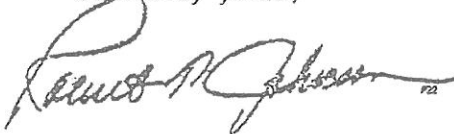
This is in response to your request for a copy of your determination letter.

Our records indicate that you are included in a group ruling issued to Rotary International National Headquarters which is located in Evanston, Illinois. Our records indicate that your organization is exempt from Federal income tax under section 501(c)(4) of the Internal Revenue Code.

There is no individual exemption letter for your organization, since you are included in a group ruling. The group exemption letter applies to all of the subordinate organizations on whose behalf the Rotary International has applied for recognition of exemption. If you want a copy of the group exemption letter, please contact your parent organization.

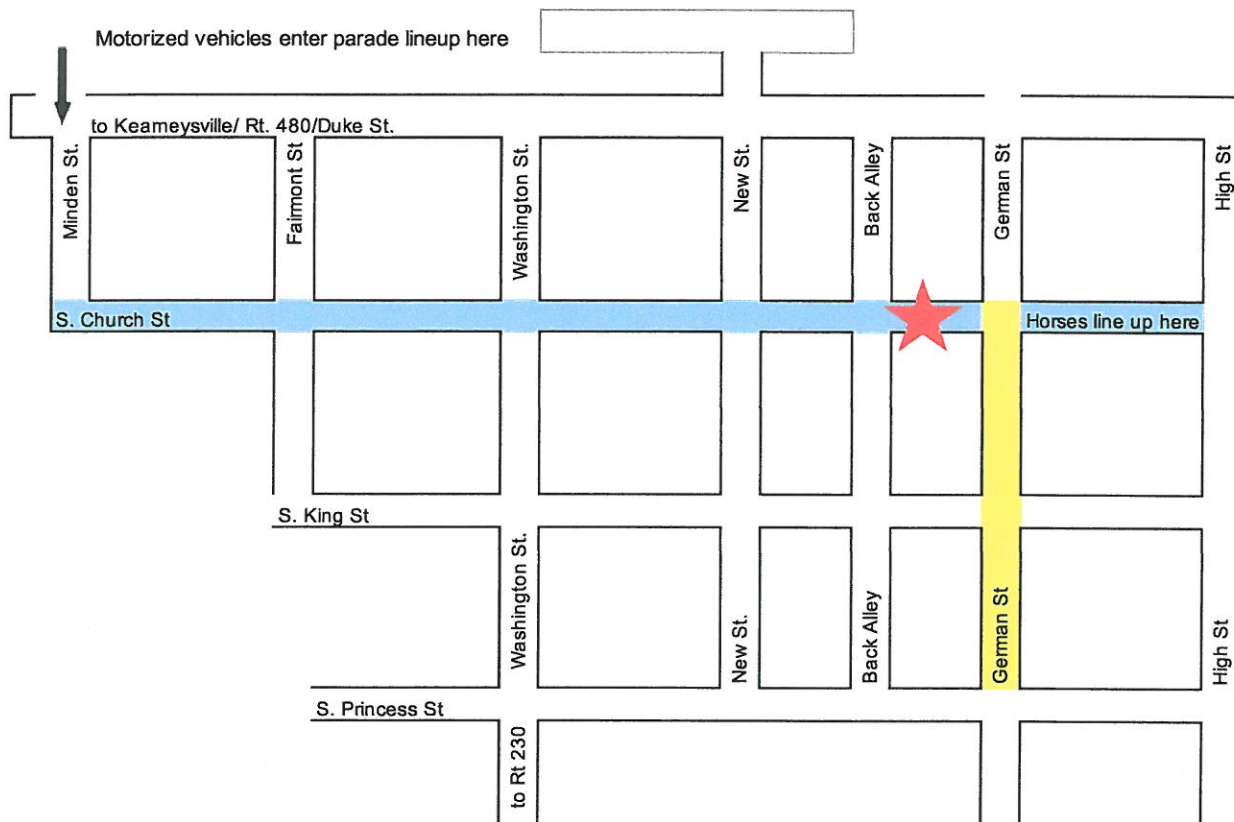
If we can be of further assistance in this matter, please contact us.

Sincerely yours,



Robert T. Johnson
District Director

Shepherdstown 4th of July parade



- Parade entries will line up on Church St.
- Parade coordinator will be stationed here
- Parade route

Special Town Council Meeting Minutes

Wednesday, March 29, 2023

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), Jim Ford, Chris Stroeck, Jenny Haynes, Cheryl Roberts, and Marty Amerikaner.

Absent: None

Staff: Town Clerk Amy Boyd, Town Administrator Stephanie Grove, and Public Works Director Frank Welch

Visitors: Meredith Wait, Sue Kemnitzer, Elise Baach, Annette Gavin-Bates, Lois Turco, Eric Lewis, Jim Ford, Mark Kohut, Harriett Pearson, Jan Hafer, Mark Purdy, Christian Asam, Steve Pearson, Becky Phipps, Carol Asam, Marianne Alexander, and Phillip Webber.

Agenda:

1. Call meeting to order

Call the meeting to order by Mayor Auxer at 5:30 p.m.

The Mayor introduced Stephanie Grove as our new Town Administrator.

2. Review of applications for the Market House

Mayor - we have three applicants giving each 20 minutes to speak.

The first applicant is via phone call from Florida - Michelle Matro.

M. Matro - has a for profit business called United Businesses. Has been looking for the right place to live, visited Shepherdstown and loved it. The goal is to unite businesses.

L. Rampy - how do you make your money?

M. Metro - it is member based -products and services. Products that relate to environmental and social issues. Retail and service (educational and consulting). The venture will need to make money. Services offered and myself and for business owners (job training).

C. Stroeck - have you reached out to the local businesses to try to gauge their interest regarding their needs? And you state you need a rent offset? Starting Date?

M. Metro - have not reached out - whatever they need, she will provide it. Would need a rent offset. Not sure for how long - it would help out a lot. Starting date depends on the ability to find housing. May 1st is preferred.

C. Roberts - what did you notice when you visited here in regards to diversity? Any interaction with people?

M. Metro - it felt inviting, loved the artwork. It was early in the day so not much.

M. Amerikaner - you have to create a business? What about occupancy? What will happen inside the Market House?

M. Matro - will create a new business model specific to Shepherdstown. Again, need to find housing first. Have a public bathroom, retail, business display, and a community board.

J. Haynes - selling merchandise?

M. Matro - branded United Business merchandise reflecting environmental and social needs, and local art hung to be sold.

Second applicant - **Marianne Alexander - Shepherdstown Connects**

Represents many groups - non-profits working together, at least 10 groups involved.. They are concerned that there is no community calendar. Wants to see the Market House as in information hub. Shepherd University is not being showcased enough. Would like to bring some of the elements of the old visitor's center. Some of the involved groups are CATF, SAIL, Boyd Center, Historic Shepherdstown, Potomac Valley Audubon Society, Shepherdstown Community Club, Shepherdstown Shares, Speak Story Series, SU Dean of Arts, Lifelong Learning, etc. We would like to partner with the CVB.

C. Stroeck - Shepherdstown Connects is not a non-profit? How would you get all of these groups organized in one spot?

M. Alexander - no, we are an alliance that is comprised of 501(C)3's. Each group will bring in what they do best in that space. We don't have the resources to bring the Market House up to snuff.

J. Haynes - likes the partnership idea with CVB.

M. Alexander - we do not want to put the community groups upstairs - we don't want to be in the attic.

M. Amerikaner - are you the public face for this alliance? What is your funding source?

M. Alexander - yes, and we need to still coordinate all of it. No, not saying that the alliance would be paying rent. We would be relying volunteers to promote a local flavor of Shepherdstown. Shepherdstown Shares has an excess of volunteers.

L. Rampy - what size space are you looking for?

M. Alexander - we haven't worked that out yet. We want to be ambassadors representing Shepherdstown.

Third applicant - **Annette Gavin-Bates - Jefferson County Convention & Visitors Bureau (JCCVB or CVB)**

___The CVB is a 501(C)3 non-profit. We want to create a welcome center and community space in the Market House. (She handed out a booklet highlighting Shepherdstown). We are a destination marketing organization and welcome center. Visitors need knowledgeable insight and our trained ambassadors can do that. We will support the town, businesses, events, culture, and the arts. We bring many fiscal resources to the table providing steady funding. There is a 23 member board, 7 are from Shepherdstown. There is a paid professional staff. If approved, we will secure funding for repairs and maintenance. Michael Mills has been contacted and he has offered some pro-bono services. We will create a welcome center section for Shepherdstown. Trained ambassadors will welcome visitors. We see the second floor as a flex-space for rotating artists, etc. We see ourselves as custodians of Shepherdstown's history.

Mayor - the CVB is funded by the hotel/motel tax.

E. Lewis - is an accountant for the Bavarian Inn. The occupancy tax is paid by guests at the BI. There is a 6% tax that is held in trust and remitted to a government agency. The BI annexed 1/2 of its property which allowed the town to collect the 1% tax. In 2022, 1% equated to \$72K. If the CVB comes to Shepherdstown, the town will get the whole amount of hotel/motel tax whereas before they got half. The whole amount is broken down with the town giving the CVB 50% with the other 50% going to Shepherdstown Parks & Rec. Of the P&R's share, 20% of that is available to P&R immediately with the other 30% allowed to be used within the parameters of the state code. Those parameters include arts, historic sites and beautification sites.

C. Stroeck - looking at the spreadsheet, it looks like our take is doubled?

E. Lewis - yes, the town gets the county's piece.

M. Amerikaner - worries that enough focus won't be on Shepherdstown. Days open? Funding sources?

A. Gavin-Bates - if we know about the happenings in Shepherdstown, we will promote/market them. Will promote Shepherdstown merchandise. 5-7 days a week. Funding - private, public, and grants.

L. Rampy - thoughts on the collaboration idea? Regarding ambassadors, how do you collect feedback on these people? Do you encourage a sign in for visitors? Lease length?

A. Gavin-Bates - definitely want to entertain this idea. The ADA bathroom will take a bit of doing and we are also thinking about a lift to get to the second floor. Comment directed to M. Alexander - please take on the community calendar! Very confident in the ambassadors. We do encourage a sign in to gather emails and to see where they are coming from. This is a big investment for us, so we'd like to see a 10-20 year lease due to the upfront costs.

C. Roberts - are you looking to use the Shepherdstown Connects volunteers to run it?

A. Gavin-Bates - no, we want to use our own paid staff. We would like to get to the point of an area in the MH where Connects volunteers can help.

C. Stroeck - in regards to what our survey showed us as to what people want to see inside the MH like accessible bathrooms, library pick-up/drop-off, and computer availability for those in need, do you see any issues?

A. Gavin-Bates - no, we can absolutely work through it. We still need to look at the building for the final usable space.

C. Asam - is concerned about the timeline, that it will take long. This is an important structure.

Mayor - we are trying to move forward as quickly as possible. The lease will be a public hearing.

L. Rampy - move to go into Executive Session at 6:53 p.m. pursuant to 6-9A-4(b)(2)(A). Second by M. Amerikaner. No objections noted.

Everyone left the room except council and the town administrator .

J. Haynes - move to come out of Executive Session at 7:20 p.m. pursuant to 6-9A-4(b)(2)(A). Second by C. Roberts. No objections noted.

All visitors had gone.

L. Robertson - move to approve the CVB application and to direct the Mayor and legal counsel to prepare and negotiate the lease. Second by C. Stroeck. No objections noted.

L. Robertson – move to adjourn at 7:22 p.m. Second by J. Haynes. No objections noted.

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

LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT

THIS AGREEMENT, dated this _____ day of March, 2023, is by and between the CORPORATION OF SHEPHERDSTOWN POLICE DEPARTMENT (hereinafter referred to as 'Shepherdstown') and the SHEPHERD UNIVERSITY DEPARTMENT OF PUBLIC SAFETY (hereinafter referred to as "University").

WHEREAS, the West Virginia Legislature has enacted the West Virginia Law Enforcement Mutual Assistance Act (hereinafter referred to as "Act"), W. Va. Code §15-10-1, *et seq.*, as amended; and

WHEREAS, Shepherdstown and the University desire that their law enforcement agencies formalize their historical mutual assistance and sharing of resources by a written agreement; and

WHEREAS, the law enforcement agencies have concurrent jurisdiction over certain areas;

THEREFORE, the parties do agree as follows:

1. Shepherdstown and the University shall provide each other mutual law enforcement assistance and cooperation for all matters contemplated, set out, and defined in W. Va. Code §15-10-4, including, but not limited to, the investigation of crime and the apprehension of criminals, and both law enforcement agencies agree that this agreement and their relationship shall be governed by the Act. Such mutual assistance shall always be based upon an affirmative request by an officer from within the jurisdiction soliciting the assistance of one or more officers to assist in the response to a condition or incident.

2. Whenever police action or investigation is needed in reference to any municipal street, road or thoroughfare within the Corporation of Shepherdstown and immediately adjacent to or passing through the premises under the jurisdiction of the Shepherd University Board of Governors, on such occasions the Shepherdstown Police Department shall be the lead law enforcement agency in the response to such incidents. Any University police responding on such occasions shall support the command responsibility of the Shepherdstown Police Department.

3. Whenever police action or investigation is needed in reference to any premises under the jurisdiction of the Shepherd University Board of Governors and also within the corporate boundaries of Shepherdstown, on such occasions the University Police Department shall be the lead law enforcement agency in the response to such incidents. Any Shepherdstown police responding on such occasions shall support the command responsibility

STATE OF WEST VIRGINIA;
COUNTY OF JEFFERSON, to-wit:

The foregoing instrument was acknowledged before me on this _____ day of March, 2023, by Jim Auxer, Mayor, on behalf of the Corporation of Shepherdstown Police Department.

My commission expires

(S E A L)

Notary Public

STATE OF WEST VIRGINIA;
COUNTY OF JEFFERSON, to-wit:

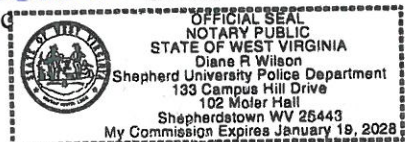
The foregoing instrument was acknowledged before me on this 21st day of March, 2023, by Lori Maranga, Chief of the Shepherd University Police Department.

My commission expires

Jan 19, 2028

(S E A L)

Diane R Wilson
Notary Public



STATE OF WEST VIRGINIA;
COUNTY OF JEFFERSON, to-wit:

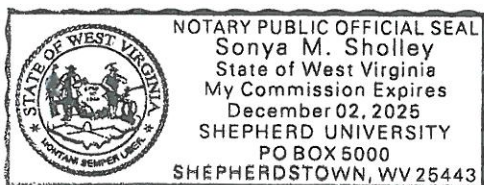
The foregoing instrument was acknowledged before me on this 21st day of March, 2023, by Mary J.C. Hendrix, Ph.D., University President, on behalf of the Shepherd University Police Department.

My commission expires

Dec 2, 2025

(S E A L)

Sonya M. Sholley
Notary Public



of the University Police Department. It is agreed that such premises shall be routinely patrolled by University police and not routinely patrolled by Shepherdstown Police.

4. This agreement shall remain in force and effect unless or until cancelled at any time by either party, by providing written notice to the chief executive officer of the other party

WITNESS the following signatures:

CORPORATION OF SHEPHERDSTOWN
POLICE DEPARTMENT

By: _____
Its Chief

By: _____
Jim Auxer
Mayor, Corporation of Shepherdstown

SHEPHERD UNIVERSITY
DEPARTMENT OF
PUBLIC SAFETY

By: *P.A. McLaughlin*
Its Chief

By: *Mary J.C. Hendrix*
Mary J.C. Hendrix, Ph.D.
President, Shepherd University

STATE OF WEST VIRGINIA;
COUNTY OF JEFFERSON, to-wit:

The foregoing instrument was acknowledged before me on this ____ day of March, 2023, by _____, Chief of Police of the Corporation of Shepherdstown.

My commission expires

(S E A L)

Notary Public

Shepherdstown Town Council Meeting Minutes

Tuesday, March 14, 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), Chris Stroeck, Jenny Haynes, Leah Rampy, Cheryl Roberts, and Marty Amerikaner via phone call.

Absent: None

Staff: Town Clerk Amy Boyd, Director of Public Works Frank Welch, Bookkeeper Bev Bennett, and Chief of Police Mike King.

Visitors: John Meeker, Rachel Meads, Adam Thomas, Paul Marshall, Paul Butler, John Loeffler, and Steve Pearson.

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

Call to order by Mayor Auxer at 6:31 pm.

Approval of the Town Council Meeting Draft Minutes of February 14, 2023.

C. Roberts - move to approve Town Council Draft Minutes of February 14, 2023. Second by L. Rampy. No objections noted.

Agenda Item 3 – Public Comment Period:

- Persons who have registered to address Town Council.

- P. Marshall - Jefferson County Parks & Rec - are doing a fireworks display at the AMP and are looking for revenue to help out with this - other community are helping. AMP is a free concert series (7 to 9 concerts) with a wide variety of music Thursday's at 7 p.m. The rain date is the following day.

Mayor - he will put it on the Finance Committee agenda to address.

- Chief King showed the new police patch they would like to have on their uniforms.

C. Roberts - move to approve the patch. Second by J. Haynes.

Discussion -

P. Butler - address the police patch - the thin blue line on the patch is associated with hate groups.

L. Rampy - the question is what is the intent and what is the perception? Should have a look at both.

C. Stroeck - we should get the word out, assess, and address this at the next meeting.

All opposed the motion. So Moved.

C. Stroeck - move to table until we can solicit feedback. Second by C. Roberts. No objections noted.

Agenda Item 4 - Visitors:

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

- a. Shepherdstown Street Fest WV, Inc – John Meeker - June 24, 2023

J. Meeker - the time frame and the footprint is the same. Will have fewer performer with longer sets. Last year's charities received \$5K each. They were Shepherdstown Shares and Eastern Panhandle Empowerment Center. This year will be the Shepherdstown Fire Department with the second charity to be determined. There will be a beer garden behind the Market House.

L. Robertson - move to approve Shepherdstown Street Fest - June 24, 2023 waiving the noise and open container ordinances. Second by C. Robert. No objections noted.

- b. Shepherdstown Morris - May Day - Joanie Blanton - April 29, 2023

R. Meads - Saturday, April 29. No parade this year. Will be traditional music and dancing on McMurrin Lawn. No street closures, but we need 2 parking spaces on King St. marked off. Time for event is 12:00 - 1:30 p.m.

C. Roberts – move to approve Shepherdstown Morris - May Day June 29, 2023. Second by C. Stroeck. No objections noted.

- c. Relay for Life - April 14, 2023

R. Meads - Time is 6 p.m. - 6 a.m. on the West Campus of Shepherd University. There will be musicians and an MC, so it may get a little loud.

No vote needed.

Agenda Item 5 – Public Hearings:

- a. Second Reading Of An Ordinance Authorizing Amendments to And Re-adoption Of The Tariff For All Users Of The Sewer System Of The Corporation Of Shepherdstown.

L. Robertson – move to approve the Second Reading Of An Ordinance Authorizing Amendments to And Re-adoption Of The Tariff For All Users Of The Sewer System Of The Corporation Of Shepherdstown. Second by J. Haynes. No objections noted.

B. First Reading Of An Ordinance Re-Enacting and Further Clarifying Section 9-207 of Chapter 2 Of Title 9 Of The Code of Shepherdstown, West Virginia, To Prohibit Driveways That Cross Public Sidewalks.

C. Stroeck - First Reading Of An Ordinance Re-Enacting and Further Clarifying 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 L. Rampy. No objections noted.

Agenda Item 6 – Unfinished Business:

- a. Market House – F. Welch - the 1st floor heat is now repaired (insurance paid out \$5K for it) and the floor and walls are all dried out. The 2nd floor needs to be torn out and replaced - the insurance quote is \$5900. Insurance will pay to have the floor cleaned & buffed and the carpet cleaned. We are getting a lot from the insurance company. We will still need heat on the 2nd floor via insurance. Still need a decision on the shelving and a few other items.

C. Stroeck - as inspectors/contractors look at the systems, we will need to get a handle on it before a tenant moves in. A comprehensive update will be needed.

F. Welch - insurance won't cover some parts.

b. Town Administrator Update –

The resume will be sent to the council prior to the interview tomorrow. Interview is set for March 21st at 5:00 p.m. at Town Hall.

Agenda Item 7 – Old Business:

Agenda Item 8 – New Business:

A. 2023-2024 General Fund Budget Levy Estimate

Mayor - this is the town budget estimate that the department heads from the Corporation, Public Works, and Police Department formulated from individual department needs. It is broken down into individual categories for each department and must be presented to the State by March 27, 2023.

C. Stroeck - have the issues/worksheets from the session from Dana been resolved? It would also be helpful to get the financials a few weeks in advance to the council members.

A. Boyd - yes, and we can do that.

L. Rampy - does the finance committee look at these before they come to council? The year-to-date worksheet looks better. There are big differences from one year to another regarding city hall expenditures.

Mayor - we can go through the finance committee in the future.

A. Boyd - the town administrator costs are included, that's the reason why.

B. Bennett - explained the restricted funds for capital projects.
Unassigned heading - we had to show it in the budget, as required by the state, which is a rollover and not considered revenue.

L. Robertson - move to approve the 2023-2024 General Fund Budget Levy Estimate. Second by C. Roberts. No objections noted.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. No meeting in March 2023
2. Recommendations: None
3. Review and approval of Corporation Financials

L. Rampy - a question regarding the salaries and fringe money for a future conversations

F. Welch - public works is down an employee.

L. Robertson - move to approve the Corporation Financials with corrections for July 2022-January 2023. Second by L. Rampy. No objections noted.

B. Parking Committee:

1. No meeting in March 2023
2. Recommendations: None

C. Police Committee:

1. Meeting minutes of February 2023 - not available
2. Recommendations: None
3. New police patches - see comments above

D. Parks and Recreation Committee:

1. No Meeting in February 2023
2. Recommendations: None

E. Public Works Committee:

1. Meeting minutes of March 3, 2023 – not available
2. Recommendations: None
3. Stormwater Management Grant

Mayor - we have applied for this grant that is a study for stormwater management. We have concerns in different parts of town due to the increasing severity of storms. The grant is \$25K with a match of \$2500.00. A special thanks goes out to Andy Beall, Zoning Officer, for pursuing this opportunity.

L. Rampy - move to approve the grant and match up to \$2500 as recommended by the Public Works Committee. Second by C. Roberts. No objections noted.

F. Path Advisory Committee

1. No meeting March 2023
2. Recommendations: None

G. Grants Committee

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

H. Age Friendly Committee

1. No meeting minutes in February 2023

2. Recommendations: None

I. Personnel Committee

1. No meeting in February 2023
2. Recommendations: None

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

A. Historic Landmarks Commission:

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

B. Planning Commission:

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

C. Tree Commission

1. No Meeting in February 2023
2. Recommendations: None

D. Water and Sanitary Board:

1. Meeting minutes of February 23, 2023
2. Recommendations: None

E. Board of Appeals

1. None scheduled.

Agenda Item 11 - Mayor's Report:

- *. Railroad derailment issue - all mayors will address this as one entity. Thanks to Mayor Vaughn for authorizing a letter to CSX and Norfolk Southern and to Senators Capito and Manchin.
- * The bike path is moving forward. Another grant has been applied for in the amount of \$678,830.63 and we are trying to get the \$120K match covered by the state.
- * Shepherd University did a great job of cleaning up the alleys.
- * The Police Committee interviewed two candidates, neither of whom were chosen.

L. Robertson – move to adjourn at 7:43 p.m. Second by C. Stroeck. No objections noted.

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