CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JANUARY 3, 2023

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. APPROVAL OF MINUTES

: **2022-238:** City Council Meeting Minutes - December 19, 2022
City Council Meeting Minutes December 19 2022.docx

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2022-229:** Tree City USA Application
2022 Tree City USA Application.pdf

: **2022-230:** Swearing of Oath - Patrolman Jarrett Day

6. COMMITTEE REPORTS

7. CITY MANAGER REPORT

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

: **2022-231:** Vehicle Request - Charles Town Police Department
FY24 Vehicle Purchase Request_rmt_.pdf

: **2022-232:** Historic Landmarks Commission - Appointment
Updike, Amanda-Boards-and-Commissions-Application-December 2022.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2022-233:** 520 W. Congress Street Property - Referral to Parks & Recreation Commission

12. APPROVAL OF BILLS

: **2022-237:** Payment of Bills - January 3, 2023
GENERAL FUND COUNCIL REPORT 2023 1 03.pdf
CAPITAL RESERVE COUNCIL REPORT 2023 1 03.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING January 17, 2023, 7:00 PM

: **2022-234**: Signed Resolution 2022-010
2022-010 - Resolution in Support of Charles Town Application for Land & Water Conservation Fund Resources for the Jefferson Memorial Pool Upgrade Project.pdf

NOTICE: THE PUBLIC MAY LISTEN TO THIS MEETING BY CALLING (301) 715-8592 AND ENTERING THE MEETING ID (857 3815 6650) AND PASSCODE (588045).

NOTICE: THE PUBLIC MAY VIEW OR PARTICIPATE IN THIS MEETING BY ACCESSING THE FOLLOWING ZOOM LINK: (HTTPS://US02WEB.ZOOM.US/J/85738156650?PWD=UTDKM1QXNHIVDNLCAXHQQLDBRZJZDZ09) AND ENTERING THE PASSCODE (588045).

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/03/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2022-238: City Council Meeting Minutes - December 19, 2022

ATTACHMENTS:

- City Council Meeting Minutes December 19 2022.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • DECEMBER 19, 2022

Regular Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Jean Petti	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Micheal George	Councilmember	Present	
Rikki Twyford	Councilmember	Present	

Mr. John Barkley, City Manager; Mr. Todd Wilt, City Operations Director; and Chief Chris Kutcher, Charles Town Police Department were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2022-226 - City Council Meeting Minutes - December 5, 2022

The following change will be made to the December 5, 2022, City Council Meeting minutes:

Call to Order: Rikki Twyford - Status: change from Present to **Remote**.

3. PUBLIC COMMENT

Two people signed up for public comment.

Ms. Susan Snowden, an attorney with Jackson and Kelly, PLLC, representing West Virginia University Health-East, requested the Council table agenda item 2022-218 and enter into 3rd party mediation.

Mr. George Rutherford, president of the Jefferson County National Association for the Advancement of Colored people (NAACP), requested that the Council take action to verify whether or not Potter's Field Coloured Graveyard on S. Seminary Street contain any remains of those persons interned there.

4. WARD REPORTS

Ward #1

Ms. Ricketts reported the following:

- That she has continued to participate in the Smart Growth America Complete Street Champion Institute and delivered a presentation at the Infrastructure Committee meeting on her workplan project for the Institute.
- That she was happy to see debris being removed from the old Thomassen Ford building.
- That she virtually attended the Eastern Panhandle Transit Authority meeting.
- That she was disappointed to learn that the Land and Water Conservation Fund maximum grant has been further reduced from $500,000.00 to $250,000.00.
- That she plans to attend the December 20th webinar on grant opportunities with the Environmental Protection Agency (EPA) and Chesapeake Bay Trust.
- That she wanted to wish everyone a safe and Happy Holiday season.

Mr. Kratovil reported that he attended the Infrastructure Committee meeting and was also happy to see clean-up happening at the Thomassen building.

Ward #2

Mr. Hynes reported that he attended the Hayes Property Select Committee meeting, the City staff Christmas luncheon, and wished everyone a Happy Holiday season.

Mr. Tester reported the following:

- That he attended the Ordinance Committee and Hayes Property Select Committee meetings.
- That the Old Opera House (OOH) production of Cinderella and the Nutcracker were successful with sold-out performances. The next production, Leading Ladies, will take place in February 2023.
- That he attended the City staff Christmas luncheon and he wishes everyone a Merry Christmas and Happy New Years.

Ward #3

Ms. Petti reported the following:

- That she has been enjoying the lights contest and thanks Liz Cook for her organization of the community event.
- That the Jefferson County Community Ministries has begun their capital campaign fundraiser for their new community services center.
- That she wishes everyone a very Merry Christmas.

Ms. Philabaum reported the following:

- That she attended the Infrastructure and Ordinance Committee meetings.
- That she enjoyed the Nutcracker at the Old Opera House.
- That she wishes everyone a Happy Hanukkah and a Merry Christmas.
- That there will be Christmas Eve morning concert at Ortega's and Bushel and Peck on Saturday from 9:00 AM to 11:00 AM.

Ward # 4

Mr. George reported the following:

- That he attended the Hayes Property Select Committee meeting and the City staff Christmas luncheon.
- The Personnel Committee meeting was canceled for December. At the next meeting in January, they will be reviewing the City Employee Handbook and begin researching human resource staffing needs.

Ms. Twyford reported the following:

- That she attended Norborne Glebe Home Owner's Association (HOA) Annual Meeting and that the residents have reached the 25% ownership and as such elected their first resident to serve on the HOA board - Mr. Keith Veler. She congratulated Keith Veler and looks forward to working closely with the HOA.
- That she attended the Local Technical Assistance Program ADA Training on December 8th and 15th, the Claymont Mansion Tour on December 10th, the Jefferson County Chamber of Commerce Mixer at BCT on December 13th and the City staff Christmas luncheon.
- That she chaired the Ordinance meeting on December 15th.
- That the Christmas Light Tour has been excellent, and she thanked everyone that is participating.
- That the Hot Chocolate Contest on Friday December 16th was a nice way for businesses to promote themselves on social media.
- That she wishes everyone a Happy Hanukkah, Merry Christmas and Happy New Year.

5. MAYOR'S REPORT

The mayor invited Allison Dodson to present to the Council her responsibilities as the winner of the Teen Miss Mid-Atlantic Earth USA 2022 and her future plans as she represents the Community in various upcoming events.

Mayor Trainor also reported the following:

- That he attended the Norborne Glebe HOA, Finance Committee, and the Hayes Property Select Committee meetings.

- That he attended the City staff Christmas luncheon and wished everyone a Happy Hanukkah and Merry Christmas.

6. COMMITTEE REPORTS

2022-214: Finance Committee

Mayor Trainor reported the Finance Committee met on December 6, 2022. The Council will be asked to consider action on the City Building Assessment later in this meeting. (Agenda Item 2022-217)

2022-215: Infrastructure Committee

Ms. Philabaum reported that the Infrastructure Committee met on December 6, 2022. The Council will be asked to consider approving a letter drafted by Ms. Ricketts to the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) regarding a Bicycle/Pedestrian safety survey later in this meeting. (Agenda Item 2022-220)

2022-216: Ordinance Committee

Ms. Twyford reported the Ordinance Committee met on December 15th and is reviewing Article 531 - Simple Possession of Marijuana. There is no Council action requested at this meeting.

2022-219: Mayors Select Committee - Hayes Conditions of Annexation Committee

Mayor Trainor reported the Committee had its last meeting on December 14th. A draft ordinance will be presented to Council for their consideration later in this meeting. (Agenda Item 2022-218)

7. CITY MANAGER REPORT

Mr. Barkley informed the Council that the parameters for the Land and Water Conservation Fund (LWCF) grant – applied for by the City of Charles Town as referenced in City Council Resolution 2022-10 passed on November 7, 2022 – for the renovation of the Jefferson County Memorial Pool project have been revised. Namely, that the maximum LWCF award has been reduced from $500,000.00 to $250,000.00. The deadline for the submission of an amended application is December 31, 2022.

After discussion, Ms. Philabaum moved to amend the City's grant application to the amount of $250,000.00, narrowing the projected scope of work funded by the grant and the City's $250,000.00 matching funds to the renovation of the existing pool house. Mr. George seconded the motion, and it passed with a 7-1 vote.

RESULT:	**APPROVED**
MOVER:	Julie Philabaum
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Tester, Petti, Philabaum, George, Twyford
NAYS:	Hynes

Mr. Barkley updated the Council regarding the City's efforts to learn more about the Federal Emergency Management Agency (FEMA) Special Flood Hazard Mitigation grant for possible application at 520 West Congress Street, an uninhabited residential building located in an existing floodplain. During a phone conversation with FEMA reps Mr. Hatfield and Ms. Snead along with property owner Ms. Athena Roper, City staff

was informed that the aforementioned FEMA grant was typically reserved for those floodplain properties that were occupied. Since the property in question is not occupied, the prospects for an award to Charles Town weren't encouraging.

After discussion, the Mayor asked if there was any objection to requesting that the Parks and Recreation Board explore and report back to Council the positive and negative aspects of the City's possible acquisition of the property for future park land. There was no objection.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the Charles Town Police Department's (CTPD) November Statistic Report with the Council.

He reported the following:

- That the 30-day enforcement warning period for the new traffic pattern in the Crosswinds Community has concluded.
- That one of three police officer candidates passed the entrance test and is continuing through the hiring process. Chief Kutcher plans to move forward with a conditional employment offer to begin with the CTPD in January 2023.
- That a new administrative employee will start on January 3, 2023.
- That the CTPD was awarded the U.S. Department of Justice, Community Oriented Policing Services (COPS) Grant for the hiring of a Community Resource Officer.
- That one of the CTPD patrol vehicles was totaled after being struck by a deer, which coupled with another patrol vehicle in the repair shop for the past eight months awaiting parts, and the slow delivery of new patrol vehicles has created unwelcomed challenges for the CTPD.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

2022-220: HEPMPO Bicycle/Pedestrian Survey - Proposed Input/Comments

Ms. Petti reported that the word "Improvements" in the third paragraph of the letter should not be capitalized.

Ms. Philabaum moved to authorize the Mayor to sign and send the letter as amended to Mr. Matt Mullenax, HEPMPO. Mr. George seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Julie Philabaum
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Tester, Hynes, Petti, Philabaum, George, Twyford

2022-221: SLD-2022-03-BE/LDB NORBORNE GLEBE, PHASE 15 BOND ESTABLISHMENT

Mr. Hynes moved to approve the Land Disturbance Bond in the amount of $271,159.22 and the Performance Bond in the amount of $3,086,207.27 for the Norborne Glebe Phase 15 as recommended by the Charles Town Planning Commission. Mr. George seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Tester, Hynes, Petti, Philabaum, George, Twyford

2022-217: City Facilities Assessment

Mr. George moved to direct staff to develop a "scalable" Request for Proposal (RFP) to assess the material condition, current and future suitability, and corrective options for the City-owned buildings and other real property holdings as specified in the Finance Committee Report from December 6, 2022. Mr. Tester seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Micheal George
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Tester, Hynes, Petti, Philabaum, George, Twyford

2022-225: Charles Town Utility Board Appointment - 4 Year Term serving 1/01/23-12/31/27

Mr. Kratovil moved to nominate Ranson Mayor, Mr. Duke Pierson to the 4-year term on the Charles Town Utility Board of Directors term to expire December 31, 2027. Ms. Petti seconded the motion, and it failed by a 3-5 vote.

Ayes - Kratovil, Petti, George

Nays - Ricketts, Tester, Twyford, Philabaum, Hynes

Ms. Philabaum moved to direct City staff to schedule a special meeting to be held prior to the regular January 17, 2023, Council meeting for the purpose of interviewing the candidates nominated by the Ranson City Council for the Charles Town Utility Board of Directors. Ms. Ricketts seconded the motion, and it passed by a 5-3 vote.

Only the final vote is reflected in the box below.

RESULT:	**APPROVED**
MOVER:	Julie Philabaum
SECONDER:	Elizabeth Ricketts
AYES:	Ricketts, Tester, Philabaum, George, Twyford
NAYS:	Kratovil, Hynes, Petti

2022-218: First Reading and Consideration of an Ordinance Authorizing and Directing the Mayor to Execute an Agreement Rescinding, Canceling, and Nullifying, as Between the Parties to such Agreement, those certain Conditions of Annexation Dated the 30th Day of January 2007, Entered by and Between Rolfe G. Hayes and Ahmad H. Abdul-Baki, as Owners of the Subject Real Property, and the City of Charles Town, and Releasing the Parties to such Agreement from any Executory Obligations, Covenants, or Duties Under the Conditions of Annexation.

Mr. Hynes moved to approve the First Reading. Mr. Tester seconded the motion, and it passed with a 6-2 vote.

Mr. Kratovil suggested reconvening the Mayor's Select Committee and holding a public hearing to take into consideration the information revealed during this agenda item. Mayor Trainor stated he will take the request into consideration.

RESULT:	**APPROVED**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	Tester, Hynes, Petti, Philabaum, George, Twyford
NAYS:	Kratovil, Ricketts

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees/commissions.

12. APPROVAL OF BILLS

2022-227: Payment of the Bills - December 19, 2022

Mr. Kratovil moved to approve the payment of the bills. Mr. Tester seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Tester, Hynes, Petti, Philabaum, George, Twyford

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none, he declared the meeting adjourned.

14. INFORMATION ONLY - NEXT MEETING January 3, 2023, 7:00 PM

2022-222: 2023 City Council Meeting Schedule

2022-223: 2023 City Holiday Schedule

2022-224: Charles Town Utility Board Minutes - November 16, 2022

NOTICE: THE PUBLIC MAY LISTEN TO THIS MEETING BY CALLING (301) 715-8592 AND ENTERING THE MEETING ID (857 3815 6650) AND PASSCODE (588045).

NOTICE: THE PUBLIC MAY VIEW OR PARTICIPATE IN THIS MEETING BYACCESSING THE FOLLOWING ZOOM LINK:(HTTPS://US02WEB.ZOOM.US/J/85738156650?PWD=UTDKM1QXNHIVDNLCAXHQQLDBRZJZDZ09) AND ENTERING THE PASSCODE (588045).

2022-229: Tree City USA Application

Mayor Trainor will offer a report on the included application and the broader Tree City USA Program.

ATTACHMENTS:

- 2022 Tree City USA Application.pdf

Arbor Day Foundation®

2022 Tree City USA

Application for Certification

The Tree City USA award is in recognition of work completed by the community during the 2022 calendar year.

Primary Contact

Contact Name Alissa Meeks
Email Address: ameeks@charlestownwv.us
Phone Number: (304) 724-3249
Address: 101 E Washington St
Charles Town, WV 25414

Charles Town, West Virginia Community Information

Select Which Best Describes Your Community: Community has both a Tree Board and a Department Chair/City Manager
Ordinance Date: Dec 14, 2020
Ordinance Uploaded
Per Capita Expenditure: 4.51
Arbor Day Date: Apr 29, 2022
Proclamation Uploaded

As Mayor or Equivalent of the Community of Charles Town

Robert M Trainor | Mayor - Charles Town, WV | 22 Dec 2022

Mayor or Equivalent Signature | Title | Date

Application Certification

To Be Completed By The State Forester:

Charles Town

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be certified as a Tree City USA community, for the 2022 calendar year, having in my opinion met the four standards required for recognition.

State Forester Signature | Title | Date

Dec 20, 2022 12:22 PM

2022-230: Swearing of Oath - Patrolman Jarrett Day

Mayor Trainor will welcome Charles Town Police Department's newest hire, Patrolman Jarrett Day and administer the oath.

ATTACHMENTS:

2022-231: Vehicle Request - Charles Town Police Department

Chief Kutcher asks the City Council for consideration of the requests outlined in the attached memo.

Proposed Motion:
Motion authorizing staff to proceed with the acquisition of the 3 vehicles as requested and to initiate the appropriate budgetary revisions for City Council approval.

ATTACHMENTS:
- FY24 Vehicle Purchase Request_rmt_.pdf

Charles Town Police Department

661 South George Street, Suite 100, Charles Town, WV 25414
Phone: (304) 725-2714 • Fax: (304) 725-6753 • Email: ckutcher@charlestownwv.us
Christopher A. Kutcher, Chief of Police

To: Mayor Robert Trainor
City Council Members
City Manager John Barkley

From: Chief Christopher Kutcher

Date: December 29, 2022

Re: Purchase request for three (3) pursuit rated police vehicles

I request authorization to purchase three additional pursuit rated police vehicles in FY2023. Two of the vehicles would be early purchases from our FY2024 Capital Improvement Plan budget. The third vehicle is required to replace a police vehicle recently totaled due to a deer collision, with an insurance payout of $20K. Police vehicles and equipment prices have increased dramatically over the past year and are expected to continue increasing in the 2023 and 2024. Early purchase of pursuit rated police vehicles will result in cost savings to Charles Town.

Background: The Charles Town Police Department (CTPD) is authorized eighteen sworn police officers and one parking enforcement officer, each requiring a vehicle for the performance of their duties. In addition, Charles Town was awarded a U.S. Department of Justice, Community Oriented Policing Services (COPS) grant for a Community Resource Officer position beginning in FY2024, which brings the total authorized sworn officer positions to nineteen. In addition, CTPD operations require an additional three similarly equipped vehicles for various details that require unmarked vehicles and backup reserves, bringing the total vehicle fleet needs to twenty-three (23); nineteen (19) for the sworn officers, one for the parking enforcement officer, and three (3) for other operations & backup reserves.

CTPD's current vehicle fleet consists of sixteen (16) pursuit vehicles (two (2) are currently being outfitted and one (1) has been in the repair shop awaiting parts for the past 8+ months); one (1) parking enforcement vehicle; and three (3) specialized vehicles for a total of 20. CTPD has one additional pursuit rated vehicle ordered with an expected delivery date of June 2023. This vehicle is scheduled to replace the active 2011 Crown Victoria (111,260 miles). The average milage for the current fleet of pursuit vehicles, less the three newest, is approximately 65,000.

See below for cost and funding breakdown.

Charles Town Police Department Vehicle Cost and Funding Breakdown		
FY24 CIP Vehicle funding Allotment		$125,000
Insurance payout for Totaled Vehicle		$20,000
Total		$145,000
Cost of 3 Vehicles	$47,600 each	$142,800
Vehicle Equipment Est Cost	$27,871 per vehicle	$83,614
Total Outfit and Vehicle Cost	$75,471	$226,414
DIFFERENCE IN FUNDING TO COST		**-$81,414**

Thank you for your consideration and please contact me if you have any questions.

2023 Tahoe 22-23 Price Comparison
Charles Town PD - Marked Cruiser

Component	Part Number	23' Pricing	22' Pricing
Console			
Floor Plate	FM-21TH		
25" Console	CC-21TH-1015-OS	611.31	555.74
SoundOff Faceplate	FP-SO500-R		
Radio Faceplate	FP-MXTL2500		
Magnetic Mic	AC-MAG-MIC	42.5	42.5
Mic Clips	AC-MIC-Z-FPI	23.76	21.6
Beverage Holder	AC-INBHG	45.93	41.76
Storage Tray	AC-TICK-2	38.01	34.56
Armrest	AC-TB-ARMMNT-58	153.65	139.68
Havis Keyboard	KB-106	388.2	388.2
Weapons Rack			
Single Weapons Rack	GM-SGL-MNT	167.79	152.54
Rifle Lock Bracket (Included)	GM-B-OP-SC5-BKT		
Rifle Lock	GL-SC-6	152.06	138.24
Prisoner Partitions/Window Bars/Storage			
Bent Frame Partition Kit	KIT-TP-SM1-21TH-SS	991.27	901.15
Welded Window Bars	WHG-TH-21SET	280.9	255.36
Setina Elevated Cargo Box With Slide out Drawers	TK0250TAH21	1801.8	1716
Rear Cargo Partition	RP-21TH-PL-FX2	739.2	672
SoundOff Signal Warning Components			
55" Mpower Light Bar	EMPLB00LD0-1R7	2854.67	2854.67
4" HD mPower's Blue/White -Light Channel (2)	EMPS4STS4E	264.6	264.6
SoundOff Signal 500 Remote Push Button Siren 100 Watt	ENGSA5100RSP	944.46	944.46
100 Watt Siren Speaker	ETSS100J5	243.54	243.54
Speaker Bracket	ETSS100NBKTH	31	31
Link Module between vehicle and Siren control system	ENGLMMD001	380.7	380.7
61" SL Runner 5 Module Blue/White (running board) (2)	ESLRL6105E	673.92	673.92
4"mPower (2) Tag Area (2) Front Lower Valance	EMPS2QMS4E	793.8	793.8
3"mPower Quick Mount (Inner Hatch) (2)	EMPS1QMS4RBA	261.36	261.36
Remote Node with 10' Harness	ENGND04101	245.95	245.95
bluePRINT Sync® Module, includes GPS Antenna, ECE R10 Certifie	ENGSYMD01	288.78	288.78
Timer/Fuse System			
911 Circuits 27-Circuit Fuse Panel with Timer		658.74	658.74
Laird Radio Antenna Cable and Low Profile Mast		118	118
5 lb Fire Extinguisher with Quick Release Bracket		95	95
Setina PB 400 Aluminum Push Bumper(Center Section)		575	575
Renogy Solar Battery Charger		300	300
Components Supplied by Charles Town PD			
Tahoe Cost		47600	38268
Radio		3645.55	3645.55
Camera		6425	6425
Radar		2000	2000
Cradlepoint		1000	1000
Component Total		74836.45	65127.4
Shop Fee's		382.5	382.5
Labor To install all components		3880	3880
Shipping Fee's		1250	1250
Estimated Graphics Cost		850	850
Total Vehicle Upfit Cost		81198.95	71489.9

2023 Tahoe Updated Pricing
Charles Town Unmarked Tahoe

Component	Part Number	Cost
Console		
Floor Plate	FM-21TH	
25" Console	CC-21TH-1015-OS	611.31
SoundOff Faceplate	FP-SO500-R	
Radio Faceplate	FP-MXTL2500	
Magnetic Mic	AC-MAG-MIC	42.5
Mic Clips	AC-MIC-Z-FPI	23.76
Beverage Holder	AC-INBHG	45.93
Storage Tray	AC-TICK-2	38.01
Armrest	AC-TB-ARMMNT-58	153.65
SoundOff Signal Warning Components		
nForce Interior Bar Bar Light, Blue/White	ENFWB00G0C	1138.32
nForce Interior Bar Light Rear- Blue/Amber	ENFWB00ZEC	1176.12
4" HD mPower's Blue/White -Light Channel (2)	EMPS4STS4E	264.6
SoundOff Signal 500 Remote Push Button Siren 100 Watt	ENGSA5100RSP	944.46
100 Watt Siren Speaker	ETSS100J5	243.54
Speaker Bracket	ETSS100NBKTH	31
Link Module between vehicle and Siren control system	ENGLMMD001	380.7
61" SL Runner 5 Module Blue/White (running board) (2)	ESLRL6105E	673.92
4"mPower (2) Tag Area (2) Front Lower Valance	EMPS2QMS4E	793.8
3"mPower Quick Mount (Inner Hatch) (2)	EMPS1QMS4RBA	261.36
Remote Node with 10' Harness	ENGND04101	245.95
bluePRINT Sync® Module, includes GPS Antenna, ECE R10 Certified	ENGSYMD01	288.78
Timer/Fuse System		
911 Circuits 15-Circuit Fuse Panel with Timer		459.54
Laird Radio Antenna Cable and Low Profile Mast		118
5 lb Fire Extinguisher with Quick Release Bracket		95
Setina PB 400 Aluminum Push Bumper(Center Section)		575
Components Supplied by Charles Town PD		
Tahoe Cost		47600
Radio		3645.55
Component Total		59850.8
Shop Fee's		310.4
Labor To install all components		3104
Shipping Fee's		750
Total Vehicle Upfit Cost		64015.2

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/03/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2022-232: Historic Landmarks Commission - Appointment

City Council is asked to consider an appointment to a new term on the Charles Town Historic Landmarks Commission. This is a 3-year term effective January 1, 2023 until December 31, 2026. This term has been advertised for the past 30 days and staff has received the single included application regarding the vacancy.

Proposed Motion:

Motion to appoint **Amanda Updike** to a 3-year term on the Historic Landmarks Commission serving January 1, 2023 until December 31, 2026.

ATTACHMENTS:

- Updike, Amanda-Boards-and-Commissions-Application-December 2022.pdf

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 12/19/22

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- X Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Amanda L. Updike

Address: 425 S. Mildred St. Charles Town, WV 25414

Email: mandiux3@gmail.com

Phone: 681-242-9814

Length of time lived in the City of Charles Town: 5 years

Have you ever been a member of a local government board or commission? Yes

If yes, when, where, and in what capacity? Charles Town, WV The Historic Landmark Commission

List present memberships in any relevant community, service, or civic associations.

I currently serve on the Historic Landmark Commission. (My term comes to an end on 12/31/22) I am also a member of the Charles Town, WV chapter of Kiwanis International and I serve as the Vice President of the Charles Town Middle School PTO.

Explain your interest in the board/commission and how it would benefit from your participation.

I have a passion for History and Historical Architecture and enjoy educating people on the importance of Historical Preservation. I own a Historical Property in the City of Charles Town and my Husband and I have a vested interest in the preservation of our City's Historic Structures. I have experience in writing and dealing with grant programs from my time spent in Corporate America and I also have experience in dealing with bylaws (as well as other Architectural governing documents) from my time spent in HOA property management. All of these skills and experiences coupled with my love and knowledge of Historic Architecture help make me an effective member of the HLC.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311 or by email at citymanager@charlestownwv.us.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/03/23
Department: City Council
Category: Referral
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2022-233: 520 W. Congress Street Property - Referral to Parks & Recreation Commission

City Council was approached several months ago in regarding this property and was asked to consider engaging jointly with the property owner in a FEMA Hazard Mitigation Grant to remedy the various hazards the structure on this property creates. After researching the program, the City Council opted not to engage in the Hazard Mitigation Grant Program. The City Council is now considering acquiring the property outright and asks the Charles Town Parks & Recreation Commission to determine if the property has value to the parks system and fits into the long range, master parks planning vision. The City Council requests consideration of the Charles Town Parks & Recreation Commission in a timely fashion with a report back as soon as possible.

Proposed Motion:
Motion to refer the 520 W. Congress Street Property Acquisition Consideration to the Charles Town Parks & Recreation Commission.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/03/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2022-237: Payment of Bills - January 3, 2023

ATTACHMENTS:

- GENERAL FUND COUNCIL REPORT 2023 1 03.pdf
- CAPITAL RESERVE COUNCIL REPORT 2023 1 03.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	12/29/22	4 NAME TAPES WITH VELCRO	GENERAL FUND	POLICE DEPARTMENT	13.00
	12/29/22	4 NAME TAPES WITH VELCRO	GENERAL FUND	POLICE DEPARTMENT	13.00
	12/29/22	4 NAME TAPES WITH VELCRO	GENERAL FUND	POLICE DEPARTMENT	13.00
	12/29/22	4 NAME TAPES WITH VELCRO	GENERAL FUND	POLICE DEPARTMENT	13.00
				TOTAL:	52.00
NEAL O. NILSEN	12/29/22	REMOTE MEETING EQUIP RENT	GENERAL FUND	CITY HALL	700.00
	12/29/22	REMOTE MEETING EQUIP RENT	GENERAL FUND	CITY HALL	150.00
	12/29/22	REMOTE MEETING EQUIP RENT	GENERAL FUND	CITY HALL	120.00
	12/29/22	REMOTE COUNCIL MEETING	GENERAL FUND	CITY HALL	675.00
	12/29/22	STATE OF CITY ADDRESS	GENERAL FUND	CITY HALL	150.00
	12/29/22	2017 CITY HALL TROUBLESHOO	GENERAL FUND	CITY HALL	175.00
				TOTAL:	1,970.00
BOYS AND GIRLS CLUB OF JEFFERSON COUNT	12/29/22	2022 CAR SHOW PROCEEDS	GENERAL FUND	FAIR ASSOC/FESTIVAL	2,500.00
				TOTAL:	2,500.00
CINTAS	12/29/22	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	188.53
				TOTAL:	188.53
COMCAST CORPORATION	12/29/22	661 XFINITY SER12/7/22-1/6	GENERAL FUND	POLICE DEPARTMENT	10.47
				TOTAL:	10.47
FORERUNNER TECHNOLOGIES INC	12/29/22	PD & CITY PHONE SYSTEM UPG	GENERAL FUND	CITY HALL	240.63
	12/29/22	PD & CITY PHONE SYSTEM UPG	GENERAL FUND	POLICE DEPARTMENT	240.62
				TOTAL:	481.25
FREDERICK HARTZELL	12/29/22	FY23 FIP-HARTZELL-403E WAS	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	3,397.25
				TOTAL:	3,397.25
FRONTIER, INC.	12/29/22	PD FAXLINE 12/7/22-1/6/23	GENERAL FUND	POLICE DEPARTMENT	137.66
				TOTAL:	137.66
JEFFERSON HIGH SCHOOL AIR FORCE JR ROT	12/29/22	2022 CAR SHOW PROCEEDS	GENERAL FUND	FAIR ASSOC/FESTIVAL	500.00
				TOTAL:	500.00
JEFFERSON PUBLISHING COMPANY, INC.	12/29/22	12/7 NPH TRI STATE INVESTM	GENERAL FUND	PLANNING & ZONING	36.94
				TOTAL:	36.94
JOHNSON CONTROLS SECURITY SOLUTIONS	12/29/22	661FIRE ALARM 1/1/23-3/31/	GENERAL FUND	POLICE DEPARTMENT	1,184.34
				TOTAL:	1,184.34
KIMLEY-HORN AND ASSOCIATES, INC.	12/29/22	SERVICES THROUGH NOVEMBER	GENERAL FUND	PLANNING & ZONING	937.22
				TOTAL:	937.22

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	53.80
ST THOMAS LUTHERAN CHURCH	12/29/22	FY23 FIP-119 S SEMINARY ST	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	1,980.00
				TOTAL:	1,980.00
STEPTOE & JOHNSON PLLC	12/29/22	LEGAL SERVICES NOVEMBER 20	GENERAL FUND	CITY ATTORNEY	10,677.25
				TOTAL:	10,677.25
TIAA, FSB	12/29/22	2ND FLOOR COPIER RENTAL	GENERAL FUND	CITY HALL	221.15
	12/29/22	2ND FLOOR COPIER RENTAL	GENERAL FUND	CITY HALL	20.50
	12/29/22	3RD FLOOR COPIER RENTAL	GENERAL FUND	CITY HALL	179.61
				TOTAL:	421.26
WASHINGTON HIGH SCHOOL SHOW CHOIR	12/29/22	2022 CAR SHOW PROCEEDS	GENERAL FUND	FAIR ASSOC/FESTIVAL	300.00
				TOTAL:	300.00

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

001	GENERAL FUND	30,355.84
	GRAND TOTAL:	30,355.84

TOTAL PAGES: 2

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: 12/29/2022 THRU 12/29/2022

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
ADVANTAGE TECHNOLOGY LLC	12/29/22	NOVEMBER2022 SSL RENEWAL	CAPITAL RESERVE	GENERAL GOVERNMENT	135.00
	12/29/22	NOVEMBER2022 SSL RENEWAL	CAPITAL RESERVE	GENERAL GOVERNMENT	134.99
	12/29/22	NOVEMBER2022 DOMAIN RENEW-	CAPITAL RESERVE	GENERAL GOVERNMENT	59.99
	12/29/22	NOVEMBER2022 MONTHLY AGREE	CAPITAL RESERVE	GENERAL GOVERNMENT	1,909.15
	12/29/22	NOVEMBER2022 MONTHLY AGREE	CAPITAL RESERVE	GENERAL GOVERNMENT	1,359.90
	12/29/22	NOVEMBER 2022 TECH SERVICE	CAPITAL RESERVE	GENERAL GOVERNMENT	570.01
	12/29/22	NOVEMBER 2022 TECH SERVICE	CAPITAL RESERVE	GENERAL GOVERNMENT	1,709.99
				TOTAL:	5,879.03
ALPHA ASSOCIATES, INCORPORATED	12/29/22	AUGUSTINE AVE TRAIL-DESIGN	CAPITAL RESERVE	CULTURE & RECREATION	9,856.95
				TOTAL:	9,856.95
NEAL O. NILSEN	12/29/22	COUNCIL CHAMBER AV UPGRAD	CAPITAL RESERVE	GENERAL GOVERNMENT	2,850.00
	12/29/22	COUNCIL CHAMBER AV UPGRADE	CAPITAL RESERVE	GENERAL GOVERNMENT	57.00
	12/29/22	COUNCIL CHAMBER AV UPGRADE	CAPITAL RESERVE	GENERAL GOVERNMENT	15.13
	12/29/22	COUNCIL CHAMBER AV UPGRADE	CAPITAL RESERVE	GENERAL GOVERNMENT	44.99
	12/29/22	COUNCIL CHAMBER AV UPGRADE	CAPITAL RESERVE	GENERAL GOVERNMENT	33.99
	12/29/22	COUNCIL CHAMBER AV UPGRADE	CAPITAL RESERVE	GENERAL GOVERNMENT	64.90
	12/29/22	COUNCIL CHAMBER AV UPGRADE	CAPITAL RESERVE	GENERAL GOVERNMENT	39.99
	12/29/22	COUNCIL CHAMBER AV UPGRADE	CAPITAL RESERVE	GENERAL GOVERNMENT	59.99
	12/29/22	COUNCIL CHAMBER AV UPGRADE	CAPITAL RESERVE	GENERAL GOVERNMENT	34.95
	12/29/22	COUNCIL CHAMBER AV UPGRADE	CAPITAL RESERVE	GENERAL GOVERNMENT	4.71
	12/29/22	COUNCIL CHAMBER AV UPGRADE	CAPITAL RESERVE	GENERAL GOVERNMENT	17.92
	12/29/22	LABOR COUNCIL CHAMBER AV U	CAPITAL RESERVE	GENERAL GOVERNMENT	1,358.00
	12/29/22	COUNCIL CHAMBER AV-REIMB E	CAPITAL RESERVE	GENERAL GOVERNMENT	1,858.00
	12/29/22	CW HALL AV PREWIRE	CAPITAL RESERVE	GENERAL GOVERNMENT	678.00
	12/29/22	CW HALL-PREWIRE-REIMB EXPE	CAPITAL RESERVE	GENERAL GOVERNMENT	225.00
				TOTAL:	7,342.57
KIMLEY-HORN AND ASSOCIATES, INC.	12/29/22	WAYFINDING SERV NOVEMBER 2	CAPITAL RESERVE	CULTURE & RECREATION	500.00
				TOTAL:	500.00
TINT WIZARD	12/29/22	WRAP DOORS WITH GRAPHIC#4	CAPITAL RESERVE	PUBLIC SAFETY	800.00
				TOTAL:	800.00

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

200	CAPITAL RESERVE	24,378.55
	GRAND TOTAL:	24,378.55

TOTAL PAGES: 1

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

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: 12/29/2022 THRU 12/29/2022

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: 01/03/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2022-234: Signed Resolution 2022-010

ATTACHMENTS:

- 2022-010 - Resolution in Support of Charles Town Application for Land & Water Conservation Fund Resources for the Jefferson Memorial Pool Upgrade Project.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

A RESOLUTION IN SUPPORT OF CHARLES TOWN APPLICATION FOR LAND & WATER CONSERVATION FUND RESOURCES FOR THE "JEFFERSON MEMORIAL POOL UPGRADE" PROJECT

WHEREAS, the City of Charles Town, WV seeks to create enhanced opportunities for citizens and families to utilize and enjoy outdoor park and recreational areas; and

WHEREAS, the City of Charles Town owns the 11.6-acre "Jefferson Memorial Park" including a one-acre outdoor public swimming pool facility known as "Jefferson Memorial Pool"; and

WHEREAS, Jefferson Memorial Pool is an outdated and deteriorating facility that has severe equipment deterioration, inadequate capacity to handle public use and demand, insufficient poolhouse facilities to meet modern needs, inadequate public parking facilities with no accessible parking, inadequate ADA and accessibility facilities and features, and other poor conditions which have led to recent closures, significant repair costs, and other challenges; and

WHEREAS, Jefferson Memorial Pool is the only public pool facility of any kind in Charles Town and the only public pool facility in Jefferson County (a locality with nearly 58,000 in population); and

WHEREAS, the City of Charles Town and its Charles Town Commission of Parks & Recreation have conducted extensive public outreach, public input sessions, public surveys, consideration of various pool upgrade options, and other public engagement approaches which have led to very strong consensus and support in the community for a pool facility upgrade project; and

WHEREAS, the City of Charles Town has worked with expert contracting firms to develop preliminary designs and plans, and cost estimations, for expansion of the swimming pool and pool deck, creation of a children's splash pad, upgrades to the existing Poolhouse, creation of an accessible picnicking area, upgrades to parking facilities including new accessible parking spaces, and associated hardscaping and walkway facilities, fencing, lighting, landscaping, and equipment; and

WHEREAS, the City of Charles Town is enthusiastic about and ready to proceed in conducting a pool upgrade project, and has budgeted substantial resources to support this project;

NOW, THEREFORE LET IT BE RESOLVED, that the City of Charles Town with the backing and recommendation of the Charles Town Board of Parks & Recreation, authorize an application by the City for a Land & Water Conservation Fund matching grant from the National Park Service through the WV Community Advancement & Development Division of the WV Department of Economic Development, in the amount of $500,000.00; and

LET IT BE FURTHER RESOLVED, that the City of Charles Town authorizes a match in the amount of $500,000.00 to provide a dollar for dollar match for this LWCF grant. The source of this funding will be City of Charles Town general revenues and reserves.

Adopted the 7th day of November, 2022.

Attest:

Robert Trainor
Mayor

John Barkley
City Manager/Clerk