CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JUNE 2, 2025

Regular Session **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. CITY COUNCIL OATH OF OFFICE

: **2025-596:** Oath of Office - New Council Members

: **2025-601:** Appointment of Mayor Pro Tem

3. APPROVAL OF MINUTES

: **2025-603:** City Council Meeting Minutes - May 30, 2025

4. PUBLIC COMMENT

5. WARD REPORTS

6. MAYOR'S REPORT

7. COMMITTEE REPORTS

: **2025-597:** Ordinance Committee - May 20, 2025
Ordinance Meeting Minutes May 20, 2025.pdf

8. CITY MANAGER REPORT

: **2025-617:** City Manager's Report - June 2, 2025
City Manager Report - June 2, 2025.pdf

: **2025-592:** Schedule of Appointment for Ward 3 and Ward 4 Vacancies
Ward Vacancy Timeline.docx

9. POLICE CHIEF REPORT

10. UNFINISHED BUSINESS

: **2025-591:** Memorandum of Understanding (MOU) with The Martinsburg Initiative- Police Social Worker Program Funding Source

: **2025-593:** Walkability Improvement Plan - Joan and Joe Coffee
Walkability Improvement Program - May 2025.pdf

: **2025-604:** Real Estate Redevelopment - Possible Executive Session

: **2025-605:** B&O Status APUS - Possible Executive Session

11. NEW BUSINESS

: **2025-594:** Council Committee and Board Appointments
Ord. 2022-002 - Article 111 Council.pdf
Ord. 2020.012 - Article 138 Board of Park and Recreation Commissioners - signed August 2020.docx.pdf
Ord. 2022-005 - Article 135 Planning Commission - signed April 2022.pdf

: **2025-595:** Finance Committee Appointment and Check Signature Authorization

: **2025-598:** Appointment of Interim City Manager - Salary Compensation

: **2025-599:** Appointment of Interim Charles Town Utility Board of Directors Chair

: **2025-600:** FY2025 General Fund Revision #6
FY 2025 GF Revision #6 - Electronic Version.pdf
FY25 GenFund Revision #6 State Worksheet.pdf
Pfizer Settlement Information.pdf

12. REFERRALS TO COMMITTEES/COMMISSIONS

13. APPROVAL OF BILLS

: **2025-608:** Payment of Bills - June 2, 2025
GEN FUND COUNCIL REPORT 2025-06-02.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-06-02.pdf
PARKS N REC COUNCIL REPORT 2025-06-02.pdf

14. ADJOURNMENT

15. INFORMATION ONLY - NEXT MEETING June 16, 2025, at 7:00PM

: **2025-606:** Charles Town Police Department April Statistic Report
April 2025 CTPD Stats.pdf

: **2025-607:** Charles Town Utility Board (CTUB) Meeting Minutes - April 9, 2025, April 23, 2025, and May 14, 2025
2025.04.09 UB MINUTES .pdf
2025.04.23 UB MINUTES .pdf
2025.05.14 UB MINUTES .pdf

: **2025-609:** Eastern Panhandle Transit Authority Letter
EPTA Letter.pdf

: **2025-610:** Independent Fire Company No. 1, Inc. Letter
Independent Fire Company Letter.pdf

: **2025-611:** Old Charles Town Library, Inc. Letter
Charles Town Library Letter.pdf

16. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas-and-minutes/

2025-596: Oath of Office - New Council Members

Mayor George will administer the oath of office to Elizabeth Ricketts, Jeff Hynes, Nate Hartman, and Andie Sugrue.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-601: Appointment of Mayor Pro Tem

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-603: City Council Meeting Minutes - May 30, 2025

The May 30, 2025, meeting minutes will be available on Monday, June 2, 2025, at the meeting.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-597: Ordinance Committee - May 20, 2025

ATTACHMENTS:

- Ordinance Meeting Minutes May 20, 2025.pdf

City of Charles Town Ordinance Committee Report - May 20, 2025

Call to Order:
17:30

Committee Members In Attendance:
Kevin Tester (Chair), Julie Philabaum and Andie Sugrue
Also in attendance: Stephanie Grove: City Attorney

Old Business:

2025-583: Review and Suggested Recommendations on the pending Ordinance List

Follow up on the recommended list to review those still investigating on whether to recomend or not. Tabled at this time.

Recommendation to Council:

- Nothing at this time

2025-584: Zoning/Certificate of Continuing Occupancy

Reviewed new language to codify the ability to inspect and update Certificate of Occupancy in certain situation to include when new owners take over a business, a permit is required to fit out for a new business and change of building ownership.

Recommendation to Council:

- Approved to be presented to Council for consideration

New Business:

2025-582: Article 136 Rental Dwelling Units

To update the current Rental Dwelling Unit Article 136 to cover documentation of B&O account information, regular inspections and a change in fees.

Recommendation to Council:

- Approved to be presented to Council for Consideration

Adjourn and Next Meeting:
Adjourn at 18:14
Next meeting scheduled for
June 19th 2025 at 6PM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-617: City Manager's Report - June 2, 2025

ATTACHMENTS:

- City Manager Report - June 2, 2025.pdf

City of Charles Town
101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

City Manager's Report
June 2, 2025

- Update on DOH meeting (Alissa Meeks)
- PODA update (Liz Cook)
- **Enterprise Software Upgrade**: As part of our upgrade to the Tyler Cloud environment and ERP 10 upgrade, we have begun working on the design of the new app that will replace "**CT Connect**" currently provided by GoGov. The new app module with Tyler is **My Civic** and our app will be "***My Charles Town".*** It will offer residents an easier and more engaging way to stay connected with the City and report any issues or concerns. Jim Wysong, Corey Lewis and Cindy Rezmer attended two training sessions on the app last week. Also, as part of the upgrade, on June 2, Lori Nice, Jeni Sales and Cindy Rezmer attended the first training session on the new Content Manager module that will provide consolidated, electronic storage of documents to include invoices, receipts, court paperwork, vendor contracts, etc. Unlike many electronic filing systems, Content Manager features a simpler, intuitive, and powerful indexing and search system allowing you to quickly retrieve documents without having to understand arcane directory structures.
  The team is very excited about these developments as they will help streamline processes and provide faster, easier access to information**.**
- Elections: I want to send out a big thanks to Deputy City Clerk, Carolyn Vezzosi for the amazing job she did coordinating the elections and providing guidance to both staff and poll workers.
- As this is my last report, I want to go on the record by saying thank you to the Mayor, the City Council and my staff for all of your support. It has truly been a pleasure working with you to make Charles Town the best municipality in the State.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-592: Schedule of Appointment for Ward 3 and Ward 4 Vacancies

ATTACHMENTS:

- Ward Vacancy Timeline.docx

City of Charles Town
101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

Timeline for filling the Ward 3 and Ward 4 vacancy:

- June 5th, 12th, and 19th – advertise the vacancies in the Spirit and on the City's Website;
- July 7th – Hold a Council workshop to interview applicants;
- July 7th –Council meeting agenda item to appoint a councilmember for the vacant Ward 3 and Ward 4 Council seat;
- July 21st – Administer the oath of office to the selected candidate.

2025-591: Memorandum of Understanding (MOU) with The Martinsburg Initiative- Police Social Worker Program Funding Source

Council will need to decide the funding source for the police social worker full-time position.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-593: Walkability Improvement Plan - Joan and Joe Coffee

This agenda item was tabled at the March 17, 2025, meeting.

The council tasked the city staff to expand "The Sidewalk Improvement Plan" to include eligibility to areas where buildings and or structures already exist. Council approved the new "Walkability Improvement Program" at the May 5, 2025, meeting.

ATTACHMENTS:

- Walkability Improvement Program - May 2025.pdf

CITY OF CHARLES TOWN
WALKABILITY IMPROVEMENT PROGRAM







City of Charles Town
101 East Washington Street
Charles Town, WV 25414

Phone: 304-724-3248
Website: www.charlestownwv.us

Investing in the Future of Charles Town

Charles Town's Walkability Improvement Program was designed as an effort to improve and enhance the overall pedestrian experience in Charles Town. The program is intended to assist applicants in improving the quality of the sidewalks along their property. Improved sidewalks provide safe, accessible streets for all residents, and promote walkability. These benefits contribute to the goals within the comprehensive plan to improve pedestrian experience and quality of life. Approved applicants in this program are eligible to receive financial assistance of **50/50 matching funds** for sidewalk repairs or installation, of up to $5,000.00. The program is managed by the City Staff. The program components may be amended periodically to accommodate new or modified City policies and procedures.

Policy for Two Bids:

1. **Two Bids** will be required for any application submission.
2. If the work is to be completed by the property owner, verification of expenses by a bid or a website such as homewyse.com will be required.

Policy for Walkability Improvement Program Expiration Date:

1. After an award of a Walkability Improvement Program Grant, the awardee will have one year from the time of the award to complete the improvements.

PROGRAM ELIGIBILITY

All sidewalks in the City of Charles Town are eligible in the program. Highest priority to properties with gaps. Sidewalks that are in poorest condition will be given higher priority. Existing buildings without sidewalks are also eligible. The following matrix which is from the Charles Town Walkability and Connectivity Study will be used to identify sidewalks that need the most improvement.

For an application in which the sidewalks are not identified in the Walkability and Connectivity study, the evaluation of the application will be by the same standards by which the Walkability and Connectivity study was created.

Priority	Wide Assessment	Condition Assessment
1	Poor	Poor
2	Fair	Poor
3	Poor	Fair
4	Good	Poor
5	Poor	Good
6	Fair	Fair
7	Good	Fair
8	Fair	Good
9	Good	Good

CITY OF CHARLES TOWN
WALKABILITY IMPROVEMENT PROGRAM

ELIGIBLE PROJECTS

The only permissible material approved for the Walkability Improvement Program is concrete or brick. Brick is only permitted where there are existing brick sidewalks. Existing buildings with no sidewalk are eligible for the grant as well.

INELIGIBLE PROJECTS

New construction projects, government properties, and national franchise properties are not eligible to participate in the Walkability Improvement Program. Private walks extending from the street curb to the main sidewalk and private service walks extending from the main sidewalks to the home or business are the sole responsibility of the owner.

Ineligible projects may be considered for approval at the discretion of City Council at their first meeting in June, provided no eligible project applications have been received by close of business on the first working day of June.

SIDEWALK WIDTH

All sidewalks shall be a minimum of 5 feet wide, unless constraints on the property do not permit this width. Most sidewalks in the City are not 5 feet wide. This program will require those sidewalks to be widened. It is known that there are a few limited locations in the City, that this cannot be achieved. City staff will examine each request and make a determination regarding the ability to install the 5-foot-wide sidewalk.

SURVEY

Where sidewalks do not exist, a survey will be required to ensure that sidewalks are located along the edge of the right-of-way. Survey will be an eligible reimbursement.

APPLICATION PROCESS

Each applicant will be eligible to apply up to $5,000.00 each fiscal year. The applicant shall complete and submit the Walkability Improvement Program Application to include the following:

- Proposal, estimates, sketches/photographs, and a written, detailed description of the project to be considered for the matching grant;
- Applicants are expected to complete the 50% matching portion of the estimated project cost and submit proposed/estimated cost in the application. A **minimum of two bids** must be provided; and
- Grant Approval Agreement will be signed by the property owner.

CONDITIONS OF APPROVAL

In addition to previously listed requirements:

- all properties must be current to date on all municipal taxes;
- each property will be eligible for one application per twelve (12) month period
- grants may be limited based on availability; and
- Applicant are encouraged to have read the Charles Town Walkability and Connectivity Study.

APPROVAL PROCEDURES

Each application will be reviewed, and the property will be deemed eligible or ineligible for grant funding by staff. If deemed eligible, staff will make a decision based on compliance of the project with the Charles Town Walkability and Connectivity Study and the Ordinances of the City of Charles Town. If the application is denied, the applicant will receive notification and an explanation of the denial. The City may also provide recommendations for modifications that could be made for the project to receive consideration for approval at a future funding cycle.

APPROVED PROJECT

The City will contact the applicant and the following shall occur:

- applicant may begin his/her matching portion of the project.
- apply for and obtain all necessary permits.
- submit receipts/invoices to the City once the project is complete for reimbursement.

Construction may begin only after the application has been approved and an agreement has been signed. **Any work completed prior to formal written approval will not be eligible for the match funding.**

PROJECT MANAGEMENT

All applicants accepted into the Walkability Improvement Program will be fully responsible for managing construction of projects, including, but not limited to, obtaining bids, selecting contractors, obtaining approvals, permits, and insurance, overseeing construction work, and paying all invoices for work, materials, and supplies. Any contractor or subcontractor must have a valid business license issued by the City of Charles Town. The applicant is responsible for ensuring that all contractors and subcontractors meet these requirements.

The City of Charles Town encourages employment and business opportunities for local residents and businesses. Applicants should seek to solicit bids and proposals, materials, and labor from qualified local residents and businesses whenever possible.

CITY INSPECTION PROCESS

1. Installation of forms
2. Post pour Inspection
3. Back fill

NON-DISCRIMINATION - EQUAL EMPLOYMENT OPPORTUNTY

Applicants shall follow the City's non-discrimination ordinance and equal employment opportunity requirements in the solicitation of contractors, subcontractors, workers, and suppliers.

CITY ACCOUNTABILITY

The City's participation in this program does not make the city liable regarding the quality and/or soundness of construction or other repairs, additions, or removals. Any contractor or subcontractor working on the project must be licensed and insured.

PAYMENT OF MATCHING FUNDS

Upon completion of the project, the Applicant will provide accounting of all project costs and a copy of all paid invoices. Projects must be completed within twelve (12) months after formal approval has been granted. Any time extension must be filed and approved by staff.

Reimbursement will be issued after the property owner's portion of the project has been completed, including site inspections and the City has received receipts detailing the completed work. If the project meets all standards, the City will provide funding for no more than the amount awarded in the grant application.

APPLYING AS A TENANT

Tenants applying for the Walkability Improvement Program shall have the property owner's permission to make any improvements detailed in this application. The property owner of record signature shall be required on all applications and no application will be accepted if the property owner signature is not present.

ADDITIONAL INFORMATION

The City recommends that any applicant(s) interested in applying for acceptance into the Walkability Improvement Program contact City staff prior to submitting an application. Questions about the program may be directed to the City Planner. Applications may be obtained at City Hall and at www.charlestownwv.us.

CITY OF CHARLES TOWN
WALKABILITY IMPROVEMENT PROGRAM

APPLICATION

No application fee applies

1. Applicant's Name: _____ Date: ____/____/____
Day Month Year

2. Mailing Address: _____

3. Project Address: (if different from mailing) _____

4. E-mail: _____ 5. Phone: _____

6. Contractor Address: _____, _____, _____

7. Company Name: _____ 8. Phone: _____

9. Sidewalk details
☐Front yard ☐Side-yard ☐ADA ramps

Projects that answer yes to any of the following questions are not eligible for the program:

10. Has the property in this application been awarded a Sidewalk Improvement Program grant in the past 12 months?

☐ Yes ☐ No

11. Is this property:

New construction? ☐ Yes ☐ No

Government-owned property? ☐ Yes ☐ No

A national franchise? ☐ Yes ☐ No

12. Description of the Walkability Improvement project:

13. Estimated Project Start Date: _____/_____/_____ (Day / Month / Year)
14. Estimated Project Completion Date: _____/_____/_____ (Day / Month / Year)

15. Estimated Total Project Budget: _____

16. Grant Amount Requested: _____

17. The following items are included with this application:

- ❑ Existing condition photographs
- ❑ Detailed proposal and/or contractor estimates
- ❑ Charles Town Walkability and Connectivity study

18. I have reviewed the following documents:

- ❑ Codified Ordinances of the City of Charles Town
- ❑ Construction Details for Sidewalks

Upon approval of the application the following will be required by the applicant:

- obtain all necessary building permits
- pass City inspection of improvements to ensure compliance with the sidewalk construction details and intended outcomes based on the funding application submittal
- submit receipts/invoices to the City upon completion of the project

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that the property listed is in compliance with all laws, ordinances, rules, and regulations of the State of West Virginia and the City of Charles Town.

Applicant's Printed Name: _____

Signature of Applicant: _____

Signature of Property Owner(s) (if different than applicant): _____

Date of Application: _____/_____/_____ (Day / Month / Year)

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Approved:_____ Date:_____

Comments:_____

_____

Grant Approval Agreement

1. **I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.**

2. **I agree to complete all improvements within one year of approval from the approval of the grant. Any time extension must be filed and approved by Staff.**

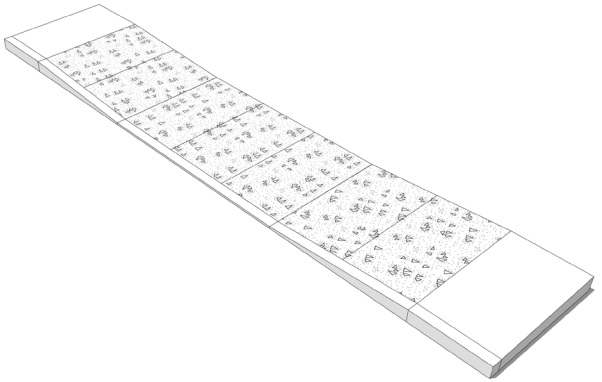
3. **I agree to all of the attached "Conditions of Approval", if any.**

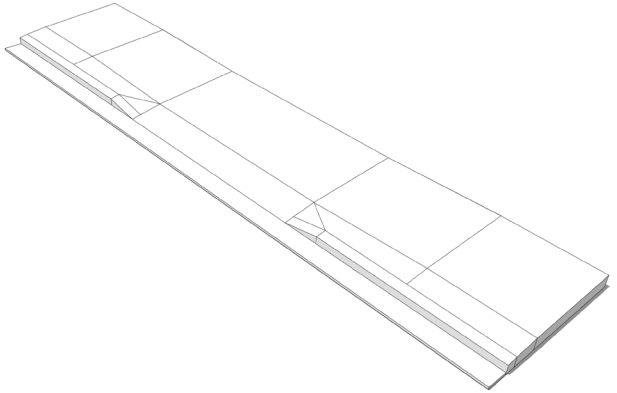
4. **I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment.**

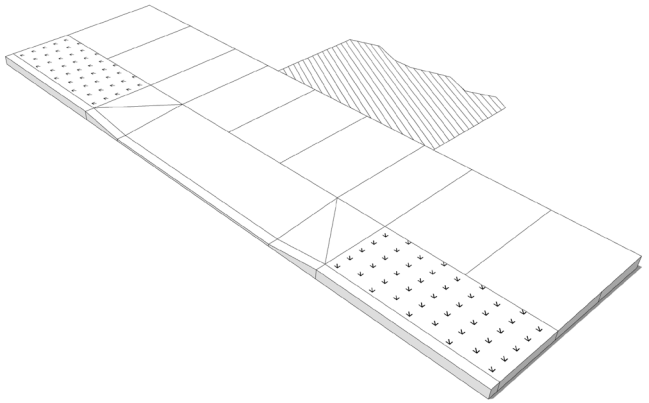
5. **I understand that grant monies shall not be distributed until all proposed work is completed and has passed inspected.**

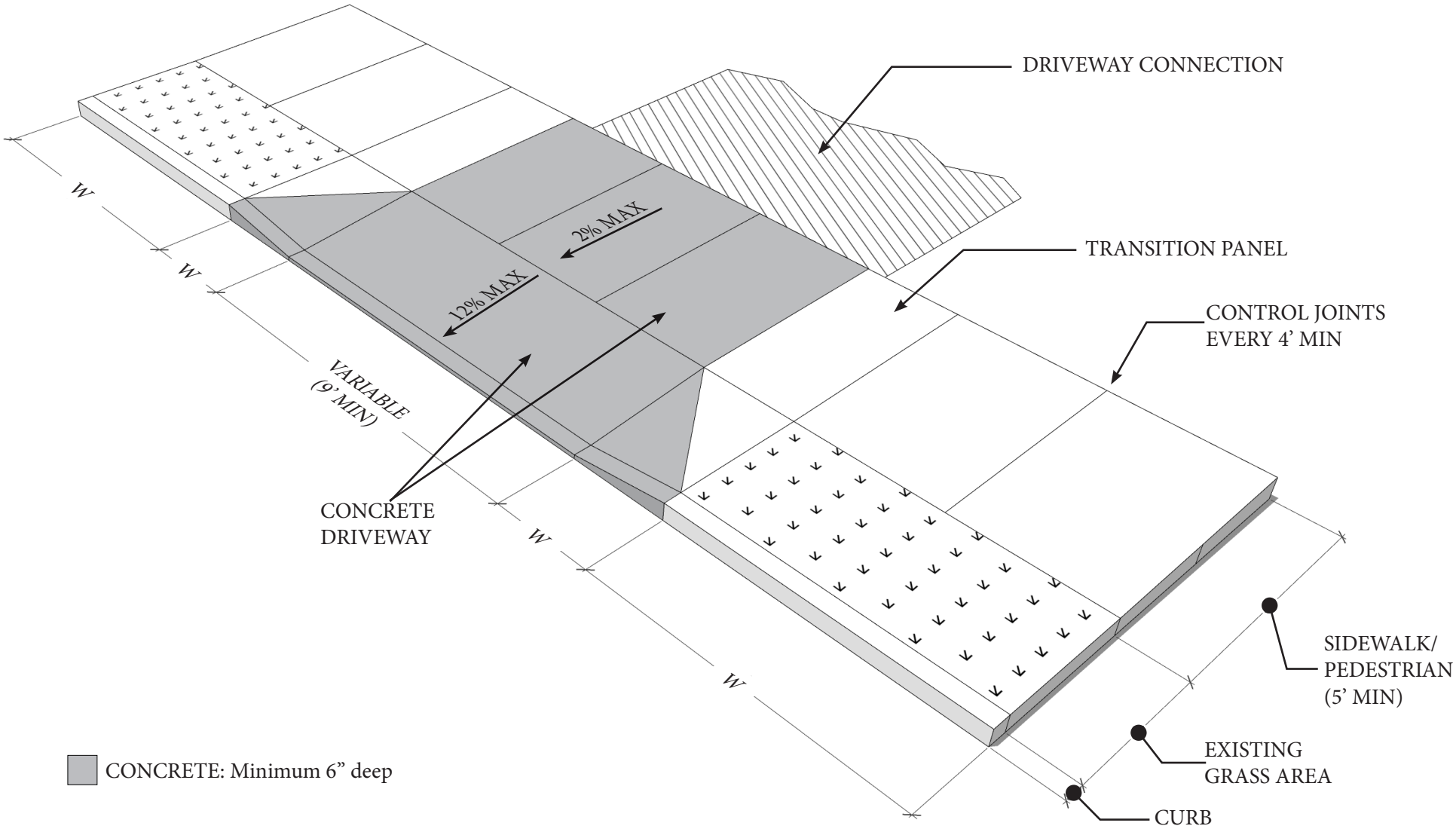
Property Owners Signature _____ **Date** _____

SIDEWALK
IMPROVEMENT
STANDARD DETAILS



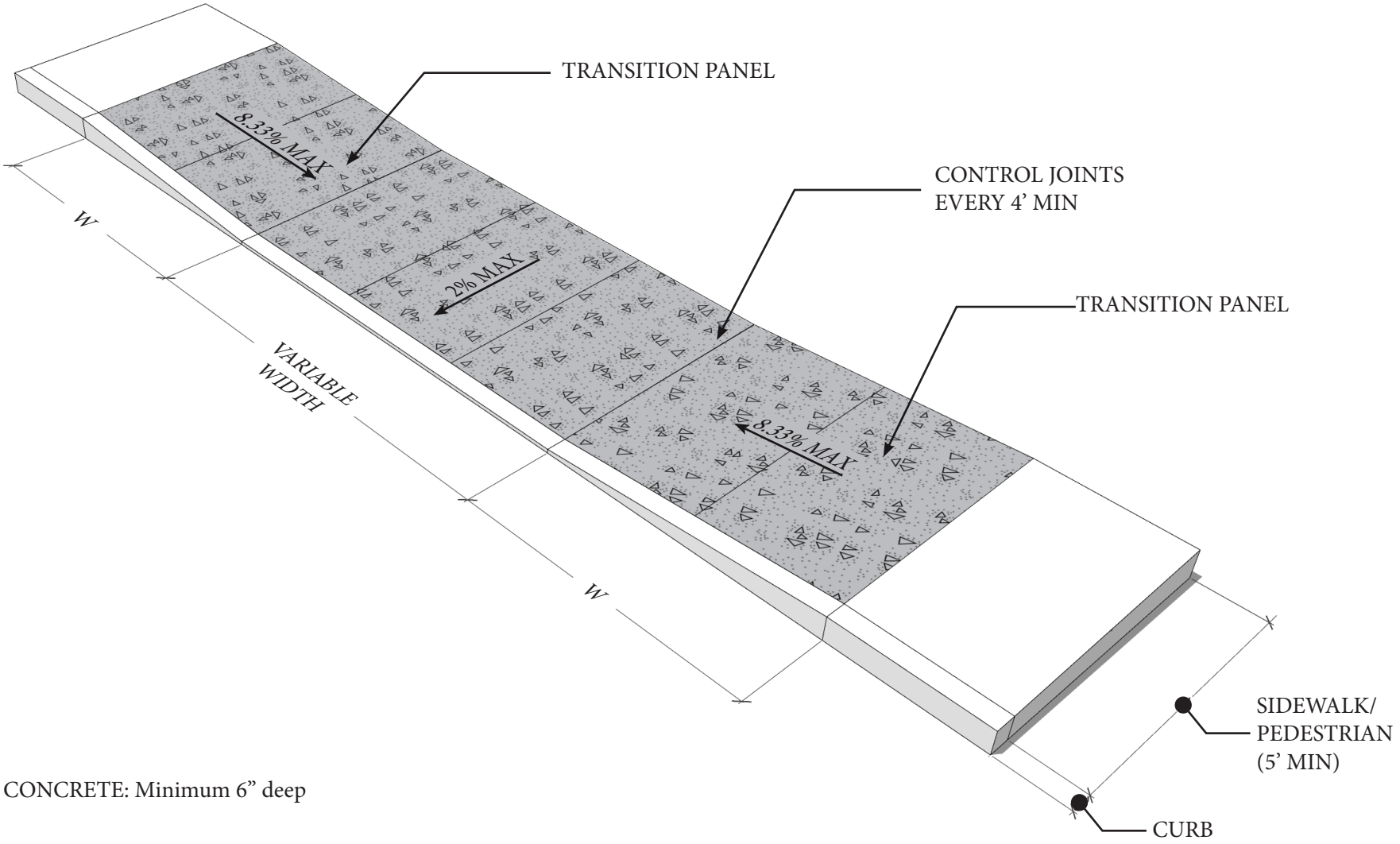






NOTE:

1. Sidewalk and driveways shall have 6 x 6 steel mesh or rebar spaced 6 inches apart.
2. Concrete shall be used for sidewalks and drive approaches and have a compressive strength of not less than 3,5000 P.S.I
3. All edges and joints of the sidewalk and drive shall be rounded. The Surface shall be brushed to create a slightly rough texture



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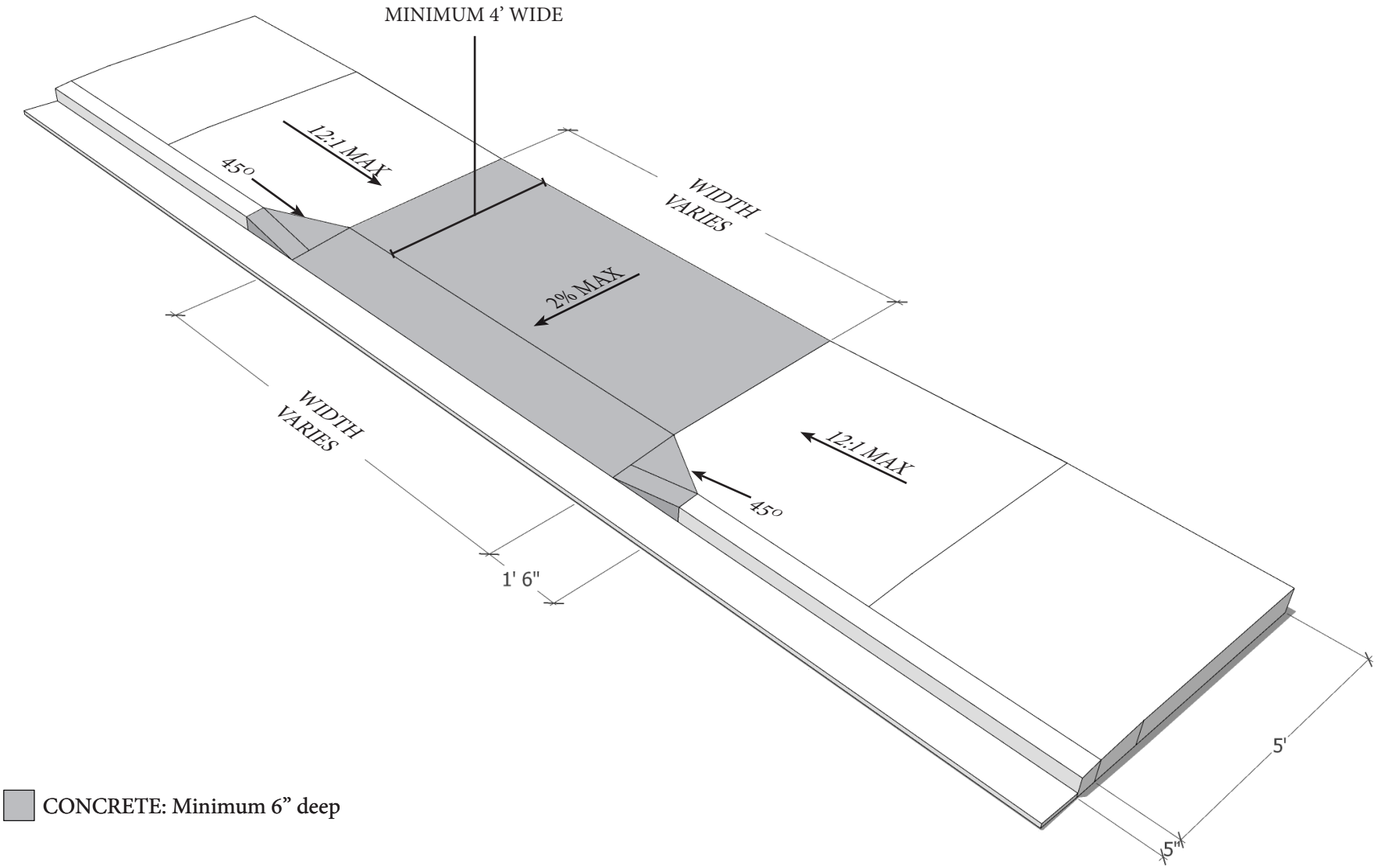

CONCRETE: Minimum 6" deep

NOTE:

1. Sidewalk and driveways shall have 6 x 6 steel mesh or rebar spaced 6 inches apart.
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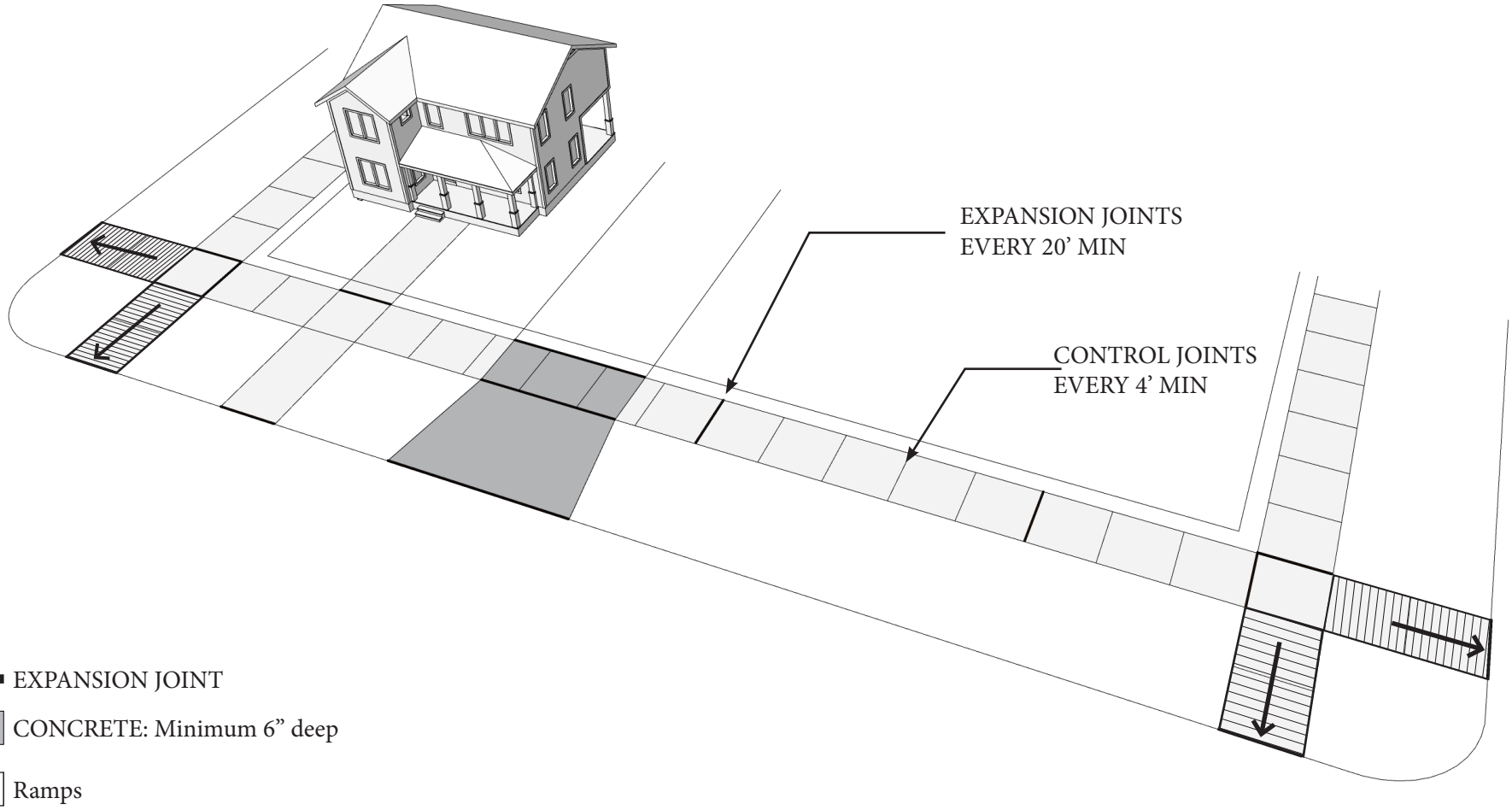
3. All edges and joints of the sidewalk and drive shall be rounded. The Surface shall be brushed to create a slightly rough texture



EXPANSION JOINT

CONCRETE: Minimum 6" deep

Ramps

NOTE:

1. Other than areas marked dark grey, all location areas are to be 4" thickness of concrete.
2. Slope on ramps to street a maximum of 8.3%.
3. Truncated domes required at the end of ramps by street

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-604: Real Estate Redevelopment - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-605: B&O Status APUS - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-594: Council Committee and Board Appointments

Council members will be appointed to the following committees, boards and commissions.

- Finance Committee
- Infrastructure Committee
- Personnel Committee
- Ordinance Committee
- Board of Parks and Recreation
- Planning Commission

ATTACHMENTS:

- Ord. 2022-002 - Article 111 Council.pdf
- Ord. 2020.012 - Article 138 Board of Park and Recreation Commissioners - signed August 2020.docx.pdf
- Ord. 2022-005 - Article 135 Planning Commission - signed April 2022.pdf

ARTICLE 111
Council

111.01 Rules of Council
111.02 Expenditure of public funds
111.03 Severability

CROSS REFERENCES
Open meeting law - see W. Va. Code Art. 6-9A
Composition - see W. Va. Code 8-5-7
Oath - see W. Va. Code 8-5-8
Term - see W. Va. Code 8-5-9
Vacancies - see W. Va. Code 8-5-10
Proceedings - see W. Va. Code Art. 8-9
General powers - see W. Va. Code Art. 8-12
Adoption of rules - see W. Va. Code 8-12-5(45)

111.01 RULES OF COUNCIL

(a) Time and place of meetings.

(1) Regular meetings. The regular meetings of Council shall generally be held at the Council Chambers located at 101 East Washington Street, on the first and third Mondays, unless otherwise scheduled, in each month at 7:00 p.m. A list of regular meeting dates will be available on the exterior City Hall bulletin board and website. If Council shall determine that the Council Chambers in City Hall are not or will not, for any reason, be an appropriate place for the holding of a meeting, the Council may, upon motion, second and majority vote, designate another place open to the public within the City for the holding of such meeting. Council may also hold remote meetings when special circumstances warrant such action but only after a motion, second, and majority vote. As with all public meetings, all Council members must be able to hear and be heard by other members and the proceedings must be accessible to the public so they can observe the Council in action.

(2) Special meetings. A special meeting is a separate Council session held at a different date and time than a regular meeting and may be called by the Mayor, the Presiding Officer of Council in the event of a mayoral vacancy, or any three members of Council. The purpose for holding a special meeting is to address matters that arise between regular meetings and require action by Council before the next regularly scheduled meeting. Notice of time, place, and purpose of the meeting, including a clear and specific description of any proposed action to be taken by Council, must be provided to all members at least three (3) days, excluding weekends and legal holidays, prior to the special meeting. A special meeting notice will be issued along with an agenda announcing any special meeting.

(b) Attendance. Members of Council are expected to be physically present for regular meetings but may attend up to four (4) regular meetings remotely during any fiscal year, provided appropriate technology is available that enables them to hear and be heard by other members of Council. Any member attending a meeting remotely after the four (4) approved regular meetings will only be able to observe the work of Council and may not participate as a member in discussion or any votes.

(c) Council may waive, via a resolution, the four (4) regular meeting limit on remote participation for all members when extenuating circumstances arise and more flexibility is needed to promote the orderly conduct of Council business.

(d) Agendas.
  (1) The City Clerk shall prepare a written agenda for all scheduled meetings which shall consist of items submitted by the Mayor, City Council members, and the City Manager.
  (2) The agenda shall be posted on the exterior bulletin board for City meetings located at 105 South George Street and on the City website three (3) days prior to the scheduled meeting. Revisions to the posted agenda can be made, however, the amended agenda must be made available at least two (2) days in advance of the scheduled meeting. For purposes of calculating the number of days in any notice period contained in these rules Saturdays, Sundays, and legal holidays are excluded.

(e) Presiding Officer.
  (1) The Presiding Officer must be physically present in the meeting room to take the chair unless all of Council is meeting remotely.
  (2) The Mayor shall take the chair at the hour appointed for Council to meet, and having called the members to order, shall preserve decorum and enforce a strict observance of these rules.
  (3) In the physical absence of the Mayor, unless all of Council is meeting remotely, the Mayor Pro-Tempore shall take the chair and assume all duties as appointed the Mayor. In the physical absence of both the Mayor and Mayor Pro-Tempore, unless all of Council is meeting remotely, and a quorum still being in attendance, the present members will elect the chair and that member will assume the duties appointed to the Mayor.
  (4) Upon the opening of an agenda item, the Presiding Officer shall introduce or cause to be introduced each item on the Council agenda prior to a motion, debate, and vote on the item.
  (5) The Presiding Officer can remove any member of the public attending a scheduled meeting of Council that is disruptive, to the extent that orderly conduct of the meeting is compromised, from the meeting with the assistance of a member of the Police Department upon proper direction.

(f) Filing of papers to be introduced at Council meetings and actions of the City Clerk.
In order to promote the orderly conduct of the business of Council and the timely preparation of an accurate agenda, the following rules are hereby established:
  (1) The Mayor, members of Council, and the City Manager must notify the City Clerk of any item for placement on an agenda at least four (4) days prior to the meeting for which action is intended.
  (2) Every effort should be made to submit all meeting materials that are actionable, including but not limited to ordinances, resolutions, petitions, reports, communications, and other documents, to the office of the City Clerk not later than 12:00 noon one (1) day, excluding holidays and weekends, immediately preceding the day of the meeting at which it is intended to be considered.
  (3) The written agenda and all related and supporting documentation for consideration at the intended meeting shall be distributed by the City Clerk to the Mayor and Council.
  (4) Nothing herein shall be construed to prohibit any member of Council, at the proper order of business, from introducing or submitting any ordinance, resolution, petition, committee report or communication during any regular meeting. Unless it is determined to be an emergency item, official action on any item presented to Council in this manner is prohibited until proper placement on the next Council agenda.

(g) Order of business at regular meetings.
  (1) The order of business for each regular meeting shall be:

(A) Call to Order
(B) Moment of Silence and Pledge of Allegiance
(C) Approval of the Minutes
(D) Public Comments
(E) Reports
(F) Unfinished Business
(G) New Business
(H) Appointments to Committees/Commissions
(I) Referrals to Committees/Commissions
(J) Approval of Bills
(K) Adjournment

(2) The Presiding Officer may order that any agenda item be repositioned as to provide for a more efficient meeting.

(h) Parliamentary rules of order.

These rules of Council, the Charles Town City Charter, state law and other rules duly adopted by Council shall govern Council. In all cases not provided for, the Presiding Officer shall decide, subject to an appeal by a member of Council which shall then be determined by the rules of parliamentary usage comprised in the most recent edition of "Robert's Rules of Order."

(i) Members of public speaking before Council.

(1) A member of Council may ask the floor for a member of the public to speak before Council, which said motion is non-debatable. Upon such request, the presiding officer shall inquire of the councilmember the subject matter of the inquiry. Council, by majority vote, shall determine whether or not the person shall be allowed to address Council. Any person addressing Council shall be allowed no more than five minutes to address their remarks, unless by majority vote, Council allows a longer period of time.

(2) A maximum of twenty minutes shall be set aside at the beginning of each meeting of the Council to permit members of the public, without leave of Council, to address the Council on any matter pertaining to the City's business with a maximum of five minutes per person. Any member of the public wishing to address the Council shall first register with the City Clerk, or designated representative for such purpose, not earlier than 15 minutes before the beginning of the meeting setting forth their name, the group, if any, on whose behalf they wish to speak, their address and the subject matter which they wish to speak. For those attending the Council meeting, a sign-up sheet will be available to those who wish to register to speak. Members of the public attending the meeting remotely, must still provide the same information to register to speak but may do so in an email or through the chat function available for remote attendees. Registration for remote attendees will follow the same schedule for those attending in person. Individuals present at the meeting will be invited to speak first. If members of the public are still waiting to speak after the twenty minute time period has expired Council may hold an additional public comment period for twenty minutes upon completion of business if so, decided by Council by majority vote. Nothing in this section shall affect the ability of a member of Council to request that a member of the public be allowed to speak pursuant to section 111.01(i).

(j) Making entries in the minute book.

No remarks, voting explanations or words spoken in debate by any member of Council shall be reproduced in the journal except by unanimous consent of the members of the Council present.

(k) Committees.

(1) Standing committees shall be appointed by Council, and Select Committees by the Mayor, unless otherwise ordered.

(2) Standing committees shall be as follows:

(A) Finance – the Committee's duties include but are not limited to proposing changes to the City's fiscal, budgetary, and investment policies; reviewing and recommending to Council operating, capital, and coal severance budgets and budget revisions; and authorizing the execution of contracts within approved budget levels.

(B) Infrastructure – the Committee's duties include but are not limited to reviewing and recommending policies to Council related to public streets, curbs, stormwater, sidewalks, broadband, and electric/gas utilities.

(C) Ordinance – the Committee's duties include but are not limited to reviewing and recommending to Council proposed additions and deletions to the City's codified ordinances and related policies.

(D) Personnel – the Committee's duties include but are not limited to reviewing and recommending proposed changes to the City's personnel policies and facilitating Council actions related to the hiring, evaluation, and termination of the City Manager.

(3) Select committees shall be created and dissolved at the discretion of the Mayor.

(4) Reports of committees shall be in writing and shall specify such action as the committee may recommend for adoption by Council.

(l) When a member abstains from voting.

No member shall vote on any question before the City Council if directly and immediately interested therein other than as a citizen of the City of Charles Town; however, no member may abstain from voting without, prior to discussion, having stated their reason for not participating and having obtained a ruling from the presiding officer excusing them from doing so.

(m) Recission, amendment, and suspension of rules.

No rule of the Council shall be suspended for a single item in any case except by unanimous consent of the Council members present remotely or in person provided, that no rule shall be suspended if compliance wherewith is made mandatory by state law, the City Charter, or another ordinance of the City of Charles Town.

111.02 EXPENDITURE OF PUBLIC FUNDS

(a) Council shall approve the fiscal policies and procedures of the City which will govern the expenditure of funds, which shall include provisions for the Mayor, or the Mayor Pro-Tempore in the absence of the Mayor, to authorize the expenditure of funds in the event of a declared emergency.

(b) The City Manager or designee shall present expenditures for payment and shall attest to their accuracy and budgetary compliance to Council.

(c) Failure to comply with this section by any employee may be sufficient cause for suspension without pay or termination of employment pursuant to the City's personnel policies

111.03 SEVERABILITY

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable.

Passed on First Reading: FEBRUARY 7, 2022

Passed on Second Reading: FEBRUARY 22, 2022
(following Public Hearing)

ATTEST:

Robert M. Trainor
Mayor

Daryl Hennessy
City Manager/Clerk

ARTICLE 138
Board of Parks and Recreation Commissioners

138.01 Purpose.
138.02 Definitions.
138.03 Establishment of Board of Parks and Recreation Commissioners.
138.04 Powers and duties.
138.05 Severability.

CROSS REFERENCES
Applicable West Virginia State Codes to this Article include: WV Code 8-21.

138.01 PURPOSE.
The purpose of this article is to establish a Parks and Recreation Ordinance together with a Board of Parks and Recreation Commissioners of Charles Town, West Virginia in accordance with West Virginia State Code §8-21-1 et seq. The Board of Parks and Recreation Commissioners is established for the purpose of constructing, improving, extending, developing, maintaining, and operating a City public parks and recreation system.

138.02 DEFINITIONS.
(a) "City" is the City of Charles Town, West Virginia.

(b) "City Council" is the City of Charles Town City Council.

(c) "Director" is a person so designated and in charge of the Parks and Recreation Department.

(d) "Park" is a park, playground, natural area, recreation center, or any other area in the City owned by the City or the Board of Parks and Recreation Commissioners, or used by and through a contract or agreement, and devoted to active or passive recreation.

(e) "Board" is the seven-member public corporate body established to effectuate the purposes and provisions of this ordinance.

(f) "Commissioners" are appointed members of the Board by the City Council.

138.03 ESTABLISHMENT OF BOARD OF PARKS AND RECREATION COMMISSIONERS.
(a) The Board herein created will be a public corporate body, with perpetual existence and common seal. It will have the power to purchase, hold, sell and convey real or personal property; receive gift, grant, donation, bequest or devise; sue and be sued; contract and be contracted with; and do any and all things and acts which may be necessary, appropriate, convenient or incidental to carry out and effectuate the purposes and provisions of this Ordinance.

(b) The Board will consist of seven voting Commissioners. Commissioners will be residents of the City of Charles Town. Commissioners will be appointed by City Council.

(c) Appointment of membership will consist of seven Commissioners with not more than two Commissioners of the City Council. The term of any City Council member appointed to serve on the Board will run concurrent with the member's term on the council.

(d) No officer or employee of the City, other than an appointed Commissioner(s) of the City Council, whether holding a paid or unpaid office, is eligible for appointment to the Board.

(e) The terms of other appointed Commissioners will be for six years and until their successors have been duly appointed and qualified.

(f) The Commissioners of the Board will qualify by taking and filing with the City Clerk, the oath prescribed by law for public officials.

(g) At the first meeting of each calendar year, or as needed to accommodate vacancies, the Commissioners of the Board will organize by electing one of their number president, and another vice president, and by electing a secretary who need not be a Commissioner of the Board. The secretary will keep an accurate record of the fiscal affairs of the Board and will keep a certified or approved written record of the Board's proceedings which will be available for inspection as are other municipal records. The City Treasurer will be ex officio Treasurer of said Board and will take the oath prescribed by law and will furnish such bond as may be required by said Board.

(h) Commissioners will serve without compensation. Commissioners will be entitled to reimbursement for all reasonable and necessary expenses actually incurred in the performance of their duties as Commissioners. They will not be personally interested, directly or indirectly, in any contract entered into by said Board, or hold any remunerative position in connection with the establishment, construction, improvement, extension, development, maintenance or operation of any of the property under their control.

(i) The Charles Town City Manager, or designee as appointed by the City Council, will be the Director of the Parks and Recreation Department and will be an ex-officio Commissioner of the Board, with the responsibility to participate in discussions, but without the right to vote.

(j) Each Commissioner will be subject to removal by City Council by the recorded vote of a majority of City Council after a public hearing thereon. The decision of City Council as to such removal will be final and not subject to review by any court, arbitrator, or other body, and each Director accepting such appointment will acknowledge the finality of such decision.

138.04 POWERS AND DUTIES.

The Board will have the following powers and perform the following duties:

(a) act in an advisory capacity to the City Council in all matters pertaining to parks and recreation; will acquaint itself with and make a continuous study and review of the complete parks and recreation services of the City; and will advise with City Council from time to time as to the present and future maintenance, operation, planning, acquisition, development, enlargement, and use policies of the City's parks and recreation services; and

(b) using the authority granted under West Virginia State Code §8-21-7, work in conjunction with the Director of Parks and Recreation as to the policy direction of the Parks and Recreation Department. The supervisory powers of the Board to manage and operate the City's parks system will be delegated to the Director of Parks and Recreation. The Board will review the proposed budget

for the Parks and Recreation Department and make recommendations to the City Council through the Director as it deems necessary; and

(c) study and encourage the development of park and recreation areas and study and encourage the development of wholesome recreation for all residents of the City of Charles Town; and

(d) after concurrence by the City Council, acquire in its name by purchase, lease, parkland dedication, by exercise of the power of eminent domain, or otherwise, such land or lands as it will determine to be necessary, appropriate, convenient or incidental to the establishment, construction, improvement, extension, development, maintenance or operation of a system of public parks, parkways, playgrounds, athletic fields, stadiums, arenas, and other public parks and recreational facilities for the City; and

(e) consult with the Parks and Recreation Department Director on problems of development of recreation areas, facilities, programs, and improved recreational services; and

(f) recommend the adoption of standards, areas, facilities, program, and financial support; and

(g) establish and periodically review a master planning guide for parks and recreation and become familiar with such plan and its relation to existing and proposed facilities and will become aware of any revision or updating thereof; and

(h) advise and recommend to the City Council on the development of long-range capital improvement programs and, when in its opinion the need exists for additional parks and recreational facilities, grounds, premises, or equipment, it will make appropriate recommendations to the City Council; and

(i) using the authority granted in West Virginia State Code §8-21-9 to take title to real and personal property and after concurrence by the City Council, convey real property to the Board by public bodies; sell and convey real property by the Board and execute deeds; and

(j) using the authority granted in West Virginia Code §8-21-10 as to general powers, enactment and enforcement of rules and general counsel, provided however, develop for City Council review and adoption, rules and regulations as may be prescribed by the Board for use of parks and recreational facilities and enforcement therein; and

(k) from time to time recommend to the City Council amendments to or changes in this Ordinance; and

(l) through its President, make both an oral and written report annually to the City Council concerning its activities during the past year and its proposals for the coming year; and

(m) develop and recommend written policies and procedures for the Parks and Recreation Department Director to follow for the use of parks and recreational facilities and for the conduct of all recreational activities which policies and procedures will be subject to approval by the City Council; and

(n) develop for City Council approval a set of by-laws and governing rules of procedure for their meetings and operation; and

(o) have the power to charge for use of recreational facilities and use those funds accordingly on behalf of the City of Charles Town as prescribed in West Virginia State Code §8-21-11; and

(p) receive and disburse for such purposes, any moneys appropriated to it by the City Council, together with any other funds which may come into its hands by gift, grant, donation, bequest, devise, or from its own operation, or otherwise. The City and the Board will comply with West Virginia State Code §8-21-13 for public parks and recreation bonds; and

(q) all powers and duties prescribed and delegated herein are delegated to the Board as a unit and all action hereunder will be of the Board acting as a whole. No action of an individual Commissioner is authorized except through the Board.

138.05 SEVERABILITY.

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality will not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and will be construed, to be separate and severable.

First Reading: July 6, 2020

Passed on Second Reading Following Public Hearing: July 20, 2020

Enacted this 3rd day of August, 2020

City of Charles Town

Robert M. Trainor
Mayor

Attest:

Daryl Hennessy
City Manager/Clerk

ARTICLE 135
Planning Commission

135.01 Definitions
135.02 Creation of Planning Commission
135.03 Regular and special meetings
135.04 Quorum
135.05 Offices; appropriation for expenses
135.06 Election of officers
135.07 Appointment; duties and compensation of secretary and employees; special and temporary services; legal assistance
135.08 Administrative powers and authority
135.09 Appropriations; expenditures; disposition of gifts; participating in federal planning assistance programs
135.10 Severability

CROSS REFERENCES

Authority to establish - see W. Va. Code 8-24-1
General provisions - see W. Va. Code 8-24-5
Adoption of comprehensive plan - see W. Va. Code 8-24-16 et seq.
Approval of subdivision plats - see W. Va. Code 8-24-28 et seq.
Zoning recommendations - see W. Va. Code 8-24-42 et seq.

135.01 DEFINITIONS

(a) "Commission" or "Planning Commission" means the Municipal Planning Commission;

(b) "Comprehensive plan" means a complete comprehensive plan or any of its parts such as a comprehensive plan of land use and zoning, or thoroughfares, of sanitation, of recreation and other related matters, and including such ordinance or ordinances as may be deemed necessary to implement such complete comprehensive plan or parts thereof by legislative approval and provision for such rules and regulations as are deemed necessary and their enforcement;

(c) "Public place" includes any tracts owned by the City or its subdivision;

(d) "Streets" includes streets, avenues, boulevards, highways, roads, lanes, alleys, and all public ways;

(e) "Unit of government" means any federal, state, regional, county, or municipal government or governmental corporation; and

(f) "Utility" means any facility used in rendering service which the public has a right to demand.

135.02 CREATION OF PLANNING COMMISSION

The Planning Commission shall consist of five individuals, all of whom shall be residents of the Municipality, who shall be qualified by knowledge and experience in matters pertaining to the

development of the Municipality, who shall include representatives of business, industry, and labor and who shall be appointed by the Council of this Municipality. At least 3/5 of all of the members must have been residents of the Municipality for at least one year prior to appointment. One member of the Commission shall also be a member of the Council body of the Municipality, the term of this member to be co-extensive with the term of office to which they have been elected or appointed, unless the governing body of the Municipality at the first regular meeting of the Commission each year designates another to serve as the Municipality's representatives. The remaining members of the Commission first selected shall serve respectively for terms of one year, two years and three years, divided equally, or as nearly as possible between these terms. Thereafter, members shall be elected for terms of three years each. Vacancies shall be filled for the unexpired term only, in the same manner as the original selections are made. Members of the Commission shall serve without compensation but shall be reimbursed for all reasonable and necessary expenses actually incurred in the performance of their official duties. A member of the Municipality's staff shall be assigned to provide administrative support to the Commission.

135.03 REGULAR AND SPECIAL MEETINGS

(a) The Planning Commission shall fix the time for holding regular meetings, but it shall meet at least once in the months of January, April, July, and October.

(b) Special meetings of the Commission may be called by the president or by at least two members upon written request to the secretary. Whether called by the president or by two or more members, the secretary shall send to all of the members, at least two days in advance of a special meeting, a written notice fixing the date, time, and place of the meeting, but written notice of a special meeting is not required if the date, time, and place of the special meeting have been fixed in a regular meeting, or if all of the members are present at the special meeting.

135.04 QUORUM

In order to conduct a Planning Commission meeting, a quorum of the members must be present. A majority of the members of the Commission shall constitute a quorum. No action of the Commission shall be official unless authorized by a majority of the members present at a regular or properly called special meeting.

135.05 OFFICES; APPROPRIATION FOR EXPENSES

Council shall provide the Planning Commission with suitable offices for the holding of meetings and the preservation of plans, maps, documents, and accounts, and shall provide by appropriation a sum sufficient to defray the reasonable expenses of the Commission.

135.06 ELECTION OF OFFICERS

At its first regular meeting in each year the Planning Commission shall elect from its members a president and vice president. The vice president shall have the power and authority to act as president of the Commission during the absence or disability of the president.

135.07 APPOINTMENT; DUTIES AND COMPENSATION OF SECRETARY AND EMPLOYEES; SPECIAL AND TEMPORARY SERVICES; LEGAL ASSISTANCE

(a) Any Planning Commission may appoint and prescribe the duties and fix the compensation of a secretary and such employees as are necessary for the discharge of the duties and responsibilities of the Commission. All such compensation, however, shall be in conformity to and in compliance with the salaries and compensation theretofore fixed by Council.

(b) The Commission may make contracts for special or temporary services and any professional counsel.

135.08 ADMINISTRATIVE POWERS AND AUTHORITY

To effectuate the purposes of this article, the Planning Commission shall have the power, authority, and duty to:

(a) Exercise general supervision of and make rules and regulations for the administration of the affairs of the Commission;

(b) Prescribe uniform rules and regulations pertaining to its investigations and hearings;

(c) Supervise the fiscal affairs and responsibilities of the Commission;

(d) Prescribe the qualifications of, appoint, remove, and fix the compensation of, the employees of the Commission, such compensation to be in conformity to and in compliance with the salaries and compensation theretofore fixed by Council;

(e) Delegate to employee's authority to perform ministerial acts in all cases except where final action of the Commission is necessary;

(f) Keep an accurate and complete record of all departmental proceedings, and record and file all bonds and contracts and assume responsibility for the custody and preservation of all papers and documents of the Commission;

(g) Make recommendations and an annual report to Council concerning the operation of the Commission and the status of planning within its jurisdiction;

(h) Prepare, publish, and distribute reports, ordinances and other material relating to the activities authorized under this article;

(i) Adopt a seal, and certify all official acts;

(j) Invoke any legal, equitable or special remedy for the enforcement of the provisions of this article or any ordinance, rule and regulation or any action taken thereunder;

(k) Prepare and submit an annual budget in the same manner as other departments of municipal government and the Commission shall be limited in all expenditures to the provisions made therefor by Council;

(l) If deemed advisable, establish an advisory committee or committees; and

(m) Delegate to a committee composed of one or more members of the Commission the power to hold any public hearings or conferences required or permitted under this article to be held by the commission. If the hearing or conference is held by a committee, a written record of the substance of the hearing or conference shall be made and preserved with the records of the Commission for not less than five years. The committee shall have authority only to conduct the hearing and report to the Commission.

135.09 APPROPRIATIONS; EXPENDITURES; DISPOSITION OF GIFTS; PARTICIPATING IN FEDERAL PLANNING ASSISTANCE PROGRAMS

(a) Council shall appropriate funds to carry out the duties of the Planning Commission.

(b) The Planning Commission shall have the power and authority to expend, under regular municipal procedure as provided by law, all sums appropriated to it for the purposes and activities authorized under this article.

(c) The City may accept gifts and donations for Planning Commission purposes. Any moneys so accepted shall be deposited with the Municipality in a special nonreverting Planning Commission Fund to be available for expenditures by the Planning Commission for the purpose designated by the donor. The disbursing officer of the Municipality shall draw warrants against such special nonreverting fund only upon vouchers signed by the president and secretary of the Planning Commission.

(d) The Planning Commission is empowered and authorized to spend funds made available for the purposes of this article, and to accept and use funds provided for the purposes of this article by the government of the United States and any other agency or group whose interests are in harmony with such purposes, in accordance with federal requirements and subject to such conditions or limitations as the Constitution or law of the State may provide. In this connection the Planning Commission is hereby expressly authorized to participate in the federal planning assistance programs as set forth in the "Federal Housing Act of 1954", as amended and any subsequent acts.

135.10 SEVERABILITY

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable.

First Reading: MARCH 7, 2022

Passed on Second Reading: APRIL 4, 2022
(following Public Hearing)

Enacted this 4 day of APRIL, 2022

City of Charles Town

Robert M. Trainor
Mayor

Attest:

Todd Wilt
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-595: Finance Committee Appointment and Check Signature Authorization

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-598: Appointment of Interim City Manager - Salary Compensation

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-599: Appointment of Interim Charles Town Utility Board of Directors Chair

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-600: FY2025 General Fund Revision #6

ATTACHMENTS:

- FY 2025 GF Revision #6 - Electronic Version.pdf
- FY25 GenFund Revision #6 State Worksheet.pdf
- Pfizer Settlement Information.pdf

the city of Charles Town, WV

FY 2025 General Fund Revision #6

REVENUES	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Revision #6	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes	Revision #6 Notes
30005 Unassigned Fund Balance (Carryover)	1,200,000	3,524,453						4,724,453	4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance	Bringing FY24 carryover into FY25 budget.			
30101 Taxes - Ad Valorem	1,688,544							1,688,544	1,684,800	3,744	100%					
30106 Supplemental Taxes	36,000							36,000	44,132	(8,132)	123%	Property taxes owed from previous years, but paid in the current fiscal year.				
30200 Interest as Penalty	10,000							10,000	12,369	(2,369)	124%					
30300 Gas & Oil Severence Tax	33,000							33,000	24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.				
30400 Utility Tax (2%)	200,000							200,000	331,094	(131,094)	166%					
30500 Business & Occupation (B&O) Tax	1,700,000		145,000	150,000				1,995,000	2,098,715	(103,715)	105%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.		Transfer to 413-30 Treasurer Contracted Services for HDL collection services.		
30600 Liquor Tax	25,000							25,000	21,748	3,252	87%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.				
30700 Animal Control Tax	1,600						200	1,800	1,712	88	95%					Additional income expected and transferred to Dog Warden.
30800 Hotel/Motel Tax	200,000							200,000	160,385	39,615	80%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)				
32000 Court Costs, Fees & Charges	260,000							260,000	244,477	15,523	94%					
3100 Parking Violation Revenue	40,000							40,000	38,781	1,219	97%	Revised based on new program details and current year performance.				
32500 Business License Revenue	30,000							30,000	130,842	(100,842)	436%					
32600 Building Permit Fees	550,000							550,000	767,065	(217,065)	139%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.				
32800 Franchise Tax	75,000							75,000	63,022	11,978	84%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance				
32900 Rental Registration Fees								-	40	(40)						
33000 International Registration Plan (IRP) Fees	70,000							70,000	63,212	6,788	90%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.				
33900 Emergency Service Fee	1,700							1,700	1,896	(196)	112%	Revenue from utility bills for EMS (5 cents)				
34000 Parks & Rec Fee	1,700							1,700	1,896	(196)	112%	Revenue from utility bills for parks and recreation (5 cents)				
34200 Parking Meter Revenues	44,000							44,000	47,539	(3,539)	108%	Revenue from parking meters and parking permits including ParkMobile app.				
34500 Rents & Concessions	60,000							60,000	88,267	(28,267)	147%	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues				
35300 Zoning Fee	17,000							17,000	62,203	(45,203)	366%	Zoning applications				
35500 Street Improvement Fee	135,000						60,000	195,000	176,081	18,919	90%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council				Additional Street Improvement revenue collected and transferred to Capital Repaving Fund.
36504 Federal Government Grants	41,667							41,667	-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.				
36600 State Government Grants	-							-	2,970	(2,970)						
36700 Other Grants					7,400			7,400	5,299	2,101	72%				Tree Board Grant.	
36801 Contributions from Other Entities							15,000	15,000	-	15,000	0%					Funds received from WV Secretary of State for Pfizer lawsuit. This money is unrestricted. $10,000 transferred to 437-30 P&Z Contracted Services. $5000 transferred to 750-15 Mainetenance R&M Buildings & Grounds.
36900 Contributions from Other Funds - Sales Tax (1,050,000) & OPIOID (75,000)	1,000,000					50,000	75,000	1,125,000	1,000,000	125,000	89%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).			Funds for 412-23 City Manager Professional Services.	OPIOID Funds to support PD Social Worker salary. Transferred to 700-30 Police Contracted Services.
37600 Gaming Income	250,000							250,000	216,589	33,411	87%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.				
37900 Gain/Loss - Sale of Fixed Assets								-	-	-						
38007 Interest Income (Operating Acct)	35,000							35,000	16,496	18,504	47%					
38100 Reimbursements	110,000							110,000	173,633	(63,633)	158%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.				
38200 Refunds - Overpayments	400							400	13,113	(12,713)	3278%					
38600 Insurance Claims	-							-	4,866	(4,866)						
39200 Property Rehabilitation	-							-	100	(100)						
38700 Filing Fees	325							325	675	(350)	208%	Filing Fees Revenue - Election in FY25. $50.00 per person.				
39700 Video Lottery	600,000						75,000	675,000	693,789	(18,789)	103%	Video lottery receipts average $13.4K to $22.2K per week.				Additional lottery revenue received and moved to capital.
39900 Misc Revenue	10,000							10,000	8,417	1,583	84%	Yard waste stickers and fingerprints				
39902 Special Events - WV Fest	4,000							4,000	15,945	(11,945)	399%					
39903 Special Events - General	900							900	1,225	(325)	136%	Special activities fees				
39904 Special Events - CW Hall	8,500							8,500	6,050	2,450	71%					
39907 Special Events - Car Show	7,000							7,000	10,240	(3,240)	146%	Car show registration and sponsors.				
Total Revenues	**8,446,336**	**3,524,453**	**145,000**	**150,000**	**7,400**	**50,000**	**225,200**	**12,548,389**	**12,958,191**	**(409,802)**	**103%**					

DEPARTMENT LINE ITEMS													NOTES AND EXPLANATIONS				
Economic Development - 402	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Revision #6	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes	Revision #6 Notes
03 Salaries	70,250			2,205				72,455	66,987	5,468	92%	Salary $68,844 plus 2.5% merit and holiday supplement.		Allowance for 3.2% COLA increases.		
04 FICA	5,374			180				5,554	5,125	430	92%	FICA @ 7.65%		Increase due to 3.2% COLA increases.		
05 Group Insurance	8,300			1,500				9,800	7,950	1,850	81%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)		Allowance for increase in health insurance.		
06 Retirement	6,323			1,045				7,368	6,060	1,308	82%	PERS II Employer Contribution 9%		Increase due to 3.2% COLA increases.		
09 OPEB	2,108							2,108	1,533	575	73%	Deferred Compensation Employer Contribution 3%				
11 Telephone	750							750	302	448	40%	Cell phone				
14 Travel	4,200						(1,000)	3,200	1,520	1,680	48%	2 National Conferences; airfare, lodging, per-diem				Transfer to 402-22 Dues and Subscriptions
20 Advertising/Legal Publications	-							-	-	-						
21 Training & Education	-							-	-	-		$2,500 rolled under City Manager's office.				
22 Dues & Subscriptions	2,000						1,000	3,000	2,759	241	92%	IEDC Membership, Survey Subscription, Adobe subscription				Allocation for Economic Development Map App
23 Professional Services	1,000					2,000		3,000	2,960	40	99%	Engineering Services			Allowance for visual design for 100 Washington St. block.	
26 Insurance and Bonds	5,000							5,000	4,093	907	82%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.				
30 Contracted Services								-	0	(0)						
41 Departmental Supplies	3,000							3,000	2,256	744	75%	Promotional items for events and City marketing and other departmental supplies.				
43 Auto Supplies								-	-	-						
Total Economic Development	**108,304**	**-**	**-**	**4,930**	**-**	**2,000**	**-**	**115,234**	**101,544**	**13,690**	**88%**					
Federal Grants - 403	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Revision #6	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes	Revision #6 Notes
Professional Services	-							-	-	-						
Departmental Supplies	-							-	-	-						
Total Federal Grants	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**						
Mayor's Office - 409	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Revision #6	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes	Revision #6 Notes
01 Salary	12,500							12,500	10,417	2,083	83%	Mayor's Salary				
04 FICA Tax Expense	1,000							1,000	797	203	80%					
11 Telephone	-							-	-	-						
14 Travel Expense	2,000							2,000	-	2,000	0%	WV Municipal League				
20 Advertising/Legal Publication	-								-							
21 Training & Education	1,000							1,000	-	1,000	0%					
26 Insurance & Bonds	1,000							1,000	876	124	88%					
41 Departmental Supplies	500							500	36	464	7%	$453.00 - Ceremonial Keys to the City and Coins				
68 Community Contributions	2,000							2,000	696	1,305	35%					
Total Mayor's Office	**20,000**	**-**	**-**	**-**	**-**	**-**	**-**	**20,000**	**12,821**	**7,179**	**64%**					
Council - 410	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Revision #6	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes	Revision #6 Notes
01 Salaries	40,000							40,000	32,709	7,291	82%	Eight Council Members at $5,000 annual salary				
04 FICA Tax Expense	3,100							3,100	2,502	598	81%					
14 Travel Expense	4,800							4,800	-	4,800	0%	Conferences				
20 Advertising	-							-	-	-						
21 Training & Education	3,200							3,200	1,849	1,351	58%	Conference Registration ($450 per registration)				
26 Insurance & Bonds	3,200							3,200	2,804	396	88%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability				
41 Departmental Supplies	700							700	136	564	19%					
Total Council	**55,000**	**-**	**-**	**-**	**-**	**-**	**-**	**55,000**	**40,000**	**15,000**	**73%**					
City Manager - 412	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Revision #6	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes	Revision #6 Notes
03 Salaries	180,000			5,525				185,525	166,700	18,825	90%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.		Allowance for 3.2% COLA increases.		
04 FICA Tax Expense	14,400	100		445				14,945	12,861	2,084	86%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.		
05 Group Insurance	2,000			250				2,250	1,920	330	85%	Health, Dental, Vision, Life insurance, EAP		Allowance for increase in health insurance.		
06 Retirement	16,200			165				16,365	14,397	1,968	88%	9% Employer Contribution PERS I and II		Increase due to 3.2% COLA increases.		
08 Overtime		1,000			500		1,500	3,000	1,412	1,588	47%		Allocation for Deputy City Clerk overtime.		Allocation for additional Deputy City Clerk overtime.	Allocation for Deputy City Clerk overtime for election, WV Fest, & council meetings.
09 OPEB	5,400			500				5,900	4,453	1,447	75%	3% Employer Contribution Deferred Compensation plan		Increase due to 3.2% COLA increases.		
11 Telephone	520							520	403	117	77%	Mobile phone service				
14 Travel Expense	1,500							1,500	-	1,500	0%	WVML Trip, City Clerk Election Training				
20 Advertising	-							-	-	-						
21 Training & Education	20,000	1,500			(500)		(1,500)	19,500	7,677	11,823	39%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500	$1500 allowance for City Attorney training.		Transfer to 412-08 Overtime.	$1500 transfer to 412-08 Overtime.
22 Dues & Subscriptions	1,000							1,000	-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.				
23 Professional Services	-					50,000		50,000	12,500	37,500	25%	Background checks for City Manager candidates. Not required this year.			Allowance for City Manager recruiting services.	
26 Insurance & Bonds	15,000							15,000	13,670	1,330	91%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability				
41 Departmental Supplies	750							750	256	494	34%	Misc. Office Supplies				
43 Auto Supplies (Gas & Oil)	-							-	-	-		Gas is covered under travel expenses.				
Total City Manager	**256,770**	**2,600**	**-**	**6,885**	**-**	**50,000**	**-**	**316,255**	**236,248**	**80,007**	**75%**					

DEPARTMENT LINE ITEMS												NOTES AND EXPLANATIONS				
Treasurer - 413	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
03 Salaries	235,000							235,000	212,588	22,412	90%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.				
04 FICA Tax Expense	18,800	200						19,000	16,476	2,524	87%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.			
05 Group Insurance	25,000			14,000				39,000	24,937	14,063	64%	Health, Dental, Vision, Life insurance, EAP		Allowance for increase in health insurance.		
06 Retirement	21,150							21,150	18,318	2,832	87%	9% Employer Contribution PERS I and II				
08 Overtime		2,000		1,000	1,000			4,000	2,781	1,219	70%		Allocation for Accounting Clerks I, II & III overtime.	OT allowance for the remainder of FY25.	Allocation for additional Accounting Clerks I, II & III overtime.	
09 OPEB	7,050							7,050	5,603	1,447	79%	3% Employer Contribution Deferred Compensation plan				
11 Telephone	500							500	178	322	36%	Director of Finance Cell Phone				
12 Printing	-							-	-	-						
14 Travel Expense	4,000				(1,000)		(450)	2,550	745	1,805	29%	Director & Acct. Clerk III - WV Government Finance Officers Association Training			Transfer to 413-08 Overtime.	$100 transfer to 413-23 Professional Services & $350 to 413-26 Insurance & Bonds.
18 Postage	-							-	-	-		Transfer cost to City Hall and Pitney Bowes machine.				
20 Advertising/Legal Pubs	2,000							2,000	1,466	534	73%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.				
21 Training & Education	-							-	-	-		$4,000 Rolled into City Manager's budget				
22 Dues & Subscriptions	800							800	-	800	0%	Adobe subscription for Director & Accounting Clerk III				
23 Professional Services	2,500			500			100	3,100	3,064	36	99%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)		Increase due to Police Pension Annual Report expense being higher than expected.		Allocation for translator services.
24 Audit Costs	42,000							42,000	17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit				
26 Insurance & Bonds	15,000						350	15,350	15,305	45	100%	General Liability, Worker's Compensation, Umbrella				Allocation for unanticipated insurance expense.
30 Contracted Services	25,000			(500)				24,500	22,586	1,914	92%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000				
30 B&O Collectrions - Contracted Services				150,000	(17,500)			132,500	104,456	28,044	79%			Increase for HDL collections services.	Transfer $15,000 to 413-38 Refunds and $2500 to 413.41 Supplies.	
38 Refunds			145,000		15,000			160,000	150,310	9,690	94%				Allowance for additional B&O refunds.	
41 Departmental Supplies	2,000				2,500			4,500	3,698	802	82%	Paper folder machine ($500)			Allowance for new credit card readers.	
59 Capital Outlay	-							-	-	-						
Total Treasurer	**400,800**	**2,200**	**145,000**	**165,000**	**-**	**-**	**-**	**713,000**	**599,910**	**113,090**	**84%**					

Court Clerk - 415	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
03 Salaries	62,000			1,907				63,907	58,656	5,251	92%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement		Allowance for 3.2% COLA increases.		
04 FICA	4,960	100		155				5,215	4,531	684	87%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.		
05 Group Insurance	12,529			6,000				18,529	15,933	2,596	86%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase		Allowance for increase in health insurance.		
06 Retirement	5,580			140				5,720	5,059	661	88%	9% Employer Contribution PERS I and II		Increase due to 3.2% COLA increases.		
08 Overtime		1,000					(100)	900	570	330	63%		Allocation for Court Clerk overtime.			Transfer to 415-38 Refunds.
09 OPEB	1,860							1,860	1,416	444	76%	3% Employer Contribution Deferred Compensation plan				
14 Travel	500						(100)	400	380	20	95%	Court Clerk training and Election training				Transfer to 415-38 Refunds.
18 Postage	-				100			100	35	65	35%				Allowance for City Clerk postage.	
20 Advertising/Legal Publications	700				(500)		(200)	-	-	-					Transfer to 415-38 Refunds.	Transfer to 415-38 Refunds.
21 Training & Education	-							-	-	-		$500 transferred to City Manager's budget. WVML training and Election training.				
22 Dues & Subscriptions	-							-	-	-						
23 Professional Services	-							-	-	-						
24 Audit Costs	-							-	-	-						
26 Insurance & Bonds	4,500						(300)	4,200	4,175	25	99%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella				Transfer to 415-38 Refunds.
30 Contracted Services	25							25	25	-	100%	Flu shot				
38 Refunds					500		700	1,200	845	355	70%					Allowance for citation refunds.
41 Departmental Supplies	600				500			1,100	927	173	84%	Ink cartridges, paper stock			Additional allocation for printer ink.	
Total Court Clerk	**93,254**	**1,100**	**-**	**8,202**	**600**	**-**	**-**	**103,156**	**92,551**	**10,605**	**90%**					

Police Judges - 416	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
03 Salaries	32,000							32,000	22,574	9,426	71%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.				
04 FICA	2,400							2,400	1,727	673	72%					
14 Travel	500							500	240	260	48%	WV State mandated annual training for magistrates & judges				
21 Training & Education	1,000							1,000	-	1,000	0%	WV State mandated annual training for magistrates & judges				
22 Dues and Subscriptions	100							100	-	100	0%					
23 Professional Services	1,000							1,000	-	1,000	0%					
26 Insurance & Bonds	2,500							2,500	2,243	257	90%					
41 Departmental Supplies	-							-	-	-						
Total Police Judges	**39,500**	**-**	**-**	**-**	**-**	**-**	**-**	**39,500**	**26,784**	**12,716**	**68%**					

City Attorney - 417	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
03 Salaries		150,000		(15,000)				135,000	117,514	17,486	87%		Salary $ plus 2.5% merit and holiday supplement.	Transfer to 417-23 Professional Services.		
04 FICA		12,000						12,000	8,990	3,010	75%		FICA @ 7.65%			
05 Group Insurance		13,000						13,000	1,278	11,722	10%		Health, Dental, Vision, and Life insurance.			
06 Retirement		13,500						13,500	9,649	3,851	71%		PERS II Employer Contribution 9%			
09 OPEB		4,500						4,500	3,332	1,168	74%		Deferred Compensation Employer Contribution 3%			
11 Telephone		2,000						2,000	158	1,842	8%		$1500 cell phone cost and $500 for monthly services.			
14 Travel		1,000						1,000	-	1,000	0%		Travel allowance for various trainings.			
20 Advertising/Legal Publications		1,000						1,000	-	1,000	0%		Allowance for legal publications.			
21 Training & Education								-	-	-			Rolled under City Manager's office.			
22 Dues & Subscriptions		1,500					100	1,600	-	1,600	0%		Allowance for legal subscriptions and memberships.			Allowance for Westlaw dues.
23 Professional Services	225,000	(200,000)		15,000				40,000	23,531	16,469	59%	Cost for outside legal council.		Allowance for outside legal services for the remanider of FY25.		
26 Insurance and Bonds		5,000					(100)	4,900	902	3,998	18%		Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			Transfer to 417-22 Dues & Subscriptions.
41 Departmental Supplies		500						500	226	274	45%		Miscellaneous office supplies.			
Total Attorney	**225,000**	**4,000**	**-**	**-**	**-**	**-**	**-**	**229,000**	**165,580**	**63,420**	**72%**					

DEPARTMENT LINE ITEMS												NOTES AND EXPLANATIONS				
Enforcement Agency - 425	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Revision #6	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes	Revision #6 Notes
03 Salaries	56,000			1,700				57,700	52,003	5,697	90%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.		Allowance for 3.2% COLA increases.		
04 FICA	4,284			135				4,419	3,978	441	90%	FICA @ 7.65% of Salary		Increase due to 3.2% COLA increases.		
05 Group Insurance	1,140			7,500				8,640	7,433	1,207	86%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).		Allowance for insurance for the remainder of FY25.		
06 Retirement	5,040			50				5,090	4,396	694	86%	PERS II Employer Contribution 9%		Increase due to 3.2% COLA increases.		
09 OPEB	1,680			355				2,035	1,725	310	85%	457(b) Deferred Compensation Employer Contribution (3%)		Increase due to 3.2% COLA increases.		
11 Telephone	750	1,500						2,250	1,997	253	89%		Allocation for new cell phone.			
14 Travel	3,000			(1,500)				1,500	-	1,500	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas		Transfer to 425-18 Postage.		
18 Postage	1,000			1,500				2,500	1,561	939	62%	Certified Mailings		Allowance for postage for the remainder of FY25.		
20 Advertising/Legal Publications	1,000							1,000	-	1,000	0%					
21 Training & Education	-							-	-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)				
22 Dues & Subscriptions	1,000							1,000	360	640	36%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)				
26 Insurance and Bonds	3,800							3,800	3,461	339	91%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.				
30 Contracted Services	71,100				(20,000)		(12,350)	38,750	-	25,448	34%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.			Transfer to 437-30 P&Z Contracted Services.	$9500 transferred to 436-03 Building Inspector Salaries. $750 transferred to 436-04 Building Inspector FICA. $100 transferred to 436-09 Building Inspector OPEB. $2000 transferred to 436-23 Building Inspector Professional Services
30 Nuicance Properties-Contracted Services								-	13,302							
41 Departmental Supplies	3,000							3,000	2,459	541	82%	Office printer, building safety month supplies, jackets, boots, code books				
43 Auto Supplies	-							-	-	-		Under Maintenance budget				
Total Enforcement Agency	**152,794**	**1,500**	**-**	**9,740**	**(20,000)**	**-**	**(12,350)**	**131,684**	**92,675**	**39,009**	**70%**					

Regional Dev Authority - 435	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Revision #6	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes	Revision #6 Notes
22 Dues & Subscriptions	6,600							6,600	6,142	458	93%	Region 9 Assessment - Fees are going up				
Total Regional Dev. Authority	**6,600**	**-**	**-**	**-**	**-**	**-**	**-**	**6,600**	**6,142**	**458**	**93%**					
Total City Administration	**1,358,022**	**11,400**	**145,000**	**194,757**	**(19,400)**	**52,000**	**(12,350)**	**1,689,779**	**1,374,255**	**355,174**						

Building Inspections - 436	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Revision #6	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes	Revision #6 Notes
03 Salaries	82,300			(25,000)			9,500	66,800	60,013	6,787	90%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement		Transfer of funds to 436-23 Building Inspector Professional Services.		Allowance for June Building Inspector salaries.
04 FICA	6,296			(2,000)			750	5,046	4,591	455	91%	FICA @ 7.65% of Salary		Transfer of funds to 436-23 Building Inspector Professional Services.		Allowance for June Building Inspector FICA.
05 Group Insurance	1,650							1,650	946	704	57%	Dental/Life/Vision/EAP Premiums				
06 Retirement	7,100							7,100	4,947	2,153	70%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods				
09 OPEB	1,575						100	1,675	1,451	224	87%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods				Allowance for June Building Inspector OPEB.
11 Telephone	1,010							1,010	689	321	68%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs				
14 Travel	3,000							3,000	1,070	1,930	36%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas				
17 R&M Auto	-							-	-	-		Under Maintenance budget				
18 Postage	1,000							1,000	-	1,000	0%	Certified mailings for property Notice of Violations				
20 Advertising/Legal Publications	500			1,000				1,500	1,278	222	85%	Job posting costs				
21 Training & Education	-							-	-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.				
22 Dues & Subscriptions	1,000							1,000	665	335	67%	ICC membership dues; WICA subscription				
23 Professional Services	10,000	5,000		35,000	35,000		2,000	87,000	84,700	2,300	97%	To cover expenses associated with inspections; compliance.	Allowance for outsourcing inspections.	Increase for inspection services due to vacancy.	Increase for inspection services due to vacancy.	Allowance for commercial bridge inspections.
26 Insurance & Bonds	6,000							6,000	5,224	776	87%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.				
41 Departmental Supplies	3,000							3,000	2,691	309	90%	Mobile printer for vehicle, jackets, boots, building safety month				
43 Auto Supplies	-							-	-	-		Under Maintenance budget				
Total Building Inspections	**124,431**	**5,000**	**-**	**9,000**	**35,000**	**-**	**12,350**	**185,781**	**168,266**	**17,515**	**91%**					

	DEPARTMENT LINE ITEMS												NOTES AND EXPLANATIONS				
	Planning & Zoning - 437	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
	03 Salaries	243,000			7,420				250,420	229,199	21,221	92%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).		Allowance for 3.2% COLA increases.		
	04 FICA	19,000	50		595				19,645	17,608	2,037	90%	FICA @ 7.65% of Salary	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.		
	05 Group Insurance	31,000			(9,000)			1,000	23,000	20,742	2,258	90%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums		Transfer of funds to 436-23 Building Inspector Professional Services.		Allowance for June Employee Group Insurance payments.
	06 Retirement	23,085			130				23,215	19,306	3,909	83%	PERS II Employer Contribution (9%)		Increase due to 3.2% COLA increases.		
	08 Overtime		500		1,500			(1,000)	1,000	971	29	97%		Allocation for Permit Tech. overtime.	OT allowance for the remainder of FY25.		Transfer to 437-05 Group Insurance.
	09 OPEB	7,290			670				7,960	4,397	3,563	55%	457(b) Deferred Comp Employer Contribution (3%).		Increase due to 3.2% COLA increases.		
	11 Telephone	250				300			550	398	152	72%	Director's department cell phone			Increase due to cell phone data plan increase.	
	14 Travel	8,000				(800)		(2,000)	5,200	-	5,200	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference			Transfer $300 to 437-11 Telephone and $500 to 437-38 Refunds	Transfer to 437-38 Refunds.
	18 Postage	1,000							1,000	-	1,000	0%	Certified Mailings; Legal notices, yard sign postings				
	20 Advertising/Legal Publications	4,500							4,500	1,329	3,171	30%	Advertising of BZA and public hearings for P/C meetings; hearing placards				
	21 Training & Education	-							-	-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500;				
	22 Dues & Subscriptions	3,000							3,000	956	2,044	32%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.				
	23 Professional Services	5,000					3,000		8,000	3,756	4,244	47%	GIS Aerial imagery, Engineering Services, Background Checks			Allowance for annexation surveying services.	
	26 Insurance & Bonds	20,000							20,000	14,917	5,083	75%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.				
	30 Contracted Services	30,000				30,000		10,000	70,000	58,129	11,871	83%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;			Increase due to additional engineering service needs.	Increase due to additional engineering service needs.
	31 Contracted Services - Tree Board	2,000				7,400			9,400	8,522	878	91%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.			Tree Board expenses covered by grant.	
	38 Refunds					500		2,000	2,500	1,253	1,247	50%				Allowance for permit fee refunds.	Allowance for permit fee refunds.
	41 Departmental Supplies	4,000							4,000	3,483	517	87%	Public hearing signs, office supplies, promotional supplies				
	53 Computer Software / Tech	9,000							9,000	8,049	951	89%	MyPermit Now Monthly Fees				
	59 Capital Outlay	-							-	-	-						
	Total Planning and Zoning	**410,125**	**550**	**-**	**1,315**	**37,400**	**3,000**	**10,000**	**462,390**	**393,016**	**69,374**	**85%**					
	Total City Bldg Inspection, P&Z, and Enforcement Agency	**795,654**	**7,050**	**-**	**24,985**	**52,400**	**5,000**	**10,000**	**880,089**	**755,501**	**139,588**						
	Elections - 438	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
	12 Printing	3,000						(1,500)	1,500	-	1,500	0%					Transfer to 438-41 Elections Supplies.
	20 Advertising/Legal Publications	500							500	315	185	63%	Publish ballot multiple times				
	23 Professional Services	-							-	-	-						
	30 Contracted Services	5,000							5,000	3,940	1,060	79%	Poll workers for early voting and day of election.				
	41 Departmental Supplies	2,000						1,500	3,500	3,325	175	95%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers				Allocation for ballots & election kits.
	Total Elections	**10,500**	**-**	**-**	**-**	**-**	**-**	**-**	**10,500**	**7,580**	**2,920**	**72%**					

DEPARTMENT LINE ITEMS													NOTES AND EXPLANATIONS				
City Hall - 440	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
3 Salaries	95,000			2,960				97,960	88,420	9,540	90%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement		Allowance for 3.2% COLA increases.		
4 FICA Taxes	7,600			235				7,835	6,764	1,071	86%	FICA @ 7.65%		Increase due to 3.2% COLA increases.		
5 Group Insurance	16,500			3,500				20,000	16,620	3,380	83%	Health, Dental, Vision, Life, Employee Assistance Program		Allowance for increase in health insurance.		
6 Retirement	9,500			90				9,590	7,638	1,952	80%	9% Employer Contribution		Increase due to 3.2% COLA increases.		
9 OPEB	2,000			1,270				3,270	2,824	446	86%	3% Deferred Compensation Employer Contribution		Increase due to 3.2% COLA increases.		
11 Telephone	18,000							18,000	16,346	1,654	91%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**				
13 Utilities	26,200				25,000			51,200	39,367	11,833	77%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer			Allowance for CWH electric and additional oil heat expenses.	
14 Travel Expense	2,000						(1,500)	500	370	130	74%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD				Transfer to 440-18 Postage.
15 Repair & Main. Bldg & Grounds	12,000						(500)	11,500	3,239	8,261	28%	Elevator Services and City Hall maintenance.				Transfer to 440-18 Postage.
18 Postage	3,500	500					2,000	6,000	3,634	2,366	61%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection	Allowance for increase in postage costs.			Allowance for Business License Renewal mailing, stormwater mailing, and parking permit mailing.
19 Bldg & Equipment Rental	250,000							250,000	227,139	22,861	91%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer				
20 Advertising/Legal Publications	5,000							5,000	3,470	1,530	69%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements				
21 Training & Education	-							-	-	-		$2,000 transferred to City Manager's budget				
22 Dues & Subscriptions	3,500							3,500	2,351	1,149	67%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)				
23 Professional Services	25,000							25,000	20,467	4,533	82%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.				
26 Insurance & Bonds	17,000				1,000			18,000	17,582	418	98%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial			Allowance for additional insurance expense.	
30 Contracted Services	181,404				20,000			201,404	176,548	24,856	88%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.			Allowance for additional technological expenses.	
32 Bank Charges	29,000	31,000					(500)	59,500	42,740	16,760	72%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allocation for credit card merchant fees.			$500 transferred to 440-41 Supplies.
37 Other Fees/Taxes	1,500				(1,000)			500	-	500	0%	Late fees			Transfer to 440-26.	
41 Departmental Supplies	12,000	3,000			(600)		500	14,900	13,587	1,313	91%		Increase due to rising kitchen, cleaning, & office supplies costs.		Transfer to 415-41 Court Clerk Supplies.	Allowance for June supplies.
43 CH Auto Supplies (Gas/Oil)								-	-							
53 Computer Software / Tech	15,000							15,000	11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year				
Total City Hall	**731,704**	**34,500**	**-**	**8,055**	**44,400**	**-**	**-**	**818,659**	**700,869**	**117,790**	**86%**					

Contributions/Transfers - 444	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
68 Contributions - "But For" Organizations	60,000							60,000	60,000	-	100%	Citizens Fire Co. $95K and EPTA Requests $50K				
68 Community Awards	-					4,000		4,000	4,000	-	100%				Allowance for fireworks contribution to JC P&R.	
68 Contributions - Revive Grant	20,000							20,000	-	20,000	0%	Unspent Revive! Funding rolled over to FY24				
68 Contributions - Façade Improvement Program	15,000							15,000	5,000	10,000	33%					
68 Contributions - Homeless Solutions	25,000							25,000	13,902	11,098	56%	County Homelessness position funding commitment				
68 Contribution - Nuisance Property Expenses	-							-	-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.				
68 Contributions - Sidewalk Improvement Program	15,000							15,000	4,636	10,364	31%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest				
Total Contributions/Transfers	**135,000**	**-**	**-**	**-**	**-**	**4,000**	**-**	**139,000**	**87,538**	**51,462**	**63%**					

DEPARTMENT LINE ITEMS												NOTES AND EXPLANATIONS				
Parking - 571	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
03 Salaries	41,614							41,614	29,440	12,175	71%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance				
04 FICA Tax Expense	3,300	200						3,500	2,273	1,227	65%	FICA @ 7.65%	Increase due to additional overtime allocation.			
05 Group Insurance	9,300							9,300	475	8,825	5%	Health, Dental, Vision, Life, Employee Assistance Program				
06 Retirement Expense	3,600							3,600	2,634	966	73%	9% Employer Retirement Contribution				
08 Overtime		2,000						2,000	284	1,717	14%		Allocation for parking attendant overtime.			
09 OPEB	1,400							1,400	862	538	62%	3% Deferred Compensation Employer Contribution				
13 Utilities	1,200				250			1,450	1,288	162	89%	Electric Service			Allowance for City parking lot electric for the remainder of the year.	
16 Repair & Main - Equipment	3,000				(250)			2,750	-	2,750	0%	Parking meter repairs and maintenance			Transfer to 571-13 Utilities.	
18 Postage	500							500	8	492	2%					
19 Bldg & Equipment Rental	1,000						(600)	400	-	400	0%					$100 transferred to 571-30 Contracted Services. $500 transferred to 571-45 Uniforms.
20 Advertising / Legal Publications	500							500	-	500	0%					
23 Professional Services	-							-	-	-						
26 Insurance & Bonds	3,000							3,000	2,563	437	85%	Prof Liability, Umbrella, Automobile, Worker's Comp				
30 Contracted Services	500						100	600	571	29	95%					Allocation for additional parking programmer.
41 Departmental Supplies	5,000			(500)				4,500	4,453	47	99%	Office Supplies, Batteries, Handheld Printer Paper		Transfer of funds to 571-45 Uniforms.		
45 Uniforms	500			500			500	1,500	1,318	182	88%	Jacket, Uniform Shirt, Patches, Badge, etc.		Allowance for unexpected uniform expense due to filling a vacancy.		Allocation for jacket, hat and belt/badge holder.
53 Computer Software/Tech	4,000							4,000	3,408	592	85%	United Public Safety/T2 Annual Fees				
Total Parking	**78,414**	**2,200**	**-**	**-**	**-**	**-**	**-**	**80,614**	**49,577**	**31,038**	**61%**					

Contingencies - 699	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
Other Contributions	254,996	95,004		(207,027)	(103,000)	(9,000)	(10,000)	20,973	-	20,973	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.	Allowance for city wide unexpected expenses.	$91,277 allowance for city wide 3.2% COLA, FICA, and retirement. $75,750 transferred to city wide Group Insurance. $40,000 transferred to 750-13 Streets Utilities.	**REVISION #4** -$35,000 transferred to 436-23 Building Inspection Professional Services. $10,000 transferred to 437-30 P&Z Contracted Services. $25,000 transferred to 440-13 City Hall Utilities. $30,000 transferred to 440-30 City Hall Contracted Services. $13,000 transferred to 750-30 Maintenance Contracted Services. **REVISION #5** - $2000 transferred to 402-23 Economic Development Professional Services. $3000 transferred to 437-23 P&Z Professional Services. $4000 transferred to 444-68 Community Awards.	Transferred to 750-15 Maintenance R&M Building & Grounds for HVAC system upgrade to the PD server room.
Total Contingencies	**254,996**	**95,004**	**-**	**(207,027)**	**(103,000)**	**(9,000)**	**(10,000)**	**20,973**	**-**	**20,973**	**0%**					

Police Department - 700	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
03 Salaries	1,532,798	5,000		(30,000)				1,507,798	1,339,119	168,679	89%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)	Allowance for additional promotions.	Transfer to 700-04 FICA.		
04 FICA	50,000	1,200		33,400			10,000	94,600	76,782	17,818	81%	FICA Tax at 7.65%	Increase due to additional overtime allocation.	Increase due to unexpected overtime.		Allocation for additional FICA for June payroll & overtime for holidays & WV Fest.
05 Group Insurance	180,000			40,000				220,000	190,827	29,173	87%	PEIA/Health insurance increase from $9K to $12K per month.		Allowance for increase in health insurance.		
06 Retirement	140,000							140,000	124,563	15,437	89%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)				
07 Police Pension	64,000							64,000	20,179	43,821	32%	Legacy CTPD Retirement System				
08 Overtime	150,000	10,000		50,000			25,000	235,000	206,517	28,483	88%		Allowance for unanticipated police overtime.	OT increase due to short staffed.		Allocation for additional overtime for June payroll & holidays & WV Fest.
09 OPEB	48,000							48,000	39,527	8,473	82%	457(b) Deferred Compensation 3%				
10 Prior Year SS Exemption Correction								-	(3,245)	3,245						
11 Telephone	48,500						(12,000)	36,500	27,850	8,650	76%					$10,000 transfered to 700-08 Overtime & $2000 transferred to 700-45 Uniforms.
13 Utilities	48,000						(10,000)	38,000	32,187	5,813	85%	Electric and Internet Service, increase in FY254.				Transfered to 700-04 FICA.
14 Travel	4,000						1,500	5,500	4,403	1,097	80%					Allowance for June travel for training.
15 R&M Building & Grounds	2,200							2,200	358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries				
16 R&M Equipment	2,500			2,000				4,500	4,398	102	98%	Generator Service		maintenance.		
17 R&M Auto	45,000			(2,000)			5,000	48,000	39,105	8,895	81%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.		Transfer of funds to 700-16.		Allowance for June Auto Repairs & Maintenance.
18 Postage	1,300							1,300	1,059	241	81%					
19 Building & Equipment Rental	100,000							100,000	89,688	10,312	90%					
20 Advertising/Legal Publications	5,600							5,600	4,938	663	88%	New Hire Ads 3-6 ads in local paper				
21 Training & Education	20,000						(10,000)	10,000	5,302	4,698	53%					$1500 transferred to 700-14 Travel. $500 transferred to 700-23 Professional Services. $8000 transferred to 700-53 Computer Software.
22 Dues & Subscriptions	2,000							2,000	1,612	388	81%	WVCOP Dues, IACP, SRO, Journal				
23 Professional Services	6,500						75,500	82,000	6,576	75,424	8%	Polygraph Exams, Physical Exams, Diagnostic Imaging				$75,000 allocation for PD Social Worker Salary beginning July 2025. $500 allocation for new officer medical expenses.
26 Insurance & Bonds	105,000							105,000	97,481	7,519	93%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance				
30 Contracted Services	48,000						(20,000)	28,000	22,871	5,129	82%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.				$15,000 transfered to 700-08 Overtime. $5000 transfered to 700-17 Auto Repairs & Maintenance.
32 Bank Charges	250							250	-	250	0%					
37 Other Fees & Taxes	250							250	-	250	0%	661 George St. Ambulance Fees				
41 Departmental Supplies	40,000							40,000	23,728	16,272	59%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery				
43 Auto Supplies	65,000							65,000	59,588	5,412	92%	Gas for Police Vehicles				
45 Uniforms	20,000						2,000	22,000	19,976	2,024	91%					Allocation for additional uniforms needed for new officers.
53 Computer Software/Tech	29,000						8,000	37,000	30,056	6,944	81%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials				Allowance for VCS timekeeping software and Motorola Soluctions evidence library.
Total Police Dept	**2,757,898**	**16,200**	**-**	**93,400**	**-**	**-**	**75,000**	**2,942,498**	**2,465,443**	**477,055**	**84%**					

DEPARTMENT LINE ITEMS													NOTES AND EXPLANATIONS				
Police-Special Duty Crossing Guard - 704	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
03 Salaries	34,803							34,803	28,508	6,295	82%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.				
04 FICA Tax Expense	2,600							2,600	2,181	419	84%					
26 Insurance & Bonds	1,750						100	1,850	1,779	71	96%					Allowance for additional Insurance & Bonds
41 Departmental Supplies	250							250	-	250	0%	Stop signs				
45 Uniforms	500						(100)	400	-	400	0%	Reflective jackets and vests				Transfer to 704-26 Crossing Guards Insurance & Bonds.
43 Auto Supplies (Gas & Oil)	-							-	-	-						
Total Police - Special Duty Crossing Guard	**39,903**	**-**	**-**	**-**	**-**	**-**	**-**	**39,903**	**32,468**	**7,435**	**81%**					
Total Police and Crossing Guards	**2,797,801**	**16,200**	**-**	**93,400**	**-**	**-**	**75,000**	**2,907,401**	**2,497,911**	**484,490**						
Dog Warden - 707	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
Contributions	1,600						200	1,800	-	1,800	0%	City passes along the dog tag fees to the County				Allowance for additional Animal Control Tax collected that will be returned to the County.
Total Dog Warden	**1,600**	**-**	**-**	**-**	**-**	**-**	**200**	**1,800**	**-**	**1,800**	**0%**					
Maintenance - 750	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
03 Salaries	263,643							263,643	232,978	30,665	88%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.				
04 FICA Tax Expense	21,091	400						21,491	18,625	2,866	87%	FICA @ 7.65%	Increase due to additional overtime allocation.			
05 Group Insurance	26,000			3,000				29,000	22,750	6,250	78%	Health, Dental, Vision, Life, Employee Assistance Program		Allowance for increase in health insurance.		
06 Retirement	23,728							23,728	20,675	3,053	87%	9% Employer Contribution				
08 Overtime		5,000		7,500			1,000	13,500	10,482	3,018	78%		Overtime allowance for maintenance employees.	Allowance for remaining OT in FY25.		Allowance for overtime for holidays and WV Fest.
09 OPEB	7,909							7,909	6,017	1,892	76%	3% Deferred Compensation Employer Contribution				
11 Telephone	3,000							3,000	2,531	469	84%	Field staff equipped with cell phones				
13 Utilities	100,000			40,000				140,000	125,274	14,726	89%	Electric (street lights), water, sewer, and internet		Allowance for utilities expenses for the remainder of FY25.		
14 Travel Expense	1,500						(1,000)	500	-	500	0%	Maintain certifications; other skill enhancement training as required/proposed				Transferred to 750-08 Overtime.
15 R&M Buildings and Grounds	14,000	20,000			15,000		15,000	64,000	48,585	15,415	76%	General maintenance of city buildings.	Increase for elevator and HVAC repairs transfererd from capital outlay. This also includes repairs for Ortegas equipment per contract.		Increase for unexpected elevator and HVAC repairs.	$5000 allowance for June maintenance for City buildings and grounds. $10,000 allowance for PD server room HVAC upgrade.
16 R&M Equipment	15,000				(10,000)		3,000	8,000	3,427	4,573	43%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.			Transfer to 750-16 R&M Buildings & Grounds.	Allowance for June sweeper repair.
17 R&M Auto	7,000	3,000						10,000	5,603	4,397	56%	Regular maintenance of department vehicles.	Allocation for additional vehicle repair.			
19 R&M Bldg and Equip Rental	-							-	-	-		Equipment rented as required to maintain various city buildings.				
20 Advertising	-							-	-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.				
21 Training & Education	-							-	-	-		Maintain certifications; other skill enhancement training as required/proposed				
22 Dues & Subscriptions	200	300						500	292	208	58%	Camera subscription and CDL License Fees	Additional allocation for CDL licenses.			
23 Professional Services	120	380						500	224	276	45%	CDL physicals	Additional allocation for CDL physicals.			
26 Insurance & Bonds	19,000						(3,000)	16,000	15,139	861	95%	Liability, Worker's Comp, Vehicle Insurance				Transferred to 750-16 R&M Equipment.
30 Contracted Services	50,000	5,000		(6,000)	15,000			64,000	55,128	8,872	86%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt	Allowance for Happy Retreat Ash tree removal.	Transfer to 750-45 uniforms.	Increase for snow removal expenses.	
41 Departmental Supplies	12,000	29,000			(9,000)			32,000	24,791	7,209	77%	General maintenance annual supplies.	$5000 for PPE and tree work tools. $9000 for street light replacement. $5000 for street signs and poles. $10,000 for Christmas wreaths transferred from Fairs/Festivals.		Transfer $5000 to 750-16 R&M Buildings & Grounds; $2000 to 750-45 Uniforms & $2000 to 750-30 Contracted services.	
43 Auto Supplies (Gas, Oil & Tires)	23,000	5,000						28,000	21,011	6,989	75%	Other city vehicle maintenance.	$5000 tire expenses transferred from Capital Outlay.			
45 Uniforms	10,000	(5,000)		6,000	2,000			13,000	12,399	601	95%	Cintas service cost increase	Reduced due to termination of Cintas contract.	Allowance for purchase of new uniforms.		
53 Software/Tech	-							-	-	-			GoGov Work Order Software cost transferred from supplies.			
59 Capital Outlay	25,000	(25,000)						-	-	-		Elevator repairs, HVAC repairs, tires, various equipment.	$5000 transferred to Auto Supplies and $20,000 transferred to R&M Buildings and Grounds.			
Total Streets	**622,191**	**38,080**	**-**	**50,500**	**13,000**	**-**	**15,000**	**738,771**	**625,929**	**112,842**	**85%**					

DEPARTMENT LINE ITEMS												NOTES AND EXPLANATIONS				
Visitor's Center - 901	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
13 Utilities								-	-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget				
15 R&M - Building & Grounds	-							-	-	-						
23 Professional Services	-							-	-	-						
30 Contracted Services	-							-	-	-						
41 Departmental Supplies	-							-	-	-						
66 Contributions	100,000							100,000	73,651	26,349	74%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.				
Total Visitor's Center	**100,000**	**-**	**-**	**-**	**-**	**-**	**-**	**100,000**	**73,651**	**26,349**	**74%**					
Fairs/Festivals - 903	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
19 Bldg & Equipment Rental	-							-	-	-		No longer needed, we bought a generator.				
20 Advertising/Legal Publications	1,800	200					(125)	1,875	99	1,776	5%		Allowance for increase of Carlisle Ads costs.			$25 transferred to 903-68 Contributions. $100 transferred to 903-38 Refunds.
30 Contracted Services	30,000	6,000						36,000	7,630	28,370	21%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)			
38 Refunds							100	100	85	15	85%					Allowance for Car Show Refunds
41 Departmental Supplies	25,000	(3,000)						22,000	8,949	13,051	41%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**	**WV Fest** Water/cups ($1,500), Sinage ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500) **Christmas Wreathes** - Transferred to Maintenance.			
52 Computer Software	1,300							1,300	-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.				
68 Contributions	4,000						25	4,025	4,025	-	100%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.				Additional allocation for Christmas parade and lights contest winners.
Total Fairs/Festivals	**62,100**	**3,200**	**-**	**-**	**-**	**-**	**-**	**65,300**	**20,788**	**44,512**	**32%**					
Transfers - 960/698 SAO	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
01 Transfers to Capital Reserve - Repaving	130,000						60,000	190,000	177,239	12,761	93%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures				Additional Street Improvement revenue collected and transferred to Capital Repaving Fund.
02 Transfers to Capital Reserve - One Time Funding	659,452	3,055,000						3,714,452	3,714,452	-	100%	$659,452 Revenue/Loss Allowance	$3,055,000 for Jefferson Memorial Park pool.			
03 Transfers Out - Parks & Rec	120,000							120,000	93,651	26,349	78%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.				
04 Transfers to Residual Fund		263,319						263,319	263,319	-	100%		Transfer to Residual Fund to build up Rainy Day savings.			
11 Transfers to Capital Reserve - Table Games	850,000						75,000	925,000	839,546	85,454	91%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.				Additional Video Lottery revenue received and transferred out to the Capital Fund.
Total Transfers	**1,759,452**	**3,318,319**	**-**	**-**	**-**	**-**	**135,000**	**5,212,771**	**5,088,208**	**124,563**	**98%**					
General Government - 975	**FY25 Requested**		**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Revision #6**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**	**Revision #6 Notes**
Contributions	-	-						-	-	-						
Total General Government	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**						
Total Expenses	**8,446,336**	**3,524,452**	**144,999**	**149,999**	**7,399**	**50,000**	**225,200**	**12,548,389**	**11,087,587**	**1,460,803**		**Provides for comparable year-over-year comparision of operating costs**				
Surplus or Deficit	**(0)**	**(0)**	**-**	**0**	**-**	**-**	**-**	**(0)**	**1,870,604**	**(1,870,604)**						

LGSD BR (Ver. 2020)

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
Fiscal Year Ending: FY25
Fund: 1
Revision Number: 6
Pages: 1 of 1

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

City of Charles Town
GOVERNMENT ENTITY

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: Lori Nice
Phone: 304-724-3257
Fax:
Email: lnice@charlestownwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
307	Animal Control Tax	1,600	200		1,800
355	Street Fees	135,000	60,000		195,000
368	Contributions/Transfer from Other Entities		15,000		15,000
369	Contributions from other Funds - Must Provide Explanation below	1,050,000	75,000		1,125,000
397	Video Lottery	600,000	75,000		675,000
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			225,200		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds: e City is bring in OPIOID Funds to cover a PD social worker positi

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
425	Enforcement Agency	144,034		12,350	131,684
436	Building Inspection	173,431	12,350		185,781
437	Planning & Zoning	452,390	10,000		462,390
699	Contingencies*	30,973		10,000	20,973
700	Police Department	2,867,498	75,000		2,942,498
707	Dog Warden/Humane Society	1,600	200		1,800
750	Streets and Highways	723,771	15,000		738,771
698	Transfers/Reimb. (Audit Findings)	5,077,771	135,000		5,212,771
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			225,200		

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division **Date**

AUTHORIZED SIGNATURE OF ENTITY

6/2/2025
APPROVAL DATE

Office of the Attorney General
Consumer Protection and
Antitrust Division
Physical Address:
State Capitol, Bldg. 6, Suite 401
Charleston, WV 25305
Mailing Address:
P.O. Box 1789
Charleston, WV 25326-1789

State of West Virginia
John B. McCuskey
Attorney General

(304) 558-8986
Fax (304) 558-0184
Consumer Hotline
1(800) 368-8808
Preneed Funeral Services
(304) 558-8986
Senior Protection Hotline
(304) 558-1155
E-Mail: consumer@wvago.gov
www.wvago.gov

April 25, 2025

City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

RE: *State ex rel. McCuskey v. Pfizer, Inc., et al.*

Dear Mayor:

Building upon my time as State Auditor and now serving as the Attorney General for the great State of West Virginia, I am continuing to fight to protect West Virginians.

I am excited to deliver to you and the residents of Charles Town, a check in the amount of $15,000.00.

The Office of the Attorney General was successful in obtaining a recovery of excess payments or reimbursements Charles Town paid for name-brand LIPITOR when there was a delay in the availability of generic Lipitor. The Court approved this distribution based upon population classification of counties and cities.

If I can be of further assistance to you or the citizens of Charles Town, please do not hesitate to call me.

If you have any questions regarding this check or the lawsuit, please contact the Consumer Protection and Antitrust-Division of our office at 1-800-368-8808.

Faithfully yours,

J. B. McCuskey
Attorney General

Outlook

Accounting for Pfizer (Lipitor) check

From Shellie Humphrey <Shellie.Humphrey@wvsao.gov>
Date Wed 4/30/2025 1:49 PM
To LGS-List <LGS@wvsao.gov>

To all Municipalities who received a distribution from the State Attorney General's office as part of the Pfizer and Ranbaxy (Lipitor) lawsuit.

To the best of our knowledge, there are no unique restrictions or special reporting requirements for the money received. It is also not affiliated with the opioid settlement funds.

This money should be deposited into your General Fund. It is then up to the Council to decide the best use of this money for your municipality.

To record this revenue, you will use Acct #368 "Contributions from other Entities".

It will be necessary for Council to do a budget revision to the General Fund to add this new revenue to your 2024-2025 budget. The expenditure accounts utilized will be based on the decisions made by the Council on how these funds are to be spent. Municipalities should refer to the Municipal Uniform Chart of Accounts when making these decisions.

Any further questions regarding this money should be directed to the Consumer Protection and Antitrust-Division of the State Attorney General's office at the number provided in the award letter you received.

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 x0304
Fax 304-340-5090
Alternate phone 304-558-2261x0304

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Sent to budget contact
Beware - This email comes from outside the City of Charles Town.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-608: Payment of Bills - June 2, 2025

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-06-02.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-06-02.pdf
- PARKS N REC COUNCIL REPORT 2025-06-02.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADVANCED AUTO AUTHORITY SERVICES	6/02/25	CAR#6 OIL SERVICE	GENERAL FUND	POLICE DEPARTMENT	80.17
				TOTAL:	80.17
CITY OF CHARLES TOWN PETTY CASH	5/30/25	POSTAGE & PLASTIC BAGS	GENERAL FUND	POLICE DEPARTMENT	340.48
	5/30/25	POSTAGE & PLASTIC BAGS	GENERAL FUND	POLICE DEPARTMENT	4.01
				TOTAL:	344.49
CHARLES TOWN UTILITY BOARD	5/30/25	PD 4/28 WATER DELIVERY	GENERAL FUND	POLICE DEPARTMENT	126.40
				TOTAL:	126.40
EASTERN PANHANDLE TRANSIT AUTHORITY	6/02/25	FY25 BUT-FOR CONTRIB	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	20,000.00
				TOTAL:	20,000.00
ENGRAVING, AWARDS & GIFTS	5/30/25	MAYOR TRAINOR GIFT	GENERAL FUND	CITY HALL	287.80
				TOTAL:	287.80
FIRST-CITIZENS BANK & TRUST CO	5/30/25	MAY25 2ND FLR PLOTTER	GENERAL FUND	CITY HALL	506.12
	5/30/25	MAY 25 1ST FLOOR COPIER	GENERAL FUND	CITY HALL	239.68
				TOTAL:	745.80
FREDERICK CEILINGS INC	6/02/25	OVERPMT B&O ACT 316	GENERAL FUND	TREASURER'S OFFICE	200.00
				TOTAL:	200.00
FRONTIER, INC.	6/02/25	MAY25 CH ELEVATOR	GENERAL FUND	CITY HALL	71.35
	5/30/25	JUNE 25 PD PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	107.29
				TOTAL:	178.64
JEFFERSON COUNTY COMMUNITY MINISTRIES	6/02/25	FY25 BUT-FOR CONTRIB	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	25,000.00
				TOTAL:	25,000.00
JERRY SATHER	5/30/25	POLL WORKER ELECTION 5/25	GENERAL FUND	ELECTIONS	630.00
				TOTAL:	630.00
KENNETH FANELLI	5/30/25	POLL WORKER ELECTION 5/25	GENERAL FUND	ELECTIONS	390.00
				TOTAL:	390.00
RONALD E KERNS	6/02/25	KERNS TRNG 6/25-27	GENERAL FUND	POLICE DEPARTMENT	200.00
				TOTAL:	200.00
LINDA WHITTINGTON	5/30/25	POLL WORKER ELECTION 5/25	GENERAL FUND	ELECTIONS	550.00
				TOTAL:	550.00
LORENA NATHAN	5/30/25	POLL WORKER ELECTION 5/25	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	50.00
MARSHA GARDNER	5/30/25	POLL WORKER ELECTION 5/25	GENERAL FUND	ELECTIONS	790.00
				TOTAL:	790.00
MCKINNEY'S AUTO REPAIR & TOWING	6/02/25	CAR#15 OIL SERV	GENERAL FUND	POLICE DEPARTMENT	139.05
				TOTAL:	139.05
MICHAEL BOGDEN	5/30/25	POLL WORKER ELECTION 5/25	GENERAL FUND	ELECTIONS	510.00
				TOTAL:	510.00
MILLENIUM INSURANCE GROUP INC	6/02/25	JUNE25 INS BROKER FEE	GENERAL FUND	CITY HALL	1,800.00
				TOTAL:	1,800.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NVA	6/02/25	JUNE25 VISION INS	GENERAL FUND	NON-DEPARTMENTAL	162.23
	6/02/25	JUNE25 VISION INS	GENERAL FUND	ECONOMIC DEVELOPMENT	7.97
	6/02/25	JUNE25 VISION INS	GENERAL FUND	CITY MANAGER'S OFFICE	7.97
	6/02/25	JUNE25 VISION INS	GENERAL FUND	TREASURER'S OFFICE	31.88
	6/02/25	JUNE25 VISION INS	GENERAL FUND	CITY CLERK'S OFFICE	7.97
	6/02/25	JUNE25 VISION INS	GENERAL FUND	CITY ATTORNEY	7.97
	6/02/25	JUNE25 VISION INS	GENERAL FUND	ENFORCEMENT AGENCY	7.97
	6/02/25	JUNE25 VISION INS	GENERAL FUND	BUILDING INSPECTION	7.97
	6/02/25	JUNE25 VISION INS	GENERAL FUND	PLANNING & ZONING	23.91
	6/02/25	JUNE25 VISION INS	GENERAL FUND	CITY HALL	7.97
	6/02/25	JUNE25 VISION INS	GENERAL FUND	POLICE DEPARTMENT	143.46
	6/02/25	JUNE25 VISION INS	GENERAL FUND	STREETS & HIGHWAYS	15.94
				TOTAL:	433.21
OLD CHARLES TOWN LIBRARY	6/02/25	FY25 BUT-FOR CONTRIB	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	15,000.00
				TOTAL:	15,000.00
PAULA BOGDEN	5/30/25	POLL WORKER ELECTION 5/25	GENERAL FUND	ELECTIONS	590.00
				TOTAL:	590.00
PINNACLE CONSTRUCTION DEVELOPMENT CORP	6/02/25	B&O OVERPMT	GENERAL FUND	TREASURER'S OFFICE	400.00
				TOTAL:	400.00
REVIZE LLC	5/30/25	PD WEBSITE ANNUAL FEE	GENERAL FUND	POLICE DEPARTMENT	1,800.00
				TOTAL:	1,800.00
SHALLOW CREEK ELECTRICAL SERVICES	5/30/25	OVERPMNT BLDG PRMT 24-333	GENERAL FUND	PLANNING & ZONING	330.25
				TOTAL:	330.25
SHENANDOAH SALES AND SERVICE INC.	5/30/25	SWEEPER REPAIRS	GENERAL FUND	STREETS & HIGHWAYS	1,196.19
				TOTAL:	1,196.19
SUNRISE MEDICAL LABORATORIES	5/30/25	COWELL LAB WORK	GENERAL FUND	POLICE DEPARTMENT	171.70
				TOTAL:	171.70
TERESA HENDRICKS	5/30/25	POLL WORKER ELECTION 5/25	GENERAL FUND	ELECTIONS	430.00
				TOTAL:	430.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========

001	GENERAL FUND	72,373.70
	GRAND TOTAL:	72,373.70

TOTAL PAGES: 3

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 5/30/2025 THRU 6/02/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GREENWAY ENGINEERING, INC.	5/30/25	STORMWATER DATA GATHERNG	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,183.20
				TOTAL:	1,183.20

FUND TOTALS		
200	CAPITAL RESERVE	1,183.20
	GRAND TOTAL:	1,183.20

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 5/30/2025 THRU 5/30/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
CHET HINES	5/30/25	HR MOWER FUEL 5/16	PARKS & REC	PARKS & REC		6.42
	5/30/25	HR MOWER FUEL 5/20	PARKS & REC	PARKS & REC		4.97
	5/30/25	HR MOWER FUEL 5/22	PARKS & REC	PARKS & REC		11.30
	5/30/25	HR MOWER FUEL 5/22	PARKS & REC	PARKS & REC		10.97
					TOTAL:	33.66
POTOMAC EDISON COMPANY, INC	5/27/25	APRIL 25 JMP ELEC SERV	PARKS & REC	PARKS & REC		232.37
					TOTAL:	232.37

========== FUND TOTALS ==========

207	PARKS & REC	266.03
	GRAND TOTAL:	266.03

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 5/27/2025 THRU 5/30/2025
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-606: Charles Town Police Department April Statistic Report

ATTACHMENTS:

- April 2025 CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

April 2025

911 Hangup	3	Lost Dog	1
Abandoned Vehicle	5	Motorist Assist	12
Aggressive Animal	1	MVA w/ Entrapment	
Alarm	25	MVA Hit and Run	4
Animal Complaint		MVA No Injury	12
Assault	1	MVA Into Structure	1
ATV Complaint	2	MVA w/ Injury	1
BOLO	4	MVA Pedestrian Struck	1
Breaking and Entering	3	Nuisance	1
Breaking and Entering Veh		Open Door	1
Building Check	30	Out of Car (Investigation/Mtg/Court)	6
Burglary		Panhandling	1
Capias Recall by Court	21	Overdose	
Capias Service	34	Overdose-Death	
Civil Matter		Parking Complaint	5
Court/Bailiff Duty	3	Public Assist (In Person Contact)	27
Court Order Violation		Public Service (Phone Contact)	85
Destruction of Property	6	Pursuit	
Directed Patrol	267	Reckless Driver	3
Disabled Vehicle	8	Road Patrol	3
Disturbance	25	Sexual Assault	1
Domestic Battery	3	Shoplifting	1
Drug Activity	5	Special Event/Detail	2
DUI	2	Suspicious Activity	8
EMS Assist	8	Suspicious Mail	
Fingerprinting	4	Suspicious Person	5
Fire Assist	1	Suspicious Vehicle	13
Follow Up	40	Terrorist Threats	
Foot Patrol	15	Theft	1
Found Property	1	Threats	1
Fraud	2	Traffic Hazzard	2
Gunshots Heard		Trespassing	
Harassment	2	Unattended Death	
Hardcopy Check	1	Vehicle Fire	
Illegal Dumping	1	VIN Verification	1
Injured Animal		Warrant Service	8
Intoxicated Person	1	Welfare Check	11
Juvenile Complaint	5	Wildlife Complaint	2
Loose Dog	2	**Total calls of service**	**751**

Assists/Back-Ups:	Ranson	**9**	Sheriffs Dept.	**20**	
	Harpers Ferry		State Police	**2**	
	Shepherdstown		Other (not including CTPD)		
			Total Assists	**31**	

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	21	9	25	5	0	0	0	**30**
Total Charges	42	13	48	7	0	0	0	**55**
Citations:								**271**
- Moving								**111**
- Nonmoving								**138**
- Criminal								**19**
- S Ticket (Parking)								**3**
Stops	138	92	172	26	27	4	1	**230**
Warnings:								**131**
Stops	78	52	99	16	11	1	3	**130**
Total	**237**	153	**296**	**47**	**38**	**5**	**4**	
Incident Report								**64**
Parking								
- Citations								**226**
-Warnings								**36**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

April 2024

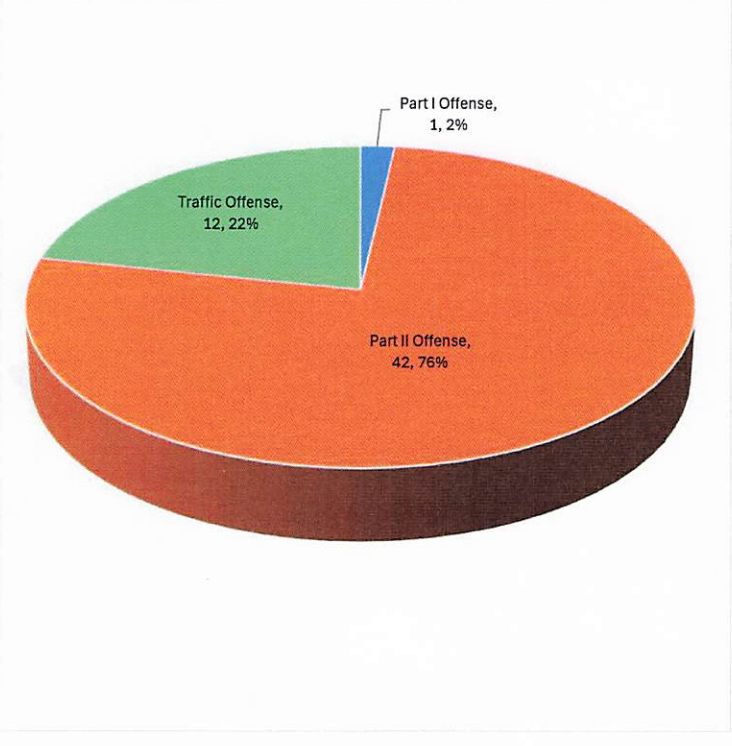
	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny							
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation	1		1				
TOTAL	**1**	**0**	**1**	**0**	**0**	**0**	**0**
PART II OFFENSE							
Assault							
Assault on an Officer							
Attempted to Defeat Drug/Alcohol Screening Test							
Bond Violation							
Brandishing a Firearm							
Breaking and Entering							
Capias Served	7	8	13	2			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Computer Fraud							
Conspiracy							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Heroin							
Conspiracy to Possess w/Intent to Deliver Methamphetamine							
Conspiracy to Commit Petit Larceny							
Destruction of Property	1		1				
Disorderly Conduct							
Disruption of School							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault	1		1				
Domestic Battery	3	1	3	1			
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI	2		2				
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd	1		1				
Driving Revoked Non DUI Admin							
DUI	1		1				
DUI 2nd							
DUI 3rd							
DUI Aggravated	1		1				
DUI Causing Bodily Injury	2		2				
DUI - Drugs							

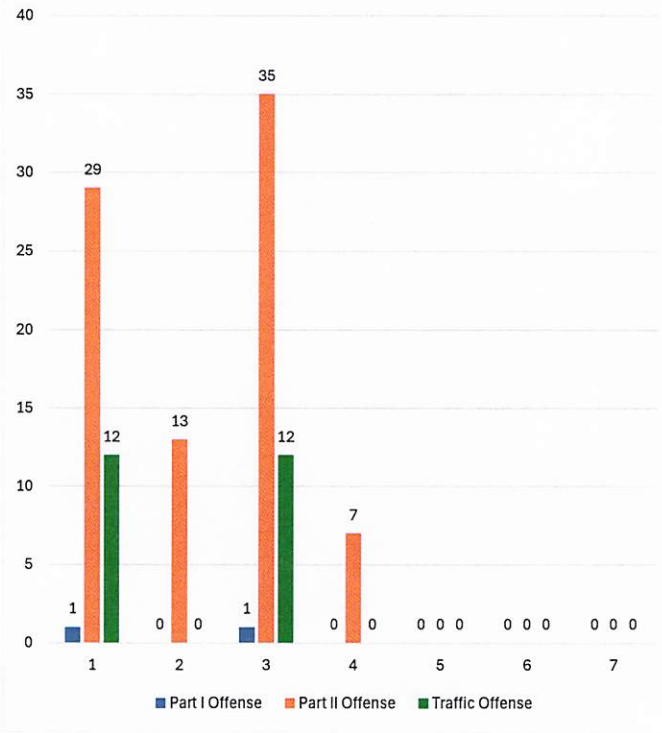
Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

DUI - Drugs 3rd Offense							
DUI w/ Minor							
Embezzlement							
Failure to Register for Child Abuse Registry							
False Alarm of Fire							
False Reporting of an Emergency							
Felon in Possession of Firearm							
Fingerprint Refusal							
Fleeing on Foot							
Fleeing in Vehicle							
Forgery							
Fraudulent Schemes (Attempted)		1		1			
Fugitive From Justice							
Incest							
Interfering with Emergency Communication							
Interlock Violation							
Littering							
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer	1		1				
Obtain Money, Property, Services by False Pretense (Attempted)		1		1			
Open Container							
Open Container in Vehicle							
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Controlled Substance (Schedule IV)							
Possession of Cocaine	1		1				
Possession of Heroin							
Possession of Marijuana	4	1	4	1			
Possession of Methamphetamine							
Possession of Psilocybin Mushrooms (Schedule I CDS)							
Possession of Stolen Property							
Possession of Vape Product under 18							
Possession w/ Intent to Deliver Cocaine							
Possession w/ Intent to Deliver Heroin							
Possession w/ Intent to Deliver Methamphetamine							
Possession w/ Intent to Deliver MDMA (Molly)							
Probation Violation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication	1		1				
Reckless Driving	1		1				
Resisting Arrest							
Sexual Abuse by Parent, Guardian, or Person of Trust	1		1				
Sexual Abuse by Parent, Guardian, or Person of Trust							
Threats of Terroristic Acts							
Transfer Receive Stolen Property							
Trespassing							
Unlawful Possession/Transport into WV Fentanyl							
Unlawful Restraint	1		1				
Uttering							
Wanton Endangerment		1		1			
TOTAL	**29**	**13**	**35**	**7**	**0**	**0**	**0**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving on Divided Highway	1		1				
Driving Suspended	1		1				
Driving Suspended 2nd Offense	1		1				
Driving Suspended 3rd Offense							
Driving Too Fast for Conditions							
Exp/No MVI	4		4				
Expired/No Operators	1		1				
Expired/No Registration	1		1				
Fail to Keep Right							
Fail to Maintain Control	1		1				
Fail to Obey Traffic Control Device							
Fail to Obtain WV Operators							
Fail to Report Accident							
Failure to Update Address on License							
Following to Closely							
Improper Backing							
Improper Registration	1		1				
Leaving the Scene of Accident							
Left of Center							
No Insurance/No Proof of Insurance							
No Parking Violation							
No Seatbelt							
Passing on Right							
Red Light Violation							
Speeding	1		1				
Stopping on Highway							
TOTAL	**12**	**0**	**12**	**0**	**0**	**0**	**0**
TOTAL CHARGES	**42**	**13**	**48**	**7**	**0**	**0**	**0**





Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-13	Registration Carried And Signed	1
17A-3-16	Expired Registration	51
17A-3-1a.(a)	Fail To Obtain WV Registration 30days	1
17A-9-2	No Or Expired Registration	39
17A-9-3	Improper Registration	3
17B-2-1	No Operators	6
17B-2-12	Expired Operators	1
17B-4-3(a)	Driving Suspended/2nd/3rd	5
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	3
17C-14-15	Use Handheld Communication Device	3
17C-16-9	No Or Expired MVI	38
17C-3-5	Fail To Obey Traffic Light	14
17C-4-1	Hit And Run With Death Or Injury	1
17C-4-3	Fail to Give Info & Render aid-accident	1
17C-4-6	Fail To Report Crash >$1,000	1
17C-5-2(e)	Basic DUI <.15	1
17C-5-2(f)	Aggravated DUI >.15	1
17C-6-1a	Failure To Maintain Control	3
17C-6-1b	Speeding	57
17C-7-10	Following Too Closely	1
17C-7-4	Passing On Right-Off Road	3
17C-9-1	Fail Yield At Intersection	1
17D-2A-3	No Insurance	7
17D-2A-4	No Proof Of Insurance	7
CTPD171.07	Failure To Appear For Trial (CAPIAS)	11
CTPD361.08	Parking For Prohibited Purposes	3
CTPD509.04(c)	Fighting Or Making Threats	5
CTPD531.03	Possession Of Marijuana <15gms	3
Report Totals		**271**

Report Includes:

All dates of issue between `00:00:00 04/01/25` and `23:59:59 04/30/25`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	6
17A-3-16	Expired Registration	45
17A-9-2	No Or Expired Registration	1
17C-12-5	Stop Sign Violation	1
17C-14-15	Use Handheld Communication Device	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	9
17C-15-4	Head Lamp Requirements	1
17C-15-5	Tail Lamp Requirements	1
17C-16-9	No Or Expired MVI	9
17C-3-4	Fail To Obey Traffic Control Device	25
17C-3-5(c)	Right on Red	1
17C-6-1a	Failure To Maintain Control	3
17C-6-1b	Speeding	21
17C-7-8	One Way And Traffic Island Violation	1
17C-8-8	Improper Stopping/Turning/Signaling	2
17C-9-1	Fail Yield At Intersection	1
17C-9-5	Fail To Yield-Emergency Vehicle	2
CTPD349.15	Shortcutting Traffic Control Device	1

Report Totals: **131**

Report Includes:
All dates between `00:00:00 04/01/25` and `23:59:59 04/30/25`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

Charles Town Police Department

SRO Monthly Report

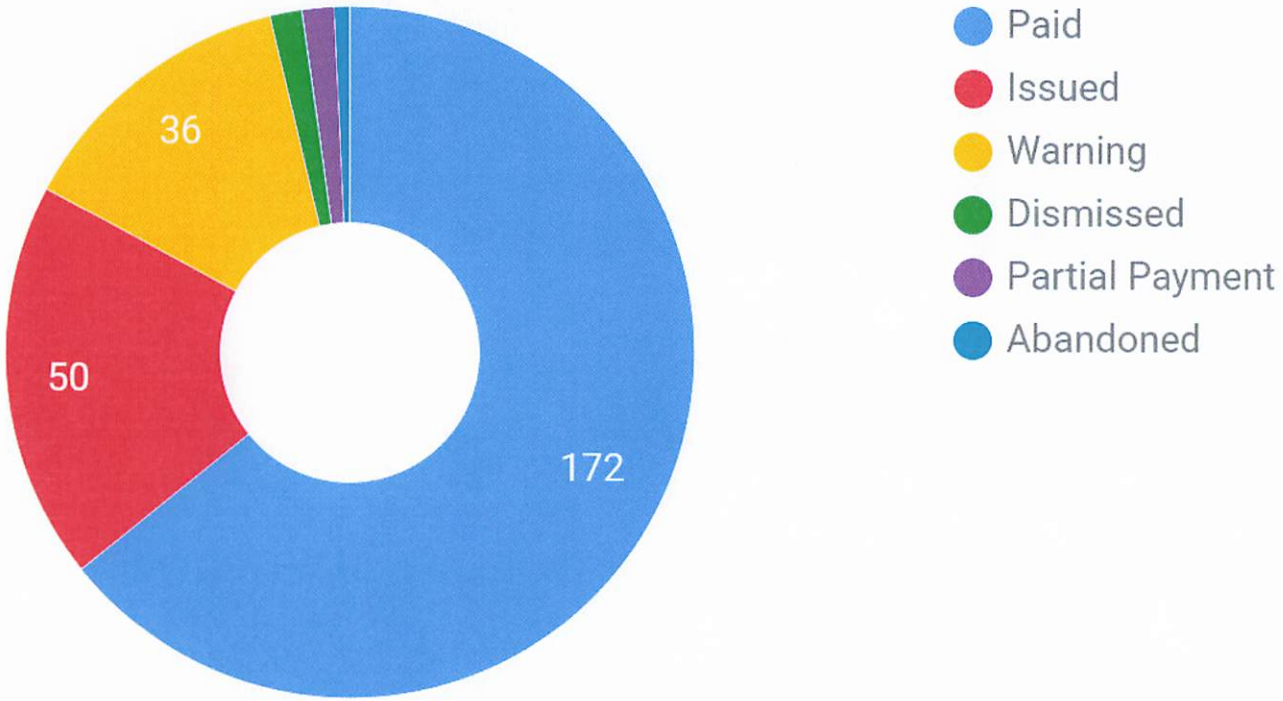
Washington High School / Charles Town Middle School / 2025/2026 / April 2025

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	0	SRO Use of Force	0
Battery on School Employee	0	Found Property	0	Suspensions	9
Citizen Assist	9	Incident Reports	4	Threats	0
Directed Patrols	0	Juvenile Petitions	2	Tobacco Related	6
Disturbance	1	Marijuana Possession	2	Trespassing	0
Evacuations	0	Parental Contacts	3	Vandalism/Theft	0
Extra Curricular Activities	0	Parking Complaints	5	Vehicle Accident	0
Fights	0	Reckless Driver	4	Welfare Check	0
Fire Department Assist	0	Social Media Related	4	***Total Involvements***	***49***

Officer Notes/Misc. Information: No school from 4/15 to 4/22

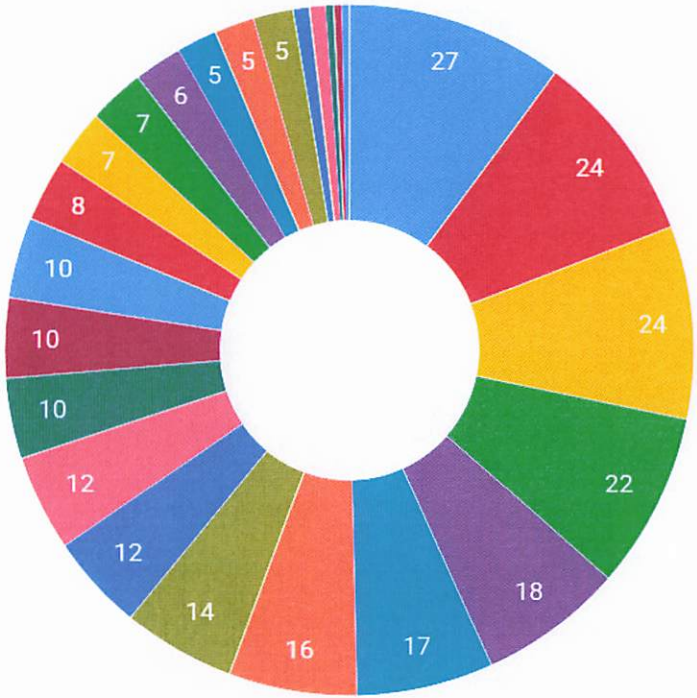
YOUTH SERVICES:	
Total Classes Taught:	0
Students in Class:	0
Topics Taught:	0
One on One Contacts:	20
Total Students Served:	104

City of Charles Town - Tickets By Status (Apr. 2025)



Data as of 5/19/2025, 12:00:00 AM

City of Charles Town - Tickets By Location (Apr. 2025)

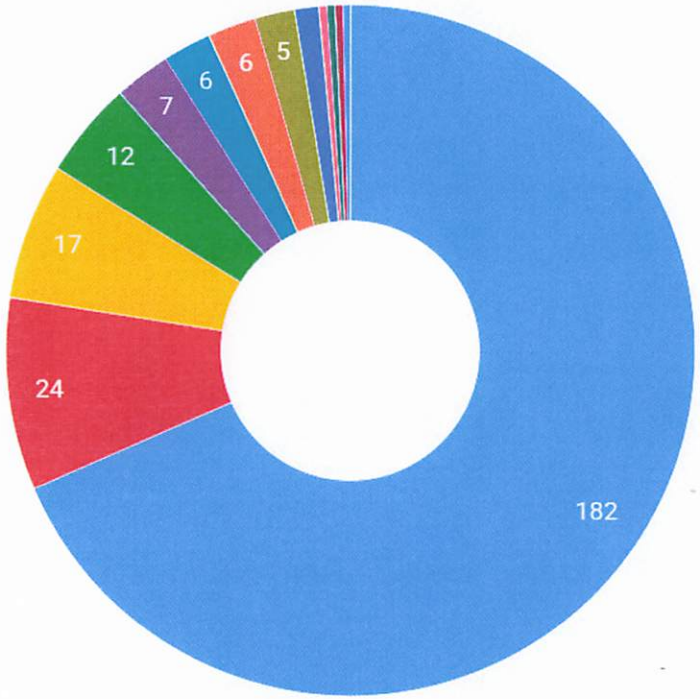


- 100 BLOCK NORTH CHARLES STREET
- 200 BLOCK WEST LIBERTY STREET
- 200 BLOCK NORTH GEORGE STREET
- LIBERTY STREET PARKING LOT
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK EAST LIBERTY STREET
- 200 BLOCK WEST WASHINGTON STREET
- 100 BLOCK WEST WASHINGTON STREET
- 100 BLOCK WEST LIBERTY STREET
- 100 BLOCK SOUTH LAWRENCE STREET
- CHARLES STREET PARKING LOT
- 100 BLOCK WEST CONGRESS STREET
- 100 BLOCK NORTH LAWRENCE STREET
- 100 BLOCK SOUTH SAMUEL STREET
- 200 BLOCK WEST CONGRESS STREET
- 100 BLOCK EAST CONGRESS STREET

1/2

Data as of 5/19/2025, 12:00:00 AM

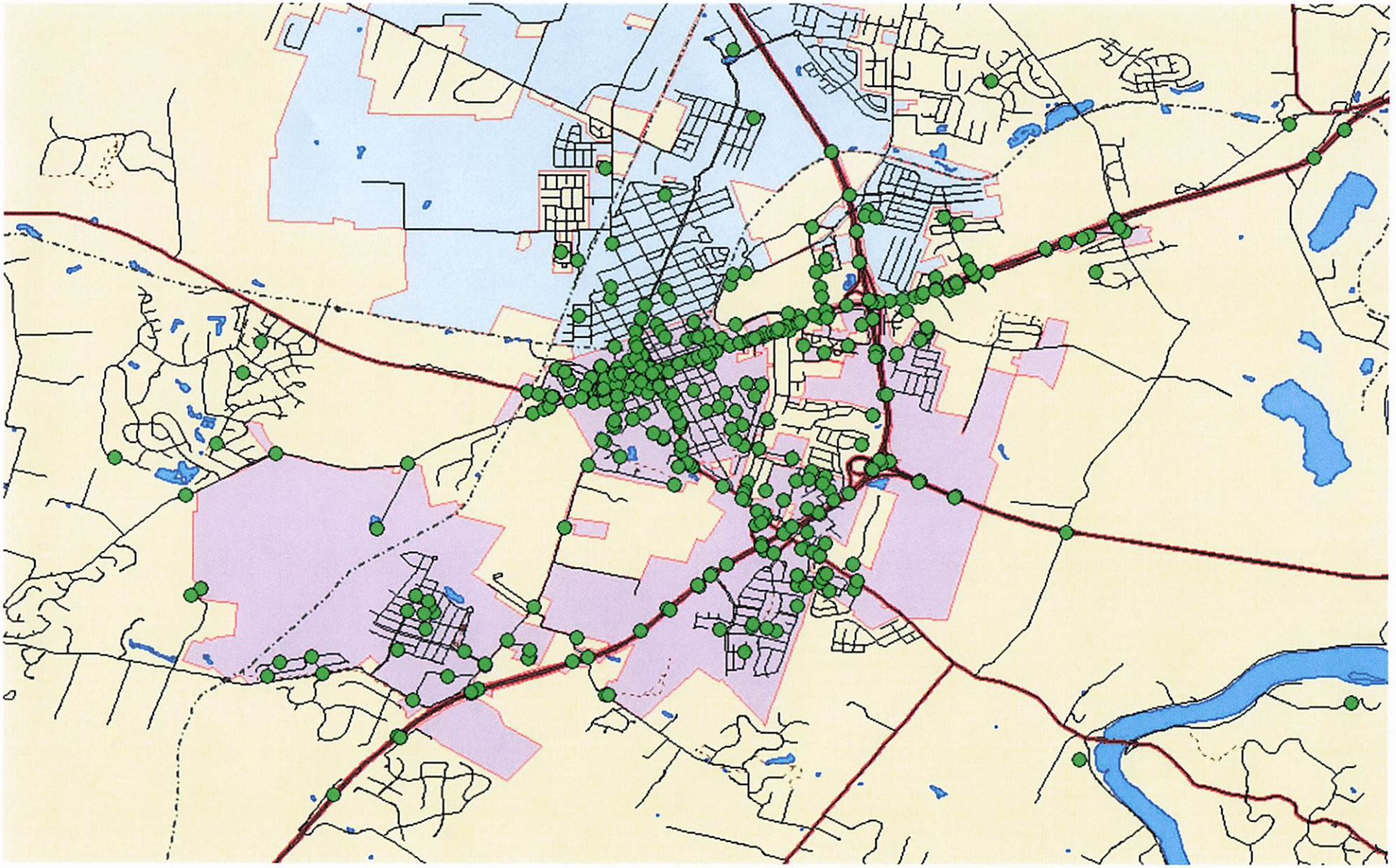
City of Charles Town - Tickets By Violation (Apr. 2025)



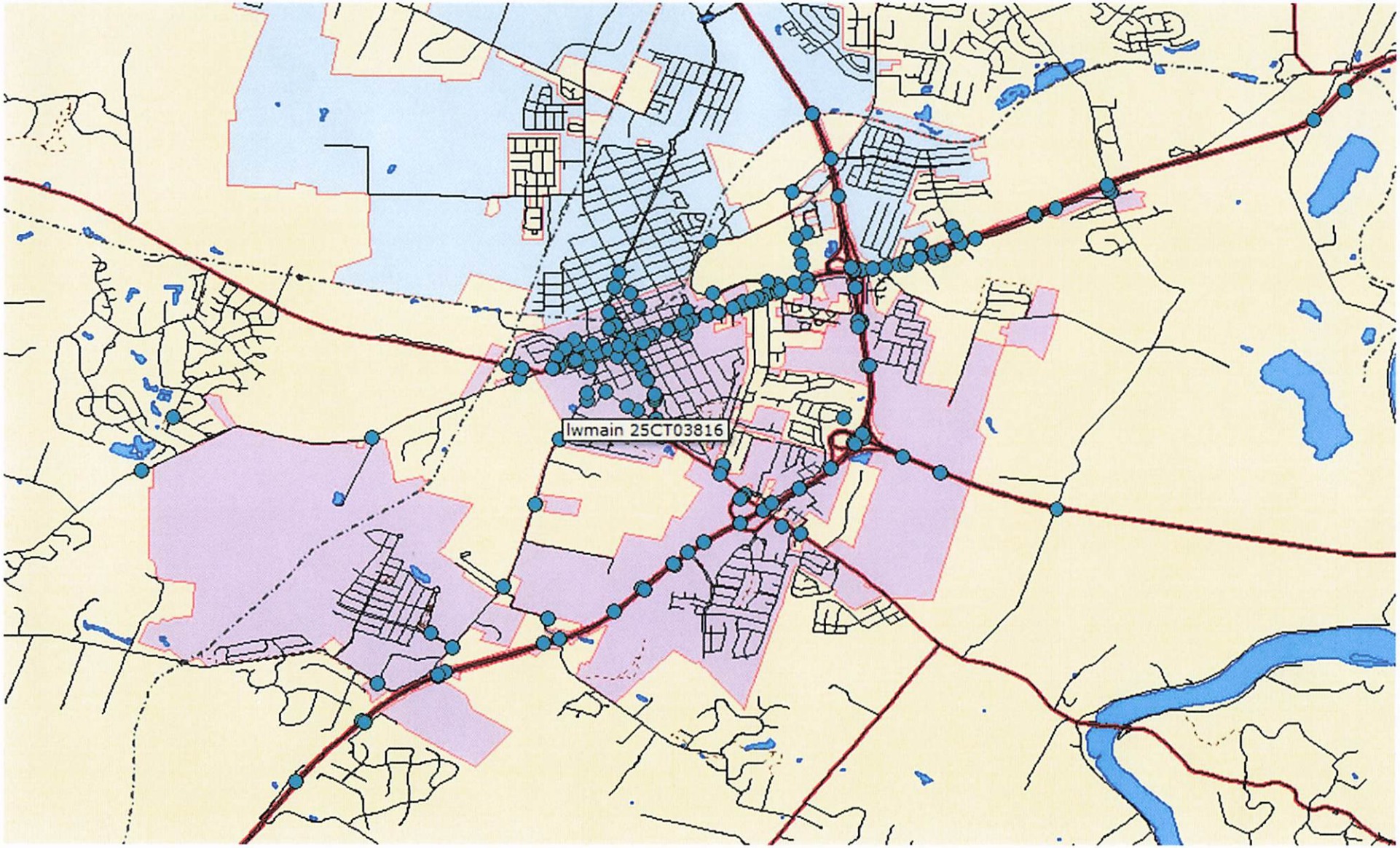
- Expired Meter
- Exceed 2 Hour Free Parking
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Parking Permit Violation
- Improper Manner of Parking
- Ten Minute Take Away Parking
- Yellow/Red Painted Curbs or Streets Violation
- Right wheel more than 18" from right curb
- Accessible Parking Violation
- Parked within 20 feet of a Crosswalk
- Immobilization Device (Booting) Fee
- Loading/Unloading Zone Violation
- Left wheel more than 18" from left (one-way) curb

Data as of 5/19/2025, 12:00:00 AM

April 2025 – All CTPD Calls



April 2025 – All CTPD Traffic Stops



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-607: Charles Town Utility Board (CTUB) Meeting Minutes - April 9, 2025, April 23, 2025, and May 14, 2025

ATTACHMENTS:

- 2025.04.09 UB MINUTES .pdf
- 2025.04.23 UB MINUTES .pdf
- 2025.05.14 UB MINUTES .pdf

Charles Town Utility Board
Regular Board Meeting
April 9, 2025

The Charles Town Utility Board held a regular meeting on April 9, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; Ashley Stottlemyer, Secretary; Richard Lewis, Environmental Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

Mr. Pierson and Mr. Rodecker were absent from the meeting.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of March 26, 2025 Minutes

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the minutes.**

PUBLIC COMMENT

The Board received no public comments.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided staff is continuing to work through the Utility Cloud and Edmunds software integration and preparing for CTUB Day on May 9th with a rain date of May 16th. She also mentioned the baffle wall installation is complete and the R&R project is nearing completion. Chris Eckenrode from GDF briefed the Board on various projects, including the bid opening for the chlorine room project at the water treatment plant. He mentioned one bid was received from Snyder Environmental for $388,620.00. Mr. Eckenrode will provide his recommendation at the next meeting. The Board provided discussions.

Mrs. Parker had questions about the Red Clover AMEA that is currently at the PSC for approval. Mrs. Stolipher stated the developer had minor changes to the agreement so staff revised and sent back to the PSC for approval. The Board provided discussions. Mrs. Parker requested any changes be brought to the Board's attention.

Mr. Maxey requested quarterly expense reports comparing the same quarter for the prior year for tracking purposes.

Action: **No action required by the Board.**

NEW BUSINESS

Water Model Update Presentation by Dewberry

Sam Forster from Dewberry gave a presentation on the draft Water Model Update which evaluated the hydraulic model and system demands, reviewed infrastructure and provided recommendations

for improving the system since the last report in 2019. He will issue a final report with the recommended improvement projects and a flushing protocol to consider. The Board provided discussions.

Action: **No action required by the Board.**

UNFINISHED BUSINESS

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

i. 25-0263-W-C – West Virginia American Water Complaint Case

No updates for this item.

ii. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mrs. Stolipher mentioned the PSC is still reviewing the agreement and that two clarifications had been made at PSC staff request and a revised agreement had been filed. Mr. Maxey asked if the Board's attorney had filed a letter with the PSC advising that the Planning Commission voted to deny the Sidewinder project as directed by the Board on March 26th. Mrs. Stolipher advised that Mr. Rodecker was waiting for the Planning Commission to approve the minutes of the meeting where the permit was denied. The Chairman suggested the Board review the draft lease as described in the agreement prior to executing the document once approved by the PSC.

The Chairman also suggested Mrs. Parker update the County Commission on both cases since she is the County representative on the Board. The Board will discuss this matter in more detail at the next meeting.

NEW BUSINESS

2022 Sewer Collection System Project – Resolution No. 6 – CIF Payment #5

Mrs. Stolipher included the pay application for Resolution No. 6 in the amount of $9,869.79 for work completed.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved Resolution No. 6 – CIF Payment #5.**

CEM Corporation Quote for Lab Equipment

Mrs. Stolipher provided a quote from CEM for a lab testing machine that will allow staff to perform various in-house weekly testing in the amount of $18,428.00. The existing machine is 14 years old and will be moved to the Tuscawilla treatment plant for use.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the CEM Corporation quote for lab equipment.**

PFAS Biosolids Testing Results

Mrs. Stolipher provided the summary pages for the four sets of results collected and analyzed by Eurofins Lancaster Laboratories Environment Testing, LLC. She stated that even though West Virginia has no regulations at this time, the results were well below thresholds set by other states.

The Board provided discussions. Mrs. Stolipher will work with the PR firm to provide public notice of the results.

Action: **No action required by the Board.**

Board Policies

i. CIF Policy – Draft by Mr. Maxey
ii. Biosolids PFAS Policy – Draft by Mr. Maxey
iii. Rules of Procedure
iv. Connect and Disconnect Policy
v. Developer Policy

Mrs. Stolipher included the two policies drafted by Mr. Maxey and mentioned other policies she has been working on with Mr. Rodecker. Mr. Lewis reviewed the PFAS policy and thought it was well written. The Board provided discussions. Mr. Rodecker will review the two policies drafted by Mr. Maxey for consideration at the next board meeting.

Action: **No action required by the Board.**

MANAGER REPORTS

Chairman Report

The Chairman provided no updates.

Action: **No action required by the Board.**

APPROVAL OF BILLS

April 9, 2025

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the payment of the bills.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:38 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, April 23, 2025 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
April 23, 2025

The Charles Town Utility Board held a regular meeting on April 23, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manger and Ashley Stottlemyer, Secretary.

Mr. Rodecker was absent from the meeting.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of April 9, 2025 Minutes

The Chairman called for changes or corrections to the April 9, 2025 regular meeting minutes. Mr. Maxey suggested two changes to the Sidewinder item.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the minutes as amended.**

PUBLIC COMMENT

The Board received public comments from Jacquelyn Milliron and Giuliana Broyna.

Mr. Maxey suggested amending the agenda to include a discussion on the Sidewinder Agreement as instructed by the Board two meetings ago to have this as a standing agenda item. Mr. Pierson suggested caution on this discussion due to recent litigations between Sidewinder and the Planning Commission.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved amending the agenda by adding a discission on the Sidewinder Agreement.**

Mrs. Stolipher provided she had no updates and was aware Mr. Rodecker was unable to attend this meeting to provide any updates. She did mention that she provided Mr. Rodecker with the Planning Commission minutes for him to draft the letter to the PSC informing them of their decision to deny the project. Mr. Maxey also requested all changes or revisions to the agreement be brought before the Board for discussion. The Chairman cautioned the Board review the lease described in the agreement prior to signing the document.

UNFINISHED BUSINESS

Board Policies

i. CIF Policy – Draft by Mr. Maxey

Mrs. Stolipher included both the redline and clean version of the policy. Both Mr. Rodecker and Raftelis provided revisions. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "for such new facilities" under Purpose.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "CIFs provide a temporary means of accumulating at least part of the funds necessary to expand capacity thus reducing the rate impact to all customers" and don't strike the sentence he struck under Policy Statement.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Raftelis's addition of "to five" under Policy Statement.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "equitably" and strike proportionally under Guiding Principles.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "Public Service Commission of West Virginia (PSC) and" under Guiding Principles.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "PSC" under Guiding Principles.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "to qualifying costs for" and strike exclusively under Guiding Principles.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved to retain "stewardship" under Guiding Principles.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved striking the two changes in blue requested by Raftelis under Review and Adjustments.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved accepting Raftelis's change of "expansion" under Review and Adjustments.**

ii. Biosolids PFAS Policy – Draft by Mr. Maxey

Mrs. Stolipher included the draft policy and comments from Mr. Rodecker, Chris Eckenrode and Richard Lewis. She suggested the Board review all comments submitted by the professionals, possibly adding language on drinking water, and provide comments back by May 7th for a draft available at the May 14th meeting. The Board provided discissions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved tabling this item until the May 14th meeting.**

Cooley Public Strategies – Draft Strategic Plan

Emily Bryan with Cooley Public Strategies briefed the Board on a strategic plan to increase the level of transparent communication between CTUB and key stakeholders and the community. This included developing a FAQ document, a CTUB Facebook page, updated website, an e-

newsletter and annual report, and events and briefings. The Board provided discussions. Ms. Bryan would like to bring back a social media policy for the Board to approve.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved adopting the framework provided by Cooley with the additions discussed (quarterly newsletter not monthly, ratepayer calculator to website, and social media guidelines).**

GDF Recommendation for Chlorine Gas System Modifications Project

Mrs. Stolipher reviewed the bid recommendation letter from GDF which recommended approval of the bid from Snyder Environmental totaling $357,710. The hoist was eliminated from the bid giving a $30,910 credit. Mr. Eckenrode mentioned CTUB has done work with Synder Environmental in the past and has always been pleased with the outcome.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, with discussions from the Board, the Board unanimously approved the bid with Snyder Environmental.**

Birdhill Meadows Sewer AMEA

Mrs. Stolipher provided a draft sewer AMEA for Birdhill Meadows for 720 residential units. She will provide the exhibit to show the offsite extension to connect to the Northport force main. Mrs. Stolipher mentioned WV American Water will provide the water for this subdivision. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the Birdhill Meadows sewer AMEA as submitted.**

Discussion on County Commission Updates

The Chairman suggested the Board strategize how to keep transparency open with the County Commission and discuss at a later meeting. He mentioned Mrs. Stolipher will be attending the May 19th City Council meeting to provide CTUB updates. The Board discussed a second "CTUB Day" open to the public.

Action: **No action required by the Board.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided no updates.

Action: **No action required by the Board.**

Chairman Report

The Chairman extended the CTUB Day invite to Jacquelyn Milliron. He also provided at the next City Council meeting he added an agenda item to discuss the CTUB Chairman replacement.

Action: **No action required by the Board.**

APPROVAL OF BILLS

April 23, 2025

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the payment of the bills.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:30 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, May 14, 2025 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
May 14, 2025

The Charles Town Utility Board held a regular meeting on May 14, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman (Zoom); Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of April 23, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the April 23, 2025 regular meeting minutes. Mrs. Parker requested staff review the recording to check if Commissioner Majdi attended the meeting and reflect that in the minutes if necessary.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the minutes.**

Approval of April 30, 2025 Special Meeting Minutes

The Chairman called for changes or corrections to the April 30, 2025 special meeting minutes. Mrs. Parker suggested a grammatical revision and add Mr. Kratovil's comments on the Sidewinder agreement.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the minutes as amended.**

PUBLIC COMMENT

Public comment was received from Giuliana Broyna.

UNFINISHED BUSINESS

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker provided an update on the case. He filed the Motion to Stay as directed by the Board at the previous meeting. The PSC provided a Second Final Joint Staff Memorandum recommending approval of the agreement, but bring the agreement back for review if any changes occur with Planning Commission decisions. Mrs. Stolipher mentioned the lease agreement should be available for the Board to review before the next meeting.

Action: **No action required by the Board.**

ii. 25-0263-W-C – West Virginia American Water Complaint Case

Mr. Rodecker provided the PSC staff issued a Staff Recommendation today recommending an order requiring WVAW to cease and desist from taking any action to encroach on the service territory of CTUB at that location. He mentioned both parties now have 10 days to file a response and recommended CTUB file a letter concurring with the Staff Recommendation.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved directing Mr. Rodecker and Mrs. Stolipher draft and send a letter ASAP to the PSC concurring with the Staff Recommendation.**

PFAS Biosolids Testing Results

Mrs. Stolipher provided the draft policy in the packet incorporating drinking water and comments from Mr. Lewis and Mr. Eckenrode. The Board provided discussions and changes to the draft. Mr. Maxey will incorporate all the suggested changes and provide to the Board for approval next meeting.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved tabling the policy until next meeting during which time Mr. Maxey will make provide an updated version to include hyperlinks and a set amount of time with which to take action should a bad result occur.**

NEW BUSINESS

Collection System Project - Resolution No. 7 - Request for Payment #7, CIF Payment #6

Mrs. Stolipher included the pay application for Resolution No. 7, CIF Payment #6 in the amount of $39,434.22 for work completed.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved Resolution No. 7 – CIF Payment #6.**

Collection System Project - Resolution No. 8 - Request for Payment #8, CWSRF Payment #2

Mrs. Stolipher included the pay application for Resolution No. 8, CWSRF Payment #2 in the amount of $148,131.00 for work completed.

Action: **Motion made by Mr. Kratovil, second by Mr. Pierson, the Board unanimously approved Resolution No. 8 – CWSRF Payment #2.**

Konica Minolta Bizhub C361i Color Copier/Printer/Scanner Lease

Mrs. Stolipher provided a copy of the 60-month lease for the office copier totaling $4,080.00 per year.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the copier lease.**

Quality Fence Quote for Gate Operator

Mrs. Stolipher provided a quote for the main gate operator control at the Charles Town wastewater treatment plant in the amount of $10,781.00.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the quote for the gate operator.**

CTUB Social Media Policy Guidelines - Draft

Mrs. Stolipher provided the draft social media policy for CTUB's new Facebook page. She clarified all social media comments would be directed to the info@ctubwv.com. The Board provided discussions.

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously approved the CTUB Social Media Policy Guidelines.**

Chlorine Room Modification Project - Notice of Award

Mrs. Stolipher included the Notice of Award to Snyder Environmental Services in the amount of $388,620.00. She mentioned the first change order will be to remove the crane as discussed last meeting. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the Notice of Award as submitted.**

Resolution 2025-01 - FY 2026 Budget - Draft

Mrs. Shultz briefed the Board on the FY 2026 water and sewer operating budgets. She also included the water and sewer Capital Improvement Plan, Bond Payments and Capital Expenditure Budgets. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution 2025-01 – FY 2026 Budget.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided updates on the Utility Cloud and Edmunds software integration, the 2nd Quarterly Utility Coordination Meeting, completed hydrant flushing, and various ongoing sewer projects. She also participated in Career Day at Wright Denny Elementary, plant tours with Citizens Fire Company and CTUB Day at the wastewater plant. Mrs. Stolipher included a Fluoride Notice in the packet from the WV Department of Health on reporting of fluoride in drinking water.

Chairman Report

The Chairman echoed Mrs. Stolipher' s success of CTUB Day and suggested having another CTUB Day for the general public.

Action: **No action required by the Board.**

Mrs. Parker informed the Board that she was contacted by the County Commission Administrator on 5/9/2025 in the afternoon to come to their meeting on 5/14/2025, to provide an update on CTUB business. Mrs. Parker responded within 24 business hours of their request to the County Administrator that she was not available to attend, but offered meeting minutes from March, which was all that was available on the website as of 5/12/2025. Mrs. Parker said that she was still placed on the County Commission Agenda, with the County Administrator saying that they did not hear from Mrs. Parker before the agenda was published. Mrs. Parker was concerned about the County Commission emails not being received and wondered if the email

went to spam or some other filter. The County Commission Administrator was requested on 5/12/2025 that the County Commission Agenda be revised to remove Mrs. Parker from the agenda, but was still on the County Commission Agenda as of CTUB's Regular Board Meeting on 5/14.

Commissioner Madji had questions on the Water Model of the CTUB System that was presented at a previous meeting and Mrs. Stolipher provided a brief update and will share the final report when available.

APPROVAL OF BILLS

April 9, 2025

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the payment of the bills.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:23 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, May 28, 2025 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-609: Eastern Panhandle Transit Authority Letter

ATTACHMENTS:

- EPTA Letter.pdf

Eastern Panhandle Transit Authority

February 12, 2024

City of Charles Town
101 E. Washington Street
Charles Town, WV 25414
Attn: Krista Davis, Charles Town Finance Director

Re: FY 24 Funding Request

Dear Ms. Davis,

Thank you to the City of Charles Town for the continued support of EPTA and our mission. EPTA's mission involves, in part, the operation of Routes 16 and 20 in Jefferson County Monday through Friday 5:00 am to 8:40 pm. EPTA receives federal funds in support of those operations as well as capital improvements, but these funds cannot be accessed without matching funds, notably funds from local governments and municipalities. Charles Town has historically provided such matching funds. All local funding will be first employed as matching funds to access those federal funds and then, in company with the federal funding, applied to the route operations that provide services to the elderly, the disabled, veterans, and all other riders as they travel for work, shopping, and/or enjoying our local attractions. In this manner, EPTA is an important part of the fabric of your community; contributing to the economic growth and enhancing the quality of life for residents of Jefferson County.

EPTA is requesting $50,000 in annual support for funding in FY 25. The funds will be used to support routes 16 and 20 services in Charles Town. Charles Town is the transfer location for these routes that connect residents to Harpers Ferry and the VA Medical Center and beyond. EPTA uses cost allocation to determine per-hour costs for operational expenses, which include but are not limited to salaries, fuel, preventative maintenance of vehicles, insurance and depreciation of capital equipment.

In addition, EPTA continues to see increased non-emergency medical transportation services and demand response ridership. EPTA acquired 2 replacement vehicles in 2023. Using scheduling software provided by a grant, EPTA has been able to optimize medical transportation and EPTA is on track to see an increase over last fiscal year's ridership.

EPTA's significant accomplishments for FY 24

1. EPTA Transit Center Project reached 100 % for design and engineering project going to advertisement on February 16, 2024.

446 Novak Drive, Martinsburg WV 25405 Office: 304-263-0876 Fax: 304-264-9253

2. Completed GTFS (General Transit Feed Specifications) data for Google Maps and finalized GTFS data for Apple Maps
3. On order two replacement vehicles (26 passengers) Grant funded 80/20 and one expansion vehicle 100% funded VW settlement

What major activities are planned by EPTA for FY 25

1. EPTA Transit Center Project: Construction (5339 Grant Funding)
2. Replace four (4) 18-passenger vehicles, grant-funded 80/20 match

EPTA is committed to providing Charles Town residents with safe, accessible, reliable, and affordable transit options. I appreciate the consideration of our funding request. Please let me know if you have any additional questions or needs.

Respectfully,



Elaine Bartoldson, CCTM
Executive Director
Cc:
Budget File
Nicolas Diehl - EPTA BOD President

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-610: Independent Fire Company No. 1, Inc. Letter

ATTACHMENTS:

- Independent Fire Company Letter.pdf

Independent Fire Co. No. 1, Inc.
Mailing Address:
PO Box 925, Charles Town, WV 25414
Phone: (304) 725-2514

Organized 1884
Location Address:
200 W. 2nd Ave., Ranson, WV 25438
Fax: (304) 728-6006

000001**000001******SCH 5-DIGIT 25414 0000011
CURRENT BOXHOLDER
PO BOX 14
CHARLES TOWN, WV 25414-0014

May 14, 2025

Dear Neighbors,

Each year, the Independent Fire Company conducts an annual fundraising campaign with the primary objective of highlighting the vital role your contributions play in supporting our operational expenses. Your donations, combined with an anticipated income of approximately $202,000.00 from the State of West Virginia, the City of Ranson, the City of Charles Town, and Jefferson County, help cover the costs associated with equipment, training, and daily operations, enabling us to respond promptly and effectively to emergencies. Despite this funding, there remains a significant shortfall of roughly $757,000.00, which is offset through your generous support, eligible billed services, and other fundraising initiatives.

A snapshot of the number of hours our volunteers dedicated in 2024:

- Training – 600 hours
- Fund-raising Events – 5,781 hours
- Calls for Service Hours – 1,034 hours

2024 Calls for Service

- Assist EMS – 245
- Fires – 86
- Vehicle Accidents – 121
- Rescue Calls – 26
- HazMat Calls – 29
- Miscellaneous/Other – 510

Your generous donations have helped IFC purchase over the past few years include:

- Paratech HydraFusion Struts
- New Duty Vehicle
- New Engine
- Replacement of High-Pressure Airbags

Every donation, regardless of size, is vital in ensuring we remain prepared to serve you in times of need. While we understand that your generous contributions cannot fully cover our annual expenses, this fundraising campaign provides a significant source of income that enables us to sustain and enhance our services. We kindly ask that you consider making a tax-deductible donation today to help us continue delivering the essential services our community relies on and deserves.

Thank you for your continued support! Together, we can continue to make our community safer for all.

Paul D Silveous Jr

Paul D. Silveous, Jr.
President

THANK YOU FOR YOUR SUPPORT!!

Amount of Contribution:

_____$50 _____$75 _____$100 _____$150 _____$200 _____$ Other

Check # _____ Date _____ *(Your Donation may be tax deductible.)*

Make address changes on the other side.

Make Checks Payable to:
INDEPENDENT FIRE COMPANY, INC.

Please help IFC reach 2025 goal of $100,000.00
A donation from each household will enable us to reach our goal.

(Detach here and return the upper portion with your donation.)

2025 Administrative Officers:

President: Paul Silveous Vice President: Patty Turner

Treasurer: Terry Carper Secretary: Tara Hough

Board of Directors: Rick Hahn, David Swan & Adam Watson

2025 Operational Officers:

Chief: Adam Watson Assistant Chief: Mike Schweitzer

Captain: Ian Dunn

Lieutenants: RJ Hahn, Julian Bound, Brandon Carroll & Daniel Turner

Safety Officers: Jared Lamb & Mike Hough

Fire Police: Rick Hahn & Harry Burns

Cost To Respond:

Fire Engine – $900,000.00

Equipment – $450,000.00

Protective Gear – $16,000.00 per volunteer

VOLUNTEER REPONSE – PRICELESS!!!

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-611: Old Charles Town Library, Inc. Letter

ATTACHMENTS:
- Charles Town Library Letter.pdf

The Charles Town Library

Old Charles Town Library, Inc.
200 E. Washington St.
Charles Town, WV 25414

The Jefferson County Museum

16 May 2025

Ms. Lori Nice, Finance Director
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Subject: Request for Funding for the Charles Town Library and the Jefferson County Museum

Dear Members of the City Council,

I am writing to request a Community Partnership Grant for the Charles Town Library and Jefferson County Museum (a "but for" organization) to support our efforts in expanding public access to essential resources and services that benefit the entire community. As vital centers for education, enrichment, and cultural engagement, our institution plays a crucial role in fostering lifelong learning and community connection.

To continue fulfilling our mission and addressing evolving community needs, we request $20,000 for the following key initiatives:

Public Access Computers – The demand for accessible digital resources continues to grow, particularly among students, job seekers, and individuals relying on internet access for essential services. We propose upgrading and expanding our public access computer stations to ensure equitable access to technology for all residents. Our public access computers are the only outlet for some Charles Town residents to use the internet, word processing, and other programs.

Augmented Children's Services – In response to the increasing demand for early childhood literacy programs and interactive educational experiences, we aim to enhance our children's services through additional programming, reading initiatives, and engaging hands-on exhibits. Investing in these services will support the development of young minds and contribute to their academic success.

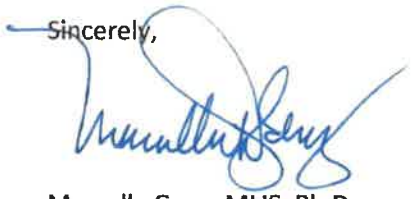
Strategic Planning for the Centennial – As we approach our 100th anniversary, we plan to develop a comprehensive strategic vision that will guide us into the next century. This includes community outreach, expansion plans, and initiatives aimed at ensuring our continued relevance and sustainability for future generations.

Fundraising Initiatives for Centennial Programming – In celebration of our Centennial, we aim to launch fundraising campaigns and events that will bring together local businesses, civic leaders, and residents in support of our mission. With additional funding, we can create meaningful programming, special exhibits, and commemorative events to honor our history and inspire future engagement.

We firmly believe that these improvements, combined with our Centennial efforts, will strengthen our ability to serve residents of all ages, enhance educational opportunities, and foster an inclusive, thriving community. With your support, we can ensure that the library and museum remain accessible and impactful spaces for learning and discovery.

Thank you for considering our request. We appreciate your ongoing commitment to supporting community development and cultural enrichment.

Sincerely,



Marcella Genz, MLIS, Ph.D.
Executive Director