

**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](mailto: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, January 9, 2024

6:30 p.m.

TOWN HALL

104 NORTH KING STREET

MASK WEARING IS OPTIONAL

1. Call to order
2. Approval of Town Council Meeting Minutes of December 12, 2023
3. **Public Comment Period**
  - a. Persons who have registered to address Town Council.
4. **Public Hearings**
  - a. NONE
5. **Visitors**
  - a. Diana Suttentfield – requesting signage noting that Bones Wright Street was formerly Rocky Street – Discussion/Action
  - b. Wayfinding – Annette Gavin Bates - Discussion/Action
  - c. Carrie Blessing – Earth Day/funding request - Discussion/Action

## **6. Unfinished Business**

- a. Market House Update
- b. Website Update

## **7. Old Business**

## **8. New Business**

- a. Creation of opioid lawsuit fund and opening of bank account –  
Discussion/Action

## **9. Reports of Committees**

### **A. Finance Committee**

- 1. No meeting in December 2023
- 2. Recommendations: NONE
- 3. Review and approval of General Fund Financials

### **B. Parking Committee**

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

### **C. Police Committee**

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

### **D. Public Works Committee**

- 1. Meeting minutes of December 2023
- 2. Recommendations: NONE

### **E. Parks and Recreation Committee**

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

### **F. Grants Committee**

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

### **G. Age Friendly Committee**

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

**H. Personnel Committee**

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

**I. Recycling Committee**

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

**10. Report of Commissions and Boards**

**A. Tree Commission**

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

**B. Water and Sanitary Board**

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

**C. Historic Landmarks Commission**

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

**D. Planning Commission**

1. No meeting of December 2023
2. Recommendations: NONE

**E. Board of Appeals**

1. None

**11. Mayor's Report**

## **Town Council Meeting Minutes**

**Tuesday, December 12, 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), Jenny Haynes, Leah Rampy, Chris Stroeck, Cheryl Roberts, and Marty Amerikaner.

**Absent:** None

**Staff:** Town Clerk Amy Boyd, Town Administrator Stephanie Grove, and Sgt. Jake Jeffries,

**Visitors:** Linda Layne, Linda Spatig, Chris Borkman, Rosy Borkman, John Meeker, Rachael Meads, Kelly Campbell, and Bob Smiles.

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

Call to order by Mayor Auxer at 6:30 p.m.

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

**M. Amerikaner - move to approve Town Council Draft Minutes of November 14, 2023. Second by L. Rampy No objections noted.**

**Agenda Item 3 – Public Comment Period:**

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

**Agenda Item 4 – Public Hearings:**

- a. None

**Agenda Item 5 - Visitors:**

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

- a. John Meeker - Street Fest WV, Inc. - Discussion/Action

The date is June 29, 2024. Everything is the same except they are thinking about putting the Library Stage at the end of King St. at the intersection of King and New streets, instead of at the back of the Market House.

L. Robertson - will it be too much noise for the residents there as it's closer to private homes? Can rescue personnel still get in? Jefferson Distributors can still be under the trees in the shade?

J. Meeker - doesn't foresee any issues with the above.

**C. Roberts - move to approve Street Fest, June 29, 2024.  
Second by J. Haynes. No objections noted.**

b. Linda Layne - Bee City USA - Discussion/Action.

Linda is the Vice President of the West Virginia Eastern Panhandle Bee Association. She went through a powerpoint presentation outlining why it would be a good idea for Shepherdstown to become a Bee City USA. The goal is to preserve native pollinators by increasing native plants, providing nest sites, and working to reduce the use of pesticides. There would need to be a committee, create pollinator habitats with native plants, reduce pesticides, have events to inform the public, incorporate best practices in the corporation, signage, have an online presence, and reapply each year. The fee, based on our population, is \$100, and will be paid by the Bee Club. The Mayor read the resolution. The website for further information is [beecityusa.org](http://beecityusa.org). L. Robertson stated she would be happy to be the contact for the town.

**L. Robertson - move to become a Bee City, USA. Second by C. Roberts. No objections noted.**

c. Linda Spatig - Proposal for Bike Route - Discussion/Action

Spoke to the proposed bike route that would connect bike riders to the 5 parks within the corporation and Morgan's Grove park, utilizing non-state roads. She showed pics of the Sharrows that are 5' tall that would be placed on the roads, as well as using directional signs on the poles (no photos). (Sharrows have an arrow at the top end with a bike at the lower end.). The Sharrows could be stenciled or painted on the roads that would need to be painted each year due to wear and tear. Painted by public works staff. The proposed amount of the Sharrows would be 65 at a cost of \$5,000. It was suggested that heat-sensitive material could be used instead of paint or stencils for a longer-lasting material, but at what cost? Linda spoke to the route that leads to University Drive from High St. There is currently a grassy path that would need to be paved. The cost associated with that is \$3200.00.

C. Stroeck - the route is a good idea but has concerns. This issue should have come back, and was expected to come back, to public works to be discussed. The Wayfinding group has presented plans for signage and we should see what they are going to do in regards to any gaps. Does HLC need to look at this? We also should have some public input.

S. Grove - looked up the specs for Sharrows and they are 112" x 40" or just over 9 feet long by just over 3 feet wide.

L. Robertson - almost the length of a car. That's long and side streets.

C. Roberts - Why does the size matter?

L. Spatig - it's possible to put one at each end of the streets.

M. Amerikaner - the size is standard and we should follow the best practices.

L. Robertson - or not use the Sharrows at all on these small, narrow side streets, just use signage on existing poles, and see what Wayfinding comes up with. There is also the question as to who owns the stretch leading to University Drive from High St. that is wanting to be paved. We should find out who owns this before putting asphalt down on land that may not belong to us. Can look at a survey to see who actually owns this "orphaned" piece of property. I agree with Chris that it should go back to public works. People know to share the road with bicyclists and 9' Sharrows are really long.

L. Spatig - doesn't think that Wayfinding is ready to move forward.

S. Grove - Annette Gavin-Bates is ready to present Wayfinding at the January town council meeting.

**C. Roberts - move to approve the Bike Route that has been presented to us tonight in conjunction with Canal Towns and Wayfinding. Second by M. Amerikaner. No objections noted.**

L. Spatig - does that mean that the greasy stretch won't be paved and the Sharrows and signs are not approved.

L. Robertson - yes. We can't vote on paving something if we don't know if it belongs to us.

**Agenda Item 6 – Unfinished Business:**

a. Market House Update -

S. Grove - an inspection has been done and we are looking at bids.

b. Website Update -

A. Boyd - we are moving forward with good content for the individual sites.

c. Rt. 340 Traffic Detour -

Mayor - the project was completed earlier and the road has reopened.

**Agenda Item 7 – Old Business:**

\_\_\_\_\_ a. None

**Agenda Item 8 – New Business:**

\_\_\_\_\_ a. None

**Agenda Item 9 – Reports of Committees:**

**A. Finance Committee:**



1. No Meeting November 2023
2. Recommendations: None
3. Review and approval of General Fund Financials -

S. Grove - the credit card bill was quite high and we need to reconcile it before we send out the financials.

**B. Parking Committee:**

1. No meeting November 2023
2. Recommendations: None

**C. Police Committee:**

1. Meeting minutes of November 2023
2. Recommendations: None

**D. Parks and Recreation Committee:**

1. Meeting minutes of November 2003
2. Recommendations: None

**E. Public Works Committee:**

1. Meeting minutes of September 2023
2. Recommendations: None

**F. Path Advisory Committee**

1. No meeting November 2023
2. Recommendations: None

**G. Grants Committee**

1. Meeting minutes of November 2023 - not available
2. Recommendations: None

C. Stroeck - has started to reach out to the individual committees and commissions for their needs.

**H. Age Friendly Committee**

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

**I. Personnel Committee**

1. Meeting minutes in November 2023
2. Recommendations: None

**J. Recycling Committee**

1. No meeting in November 2023
2. Recommendations: Winchester Glass Crusher Field Trip  
December

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

**A. Historic Landmarks Commission:**

1. Meeting minutes of November 2023
2. Recommendations: None

**B. Planning Commission:**

1. Meeting minutes of November 2023
2. Recommendations: None

**C. Tree Commission**

1. Meeting minutes of October 2023 - not available
2. Recommendations: None

**D. Water and Sanitary Board:**

1. No meeting November 2023
2. Recommendations: None

**E. Board of Appeals**

1. None

**Agenda Item 11 - Mayor's Report:**

- \* Go to the Visitor's Center and the Shepherdstown Historic Museum - docents are needed, they need a commitment of 3-hours minimum.
- \* Historic Shepherdstown - Speaking Series -was packed and we are collaborating with them for the Shepherdstown segment.
- \* Please check on and visit with your neighbors during the holidays.
- \* Thanked Shepherdstown Shares, Rotary, and the Opera House.
- \* For Christmas in Shepherdstown, the meters will be free from December 1st to January 1st.

- \* We are moving forward for the MARC Train to keep coming out this way.
- \* If you'd like to be included on the email list, you can go to the website to sign up or contact the Town Clerk, Amy Boyd.
- \* Think about possibly changing the Town Council meetings to 6:00 p.m.
- \* It was mentioned to have some signs at the entrances to town lumped together like Tree City, Bee City, etc.
- \* Wished everyone a very Merry Christmas and Happy New Year!

**L. Robertson – move to adjourn at 7:59 p.m. Second by L. Rampy. No objections noted.**

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

**From:** [Carrie Jane Blessing](#)  
**To:** [Amy Boyd](#)  
**Subject:** Town Council Presentation/Sponsorship Ask  
**Date:** Monday, January 1, 2024 10:09:12 AM  
**Attachments:** [Earth Day 2024 Vendor Application.pdf](#)  
[Final Sponsor Form.pdf](#)

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Amy,  
Happy New Year!

I have attached here links and documents regarding the Earth Day Celebration at Morgan's Grove Park.

This event is free and open to the public. We are reaching out to prospective partners in our community to help offset costs. This is Shepherdstown Community Club's first year hosting Earth Day. In years past, when JCPR maintained Morgan's Grove, there were several Earth Day events held at the park with great success. We hope to revive this event and to provide valuable metrics for future years.

**Here are some details about our [Earth Day Celebration](#):**

Date: April 27, 2024 Location: Morgan's Grove Park, 4198 Kearneysville Pike, Shepherdstown, WV

**Event Highlights:**

1. Educational and Interactive Demonstrations
2. Family-Friendly Activities
3. Live Music, Food, and a Beer Garden
4. [Youth Art Contest](#)
5. [Plant & Seed Swap](#)

I have attached the [Cosponsor form](#) that somewhat breaks down the costs we are looking at. Ultimately, we hope to raise some much needed funds for the park. We have a few modest streams of revenue from this event. The beer garden, a 15% percentage of food sales, as well as vendor fees and donations.

That being said, our costs (stage, sound and music primarily) could be anywhere from \$4000 to \$5000. We are asking for \$2500 sponsorship from Town to help offset our costs. We will be able to collect baseline metrics this first year as well as creating excitement/opportunity for following years.

An event like this is an opportunity to highlight community partnerships, and to keep folks coming back.

If you have any questions or require any additional information don't hesitate to reach out via email or my cell.

Thank you for all of your help!!

Carrie Blessing

**COME CELEBRATE**

**LIVE MUSIC!**

# EARTH DAY

**AT MORGAN'S GROVE PARK**

**SATURDAY APRIL 27TH 12 TO 6 PM**

**RAIN OR SHINE EVENT**

**DEMONSTRATIONS &  
EDUCATIONAL  
WORKSHOPS  
PLANT & SEED SWAP**

**FREE ENTRY!**

**ART!  
RAFFLES!**

**KIDS  
ACTIVITIES  
FACE PAINTING**

**BEER GARDEN  
CRAFT VENDORS**

**CATERING BY**





# 2024 EARTH DAY



## ART CONTEST

Open to Jefferson and Berkley County Youth Ages 5 to 18

1. Artwork may be any medium.
2. Minimum size is 8.5 x 11, no maximum size.
3. All entries must be submitted in digital format (scan or photo)

Submissions are due by 9 pm on March 30.

4. Google entry forms must be submitted along with an upload of the image. For a link to the Google form, click [here](#) or use the QR code on this flyer.

5. Prizes for winners in every age bracket. Winners will be notified via email and prizes will be given out at the Shepherdstown Earth Day Celebration on April 27th, 2024 between 12-6 at Morgan's Grove Park.

6. Winner's artwork will be posted on the Shepherdstown Community Club website: <https://sites.google.com/shepherdstowncc.org/scc/>

### Young artists may enter their creations for the Earth Day Youth Art Contest to two categories:

1. Sharing everyday actions that can make a difference in the health of our planet.
2. Ways that you enjoy nature at Morgan's Grove Park.

For more information, you can find our event at Morgan's Grove Park page on Facebook or send an email to [info@shepherdstowncc.org](mailto:info@shepherdstowncc.org)



# Morgan's Grove Earth Day Celebration/ **Saturday April 27<sup>th</sup>, 2024**

## Vendor Application

Business/Organization: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Booth Spaces are 12 x 12

### Vendor Fee Schedule

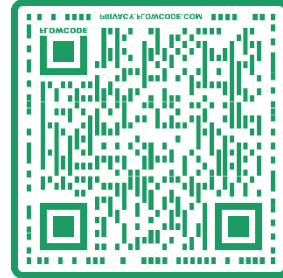
Applications Received by: March 1<sup>st</sup>: \$45

March 22<sup>nd</sup>: \$60

April 5<sup>th</sup>: \$75

Nonprofits: Free, must submit proof of nonprofit status with this application

Email your application to [info@shepherdstowncc.org](mailto:info@shepherdstowncc.org); Payments can be made via check to Shepherdstown Community Club- memo line Earth Day Vendor Pay Online: via Paypal using [this link](#) or the QR code on this flyer- reference Earth Day Vendor. **All vendors are subject to approval.**



**Festival Hours: 12- 6 pm**

**Set up: 8:00- 11:30**

**Tear Down: 5:30- 6:30**

- Vendors must provide their own tent, chairs, etc.
- This is a rain or shine event.
- Vendors may not sell alcohol.
- Styrofoam is prohibited. Please refrain from using plastics, keep plastic use limited.
- Vendor is responsible for providing and securing their own labor, setup, clean up, equipment, all other materials and documentation necessary for the sale of their crafts (including any federal/state sales regulations, etc.)

**Please complete this form and return via email to [info@shepherdstowncc.org](mailto:info@shepherdstowncc.org). Thank you!**

Vendor Agreement:

I have read all of the application and have completed the application. I agree to abide by all the terms listed above. I release the organizers of the Morgan's Grove Earth Day Celebration from any liability for damages or loss. I understand there will be no refunds after April 5<sup>th</sup> unless the event is canceled.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Shepherdstown Community Club Earth Day Celebration April 27, 2024, from 12 to 6pm at Morgan's Grove Park



Sponsor Info:

Company/Organization Name: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

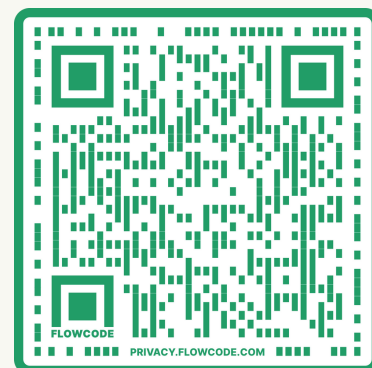
## ***Sponsorship Levels***

Please check the appropriate sponsorship level:

☐ Gold Sponsor- \$1000+  
Logo placement on event banners  
Recognition during event announcements  
10 complimentary drink tickets

☐ Silver Sponsor – \$500+  
Logo placement on event flyers  
Recognition during event announcements  
5 complimentary drink tickets

☐ Bronze Sponsor - \$250+  
Name listing on event flyers  
Recognition during event announcements  
2 complimentary drink tickets



***Indicate if you are interested in sponsoring specific activities:***

- Live Music Stage Sponsor – Fundraising Goal: \$4500 to pay for live music, stage, & sound
- Kids Activities Sponsor - Fundraising Goal: \$500; Moon bounce, Face paint & Craft items
- Plant and Seed Swap Sponsor Fundraising Goal: \$150 toward purchasing envelopes to divide seeds, purchase of some seed/plants to help kickoff the swap.
- Youth Art Contest Sponsor Fundraising Goal: \$300 to purchase prizes for the winners

**Please make checks payable to: Shepherdstown Community Club**

Memo line: "Earth Sponsor"

**Donate Online:** Follow [this link](#) or scan the QR code & add "Earth Sponsor" to the note.

*Donors, please submit this form or required info above via email to Carrie (carrieaneblessing@gmail.com) along with your organization's logo!*

Thank you for supporting our Earth Day Celebration! Your contribution helps us create a more sustainable future for our community.

Carrie Blessing | Morgan's Grove Park Chair  
[carrieaneblessing@gmail.com](mailto:carrieaneblessing@gmail.com) | Phone: (304) 433-1411



# Plant & Seed Swap

Saturday April 27th  
12 to 4

Morgan's Grove Park

## What is provided:

Some seeds and plants, Envelopes for seeds

Concessions will be for sale

This plant/seed swap coincides with an Earth Day Celebration; there will be music, info tables and vendors. Join us to celebrate our Earth!

## What to bring:

Seeds, bulbs, or plants if you can, but not required.

*-please label your plants & seeds.*

Open hearts and minds: *as a community we can acclimate local seeds and preserve local diversity!*

For more information contact:

Sponsored by:



**From:** [Shellie Humphrey](#)  
**To:** [LGS-List](#)  
**Subject:** Guidance for New Opioid Fund  
**Date:** Wednesday, November 8, 2023 11:19:38 AM

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To account for the revenues that municipalities expect to receive from the opioid lawsuits through the WV Attorney General's office, we have created a new fund in the Municipal Uniform Chart of Accounts.

### **Fund 026 – Opioid Settlement**

Your Municipal Council must also open up a new bank account to accompany this fund. Both the creation of the fund and opening of the bank account must be approved by the Council in a public meeting.

The bank account should be interest-bearing, and any interest earned will remain in the fund and be subject to the same restrictions as the other revenues in the fund. This fund is a governmental fund and therefore the account requires 2 signatures. Invoices must be approved by council in a public meeting, as they are with invoices for all other municipal governmental funds.

To record these revenues, you will use account #367 "Other Grants". The expenditure accounts utilized will be based on the decisions made by the Council when these funds are used. Municipalities should refer to the Municipal Uniform Chart of Accounts when making these decisions.

There will be reporting requirements to the WV First Foundation. Those requirements are to be issued by the foundation at a future date.

We have sent this message to the email addresses provided with your budget submission in March 2023. **Please distribute within your office as needed.**

Let us know if we can be of further service to you.

**\*\*Please note my new extension.**

Shellie Humphrey, CPA, AFI, CGFM  
Budget-Finance Specialist  
Local Government Services  
West Virginia State Auditor's Office  
**200 West Main Street**  
Clarksburg, WV 26301

Phone 304-627-2415 x**0304**

Fax 304-340-5090

Alternate phone 304-558-2261x**0304**

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Sent to Municipal Clerks

**Corporation of Shepherdstown**  
**Budget vs. Actuals: Fiscal Year 2024**  
**October 2023**

	Actual as of 10/31/2023	FY 24 Budget	Remaining	% of FY 24 Budget	FY 23 YTD as of 10/31/2022
<b>Income</b>					
301 Property Tax Revenue	147,834.23	254,699.00	-106,864.77	58.04%	137,531.16
303 Gas & Oil Severance	15,650.37	9,000.00	6,650.37	173.89%	8,903.40
304 Utility Tax	20,890.84	56,000.00	-35,109.16	37.31%	18,599.88
305 Business & Occupation Tax	20,802.24	85,000.00	-64,197.76	24.47%	21,855.19
306 Wine/Liquor/Private Club Tax	47,510.81	180,000.00	-132,489.19	26.39%	45,364.55
307 Animal Control Tax	216.00	400.00	-184.00	54.00%	221.40
308 Hotel Occupancy Tax	103,568.90	140,000.00	-36,431.10	73.98%	56,378.73
314 Muni Sales & Use Tax	150,989.81	540,000.00	-389,010.19	27.96%	135,723.74
325 Business Licenses	9,401.00	23,000.00	-13,599.00	40.87%	11,117.00
326 Building Permits	1,428.00	6,500.00	-5,072.00	21.97%	1,950.00
328 Franchise Fee/Pole Tax	5,920.11	7,500.00	-1,579.89	78.93%	3,075.79
330 IRP Truck Fees	3,133.93	10,000.00	-6,866.07	31.34%	5,451.55
350 Refuse Collection	70,447.32	211,224.50	-140,777.18	33.35%	65,049.30
353 BOA Fee (Book Fee here-no A/P)		300.00	-300.00	0.00%	
368 Cont. from Other Entities		2,100.00	-2,100.00	0.00%	0.00
376 Gaming Income-Table Games	34,447.85	124,635.00	-90,187.15	27.64%	59,560.75
380 Checking Interest	65,718.00	67,200.00	-1,482.00	97.79%	56,203.43
381 Reimbursements	2,407.52	2,625.00	-217.48	91.72%	-155.10
382 Refunds & Rebates	5,815.28	12,915.00	-7,099.72	45.03%	5,469.59
397 Video Lottery Proceeds Revenue	60,228.84	309,586.00	-249,357.16	19.45%	35,080.08
399 Miscellaneous Income	200.00	357.50	-157.50	55.94%	5,723.19
Court Fee Revenues	27,337.35	53,517.50	-26,180.15	51.08%	17,022.28
Parking Fee Revenue	67,843.78	133,920.00	-66,076.22	50.66%	64,030.05
Rents Revenue	14,400.00	45,661.00	-31,261.00	31.54%	14,400.00
<b>Total Income</b>	<b>\$ 876,192.18</b>	<b>\$ 2,276,140.50</b>	<b>-\$ 1,399,948.32</b>	<b>38.49%</b>	<b>\$ 768,555.96</b>

**Expenses**

435.00 Regional Development Authority	0.00	1,100.00	-1,100.00	0.00%	0.00
438.00 Elections	0.00	4,500.00	-4,500.00	0.00%	0.00
Arts, Humanities, Library	78.76		78.76		
City Hall Accounting/Audit	16,968.07	16,407.00	561.07	103.42%	7,342.02
City Hall Bldg/Equip Expenses	435.51	19,950.00	-19,514.49	2.18%	1,468.36
City Hall Insurance	5,595.20	16,300.00	-10,704.80	34.33%	5,478.54
City Hall Legal Expenses	3,802.21	14,100.00	-10,297.79	26.97%	2,473.35
City Hall Other Expenses	14,910.04	50,196.00	-35,285.96	29.70%	13,859.12
City Hall Utilities	4,537.72	15,850.00	-11,312.28	28.63%	4,126.31
City Hall Video Lottery Expense	64,461.73	28,000.00	36,461.73	230.22%	0.00
City Hall-Employee Salary/Fring	73,325.56	162,291.00	-88,965.44	45.18%	40,890.13



	Actual as of 10/31/2023	FY 24 Budget	Remaining	% of FY 24 Budget	FY 23 YTD as of 10/31/2022
Elected Salaries/Fringe	5,084.07	10,687.00	-5,602.93	47.57%	5,070.44
General Fund Donations	9,188.91	21,600.00	-12,411.09	42.54%	8,100.00
Parks Equipment & Supplies	1,269.23	25,000.00	-23,730.77	5.08%	4,360.43
Parks Maintenance	2,247.69	5,840.00	-3,592.31	38.49%	2,040.72
Parks Salaries & Fringe	4,118.01	14,485.00	-10,366.99	28.43%	2,022.84
Parks Utilities	25.36	400.00	-374.64	6.34%	1,621.09
Parks Vehicle Expenses	429.21	5,125.00	-4,695.79	8.37%	170.35
Planning Commission Expenses	40,108.10	118,674.00	-78,565.90	33.80%	34,334.45
Police Contractual Svc	8,615.22	38,720.00	-30,104.78	22.25%	5,625.99
Police Dept. Grant Expenses		1,470.00	-1,470.00	0.00%	
Police Equip. Purchase & Repair	13,874.36	38,350.00	-24,475.64	36.18%	17,494.19
Police Other Expenses	22,301.82	121,630.00	-99,328.18	18.34%	30,408.94
Police Remittance Fees	1,745.00	1,113.00	632.00	156.78%	2,280.00
Police Salaries & Fringe	245,140.74	609,340.00	-364,199.26	40.23%	203,949.39
Police Utilities & Rent	2,746.57	24,413.00	-21,666.43	11.25%	2,382.14
Police Vehicle Expenses	70,550.92	29,000.00	41,550.92	243.28%	3,916.98
Public Works Expenses		2,625.00	-2,625.00	0.00%	0.00
Regional Council Dues		900.00	-900.00	0.00%	5,402.91
Sanit. Video Lottery Fund Exp	27,023.12	39,600.00	-12,576.88	68.24%	
Sanitation Dumping Fees	19,143.75	86,750.00	-67,606.25	22.07%	
Sanitation Equip Repair & Maint	5,481.41	8,505.00	-3,023.59	64.45%	17,906.03
Sanitation Other Expenses	3,403.99	75,267.00	-71,863.01	4.52%	128.39
Sanitation Salaries & Fringe	30,503.32	117,861.00	-87,357.68	25.88%	21,040.51
Sanitation Vehicle Expenses	2,625.11	19,500.00	-16,874.89	13.46%	4,927.85
Streets Maintenance & Equipment	22,495.97	9,050.00	13,445.97	248.57%	2,554.04
Streets Other Expenses	9,662.51	28,750.00	-19,087.49	33.61%	9,044.17
Streets Salaries & Fringe	32,833.13	94,307.00	-61,473.87	34.82%	37,120.91
Streets Tree Maintenance	11,742.31	35,000.00	-23,257.69	33.55%	17,074.00
Streets Utilities	7,930.63	25,987.00	-18,056.37	30.52%	7,850.43
Streets Vehicle Expenses	2,160.91	14,500.00	-12,339.09	14.90%	7,397.88
Tobacco Warehouse Expense	5,636.74	6,510.00	-873.26	86.59%	54.45
Visitors Center Expenses	57,654.02	73,500.00	-15,845.98	78.44%	29,896.28
<b>Total Expenses</b>	<b>\$ 849,856.93</b>	<b>\$ 2,027,553.00</b>	<b>-\$ 1,183,296.07</b>	<b>41.92%</b>	<b>\$ 559,813.63</b>
<b>Net Operating Income</b>	<b>\$ 26,335.25</b>				<b>\$ 208,742.33</b>

# Corporation of Shepherdstown

## Balance Sheet

As of October 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
106 Petty Cash	400.00
GENERAL FUNDS BANKING	1,377,674.52
RESERVED FUNDS BANKING 6209	3,851,087.38
RESTRICTED FUNDS	706,063.17
Undeposited Funds	931.18
<b>Total Bank Accounts</b>	<b>\$5,936,156.25</b>
Accounts Receivable	
General Funds A/R	80,476.81
<b>Total Accounts Receivable</b>	<b>\$80,476.81</b>
Other Current Assets	
112.011 Tobacco Warehouse	5,261.00
Other Current Assets	131,564.67
<b>Total Other Current Assets</b>	<b>\$136,825.67</b>
<b>Total Current Assets</b>	<b>\$6,153,458.73</b>
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,443,487.51
<b>Total Fixed Assets</b>	<b>\$5,443,487.51</b>
<b>TOTAL ASSETS</b>	<b>\$11,596,946.24</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	38,191.96
<b>Total Accounts Payable</b>	<b>\$38,191.96</b>
Credit Cards	
213 Purchase Card Payable	116,802.93
Credit Cards Payable	97.96
Fifth Third	0.00

# Corporation of Shepherdstown

## Balance Sheet

As of October 31, 2023

	TOTAL
<b>Total Credit Cards</b>	<b>\$116,900.89</b>
Other Current Liabilities	
140.01 DO-RHBT Payments Subsequer	-24,060.26
140.02 DO - Change in Proportionate	-16,430.00
200.02 EVCF Endowment Fund	0.00
2104 PEIA Payable	4,356.00
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	-69,206.76
292.40 PPA-Beginning Net OPEB Obligati	313,932.00
Child Support	544.61
Christmas Club	110.00
Due to (from) Coal Severance	992.53
Due to (from) Sewer	-410,423.87
Due to (from) Water	-197,518.39
Garnishments	353.27
Gen Fund Other Current Liab.	70,657.55
Payroll Liabilities	3,670.61
VALIC Retirement Payable	14,651.07
<b>Total Other Current Liabilities</b>	<b>\$ -222,447.22</b>
<b>Total Current Liabilities</b>	<b>\$ -67,354.37</b>
<b>Total Liabilities</b>	<b>\$ -67,354.37</b>
Equity	
290 Investment in Gen. Fixed Assets	5,466,470.38
Fund Balance	4,680,537.16
Retained Earnings	1,500,898.17
Net Income	16,394.90
<b>Total Equity</b>	<b>\$11,664,300.61</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$11,596,946.24</b>



**PUBLIC WORKS COMMITTEE - MINUTES**  
**Monday, November 27, 2023, 9:00 AM**  
**Town Hall - In Person - 104 North King Street**

1. Call to Order: 11:00am – Mayor Jim Auxer, Chris Stroeck, Marty Amerikaner; Staff – Frank Welch, Andy Beall.
2. Approval of Minutes: Oct. 2023 Minutes not available (CPS misplaced notes).
3. Visitors: Greg Welter
4. Public Comment: None.
5. Unfinished Business:
  - A. International Property and Maintenance Code Issues:
    - \*349 W. German St. - Violation sent - Work on house partly finished - Establishing ownership. Frank Hill to send letter.
    - \*332 W. German St. - Demolition not complete. CS motion to issue court summons, second by MA, approved.
    - \*308 High St. – Corrected, remove from Agenda.
  - B. Road Issues:
    - \*Paving of Princess St. from High St. to boat landing – to be done, FW to follow up.
  - C. Trash and Grass Issues: No update.
  - D. Recycling Issues:
    - \*Recycling Grant - Garbage truck (for glass) - Apply in 2024?
    - \*Recycling Committee Update – Field to Winchester to observe glass crusher scheduled for Dec. 15, 2023.
  - E. Market House: No offers to work were made, bids to be resent.
  - F. Sidewalks: Special meetings - Second phase of sidewalk repair – MA is organizing and prioritizing issues. Topic to be focus of next PW meeting.
  - G. Miscellaneous Issues:
    - \*FEMA Study – No update.
    - \*Directional Signs – Wayfinding – No update.
6. New Business:
  - A. International Building Code discussion – Should we adopt the IBC? New development on east end of town – should consider for new, large developments. How would we enforce?
  - B. Painting of Station at Shepherdstown – Dan Anderson has made a request to paint the exterior of the train station. Will plan to do so in Spring, 2024, bids to be sent out.

C. Stormwater Infrastructure Project – Initial report with recommendations is complete. Report addresses nine separate areas throughout town. Matt Pennington to be invited to next meeting for discussion and prioritization. Each specific project to be separately approved. St. Agnes needs to be made aware of report and included in discussions for work on its property.

D. Deer complaint - See letter in packet. No action taken.

E. Storm drains cleaning – Storm drains are backed up and need to be cleaned out. Grates are heavy and therefore cleaning is challenge. Andy to confer with Leesburg, VA regarding storm drain filters.

7. Mayor's Report: None.

8. Adjournment: CS motion, second by MA, approved (12:30pm).

**NEXT MEETING: Monday, 12/18, 1:00pm (Focus on Sidewalks and Green Infrastructure)**

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

December 7, 2023

**ATTENDEES: Water Board** – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), C. Stroeck  
**Sanitary Board** – J. Auxer (Chair), H. Heyser, R. Keller  
**Town Staff** – B. Bennett, C. Coe, J. Ekstrom, S. Grove, 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 1:02 p.m.

**2. MINUTES FROM PRIOR MEETING.**

The proposed minutes of the October 26, 2023, regular meeting were reviewed and were approved with revisions suggested by H. Heyser and J. Bresland.

**3. VISITORS.**

No visitor comments.

**4. FINANCES.**

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

S. Grove remarked on some items from the financial statements:

She investigated Water item 427 Interest Expense, which was thought to be in error, but it turned out to be correct. It will require a budget revision, however D. Decker recommended waiting until the end of the year to consider the budget revision.

Water statements show an operating deficit, which will have to be addressed at some point.

Sewer statements show an operating deficit, but it is decreasing due to the effect of the recent rate increase.

M. Godfrey noted that the Water FY24 Budget column in the statement has up to 15 incorrect expense items. S. Grove agreed that some of the numbers are incorrect.

**ACTION ITEM: S. GROVE TO ENSURE THAT THE WATER FINANCIAL STATEMENT IS UPDATED TO HAVE THE CORRECT VALUES FOR THE FY24 BUDGET.**

**MOTION: M. GODFREY MOTIONED, S. KEMNITZER SECONDED, THAT THE JANUARY AGENDA INCLUDE A DISCUSSION OF THE FY23/24 WATER BUDGET AND A POSSIBLE REVISION. J. FORD, M. GODFREY, S. KEMNITZER, C. STROECH VOTED TO APPROVE AND J. BRESLAND VOTED TO NOT APPROVE. MOTION WAS APPROVED.**

H. Heyser requested that the staff be prepared to discuss the Sewer Capital Improvements list at the January meeting.

**5. FLOW AND QUALITY REPORTS.**

**5.a WATER REPORTS.**

C. Coe reported that everything is in good order and that we have received the results of the PFAS tests. The readings from the river and from Town Run were (in parts/trillion):

PFAS: River 1.1, Town Run 0  
PFAO. River 1.3, Town Run 0

S. Kemnitzer suggested that a paragraph explaining these results be included in the next letter that goes out to customers. There was general agreement.

**5.b. SEWER REPORTS.**

K. Shipley reported that everything is in good order.

**6. UNFINISHED BUSINESS.**

**6.a WATER PLANT IMPROVEMENT PROJECT.**

J. Ekstrom reported that the raw water pumps will be installed next week and that we are waiting for the delivery of UV equipment, with January 8 being the currently expected date. Those are the only outstanding items.

**6.b UPDATE ON WATER DISTRIBUTION PROJECT.**

S. Kemnitzer asked for a summary of the project to date. J. Ekstrom summarized the project up to the current status, which included advertising for bids and receiving 2. There were several options included in the packet. J. Ekstrom recommended that we approve option #5 which includes Mecklenburg Heights water distribution upgrade, Mill Street fire protection upgrade and the installation of two gate valves at High Street.

**MOTION: S. KEMNITZER MOTIONED, M. GODFREY SECONDED, THAT WE EXECUTE OPTION #5 OF THE WATER DISTRIBUTION PROJECT AT A COST OF \$2,310,288. MOTION WAS UNANIMOUSLY APPROVED WITH NO FURTHER DISCUSSION.**

S. Kemnitzer requested that J. Ekstrom distribute updated construction cost information for option #5 by 12/8.

**ACTION ITEM: J. EKSTROM TO DISTRIBUTE UPDATED CONSTRUCTION COST INFORMATION FOR OPTION #5 TO THE WATER BOARD MEMBERS BY 12/8.**

At this point C. Stroeck left the meeting.

**7. NEW BUSINESS.**

**7.a MAINLINE EXTENSION RENEWAL TERMS.**

F. Welch discussed a proposed change to the Mainline Extension Agreement such that in the case of a pending agreement (i.e. one for which the construction has not yet begun) the plans would have to be resubmitted for review every 3 years.

R. Keller asked if the agreement would still have to be renewed each year. F. Welch and K. Shipley stated that it would. R. Keller suggested that we consider removing that requirement if we added the proposed resubmittal requirement.

S. Grove said that the proposed change should be reviewed along with the existing agreement.

**ACTION ITEM: S. GROVE AND F. WELCH TO PRESENT A PROPOSED, UPDATED MAINLINE EXTENSION AGREEMENT AT THE NEXT REGULAR MEETING.**

At this point J. Ekstrom left the meeting.

**7.B ORDINANCE REVISION - EROSION AND STREAM PROTECTION.**

The meeting package included, as an informational item, a proposed update to the Town's planning ordinances that attempts to protect streams and ensure against erosion during building projects.

H. Heyser asked if it has been coordinated with the flood plan ordinance. J. Auxer replied that it had and had also been approved by DEP personnel.

**8. OLD BUSINESS.**

**8.a HYDRANT REPORT - ENCLOSURE IN PACKET.**

K. Shipley reported that he and the contractor (Kable) toured the hydrants that need to be fixed and that they had decided to start the effort with the hydrant behind the Market House.

K. Shipley also reported that a bollard was needed to protect the hydrant at Princess and German Streets. There was general agreement to that.

**9. MAYOR'S REPORT.**

There was a discussion concerning the need to potentially include new members on both boards. It was decided that we needed a better understanding of the charters of the boards in order to address this issue.

**ACTION ITEM: J. AUXER TO ENSURE THAT A COPY OF THE CHARTERS OF BOTH BOARDS IS INCLUDED IN THE PACKET FOR NEXT MONTH'S MEETING.**

**10. NEXT MEETING DATE.**

There was some discussion about changing the regular meeting date from the 4th Thursday at 1:00 PM to another day and/or another time but no consensus was reached. Our next regular meeting will be Thursday, 25 January at 1:00 PM.

**11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.**

4.a: S. Grove to ensure that the water financial statement is updated to have the correct values for the FY24 budget.

6.b: J. Ekstrom to distribute updated construction cost information for option #5 to the water board members by 12/8.

7.a: S. Grove and F. Welch to present a proposed, updated Mainline Extension Agreement at the next regular meeting.

9: J. Auxer to ensure that a copy of the charters of both boards is included in the packet for next month's meeting.

**12. DRAFT AGENDA FOR NEXT MEETING.**

**13. ADJOURNMENT. J. Auxer adjourned the meeting at 2:59 p.m.**

**Respectfully Submitted:** J. Ford